



Food Safety Information & Training Requirement

Storing Food Safely

- Food should only be stored in locations disclosed to, inspected by, and approved by Feed My People.
- Storage in private homes or other locations which have not been inspected (even temporarily) is not approved.
- Food must be stored at least 6 inches from the floor, 4 inches away from walls, and 2 feet away from the ceiling. Shelving must be sealed from spills (not raw wood). All food should be stored safely, not under leaking pipes, under stairs, in mechanical or utility rooms or bathrooms or garbage rooms.
- Non-food items must be stored separately from food items (either below or beside food).
- Labels must be present on all packages, listing the contents, ingredients (in order of inclusion), net weight, distributor and distributor's address.
- Dry storage space should be well ventilated and at temperatures between 41° F and 70 ° F.
- If you are storing refrigerated or freezer foods at your location, make sure all refrigerators and freezers have internal thermometers visible inside each unit.
- Thermometers should show that you are storing food at safe storage temperatures:
 - Refrigerated temperatures between 32° F and 40° F
 - Freezer temperatures of 0° F or below
- To ensure that food items are stored safely, FMP expects Partner Agencies to use temperature logs to record temps for all fridge and freezer units used for food storage. Temperatures should be logged each day the facility is open (or at least once a week). Logs should be kept for at least one year.
- Raw food should be stored below ready-to-eat foods.

Food Dating

The code dates on packages are for store use, to indicate how long the package should be displayed on the shelves; these dates have very little to do with the safety of the food for consumption. For example, cereal may lose some of its crunch after the code date, but it does not become unsafe to eat.

- Use www.stilltasty.com to find information about storage and product safety and quality.
- The site www.foodsafety.gov also provides important information about product dating. Real Simple has a colorful storage chart. Use these resources to best determine how long it is safe to give food out to your clients, and when in doubt, throw it out.
- Baby Food Distribution Guidelines – Per federal guideline, baby and toddler foods and formula must be distributed by the 'use by' date or should be disposed of.

Food Safety Training Requirement

- The Bill Emerson Good Samaritan Act provides protection for our donors and partners for food donations and distributions performed in good faith. This Act, and the countless state laws which also address this issue, apply if our actions are done without negligence or willful failure to take an action that we should have taken. This includes making sure that the donated food is safe to eat when it reaches the end user.
- In order to protect the donors, agency partners, our food and our clients, Feed My People requires that at least one person must be trained in a food safety course and train the food preparation workers in safe food handling practices. If agencies utilize food provided by FMP to make meals, their key food service program staff are required to meet WI Department of Health and local commercial food safety standards.
- Agencies must show proof of required certification to their Field Services Specialist at site visits, which are completed every two years. Feed My People requires the following training for each program type:
 - Meal/Snack Programs: ServSafe Food Manager Certification
 - Food Distribution Programs (food pantries, backpack programs, mobile programs): ServSafe Food Handler Guide for Food Banking Training