

Membership Information & Guidelines

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This information is to be shared with all who will be working with your food program.

www.feedingAL.org



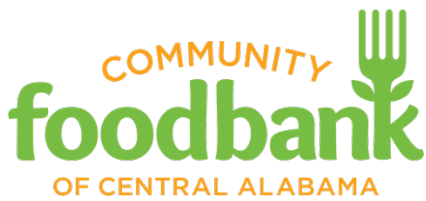
Our mission at the Community Food Bank of Central Alabama, we feed people in need today and foster collaborative solutions to end hunger tomorrow.

Since 1982, the Community Food Bank of Central Alabama (CFB) has responded to the hunger crisis in Alabama by providing food to people in need. CFB along with its network of over 200 partner agencies, has grown into central Alabama's largest hunger- relief organization. CFBCA is a member of Feeding America and United Way.

Community Food Bank of Central Alabama and Feeding America

Feeding America is a nationwide network of over 200 food banks. Community Food Bank of Central Alabama is a member of Feeding American and adhere to its contracts, best practices for food banking, and standards. In exchange, CFB gains national- level knowledge in solving hunger, raising funds, sourcing food, strengthening advocacy, and understanding trends in economics and supply.





Information & Fact Sheet

At its core, the CFB is a central clearinghouse for the collection and distribution of 12 million pounds of food annually that might otherwise be wasted. While seemingly simple, the handling of this volume of food requires a complex infrastructure and sophisticated management. The CFB receives donations from numerous sources, primary among them being the United States Department of Agriculture (USDA), Feeding America, national retail donors, manufacturers, and food drives. Some of these donations, while edible and nutritious, could not be sold at retail or wholesale outlets for several reasons—over production, unattractive packaging to customers, shelf-life turnover in stores (short code dates and/or out of date), damaged goods, etc. Through their donations, businesses have an opportunity to help those in need in their community while at the same time qualifying for a potential tax incentive. To supplement donations, the CFB also makes cost effective bulk purchases of both dry goods and produce. With the assistance of volunteers, our staff ensures the safe storage and reliable distribution of this food through two main channels: partner agencies and direct service programs.

Our network of over 220 partner agencies is at the center of helping address hunger among families, children, and seniors. Included among these volunteer-driven organizations are food pantries, homeless shelters, soup kitchens, children's programs, and residential facilities for the elderly and disabled. Any charitable, non-profit agency or religious organization meeting the criteria of the Internal Revenue Service (IRS) as a 501(c)(3) agency, that agrees to provide food to needy people at no charge, may apply to become a member agency of the Food Bank.

In recognition of the fact that the reach of our Agency network, while vast, cannot provide service to all vulnerable populations throughout the 8,900 square miles of our service area, the CFB also provides direct service through a number of programs. Because hunger has an especially devastating impact on families with children, the CFB has developed programs, Senior Grocery, Family Market, and Mobile Pantry, which deliver food in targeted ways and in places where children and their families can readily access it.

What is a Partner Agency? Membership Guidelines

In order to be a partner agency of Community Food Bank of Central Alabama, member agencies must have a 501(c)(3) federal tax-exempt status or a church recognized by the IRS. Proof of the applicable status is required and must be maintained. Partner agencies may include, but are not limited to, emergency food pantries, soup kitchens, and emergency shelters. Partner agencies must utilize food received through a partnership with CFB's network to serve the ill, needy, or infants (children 0-18 years).

People who need food assistance include:

- the working poor with low wages and no benefits
- the unemployed
- the elderly and disabled on fixed incomes
- the homeless
- people experiencing temporary emergencies such as fire, eviction, or a major illness
- single women and children

While their situations may vary widely, these people share the fact that they lack the resources to both obtain healthy, nutritious foods and meet other financial obligations.

To apply for membership with the CFBCA, an applicant must provide the following documentation (in addition to the membership application):

1. Letter of Determination from the Internal Revenue Service verifying their tax-exempt status – 501(c)(3). Churches applying must provide a copy of their 501(c)(3), or a letter from denominational headquarters stating the church applying for membership is in good standing in that denomination. Churches that do not have an official 501(c)(3) may qualify for membership if they meet certain established criteria; however, the ultimate determination will be made by food bank staff.
2. A copy of Charter or Articles of Incorporation.
3. A list of members of the governing body, designating the officers and mailing addresses and phone numbers of those officers.
4. A copy of the governing Board's approval for participation in the Food Bank.
5. Certificate of Liability Insurance Coverage.
6. Proof of funding sources and projected budget for the food program.
7. Evidence (pictures, brochures, etc.) of operation of a food program for a minimum of 6 months prior to application.
8. Proof of pest control services provided by a reputable company at least quarterly.

Once approved, member agencies must agree to:

1. Take responsibility to provide food free of charge to the ill, needy, or infants.
2. Support CFB through the payment of a .36 cent per pound “Shared Maintenance Fee” on product that requires inspection. We regularly review this fee and reserve the right to increase the Shared Maintenance Fee, if needed.
3. Place a minimum of one order of at least 1,000 lbs. every six months.
4. Allow monitoring visits by CFB, USDA, or ALSDE representatives. A CFB representative will conduct a monitoring visit once every two years but may be monitored more often.
5. CFB partners agencies are required to keep certain information on record at the site to document correct food safety, invoices, and eligibility. Agencies are required to submit monthly reports to CFB regarding the recipients they are serving. Records should be kept for a minimum of four years.
6. Practice safe food handling practices by ensuring food is stored in an appropriate temperature range and is protected from contamination, pests, theft, or tampering.
 - a. At least one representative per agency is responsible for completing ServSafe Certification which is conveniently available for no charge and online through CFB.
 - b. Partner agencies that prepare and/or serve prepared meals must have a representative with Manager-level ServSafe certification. (CFB does not provide Manager-level ServSafe certification.)
7. Maintain licensing and/or certification by all required health authorities and CFB.
8. Update CFB about any changes in the Agency’s food service, location, or personnel, including a change in 501(C)(3) status.
9. CFB partners are expected to pay the balance completely and on time within 30 days of pick-up and an agency takes responsibility for keeping records of invoices, statements, and any other financial communication between the agency and CFB.
 - a. Full payment is due within 30 days of the invoice date. Agencies will receive a notice on their statement if outstanding invoice(s) become 60 days past due. Agencies with balances 90 days or older may have their ability to order products suspended until the balance is paid in full. CFB reserves the right to suspend or terminate an agency’s account in any instance when the account balance is past due and/or when multiple attempts for collection have been unsuccessful.
10. CFB receives donated food and products from retail donors and other sources with the expectation that these products will be utilized to assist people in need on a first come first served basis. Food/ product obtained from CFB:
 - a. must be used to serve the ill, needy, or infants and children (0-18 years)
 - b. must be distributed to neighbors free of charge, with absolutely no conditions levied or implied.
11. Neighbors cannot be required to fulfill certain conditions in order to obtain food, including but not limited to
 - a. making a donation for food or a meal.
 - b. volunteering as a requirement of receiving food.
 - c. attending and/or participating in a religious service or activity in order to receive food.
12. Agencies cannot:
 - a. place donation jars in a location while food is being distributed or a meal is being served.
 - b. require neighbors to volunteer in order to receive food.
 - c. allow volunteers and/or congregation members preferential access to food by reserving food exclusively for volunteers or congregation members, allowing volunteers or congregations members a larger quantity of food than neighbors with the same or similar circumstances, or allowing volunteers or congregation members additional distributions than what other neighbors receive.

d. may not discriminate on any basis when distributing food to participants, including but not limited to race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and, where applicable, political beliefs, marital status, familiar or parental status, or sexual orientation.

- 13.** Loss of USDA food valued at \$100 or more must be reported to the CFB immediately. Once the CFB has been notified, a letter of condemnation must be obtained from the health department. In the event of burglary or fire, a report must also be filed with the local police or fire department and must be submitted to the CFB. All USDA food lost must be replaced by the responsible agency.
- 14.** The CFB must be able to prove to the Internal Revenue Service that the member Agencies that receive food from the food bank fulfill the requirements above. Obtaining food under false pretense or for fraudulent purposes is a violation of the Criminal Code of the State of Alabama.

Community Food Bank of Alabama Probation/Suspension Policy

Community Food Bank of Central Alabama works with agencies in partnership and with a purpose to end hunger in Central Alabama. The requirements of partnership are outlined in the Agency Partner Agreement, and CFB expects agencies to comply in all areas of the agreement.

In cases where partner agencies are in minor violations of the Agency Agreement, it is usually through a misunderstanding of the agreement requirements. CFB intentions with monitoring visits and the Agency Agreement is to educate and inform on best practices around food handling and distribution. We will work with partner agencies to assist them in coming into compliance without an interruption in service to them and the community. However, there are times when partner agencies may be placed on probation or permanently suspended.

Probation:

A partner agency found in violation of its Agency Agreement, or these Membership Guidelines may be placed on probation for a period not to exceed three months. Notification must be in writing. The Director or Assistant Director of Partner Engagement has authority to place member agencies on probation. CFB staff will work with the partner agency to establish an action plan and timeline to get the agency back into compliance.

The purpose of the probationary period is to place a partner agency on notice that it must bring its program into compliance or risk suspension. During the probationary period, the member Agency will normally retain all its rights and privileges as a member of the Food Bank; however, some violations may call for an immediate hold on obtaining any further product from the CFB. If the violation is not rectified by the end of the probationary period, Director or Assistant Director of Partner Engagement shall have the authority to extend the probationary period or to suspend the partner agency. The partner agency may appeal this decision as previously outlined. A partner agency's probationary status terminates when one of the following occurs:

1. The partner agency exhibits to the Director or Assistant Director of Partner Engagement that the violation has been rectified; or
2. The partner agency is unable or unwilling to correct violations.

Suspension:

A partner agency may be suspended, without first being placed on probation, if found in violation of #1, 2, 3, or 4 below. Agencies found in blatant violation of #5, 6, 7 or 8 or placed on probation a maximum of three times will also be subject to suspension. Upon suspension, an agency loses all rights and privileges as a member of the CFB. At the end of the suspension period, an Agency may reapply to become a member Agency with the CFB; however, re-approval for membership is not guaranteed.

Violations:

1. Exchanging donated food or other products for money, property, or services.
2. Removal of donated food or other products from an on-site program for personal use.
3. Using donated food or other products in a manner that is not related to the exempt purposes of the food bank.
4. Delinquent in reimbursement of shared maintenance contributions. Partner agencies are expected to pay shared maintenance and Value-Added Processing charges within 30 days of pick-up.

5. Donated food or other products are stored, refrigerated, or frozen improperly.
6. Donated food or other products are stockpiled.
7. Partner agency is in violation of any state or local statute, ordinance, code, or regulation.
8. The partner agency otherwise violated the Agency Agreement between itself and the CFB.

What is a Shared Maintenance Fee?

The Food Bank does not charge agencies for donated products that agencies receive. Donated products are provided free of charge. Members are required to contribute towards the overall operation expenses of the Food Bank through payment of a nominal fee, called a Shared Maintenance Fee.

The total cost incurred by the CFB to receive, organize, store, and deliver an increasingly wide variety of products, including highly perishable retail donations and fresh produce, while meeting increasing food safety requirements, is not insubstantial. Your contribution towards these costs is based on the number of pounds of product that you source from the Food Bank.

The shared maintenance fee at the CFBCA is \$0.18 per pound donated and \$0.36 per pound on purchase items. While this cost is subject to change, the staff at the Community Food Bank of Central Alabama works hard to keep the cost of our operations down and the cost of the shared maintenance fee as low as possible.

Required Records to be kept by Member Agencies

Keep all records for a minimum of 4 years. Records should be easily accessible, on-site, and organized. Please keep documents, as noted below, in two (2) binders.

Binder #1

1. Copy of Membership Application
2. Copy of Agency Agreement
3. Copy of U.S.D.A. Agreement, if applicable
4. Membership Guidelines
5. Updates to any of the above

Binder #2

1. Copies of all Invoices from the Food Bank.
2. Temperature charts for each dry, refrigerated, and freezer storage area used. Temperatures to be recorded daily. (*Temperature charts are not necessary if food is distributed immediately and not stored.*)
3. Perishable Product Transport Temperature Logs: If you receive refrigerated or frozen foods, record temperatures of food upon each pick up from the Food Bank or any of its affiliate retail partners and upon arriving back at your facility.
4. Copies of Monthly Reports submitted to the Food Bank with statistical information about recipients served (total served by age and gender).
5. Record of each recipient household served, capturing demographic data needed for Monthly Reports. *For agencies electing to not receive USDA food, the Request for Food Assistance information sheet, or a similar form, should be completed for each recipient household. Agencies receiving USDA Food MUST have each recipient household complete a current TEFAP form at least once within the year.*

6. Member agencies receiving USDA foods are also required to:
 - a. Keep a running inventory record of all USDA food only. (*Inventory each USDA food received separately. For example: Canned chicken, canned carrots, orange juice, etc.*)
 - b. For Food Pantries: Keep on file a signed copy of the Eligibility Criteria for Emergency Food Assistance (TEFAP) for each recipient household served. This form is valid only for the period indicated at the top of the TEFAP form. A new TEFAP form **MUST** be signed annually by each recipient household.
 - c. For Soup Kitchens & Residential Facilities: Keep on file a Log of menus for meals/snacks served, including number served at each meal, foods served, date served, and indicating any USDA foods used in preparation of the meal.
 - d. Display, in an area visible to recipients, the “Justice for All” poster.
 - e. Keep on file a non-discriminatory Civil Rights Grievance Procedure (*Template provided*). This procedure should be adopted by the agency’s leadership and displayed.
 - f. Religious organizations must also post The Emergency Food Assistance Program (TEFAP) – Written Notice of Beneficiary Rights poster.

Ordering Food

1. Agency orders must be placed at least once every 6 months via the Food Bank’s online ordering system (Primarius Web Window) with a minimum of 1000 lbs. per order. As part of your Food Bank training, at least one member of your agency staff must attend online ordering training. This training covers how to place orders and schedule pickups. You will be advised as to upcoming training dates.
2. Partner agencies receive food from CFB in two ways: pickup or delivery.
 - a. Delivery: In some instances, CFB is able to provide delivery to partner agencies directly for a fee.
3. An agency may pick up food from the Food Bank no more than two times per week.
4. All products picked up from the Food Bank must be covered during transport. Agencies transporting either refrigerated or frozen food items must also provide a means of active or passive temperature control during transportation.
5. Procedure for order pickup:
 - a. When you arrive at the warehouse, let the warehouse office staff know that you have arrived. Do not pull up to a loading dock until your scheduled pickup time.
 - b. Proceed to the “Agency Sign In” counter to sign in.
 - c. You may wait for your scheduled pickup time either in your vehicle or in the break room (when open). For safety reasons, you may not wait in the warehouse.
 - d. At your scheduled pickup time, a warehouse worker will let you know when to pull your vehicle up to the dock for loading.
 - e. Once your order has been loaded, please promptly move your vehicle away from the loading dock so that the next agency can be loaded.
 - f. Invoices will be automatically emailed to your agency.
6. Pay outstanding balance within 30 days of pick-up. Agencies will receive a notice on their statement if outstanding invoice(s) become 60 days past due. Agencies with balances 90 days or older may have their ability to order products suspended until the balance is paid in full.

Monitoring Visits

Feeding America food banks are required to monitor all partner agencies a minimum of once every two years. CFB strives to make monitoring visits an opportunity for increased communication and positive interaction between the Food Bank and agency representatives.

Purpose of a Monitoring Visit

The key objectives for CFB monitoring visits are:

- ensure partner agency compliance with the Agency Agreement.
- check the sanitation and food safety standards are being upheld.
- increase communication between CFB and the partner agency.
- give the partner agency a chance to showcase their service and volunteers.
- provide the occasion to brainstorm collaboratively.
- explore and discuss capacity building opportunities.

Monitoring Visit Preparation

CFB will notify the partner agency in advance to schedule monitoring visits at the site. CFB may reserve the right to prepare an unscheduled monitoring visit. However, CFB will always seek to schedule a monitoring visit, or, if staff cannot, a visit will take place during regular distribution hours.

The Monitoring Visit

CFB goal is to make the monitoring visit as helpful and informative as possible. Below is an overview of areas CFB may review upon visiting agencies site(s):

- interior food storage and handling areas and check for proper sanitation, safety, pest control and food storage practices.
- dry storage
 - storage of all products 4-6 inches off the floor, including non -food items.
 - storage of cleaning products in a separate area.
 - ensuring no evidence of pests.
 - general cleanliness of shelves and floors.
- cold storage
 - presence of working thermometers.
 - temperature logs with consistent readings.
 - general cleanliness of each unit free of rust.
- review paperwork-All paperwork should be maintained for a minimum of four years. CFB staff will review paperwork at the time of the monitoring visit.

Product Dating

Inconsistencies in the current food dating system have led to consumer confusion and misinterpretation. According to the most conservative estimates, Americans waste 160 billion pounds of food each year, largely due to this confusion and misinterpretation. Most food date labels are intended as indicators of freshness and quality, not food safety. For a more in-depth discussion of food dating, please see the NRDC Report [The Dating Game: How Confusing Food Date Labels Lead to Food Waste in America](#) (Sept. 2013).

If you cannot locate a copy of this article, please contact the Food Bank for an email copy. The following information is from “foodkeeper.com”.

| Canned Goods | Shelf Life After Code Date |
|---|----------------------------|
| Beans | 3 Years |
| High Acid Foods, Fruit, Pickles, Baked Beans, Tomatoes, etc. | 1-2 Years |
| Low Acid Foods, Gravy, Soups, Pasta, Cream Sauces, Vegetables | 2-3 Years |
| Meat - Beef, Chicken, Pork, Turkey | 2-3 Years |
| Condiments, Sauces, Syrups | Shelf Life After Code Date |
| BBQ Sauce | 1 Year |
| Jams, Jellies, Preserves | 18 Months |
| Ketchup, Cocktail Sauce, Chili Sauce | 18 Months |
| Mayonnaise | 3-6 Months |
| Mustard | 2 Years |
| Salad Dressing | 1 Year |
| Salsa | 12-18 Months |
| Spaghetti Sauce | 18 Months |
| Dry Goods | Shelf Life After Code Date |
| Pancake Mix | 9 Months |
| Brownie, Cake, and Muffin Mix | 12-18 Months |
| Cereal | 1 Year |
| Cookies | 4 Months |
| Crackers | 8 Months |
| Dried Fruit | 6 Months |
| Dry Beans | 1 Year |
| Graham Crackers | 2 Months |
| Macaroni and Cheese Mix | 9-12 Months |
| Oatmeal | 12 Months |
| Pasta | 2-3 Years |
| Peanut Butter | 18 Months |
| Popcorn kernels | 2 Years |

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|--|---|
| Popcorn Microwave Bags | 1 Year |
| Potato Chips | 2 Months |
| Potatoes, Instant | 1 Year |
| Pretzels | 1 Year |
| Pudding, Prepared (Cups) | 1 Week |
| Rice, Brown | 1 Year |
| Rice, White | 2 Years |
| Toaster Pastries with Fruit | 6 Months |
| Toaster Pastries without Fruit | 9 Months |
| Tortillas | 3 Months |
| Dairy | Shelf Life After Code Date |
| Butter | 1-3 Weeks |
| Buttermilk | 1-2 Weeks |
| Cheese, hard (Such as Cheddar, Swiss...) | 6 Months (Unopened) 3-4 Weeks (Opened) |
| Parmesan, shredded | 1 Month Unopened |
| Shredded Cheeses | 1 Month |
| Cheese, processed (Sliced) | 1-2 Months |
| Cheese, soft | 1 Week |
| Cottage Cheese | 1 Week |
| Cream Cheese | 2 Weeks |
| Whipping Cream | 1 Month |
| Real Whipped Cream, Aerosol Can | 3-4 Weeks |
| Non-Dairy Topping, Aerosol Can | 3 Months |
| Half-And-Half | 3-4 Days |
| Sour Cream, and Sour Cream based dips | 2 Weeks |
| Eggs | 3-5 Weeks |
| Margarine | 6 Months |
| Milk | 1 Week |
| Yogurt | 7-14 Days |

Temperature Records for Storage

Temperature is a factor that affects most foods. Storing food at improper temperatures or exposing foods to less than ideal temperatures can result in an array of problems.

For this reason, the temperature of each dry, refrigerated, and freezer space you are using to store food should be monitored consistently. Thermometers should be placed in each dry, refrigerated, and freezer space that you use. Temperatures for these spaces should be recorded daily on the logs provided. Any inconsistencies should be addressed promptly so that food continues to be stored at the appropriate temperatures.

- Frozen foods should be kept at 0° F or below.
- Refrigerated food should be kept at 35–41°F.
- Dry storage areas should be kept at 45-70°F.

One of the most important reasons to keep cold food cold and frozen food frozen is that bacteria will begin to grow and multiply rapidly at temperatures above 42°F. Even at subfreezing temperatures many bacteria survive, but multiplication of most bacteria is prevented.

Dry food storage also demands temperature control. It is ideal to keep the temperature of dry storage below 70° F. Higher temperatures encourage growth of disease-causing bacteria and permit insect contamination of dry cereal, dry beans, meal, and flour.

If an agency cannot control dry storage temperatures, especially in the warm months of the year, then care should be taken NOT to store perishable foods during these times. Once obtained from the Food Bank, food should be distributed immediately. Canned food will fare better and will not be affected by moderately warm temperatures; however, other dry goods will be negatively affected by periods of exposure greater than 70° F.

Food Banks and agencies alike must be accountable for storing food within these guidelines to help ensure that food remains in good condition.

Shelf Stable Food Chart*

| Shelf Stable Foods | Unopened in Pantry | in Refrigerator, After Opening |
|---|--------------------|--------------------------------|
| Canned Goods, Low Acid (such as meat, poultry, fish, gravy, stew, soups, beans, carrots, corn, pasta, peas, potatoes, spinach) | 2 to 5 years | 3 to 4 days |
| Canned Goods, High Acid (such as juices, fruit, pickles, sauerkraut, tomato soup, and foods in vinegar-based sauce) | 12 to 18 months | 5 to 7 days |

*Source: A Consumer's Guide to Food Quality and Safe Handling, The Food Marketing Institute.

For the Freezer

Baked/Cooked Foods

- Baked pies, pastry, cookie dough _____ 4-6 mos.
- Baked quick breads, rolls _____ 6-8 mos.
- Casseroles/Main Dishes _____ 6 mos.
- Fruit Cakes/Unfrosted cakes _____ 9-12 mos.
- Leftover cooked foods _____ 2 weeks
- Sandwiches _____ 1 mo.
- Soups/Stews _____ 3 mos.
- Yeast Breads/Rolls _____ 9-12 mos.

Eggs

- Whites _____ 12 mos.
- Whole & Yolks _____ 9 mos.

Fish

- Lean (bass, cod, flounder) _____ 6-8 mos.
- Fat (mackerel, salmon, etc.) _____ 3-4 mos.
- Shellfish _____ 4-6 mos.

Fruits _____ 9-12 mos.

Vegetables _____ 9-12 mos.

Poultry

- Chicken _____ 12 mos.
- Game Birds _____ 8-12 mos.
- Turkeys, Ducks, Geese _____ 6-8 mos.

Meats

- Bacon/Franks _____ 1 mo.
- Beef Roasts _____ 6-12 mos.
- Chops/Steaks/Cutlets _____ 3-4 mos.
- Cooked Meats _____ 2-3 mos.
- Corned Beef _____ 2 weeks
- Ground Beef, Lamb, Veal _____ 3-4 mos.
- Ground Pork _____ 1-3 mos.
- Lamb-Fresh _____ 6-9 mos.
- Meat Pies-Cooked _____ 3 mos.
- Pork-Fresh _____ 3-6 mos.
- Prepared Meat Dinners _____ 2-6 mos.
- Stews-Cooked _____ 3-4 mos.
- Veal-Fresh _____ 6-9 mos.

Freezer Facts: Raw foods which have a high water content — lettuce and other salad greens, celery, watermelon, cantaloupe, and similar products — are *not recommended* for freezing. Similarly, clams, hard cooked eggs, luncheon meats, salad dressing, mayonnaise, and mixtures *made with these ingredients*: sour and heavy cream, custards and meringue, cake batter, jellies & jams, and gelatin desserts also do not freeze well.

For the Refrigerator

Cheese

- Natural & Process _____ 4-8 weeks
- Cream, Neufchatel, Ricotta, & Cottage _____ 1-2 weeks

Eggs _____ 3 weeks

Fruit (Open Cans) _____ 1 week

Vegetables (Open Cans) _____ 3 days

Leftovers

- Casseroles/Main/Soups _____ 2-3 days

Meat

- Bacon _____ 5-7 days
- Beef/Lamb/Pork/Veal-fresh _____ 2-4 days
- Beef, Corned _____ 1 week
- Frankfurters _____ 4-5 days
- Ground Beef/Lamb/Pork/Veal _____ 1-2 days
- Ham Slice _____ 3-4 days
- Leftover cooked meats _____ 4-5 days
- Luncheon Meats _____ 1 week
- Sausage, fresh pork _____ 1 week
- Sausage, smoked _____ 3-7 days
- Smoked Ham, whole _____ 1 week
- Variety Meats _____ 1-2 days

Milk _____ 10 days

Poultry _____ 1-2 days

Seafood (Fresh) _____ 1-2 days

Refrigerator Reminders: Wasted food is wasted money! Be sure to refrigerate perishables as soon as you return from the store. Also, check packages for storage instructions such as “*refrigerate after opening.*” This notation is often found on bottles and jars of products such as mayonnaise or salad dressing. Proper refrigeration will ensure the quality of such products.

Use airtight containers or moisture/vapor-proof wrap (aluminum foil, plastic bags, or plastic wrap) to protect foods that have been opened.

Refrigerator temperatures should be maintained at 34°F to 40°F. Cold air must circulate freely, so foods should not be crowded.