



### Donated Food Distribution Organization (DFDO) – Questionnaire

Your answers to the following questions will determine which additional forms you need to complete and submit. There are three additional forms (Form A, Form B, and Form C) that may apply to your organization. *If additional space is needed to provide any information, please attach additional pages.*

1. The organization will be preparing and/or cooking raw meat, raw seafood, or raw poultry\* in the facility\*.

YES \_\_\_ NO \_\_\_

2. The organization will cook or reheat food, then cool those hot foods for later distribution, reheating, or service.

YES \_\_\_ NO \_\_\_

3. The organization will receive hot foods, then cool those foods for later distribution, reheating, or service.

YES \_\_\_ NO \_\_\_

If you answered YES to questions 1, 2, or 3 please complete and submit **DFDO Forms A, B and C.**

**Verification of eligibility required** - Attach a valid 501(c) IRS documentation letter or a letter of sponsorship from a 501(c) organization with a copy of its current 501(c) IRS determination.

4. The organization will be distributing and/or serving ready-to-eat\* foods requiring temperature control at the site.

YES \_\_\_ NO \_\_\_

5. The organization will be transporting, distributing, and/or serving ready-to-eat\* foods requiring temperature control at off-site or other “pop-up” locations.

YES \_\_\_ NO \_\_\_

6. The organization will receive donated hot or cold foods from donors.

\*YES \_\_\_ NO \_\_\_

7. The organization will be repackaging foods (shelf stable\* and/or TCS Foods\*) into smaller packages for distribution.

YES \_\_\_ NO \_\_\_

If you answered YES to questions 4, 5, 6, or 7 please complete and submit **DFDO Forms A and B. Verification of eligibility required** - Attach a valid 501(c) IRS documentation letter or a letter of sponsorship from a 501(c) organization with a copy of its current 501(c) IRS determination.

8. The organization will be operating a food bank or backpack program that re-packages and distributes only shelf stable\* foods.

YES \_\_\_ NO \_\_\_

If you answered YES to only question 8, please complete this form and **Notification Form A.**

\* Definitions present on the last page.

## Donated Food Distribution Organization (DFDO) – Definitions

<b>Definitions</b>
<b>Approved Source:</b> commercially packaged, inspected, or graded foods OR food prepared in a permitted kitchen OR game meats from a Law Enforcement Officer or licensed hunter that have been processed in an approved facility* and labeled as such.
<b>Dairy:</b> containing or made from milk.
<b>Donor Kitchen:</b> kitchen that is used by a donor to handle, store, or prepare food for donation to needy persons through a DFDO and is not a residential kitchen in a private home.
<b>Facility:</b> A “Food Establishment” that stores, vends, prepares, packages, and serves food for human consumption. This includes transport vehicles, delivery services and off-site or mobile operations. Also referred to as a “kitchen”, “operation” or “establishment”.
<b>Game Animal:</b> includes mammals such as reindeer, elk, deer, rabbit, squirrel.
<b>People:</b> an individual working with unpackaged food, TCS foods, food equipment, food utensils or food contact surfaces.
<b>Poultry:</b> any domesticated bird or migratory waterfowl or game bird, alive or dead. Includes chicken, turkey, duck, goose, and pheasant.
<b>Ready to Eat:</b> food in a form that is edible without any additional preparation to achieve food safety. This includes spices/seasonings, washed produce, cooked meat and plant products and dried or cured meats.
<b>Shelf Stable:</b> can be stored safely in a dry, non-temperature-controlled location for long periods of time. The opposite of “TCS*” or Time/Temperature Control for Safety foods.
<b>TCS Foods (formerly known as PHF):</b> food that requires Time/Temperature Control for Safety (potentially hazardous foods). Any meats raw or cooked, cooked vegetables or plants, raw sprouts and cut melons, tomatoes, or leafy greens as well as fresh herb-in-oil/butter.
<b>Temperature Control Equipment:</b> mechanical equipment that uses insulation and often electricity or gas to maintain temperatures of food to keep it out of the temperature control equipment*. This includes refrigerators and freezers, stoves, and ovens as well as steam tables, soup wells, electric Cambros, ice chests and chafing dishes (often used for temporary service at an offsite location).
<b>Temperature danger zone*:</b> any temperature between 41°F and 135° F. This zone is where bacteria has the easiest time surviving in TCS* foods and should be avoided at all times except for immediate service (lasting 30 minutes) or during active preparation (no more than 2 hours). Methods to cool hot foods quickly are important so that foods do not spend too long in this zone while in refrigeration. Working with food quickly while preparing meals or putting it away after it has been brought to your facility is also very important to reduce the overall amount of time food is in the temperature control equipment*.

For instructions to submit go to <https://clark.wa.gov/public-health/food-service-permitting-information>



For other formats, contact  
the Clark County ADA Office

**Voice** 564.397.2322  
**Fax** 360.397.6165

**Relay** 711 or 800.833.6388  
**Email** ADA@clark.wa.gov