

Getting started with the

Los Angeles Unified School District



Los Angeles Unified School
District

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In April, 2011, the LAUSD Board of Education passed the “Healthy Students, Healthy Families, and Healthy Communities” Resolution allowing the District to donate excess food from the school meal program to needy families and children in our school communities. Non-profit organizations may apply to the program to receive the donated food which is limited to packaged food items that have not been served to our students.

Setting Up a Food Donation Program at a School Site

Option 1: Selection of an **Existing Approved Non-Profit Agency*

**Agencies have applied, received approval and have current eligibility to pick-up at a LAUSD participating school site*

- School administrators can view the list of **approved** non-profit agency/agencies participating in the program by visiting the Food Donation section on the Food Services Division (FSD) website [http://achieve.lausd.net/Food Donation](http://achieve.lausd.net/Food%20Donation)
- School administrators, community liaisons or Food Services Managers may contact an agency on the approved list to inquire if the agency would like to add the school as a location pick-up.
- Upon agreement of the school principal and agency, the agency will provide written notification to the Food Services Division Central office to request and update the agency’s information to include the additional school pick-up location(s).
- A confirmation from the FSD Central office will be emailed to the principal, the approved non-profit agency representative, and the Food Services Manager. The email provides verification that the agency meets approval to pick up at the specific school location and that arrangements can be made through the agency and FSD Manager. Documentation of the previously approved Food Donation Agreement for the specific agency will be forwarded to all parties.
- Please note:
 - In the event that multiple agencies request the same school location, the principal will have final authorization of the approved non-profit agency designated for that campus
 - Participation is voluntary. Approved agencies are not **required** to pick-up donations solely based on a school’s request; but may pick-up donations based on the agency’s availability and transportation schedules.

Option 2: Requesting a *New Non-Profit Agency Pick-Up for a School Site*

Application Procedures

- Principals may recommend a non-profit agency for the Donation Program.
- Non-profit agency personnel, school administration, or community liaison may download the *Food Donation Agreement* form from the FSD website [http://achieve.lausd.net/Food Donation](http://achieve.lausd.net/Food%20Donation).
- The potential **non-profit donation agency will apply by completing and submitting**
 1. **Food Donation Agreement**
 2. **Satisfactory liability insurance (Certificate of Liability document)**
- Each of the following LAUSD offices will perform an application review to determine approval. Review process is two or more weeks from FSD’s receipt of agency’s documents.
 - **Office of Risk Management** will review the organization’s liability insurance to ensure it meets the requirements.
 - **Office of Inspector General (OIG)** will review the submitted documents and approve or deny the donation agreement.
- Once an agency is approved, the school principal, Food Service Manager and the non-profit agency will receive a written notification by the Food Services Division Central Office.
- The Food Service Manager will set up a donation pick up schedule with the non-profit agency and start the donation process.
- Organizations not on the approved list or arriving late to pick-up food items must be referred to the Food Services Division Central Office to resolve. The School Administration has the right to deny an agency access to the campus.

All agencies must receive approval from the LAUSD Nutrition Services Division to obtain permission to receive donated food and arrive on school campus. School-site Parent Centers are not designated as non-profit agencies; therefore, may not participate as an approved agency in the Food Donation Program.

