

## Feeding America

### Preparation

- The Market Grocery Manager (MGM) is to manage the program as it relates to rollout schedules, store participation, store champion's, etc.
- MGM's should ensure the food banks are ready by reviewing the attached [Food Bank Alignment](#) to identify the Feeding America location that the store will need to partner with.
  - MGM will contact each food bank assigned arrange the pick up schedule for each store
    - Pickups must occur at a minimum of 3 times a week
    - Only Supercenters and Neighborhood Markets will be participating in the program
  - Food banks have been informed of our participation and should be making plans to support the donations.
  - If a store shows an 'MGM Action' of "no food bank available", that store will not participate at this time.
- Feeding America boxes are required for donations - unless the Food Bank is providing containers for donations at no cost to us
  - Order 100 boxes via 99 supplies. Item # 9943762.

### Key Points

- DSD Receiving and Claims associates are responsible for creating donations and are to be trained in donation procedures. These procedures are located in the How To section of this playbook.
- Donations must be processed daily at the time the product is pulled from the sales floor.
- Items that normally go through the reclamation process will continue to do so.
- Mark items down to zero at the time they are pulled from the Sales Floor.
- Store items in **FEEDING AMERICA** boxes only. No other containers will be accepted for donations, unless the food bank has offered to provide containers.

The table below shows which departments can participate, and where to store donations until pick up is scheduled. **No other areas may participate in the Feeding America program.**

Items must be pulled from the Sales Floor and frozen **on the sell by date** on the label per div 24, 25, 26, 27, and 28 processes.

- Dented cans may be donated provided they are not punctured and still intact.
- Items with damaged outer packaging may be donated. Interior packaging must be intact.
- Meat should still be placed on the CVP program, but pulled at the end of the day of the Sell By Date and frozen.

Dept	Description	Location
83	Frozen Seafood	Freezer
93	Fresh Meat	Freezer
97	Deli	Freezer
98	Bakery	Freezer
94	Produce	Produce Cooler
90	Dairy/Cheese	Dairy Cooler
91	Frozen Food	Freezer
92	Grocery	Receiving on a Pallet
95	Dry Grocery	Receiving on a Pallet

## Non-Negotiables - Quality Control Processes

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- **We will not donate rotisserie items, deli prepared hot and cold items, fresh seafood, baby food, baby formula, consumables or OTC items.**
- Donation pickups are to occur 3 times weekly. Reducing the pickup schedule is **not permitted**.
- When donating meat, species **must be** separated. Chicken, pork and beef must never be stored in the same box.
- Consumables, Pets and OTC **CANNOT** be donated.
- Do **NOT** reuse any boxes contaminated with protein from items.
- Items for donation **must not** be stored on the sales floor at anytime.
- If an item is coded for the reclamations process, follow the claims process instructions.
- We **WILL NOT** accept any items from a DSD Vendor to add to our donation. If a DSD Vendor wishes to donate items they must coordinate with Feeding America.
- Customer returns **CANNOT** be donated.