

Introduction

The *Safe Food for the Hungry '97—A Focus on Diversity* on-site learning activities build on and reinforce the broadcast portion of the videoconference workshop. The activities included in this year's Site Activity Guide are designed to be used with a group. Group activities should generate discussion and encourage participants to learn from each other. Talking and sharing with other individuals who have similar experiences and/or problems can be one of the most valuable aspects of the workshop.

Depending on the number of participants at each site, group activities can be done with the entire group, or the participants can be split into smaller groups.

The live portion of the *Safe Food for the Hungry '97—A Focus on Diversity* videoconference workshop and the site activities will explore issues of food safety and nutrition as they relate to emergency feeding programs. The broadcast will look at food safety and nutrition through the life cycle, from pregnant mothers and infants to the elderly, while connecting to related issues of multiculturalism. The program emphasizes interactivity and practical solutions to common challenges. The on-site workshop activities comprise four lessons which introduce the concepts of diversity, nutrition, and food safety. The *Activity Guide* is divided into two sections. The first section contains detailed lesson plans. The second section consists of reference materials to aid participants in completing the activities. The satellite broadcast, workshop activities, and print materials combine to create a framework that organizations can use to examine their programs and to solve problems.





Lesson Plans

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Activity 1: What's for Lunch?

Introduction

Why do you eat the foods you do? People decide what to eat, when to eat, and how much to eat based on a complicated set of factors that include: personal preference, habit, ethnic heritage or tradition, social interactions, availability, convenience, economy, associations, emotional comfort, values, physical appearance, health concerns, and nutrition. This activity highlights the differences in food choices among individuals and illustrates the importance of choice.

Estimated Time: 20 minutes

Objectives

- 1) Given a variety of foods, participants will identify their personal food preferences.
- 2) Participants will compare choices among members of the group and discuss similarities and differences.
- 3) Participants will discuss factors affecting their food choices.

Advance Materials

- 1) Photocopy the menu and food choice worksheet that follow this activity. You will want to have a menu and worksheet for each participant, or you may wish to enlarge the menu so that you can post it.
- 2) Obtain paper plates, newsprint, and markers.

Facilitating the Activity

- 1) Provide each participant with a paper plate and a copy of the menu, or direct each participant's attention to the large posted menu.
- 2) Ask participants to select the menu items they would choose for lunch. Use the marking pens to write their choices on their paper plate.
- 3) Divide the group into smaller groups with five to seven individuals.
- 4) Ask each group to use the food choice worksheet to compare food choices and the reasons for those choices. Use the newsprint to record findings.
- 5) Ask a representative of each small group to summarize findings to the entire group.



What's for Lunch? Menu

Soups

(All soups served with a side of French bread)

Chicken Noodle	Menudo	Vegetarian Vegetable
Lentil	Gazpacho	

Salads

Tossed	Fruit	3-Bean
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Entrees

Fried Chicken	Hamburger	Szechuan Shrimp
Reuben	Paella	Garden Vegie Burger
Humus and Pita	Quesadilla	Spicy Tofu Stir Fry
Curried Chicken	Taco Salad	Grilled Chicken Pita

Sides

Yogurt with Fresh Fruit	French Fries	Fried Mushrooms
Vegie Sticks	Cole Slaw	White rice
Collard Greens	Cottage Cheese	Apple Sauce
Mashed Potatoes		

Desserts

Flan	Baklava	Apple Pie a la mode
Caramelized Fruit	Jell-O	Hot Fudge Sundae

Drinks

Lemonade	Iced Tea	Soft Drink
Coffee	Hot Tea	Milk Shake



What's for Lunch? Worksheet.

People choose foods for a variety of reasons, including: likes and dislikes, habit, ethnic heritage or tradition, associations, health concerns, and nutrition. Use the worksheet below to help you compare your choices to the choices of others in your group.

- 1) From the menu, select the foods you would like for lunch. Write your selections on your paper plate.

- 2) Select an individual to serve as recorder. As each group member reads his/her choices, have the recorder write them on the news print.

- 3) Examine the various selections. How many individuals in your group selected identical meals? How many are different? Which items were selected by more than one person?

- 4) Ask each participant to explain why (s)he chose the foods (s)he did. Record responses.

- 5) As a group, discuss the different ways people choose foods. When do people eat? What role does food play in different social settings? Do you have comfort foods?

- 6) If you could take a pill that would satisfy all of your nutritional needs, would you be willing to forego eating? Why or why not?



Activity 2: What Am I?

Introduction

No one food provides all the nutrients a person needs to stay healthy. So, it is best to eat a variety of foods every day. The Food Guide Pyramid is a guide to how we should eat based on five food groups. This activity introduces learners to the concept of the Food Guide Pyramid and provides practice identifying where foods belong in the Pyramid.

Estimated Time: 20 minutes

Objective

Participants will be able to place the foods they selected for a meal in their proper place in the Food Guide Pyramid and will determine which groups are overrepresented or underrepresented.

Advance Materials

Participants will use the foods they selected in Activity 1 for this activity. Make sufficient copies of the Food Guide Pyramid worksheet for each participant. You also may wish to display a large poster of the Food Guide Pyramid. Obtain newsprint and markers.

Facilitating the Activity

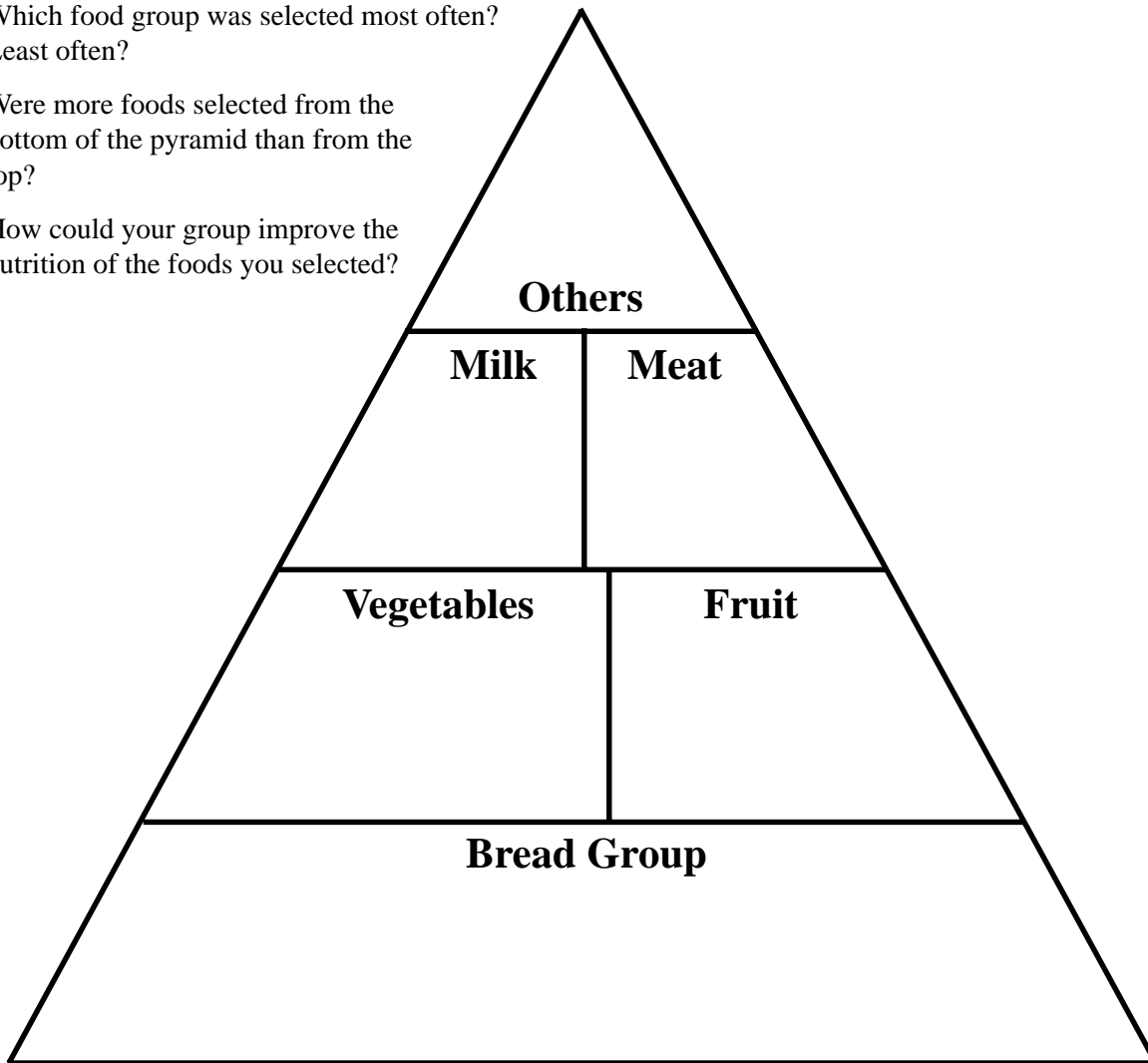
- 1) Hang the Food Guide Pyramid poster on the wall if desired. Be sure that participants can see it.
- 2) Provide participants with copies of the Food Guide Pyramid Worksheet.
- 3) Encourage participants to work individually or in groups to place each food they selected in Activity 1 in the appropriate place in the Food Guide Pyramid. Refer to the Nutrition Reference materials for help in completing this activity.
- 4) Encourage participants to count the number of foods in each food group.
- 5) In small groups, use the worksheet questions to discuss the nutritional strengths and weakness of their choices. Which food groups are overrepresented? Underrepresented?



What Am I? Worksheet.....

Not all foods are created equal. Foods taste different, and they contain different nutrients. The Food Guide Pyramid is a guide for choosing a healthful diet. To be sure you are getting all the necessary nutrients, it is important to choose foods from all groups in the Food Guide Pyramid.

- 1) How nutritious is the lunch you chose? To find out, write each of the foods you selected in the appropriate place in the Food Guide Pyramid below. Use the information in the reference section to help you decide where each food goes. Note: Some foods are “combination foods.” These foods will fit into more than one food group. Refer to the key to check your work.
- 2) In small groups, discuss where your choices belong in the pyramid.
- 3) Select an individual to serve as recorder. Ask the recorder to tally the number of foods the group members selected in each food group.
- 4) Which food group was selected most often?
Least often?
- 5) Were more foods selected from the bottom of the pyramid than from the top?
- 6) How could your group improve the nutrition of the foods you selected?



What Am I?—Key.....

Bread Group

Chicken Noodle Soup (1/2 - 1)	Hamburger Bun (2)
Paella (2)	Reuben (2)
Pita (1)	Quesadilla (1)
Taco Shell (1)	White rice (2)

Fruits

Fruit Salad (1)	Fresh Fruit (1)
Apple Sauce (1)	Caramelized Fruit (1)
Apple Pie (1)	Fruit Juice (1)

Vegetables

Vegetarian Vegetable Soup (1)	Gazpacho (1)
Tossed Salad (1 1/2)	3-Bean Salad (1)
Paella (1/2 -1)	Reuben (1/2)
Taco Salad	Spicy Tofu Stir Fry (2)
Garden Vegie Burger (1)	Vegie Sticks (1)
Collard Greens (1)	Mashed Potatoes (1)
French Fries (1)	Cole Slaw (1)
Fried Mushrooms (1)	Szechuan Shrimp (1)
Carrot Juice (1)	

Milk

Quesadilla (1)	Taco Salad (1/2)
Yogurt (1)	Cottage Cheese (1)
Flan (1)	Hot Fudge Sundae (1)
Milk Shake (2)	Pie a la mode (1)

Meats

Chicken Noodle (1/2)	Meñudo (1/2)
Lentil Soup (1)	Fried Chicken (2)
Reuben (1)	Humus (1)
Curried Chicken (2)	Hamburger (1)
Paella (1)	Taco Salad (1)
Szechuan Shrimp (1)	Garden Vegie Burger (1/2)
Spicy Tofu Stir Fry (1)	Grilled Chicken Pita (1)

Others

Baklava	Jell-O
Lemonade	Iced Tea
Soft Drink	Hot Tea
Coffee	



Activity 3: Changing Places

Introduction

Emergency feeding programs provide food for one in 10 people in the United States. The faces of hunger in the United States are many and varied. Children, single mothers, the elderly, and the chronically ill fill the ranks of the hungry. By number, most poor people are Caucasian. However, African-Americans, Asian-Americans, Native Americans, Latinos, and other minorities are disproportionately poor. Providing foods that meet the nutritional needs of and are acceptable to a diverse clientele is a difficult task. This activity illustrates the difficulties in selecting food for an unfamiliar clientele.

Estimated time: 20 minutes

Objectives

- 1) Given a variety of foods, participants will select a nutritious meal that is appropriate for a specified individual.
- 2) Participants will compare choices among members of the group and discuss their thought process, difficulties, and frustrations.

Advance Materials

- 1) Obtain news print, markers, and paper plates.
- 2) Obtain menus from Activity 1.
- 3) Photocopy the Personality Profiles and Changing Places Worksheet that follow this activity. You will want to have a worksheet and Personality Profile for each participant.
- 4) Cut out the Personality Profiles.

Facilitating the Activity

- 1) Provide each participant with a paper plate and a copy of the menu, or direct each participant's attention to the large posted menu.
- 2) Give participants a Personality Profile and ask them to assume this new personality.
- 3) Ask participants to examine the menu and make lunch selections based on their knowledge or perception of their new "persona." Use the marking pens to write their choices on their paper plate.
- 4) Divide the group into smaller groups with five to seven individuals.
- 5) Ask each group to use the Changing Places Worksheet to compare food choices and the reasons for those choices. Use the newsprint to record findings.
- 6) Ask a representative of each small group to summarize findings to the entire group.



Changing Places: Personality Profiles

#1 You are a pregnant 16-year old African-American girl who is lactose intolerant.

#2 You are a 32-year old farm worker of Mexican descent. You have difficulty chewing.

#3 You are a 2-year old boy who refuses to eat anything green.

#4 You are a 60-year old man with a history of heart disease and a fondness for sweets.

#5 You are a 28-year old Native American woman with a 3-month old nursing infant.

#6 You are a 40-year old vegetarian woman. You do not eat anything made with refined sugar.

#7 You are a 53-year old African-American woman with high blood pressure.
You are on a low fat/low salt diet.

#8 You are a 22-year old Caucasian woman from the Midwest. You do not eat any soups, vegetables (except corn and potatoes), fruits (except juice), casseroles, dishes prepared with a sauce (including spaghetti), or ethnic foods.

#9 You are a 15-year old boy who is very active in athletics.

#10 You are a 72-year old Caucasian male with ill-fitting dentures. You do not like ethnic foods.



Changing Places: Worksheet

Food choice is highly personal. Each of us selects food based on our own unique background, likes and dislikes, health concerns, and other considerations. Even people with very similar backgrounds will often select different foods at any given time. Selecting foods for others is a difficult task. Use the questions below to help you compare your experience selecting a meal for your new persona to those of others in your group.

- 1) Examine the menu and select a meal for the person described in your Personality Profile. Use the reference materials included to help you. Write your choices on the paper plate provided.

- 2) Select an individual to serve as recorder. As each group member reads his/her Personality Profile and food choices, have the recorder write them on the news print.

- 3) Compare the meal you chose for yourself with the one you selected for your assigned personality. Were they the same? Different?

- 4) Ask each participant to explain why (s)he chose the foods (s)he did. Record responses.

- 5) Was selecting food for your assigned personality easy? Difficult? Why?

- 6) Think about the way that your feeding program determines the composition of meals and/or food bags. Would your assigned personality be able to obtain foods that meet his/her needs and preferences?

- 7) As a group, discuss ways in which your program does or does not address diverse needs and preferences. Make a list of ways that food programs might better address diverse needs and preferences. Discuss which changes are possible and how they might be implemented.



Activity 4: Is It Safe?

Introduction

Food banks, pantries, soup kitchens, meal programs, and other emergency feeding programs often rely on salvaged and donated foods to meet the needs of their clients. Dented cans, torn or crushed boxes, outdated packages, and pans of leftovers are among the foods common to food programs. If the integrity of the packaging is compromised, or if perishable foods are mishandled, microorganisms, insects, rodents, and other contaminants can get into the food and make it unsafe to eat. This activity is designed to help learners differentiate between foods that are hazardous and foods that are acceptable.

Estimated time: 20 minutes

Objective

Given a variety of damaged, outdated, or potentially mishandled canned, boxed, packaged, and prepared foods, the learner will be able to identify types of damage, improper handling, and critical dates and correctly identify whether or not the food is safe to eat.

Advance Materials

To prepare for this activity, site facilitators need to obtain a supply of damaged cans, boxes, and packages. A good supply of these materials is usually available at no cost from local food banks, food pantries, or grocery stores.

Facilitating the Activity

- 1) Divide the group into small groups of four to eight individuals.
- 2) Provide each small group with two or three damaged cans, boxes, and/or packages.
- 3) Ask groups to examine their packages, compare the damage to the illustrations and descriptions in the reference materials, and determine whether or not the food is acceptable. Participants should use the worksheet provided to record their observations.
- 4) Ask each group to read through the scenarios on the worksheet and, as a group, determine if the food in each scenario would be safe. What was done wrong? How should it have been handled?
- 5) Ask each smaller group to present its findings to the entire group.



Is It Safe? Worksheet

Dented cans and damaged packages are common among the foods received by emergency feeding programs. If the integrity of the packaging is compromised, microorganisms, insects, rodents, and other contaminants can get into the food and make it unsafe to eat. Damage that does not affect the integrity of the packaging is acceptable.

- 1) Individually or as a group, examine each of the cans and packages you receive. Note any dents, rust spots, holes, or other damage. Compare the damage you see to the pictures and descriptions provided in the reference materials.
- 2) Use the worksheet below to record your observations. Is the item acceptable or not? Why?
- 3) What strategies does your program use for insuring the safety of the foods you receive? As a group, discuss strategies you can or do use to make sure the foods you receive are safe. What problems do you have? What might you do to improve safety?

Type of Container (can, box, pouch)	Accept	Reject	Why?

4. Read over the three scenarios on the Is It Safe? Practice page. As a group, discuss each one and determine the appropriate actions. You can use the answer key that follows to check your solutions.



Is It Safe? Practice.

- 1) Mary and John, two volunteers in a local soup kitchen, disagree about how to take the temperature of perishable foods. Mary says the temperature should be taken in the center of the food, because that's the last place to get hot or cold. John insists the temperature should be taken at the edge, because that's the first place to change. Who is right?

- 2) The chili dinner at the church is canceled due to a snow storm. Estelle takes a huge pot of hot chili to the homeless shelter. The shelter staff has already prepared dinner for the night. What should they do with the chili?

- 3) A truckload of assorted, donated foods arrive at the food bank. The truck is not refrigerated and it's a hot August day. Which of the foods listed below can you keep? Which should you discard?

Food	Action
Bread	_____
Mustard	_____
Mayonnaise (unopened)	_____
Canned/bottled fruit juice	_____
Eggs	_____
Hard cheese	_____
Butter	_____
Fresh fruit	_____
Lunch meat	_____
Apple pie	_____
Yogurt	_____
Milk	_____
Poultry	_____



Is It Safe? Key.....

- 1) Mary and John, two volunteers in a local soup kitchen, disagree about how to take the temperature of perishable foods. Mary says the temperature should be taken in the center of the food, because that's the last place to get hot or cold. John insists the temperature should be taken at the edge, because that's the first place to change. Who is right?

Depending on the situation, both Mary and John are right. When food is cooking, you want to check the temperature in the part of the food that will get hot last. That means the center. When you receive food, you want to check the temperature in the part of the food that will change first. That means at the edge. Remember to heat leftovers to at least 165° F.

- 2) The chili dinner at the church is canceled due to a snow storm. Estelle takes a huge pot of hot chili to the homeless shelter. The shelter staff has already prepared dinner for the night. What should they do with the chili?

The chili should be refrigerated or frozen for use at a later time. The shelter staff has several options for safely cooling the chili.

- a) *Divide the chili into a number of small containers and refrigerate or freeze immediately.*
- b) *Place all of the chili in one large shallow container (chili is no more than 2 inches deep) and refrigerate or freeze.*
- c) *Place the large pot of chili in ice water and stir every 10 minutes until the temperature reaches 40° F, refrigerate or freeze.*

- 3) A truckload of assorted, donated foods arrive at the food bank. The truck is not refrigerated and it's a hot August day. Which of the foods listed below can you keep? Which should you discard?

Food	Action
Bread	<i>Keep if no signs of mold or spoilage</i>
Mustard	<i>Keep if container is sealed properly and there are no signs of spoilage</i>
Mayonnaise (unopened)	<i>Keep if container is sealed properly and there are no signs of spoilage</i>
Canned/bottled fruit juice	<i>Keep if container is sealed and liquid is not cloudy</i>
Eggs	<i>Discard</i>
Hard cheese	<i>Keep if in manufacturer's package and in good condition with no signs of mold or spoilage. **Note: Soft cheeses must be discarded if not kept below 40° F.</i>
Butter	<i>Keep if in good condition and there are no signs of rancidity</i>
Fresh fruit	<i>Keep</i>
Lunch meat	<i>Discard</i>
Apple pie	<i>Keep</i>
Yogurt	<i>Keep and use promptly</i>
Milk	<i>Discard</i>
Poultry	<i>Discard</i>



Reference



Part I: Nutrition

Good nutrition is important for everyone. Healthful diets help children grow, develop, and do well in school. They enable people of all ages to work productively and feel their best. What people eat can also help reduce the risk for chronic diseases, such as heart disease, certain cancers, diabetes, stroke, and osteoporosis, which are leading causes of death and disability among Americans. Finally, eating right can reduce the risk of obesity, high blood pressure, and high blood cholesterol, which increase the risk of disease.

Proper nutrition means getting both enough calories and the proper nutrients. Many people in this country eat more calories than the body needs. This can lead to obesity which is a risk factor for many diseases, like diabetes, heart disease, and cancer. It is important to remember that, although an overweight person may be getting more calories than needed, he or she may not be getting all of the necessary nutrients.

Eating a daily diet that includes increased amounts of bread, cereal, grain, rice, pasta, vegetables, and fruit, and limits high fat foods, can promote health and reduce the risk of developing certain chronic diseases. **You can help the people who use your pantry or meal program to be healthier by providing nutritious foods.**

But what foods should you provide and in what quantity? Nutritional needs change throughout the life cycle. The number of calories and the amount of specific nutrients required will vary based on age, sex, reproductive status, activity level, and overall health of your clients. Moreover, the dietary preferences of the United States' population varies widely based on cultural diversity, religious and regional differences, and personal preferences.

How can a food pantry or meal program satisfy the nutritional needs of a diverse clientele with a limited and uncertain food supply? The following information and fact sheets will provide background and suggestions to help you maximize the nutritional value and usefulness of the foods you provide to your clients.



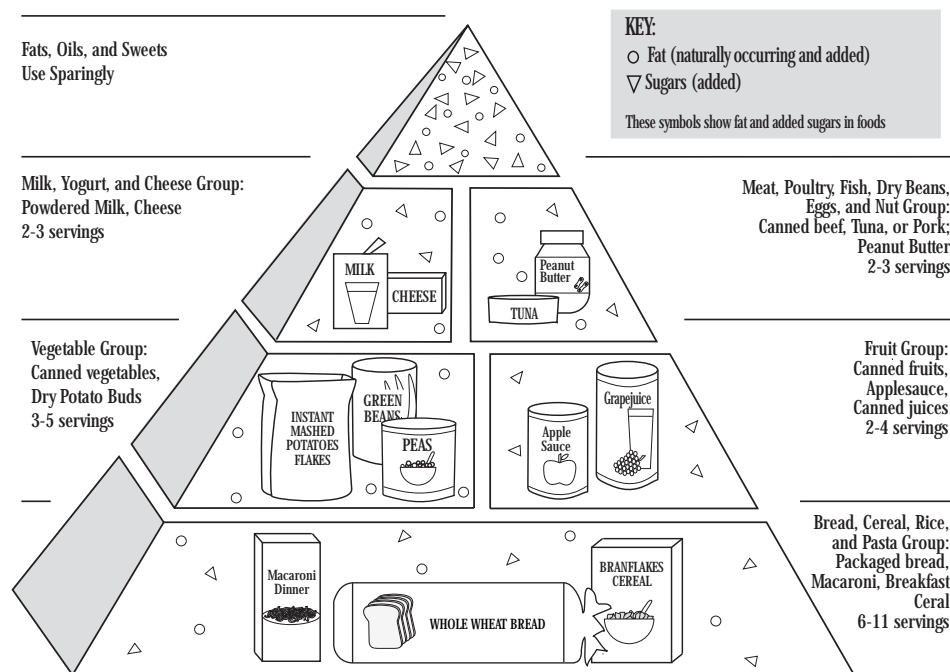
The Food Guide Pyramid

A Guide to Daily Food Choices

No one food provides all of the nutrients needed for good health. So it is best to eat a variety of different foods every day. Use the Food Guide Pyramid to help you plan nutritious meals and food bags. It consists of the 5 food groups needed for good health and another food group of fats and sweets. The groups are:

- Bread Group
- Vegetables
- Fruits
- Meat and Meat Alternatives
- Milk
- Others (Fats and Sweets)

To assemble a healthy meal or food bag, provide the most foods from the Bread Group, followed by Vegetables, and Fruits. Then add something from the Milk group and the Meat group. Go easy on fats, oils and sweets, the foods in the small tip of the Pyramid.



The Food Guide Pyramid illustrates the three basic concepts that define a healthy diet: variety, moderation, and proportionality. Variety means providing a wide selection of foods both within and among the food groups. That means no one food group is more important than any other. Also, it's important to provide a variety of foods from within each food group. Moderation means providing food portions in the recommended serving sizes and giving fats, oils, and sweets sparingly. Proportionality means providing more foods from the larger food groups (bottom of the pyramid) and fewer from the smaller food groups (top of the pyramid).



Food Guide Pyramid Fact Sheet

No one food supplies all of the nutrients needed to stay healthy. Try to supply a variety of different foods from the five food groups of the Food Guide Pyramid in your meals or food bags to provide essential nutrients.

The Bread Group*

The base or bottom of the Food Guide Pyramid is the Bread, Cereal, Rice and Pasta Group. This group forms the foundation of healthful diets. Grains and cereals have vitamins, minerals, and fiber, are low in fat, are filling, there are many to choose from, and they are generally inexpensive and widely available.

Preferences for grain products are different around the world.

- European-Americans use mostly wheat.
- Asian-Americans, African-Americans, and Hispanics often prefer rice.
- Spanish-speaking people from different countries eat different types of grain products.
 - People from Mexico and Central America eat rice and corn products, like tortillas.
 - People from Puerto Rico and Cuba eat rice and wheat products like bread.

Families with children like cold cereals, bread, and noodles.

Nutrition Pointers

- For more nutritious ramen noodles, add vegetables, egg, meat, or fish.
- Whole grain foods (whole wheat bread, oatmeal, etc.) have the most fiber and may contain vitamins and minerals that are missing from more refined foods. Choose them whenever possible.
- Wheat bread is similar in fiber content to white bread. Whole wheat bread is much higher in fiber. If you are not sure, read the label — the first ingredient listed should be whole wheat flour.

Rules of thumb for packaging bulk grain products:

- 1 pound raw grain or cereal = 8 cups of cooked product, enough for four adults or two adults and four young children
- A bunch of spaghetti the diameter of a quarter = 1 cup cooked pasta, a large adult serving
- Include cooking directions with bulk grains like rice, noodles, or oatmeal; many people do not know how to prepare them.

Depending on your clients' ages and activity levels, six to eleven servings from the Bread, Cereal, Rice and Pasta group are recommended daily.

- One serving is:
 - 3/4 cup cold cereal
 - 1 slice bread
 - 1 tortilla
 - 1/2 bagel
 - 1/2 cup rice, pasta, or cooked cereal

* adapted from: Meredith Poehlitz and Sue Butkus, 1994, *Special Food Bags in the Food Bank*, VT0059, Washington State University Cooperative Extension Service



The Fruit and Vegetable Groups*

Fruits and vegetables are important for vitamins, minerals and fiber.

- Dark orange vegetables and fruits like carrots, squash, apricots, and cantaloupe are good sources of vitamin A. Vitamin A keeps skin healthy, helps vision, and protects against infection.
- Dark green leafy vegetables like broccoli, greens, bok choy, and kale are good sources of vitamin A, iron, and vitamin C. Vitamin C keeps gums healthy and helps the body heal wounds. Iron is important for building strong blood.
- Fresh produce provides fiber and variety.

Canned produce can be a nutritious choice.

- Canned fruits and vegetables have as much vitamin A as fresh produce, but heat processing destroys some vitamins and fiber.
- To reduce sugar and salt that are added to fruits and vegetables when canned, drain canning liquid and rinse.
- Canned produce is a very good choice:
 - When fresh produce is not available.
 - If people have difficulty chewing.
 - If people do not have storage or cooking facilities.

Use fruits and vegetables to adapt food bags for different families.

- Fruit juice is enjoyed by families with children.
- Canned fruits and vegetables are used more easily than fresh by seniors or others with chewing problems.

Preference for fruits and vegetables is cultural.

- Asians generally prefer green leafy vegetables.
- Hispanics and Italians may prefer tomato products.
- Northern Europeans prefer potatoes.
- Many cultures do not eat corn or corn-on-the-cob.

Nutrition Pointers

- Whole fruits have more fiber than juice.
- Read labels. Fruit “drinks” contain mainly sugar and water, and should not be used as a replacement for juice.
- Canned fruit packed in juice is preferable to that packed in syrup.
- Most fresh fruit will keep for several days without refrigeration at cool room temperatures.

Five servings of fruits and vegetables are recommended every day.

- One serving of vegetable is: 1/2 cup cooked or chopped raw vegetable
- One serving of fruit is: 1/2 cup canned fruit or one medium piece of fruit

* adapted from: Meredith Poehlitz and Sue Butkus, 1994, *Special Food Bags in the Food Bank*, VT0059, Washington State University Cooperative Extension Service



The Milk Group*

Dairy products like milk, yogurt, and cheese are important for calcium.

- Calcium keeps bones and teeth strong.
- Nonfat milk and yogurt are lowest in fat, but highest in nutrients.
- Some individuals cannot tolerate dairy products and need to use calcium-rich non-dairy foods.

Use of dairy products is cultural.

- Europeans often eat yogurt.
- Hispanics may prefer cheese to milk.
- Asians often find cheese distasteful, but may accept canned milk.

People who do not drink milk because of lactose intolerance or cultural preference, must obtain calcium from other foods.

- Some non-dairy foods that are good sources of calcium are traditionally eaten by many ethnic groups.
- African-Americans use dark green leafy vegetables (collard and turnip greens and black-eyed peas).
- Asian-Americans use tofu, other soy products, and leafy green vegetables (mustard greens and bok choy).
- Calcium-fortified orange juice is another source of calcium for those who do not drink milk.

Nutrition Pointers

- Adults should have two servings a day of high calcium foods. Young adults, teenagers, and pregnant and breast-feeding women need more.
- Dairy products can be high in fat. Unless extra calories are needed, use low-fat or skim milk and milk products. Children under the age of 2 should have only whole milk and milk products.
- Children and young women often don't eat enough foods that have calcium in them.

One serving of calcium-rich food is:

- 8 ounces of milk or yogurt
- 1 1/2 ounces of cheese
- 1 cup of cooked greens

* adapted from: Meredith Poehlitz and Sue Butkus, 1994, *Special Food Bags in the Food Bank*, VT0059, Washington State University Cooperative Extension Service



Meat and Meat Alternative Group*

Meat, poultry, fish, dry beans, seeds, nuts, peanut butter, and eggs supply protein and iron. Protein builds new cells. Iron keeps blood strong.

Nutrition Pointers

- Peanut butter, canned fish, and canned meat are good choices if people do not have storage or cooking facilities.
- Use lean/lower fat products whenever possible (i.e., tuna in water rather than in oil).
- The less costly protein foods, like dry beans, eggs, and peanut butter are just as nutritious as meat.
- Dry beans and peas are healthier than many meats. They are good sources of fiber and have no fat.
- Some canned soups and stews contain enough meat and/or beans to provide a protein source, while others contain mostly starches or vegetables.

Two to three servings of protein foods are recommended every day.

- A serving of cooked meat is 3 ounces, an amount no larger than a package of playing cards.
- One serving of meat alternatives is: 2 eggs or 1 cup cooked dry beans or 1/4 cup peanut butter

Guidelines for providing protein foods to families:

- 1 pound of boneless meat, such as hamburger or stew meat, makes four to six small servings.
- Dry beans double when they cook. One pound of dry beans makes 6-8 cups of cooked beans — enough for six to eight servings.

Cooking Instructions for Dried Beans and Peas
<ul style="list-style-type: none"> • Place dry beans or peas in a large deep pot and add enough water to cover the beans by 2 inches. • Bring to a boil. • Reduce heat and simmer, uncovered for 2 minutes. • Remove from heat, cover, and let stand at room temperature for 1 hour. • Drain beans or peas and rinse in cold water.

Be sure to include cooking directions and recipes with dry beans and peas.

* adapted from: Meredith Poehlitz and Sue Butkus, 1994, *Special Food Bags in the Food Bank*, VT0059, Washington State University Cooperative Extension Service



The Other Food Group: Fats, Oils, and Sweets*

The top of the Pyramid contains foods that do not fit into the other food groups. Some foods in this group have no nutritional value, some provide little besides calories, and some have limited nutritional value but also contain large amounts of fat and sugar. These foods include:

- Fats and Oils: butter, margarine, cream, coffee creamer, sour cream, mayonnaise, salad dressing, gravy, cooking and salad oils, and bacon.
- Sweets: cookies, candy, cakes, pies, jams, sugars, honey, syrup, pastries, and doughnuts.
- Chips/Snack Foods: potato, corn or tortilla chips, some crackers, cheese curls, some microwave popcorn, other snack food items.
- Alcohol and Other Beverages: alcoholic beverages, soft drinks, fruit punches and drinks, coffee, and tea.
- Condiments: ketchup, mustard, pickles, soy sauce, and other bottled sauces.

Think of these foods as “extras.” Use these foods in small amounts to make food from the other groups tastier. These foods can also be used for occasional snacks or desserts. Since these foods are often donated, your pantry or meal program may have a large supply. You will want to balance the need to supply calories in whatever form available with the desire to promote nutritional health.

Nutrition Pointers

- Use foods at the top of the Pyramid in moderation. If your program has other, healthier foods to give, try to limit high fat and sweet foods.
- Foods at the tip of the Food Pyramid contribute to high rates of cancer and heart disease, yet they provide pleasure and comfort. When other foods are not available, these foods are an important source of calories.
- Give out foods in this group only when extra calories are needed or when they are donated directly to your program.
- Balance food bags and meals so that these items are included in the smallest possible amounts.

Whether a family uses butter and margarine or vegetable oil in cooking may reflect their culture.

- People who come from areas of the world where dairy cattle traditionally are not raised, such as most of Asia, typically prefer vegetable oil to butter and margarine.

Summary

Every emergency feeding program in the country serves a different community and has different resources, so meals and food bags will be different. Use these resources as a guide to put together healthy meals or food bags for your community.

* adapted from: Meredith Poehlitz and Sue Butkus, 1994, *Special Food Bags in the Food Bank*, VT0059, Washington State University Cooperative Extension Service



Food Guide Pyramid

A Guide to Daily Food Choices

Fats, Oils, & Sweets
USE SPARINGLY

KEY

◻ Fat (naturally occurring and added)

◼ Sugars (added)

These symbols show fats, oils, and added sugars in foods.

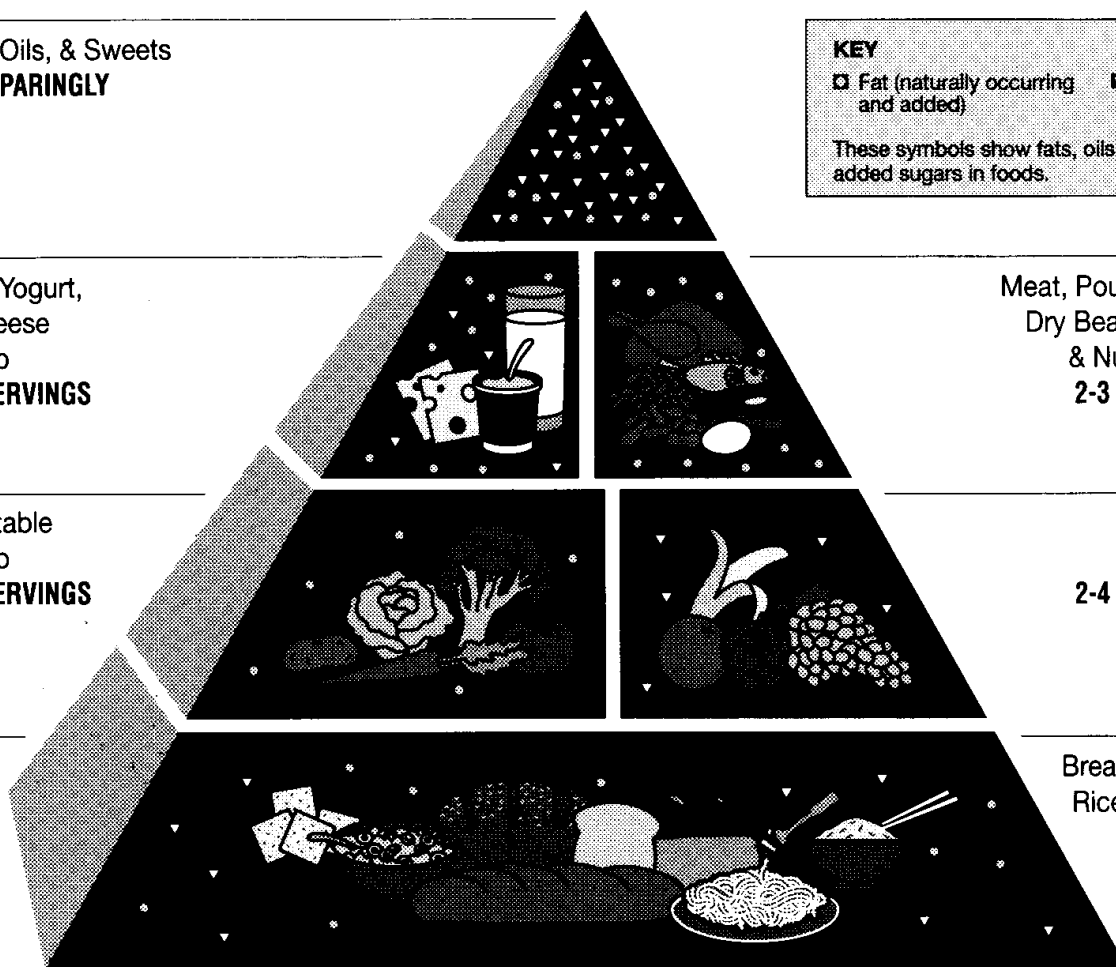
Milk, Yogurt, & Cheese Group
2-3 SERVINGS

Meat, Poultry, Fish, Dry Beans, Eggs, & Nuts Group
2-3 SERVINGS

Vegetable Group
3-5 SERVINGS

Fruit Group
2-4 SERVINGS

Bread, Cereal, Rice, & Pasta Group
6-11 SERVINGS



What is a Serving?

Breads, Cereals, Rice, and Pasta

- 1 slice of bread
- 1/2 cup of cooked cereal, rice, or pasta (size of a muffin tin)
- 1 ounce dry cereal (about 2 handfuls)
- 1 tortilla, roll, or muffin
- 1/2 English muffin, bagel, or hamburger bun

Fruits

- 1 medium whole fruit
- 3/4 cup of juice
- 1/2 cup canned fruit (about the size of a tennis ball)
- 1/4 cup dried fruit

Vegetables

- 1/2 cup cooked vegetables (size of a tennis ball)
- 1 cup tossed salad (size of your closed fist)
- 1 medium potato
- 3/4 cup vegetable juice
- 1/2 cup raw chopped vegetables (size of a tennis ball)

Milk

- 1 cup milk
- 8 ounces yogurt (1 carton)
- 1 1/2 - 2 ounces cheese (size of a book of matches or a 9 volt battery)
- 1 1/2 cup ice cream
- 1 cup frozen yogurt

Meat, Poultry, Fish, Dry Beans, Eggs, and Nuts

- 3 ounces of cooked meat, poultry, or fish (size of a deck of cards or cassette tape case)
- 2 eggs
- 1 cup cooked beans (size of your fist)
- 4 tablespoons peanut butter

Fats, Oils, and Sweets

Use Sparingly!!

The small tip of the Pyramid shows fats, oils, and sweets. These are foods such as salad dressings, cream, butter, margarine, sugars, soft drinks, and candies. Go easy on these foods because they have a lot of calories from fat and sugars, but few nutrients.



How many servings are needed each day?

	Women and some older adults	Children, teen girls, active women, most men	Teen boys and active men
Bread Group	6	9	11
Vegetable Group	3	4	5
Fruit Group	2	3	4
Milk Group	*2-3	*2-3	*2-3
Meat Group	2	2	3

*Women who are pregnant or breast-feeding, teenagers, and young adults to age 24 need 3 servings.



Nutritional Needs Through the Life Cycle

All people need the same nutrients, but the amounts needed change throughout the life cycle. The following chart lists key nutrients, their function in the body and some foods that provide them.

Key Nutrients

Nutrient	Function	Best Sources
Protein	Needed for growth and for building and maintaining skin, muscles, brain, and hair. Also needed to make antibodies, enzymes and hormones.	Meat, poultry, fish, eggs, nuts, bread, pasta, rice, dried beans and peas, peanut butter, tofu, milk, cheese, ice cream
Carbohydrate	Supplies energy. Main source of energy for the brain.	Bread, rice, pasta, milk, fruit, vegetables, cake, cookies, soda
Fat	Supplies concentrated energy. Gives and carries fat-soluble vitamins (A,E,D,K) and fatty acids. Keeps our body warm and protects us from injury. Adults should not get more than 30 percent of calories from fat.	Meats, oils, butter and margarine, nuts, seeds, milk, cheese, croissants, doughnuts, baked goods
Vitamin A	Helps keep skin and membranes healthy. Helps prevent sickness. Helps eyes see in dim light. May be associated with lower cancer risk.	Eggs, dark green and yellow vegetables and fruits, low fat dairy products, liver
Vitamin C (Ascorbic Acid)	Strengthens blood vessels, helps heal cuts, and resist infection. Helps the body use iron.	Citrus fruits, tomatoes, melons, berries, green and red peppers, broccoli
Calcium	Important for healthy bones and teeth. Helps in blood clotting. Helps nerves and muscles work.	Milk, puddings, custards, chowders, soups made with milk, cheese, yogurt, ice cream, canned fish with soft bones (sardines, anchovies, and salmon), dark green leafy vegetables (kale, mustard greens, turnip greens, broccoli, and bok choy), tofu (if processed with calcium sulfate), tortillas made from lime-processed corn, calcium fortified juices and drinks
Iron	Part of hemoglobin in blood and myoglobin in muscle, which supply oxygen to body cells.	Meat, fish, poultry, organ meats, beans, whole and enriched grains, green leafy vegetables, dried fruits
Vitamin B-6	Important in carbohydrate and protein metabolism, formation of antibodies, red blood cells, and nerve function.	Green, leafy vegetables, meats, fish, shellfish, legumes, fruits, whole-grains
Folic Acid	Plays a key role in red blood cell formation, protein metabolism, growth, and cell division.	Green, leafy vegetables, legumes, seeds, liver



Feeding Babies

Infants and toddlers have special dietary needs because of their rapid growth and development. An infant grows faster during the first year than ever again in the life span. The growth of infants directly reflects their nutrition status. Use the following chart as a guide to providing food for children under 1-year-old.

Infant Feeding Guide

	0-4 Months	4-6 Months	6-8 Months	8-10 Months	10-12 Months
Breast milk or Iron-Fortified Formula	16-32 ounces	24-40 ounces	24-32 ounces	16-32 ounces	16-24 ounces Whole milk can be offered now.
Cereals and Bread	None	Iron-fortified rice and other single-grain cereals (spoonfed)	Plain boxed infant cereals — Avoid cereals that are pre-mixed with formula, fruit, or honey.	Infant cereals, Cream of Wheat or other plain hot cereals, toast, bagels, crackers	Hot or cold unsweetened cereals, bread, rice, noodles or spaghetti
Fruit Juices	None	Infant juice Adult apple juice (Vit. C fortified) (No orange or tomato juice)	Infant juice Adult apple juice (Vit. C fortified)	All 100 percent juices (orange and tomato are OK now)	All 100 percent juices
Vegetables	None	None	Strained or mashed vegies — dark green, dark yellow or orange — avoid corn	Cooked and mashed, fresh, canned, or frozen vegies	Cooked vegetable pieces (some raw if child can chew well)
Fruits	None	None	Fresh, cooked, or canned fruits, mashed bananas, applesauce, strained fruits	Peeled, soft fruit (i.e., bananas, peaches, pears, oranges, apples)	All fresh, frozen, or canned fruits
Protein Foods	None	None	<u>Plain</u> yogurt	Lean meat, chicken and fish, egg yolk, yogurt mild cheese, cooked, dried, or canned beans	Small tender pieces of meat, fish or chicken, whole egg, cheese, yogurt, cooked, dried, or canned beans, peanut butter



Baby Food and Infant Formula*

***** Never distribute baby food or formula that is outdated!!! *****

- Dates are usually written like this: AUG 95 or 1SEP95.
- Do not distribute after the date given, or the last day of the month marked on the top or bottom of the can.

Formula:

All cow milk infant formulas can be substituted for each other. Cow milk formulas include:

Enfamil	SMA	Good Start
Gerber	Similac	Follow-up (infants over 9 months)

All soy formulas can be substituted for each other. Soy formulas include:

Isomil	Prosobee
Nursoy	Soyalac

Do NOT substitute cow or soy formulas for each other!

- It is OK to substitute iron fortified formula for low iron formula. Infants need iron fortified formula for regular daily use.

Pedialyte is NOT complete formula.

- Pedialyte is a solution of water, sugar, and minerals used for diarrhea.
- Infants should not be on Pedialyte for more than 24 hours without seeing a medical provider.

Fresh cow milk should not be given to infants less than 9 months of age.

Infant formula comes in three forms:

- Powder. Keeps without refrigeration. Small amounts can be mixed at a time.
- Concentrate. Must be diluted with equal amounts of water. Undiluted or improperly diluted concentrated formula can harm an infant.
- Ready-to-feed. Feed just as it is. It requires no mixing. When clean water is not available this is the best choice.

* adapted from: Meredith Poehlitz and Sue Butkus, 1994, *Special Food Bags in the Food Bank*, VT0059, Washington State University Cooperative Extension Service



Baby Food

Commercial baby foods can be expensive and are often in short supply. Babies **can** eat many of the same foods as the rest of the family — with a little extra preparation. Use the following fact sheet to help your feeding program provide appropriate foods for families with small children and to aid families in using available foods.

Making Your Own Baby Food

Homemade baby food:

- is usually less expensive
- gets baby used to the types of food the family eats

To make your own baby food, you need:

- Good quality, clean foods. **DO NOT** make baby food from leftovers!
- Something to mash or grind the food so that it is smooth. You can use:

- | | |
|-------------------|----------|
| baby food grinder | blender |
| fork | strainer |
| potato masher | |

What do you do?

- 1) Make sure everything is clean!! Wash your hands and all equipment with hot soapy water, rinse well, and air dry.
- 2) Wash, peel, and remove seeds from fruits and vegetables.
- 3) Cook food until tender by: baking, boiling in a little water, steaming, or microwaving.
- 4) Grind, mash, blend, or push the food through a strainer until it is smooth. Discard tough pieces and large lumps.
- 5) Add a little liquid, such as cooking water, juice, formula, or breast milk if the food is too thick or dry.

To store homemade baby food:

In the refrigerator

- Cover tightly.
- Keep cooked fruits and vegetables for less than three days.
- Keep mashed raw fruits less than two days.
- Keep cooked meats or meat combinations one to two days.

In the freezer

- Freeze small amounts of baby food in ice cube trays or small containers. Place frozen baby food in sealed bags or containers that are labeled and dated.
- Keep frozen meat or meat combinations for one to two months.
- Keep frozen fruits or vegetables for six to eight months.



Small Children

Children's digestive systems can tolerate a wide variety of foods by the time they reach 1-year-old. By 2, most children have an average of eight molars, allowing them to chew most foods successfully. Nutrition is very important in the early years, both to meet immediate needs, and to store nutrients for future growth surges. The energy needs of individual children vary widely, depending on their physical activity. Further, children's appetites vary widely from meal to meal and day to day. As children grow, their need for all nutrients gradually increases.

- A low fat diet does not provide enough energy for proper growth and development in children under 2. After age 2, fat should be restricted to 30 percent of calories, but intake should not drop below that level.
- Serve young children the same variety of foods as everyone else, but in smaller amounts to suit their smaller needs — about 2/3 of the adult serving size.
- Young children often eat only a small amount at one time. Nutritious snacks are important to help them meet the nutritional needs of their rapidly growing and developing bodies. Good snack choices include: milk or fruit juice, cut-up fruit, vegetable sticks, strips of cooked meat or poultry, whole-grain crackers and peanut butter, and small sandwiches.
- Young children need at least the equivalent of 2 cups of milk each day.
- Young children need sufficient iron. See table on page 28 for a list of iron-rich foods.
- Use the chart on the next page as a guide for providing food for preschool children.



Young Child Feeding Guide (1-5 yrs)

Food Group	Major Nutrients	Food Sources	Minimum servings/day
Milk	Calcium Protein	Evaporated milk (mixed with water), whole, low fat, skim milk, plain yogurt, cheese, cottage cheese	<i>Under age 2, whole milk</i> <i>2 to 5-year-olds, at least 2 cups; low fat OK</i>
Meat and Alternatives	Protein Iron	Beef, pork, hamburger, fish, chicken, turkey, liver, eggs, dried peas or beans, peanut butter, tofu, nuts, and peanuts*	2-3
Vegetables and Fruits	Vitamin A Vitamin C Other Vitamins and Minerals	Carrots, sweet potatoes, dark leafy greens, winter squash, broccoli, green peppers, brussels sprout, potatoes, corn, green beans, peas, lettuce, cabbage, cucumbers, tomatoes, vegetable juices, zucchini, asparagus, beets, pumpkin, apples, applesauce, apricots, bananas, grapes, plums, peaches, mangos, cantaloupe, fruit cocktail, fruit juices, oranges, grapefruit, kiwi, pears, tangerines, papaya, strawberries, watermelon	5
Bread, Cereals, Rice, and Pasta	Carbohydrates B-Vitamins Iron (if enriched or fortified)	Whole grain or enriched white bread, macaroni or spaghetti, tortillas, rice, cold or hot unsweetened cereals, crackers, bagels, cornbread, muffins, rice cake	6
Fats, Oils, and Sugar	Fat Sugar	Margarine, butter, vegetable oils, lard, mayonnaise, salad dressing, bacon, sausages, salt pork, candy, cookies, chips, Kool-aid, soda, fruit punch	Limited Amounts

*Nuts, peanuts, and seeds are not recommended for children under 4 years of age because these foods may be a choking hazard.



School-Age Children

Calorie needs vary widely for elementary school children. They should eat at least the lower number of servings from each of the five major food groups daily. Most children will need more calories for growth and activity; they should eat larger portions of foods from the major food groups and some nutritious snacks. Some snack foods from the top of the Pyramid are OK, but they should be used only occasionally. Adequate amounts of calcium and vitamin D are important for promoting bone mass.

Teens and Young Adults

The teenage years are a time of tremendous growth. Most children grow 10-12 inches and add 40-60 lbs during their teens. Most teenage boys will need to eat the higher number of servings from each food group. Most teenage girls will probably need the middle of the ranges of servings. Blood volume and muscle mass increase dramatically, increasing the need for iron. Teenagers and young adults to age 24 need at least three servings of milk, cheese, or yogurt daily to meet their calcium needs. Eating foods that provide adequate calcium is important in helping to prevent osteoporosis and bone fractures in later life. See table on page 28 for good calcium sources.

Adults

Adults vary considerably in their levels of physical activity. However, in general, people become less active as they age. To maintain a healthy weight, it is important for adults to balance their caloric intake and activity levels. That may mean decreasing the number of calories consumed, in relation to what was needed during the rapid growth and higher activity levels of the teenage years. The lower number of servings from each food group is about right for sedentary women and some older adults. Most men will need the middle to upper number of servings in the ranges. Although adults may need fewer calories, their nutrient needs remain relatively constant. To fulfill the nutritional needs of adults without providing excess calories, choose nutrient-dense foods from the bottom of the Food Guide Pyramid and minimize the amount of high calorie, low nutrient foods consumed from the top of the Pyramid. Milk and dairy products continue to be important, even in adulthood.

Pregnant Women

Nutritional needs increase substantially if a woman is pregnant or breast-feeding. Proper nutrition has a large effect on the health of both the baby and the mother. In general, somewhere between 2,200 and 2,800 calories per day is probably sufficient for most pregnant and breast-feeding women. Because the nutrient needs increase more than the energy needs, pregnant and breast-feeding women should increase their caloric intake by adding nutrient-dense foods, such as: nonfat milk, lean meats, fish and poultry, eggs, legumes, dark green vegetables, citrus fruits, and whole grain breads and cereals. Women who are pregnant or breast feeding should have at least three servings of milk, yogurt, or cheese to meet their calcium needs. Pregnant teens should have at least four servings of milk per day. Pregnant women also need to increase levels of iron, folic acid, and vitamin B-6 to prevent anemia and birth defects.



Elderly Adults

As people age, their bodies need fewer calories, but about the same number of nutrients. Getting the necessary nutrients without excess calories can be difficult. Frequently, older adults have a decreased appetite. Food may become less appealing or difficult to eat as less saliva is produced and medication or disease causes the senses of smell and taste to diminish. Missing teeth or poorly fitting dentures may make chewing difficult. Older adults should base their diets on nutrient-dense foods from the bottom of the Food Guide Pyramid. Add foods from the tip of the Pyramid, that contain many calories and few nutrients (like candy, soda pop and potato chips), only in moderation. Moist, easy-to-chew, colorful and flavorful foods may be appropriate for individuals with difficulty chewing or swallowing or with decreased ability to taste or smell. To improve the palatability of food for older adults, consider:

- serving eggs, cottage cheese, cheese, ground meat, tuna, or peanut butter.
- chopping or cooking vegetables and fruits.
- moistening foods by adding gravy, broth, sauces or syrups.
- flavoring foods with strong seasonings, like onion, garlic, oregano, or mint.
- marinating meats to add zest.
- adding colorful garnishes to make food more appealing.

What are Nutrient-Dense Foods?

Foods that provide a lot of nutrients relative to the number of calories are called nutrient dense. Examples of nutrient-dense foods include:

lean meat, fish and poultry, eggs, legumes, dark green vegetables, citrus fruits, nonfat milk, and whole grain fruits and vegetables

These foods are excellent choices for everybody, but particularly for individuals who need to maintain their nutrient intake while watching calories.



Modifying the Food Guide Pyramid

People decide what to eat based on a complicated set of factors, that include: personal preference, ethnic heritage or tradition, health concerns, and nutrition. The Food Guide Pyramid is a guide to healthy eating. The following table shows where many foods fit in the general Food Guide Pyramid, and lists suggestions for a number of groups with special needs or preferences, including: vegetarian, no cook/no chill, soft, and several ethnic groups. Use this table as a guide for selecting appropriate foods for diverse guests. But, remember that people are individuals. Although we can determine statistically the preferred diet for a specific group of people, individual preferences may vary tremendously. Be sure to provide your guests with choices whenever possible.

	Bread, Cereal, Rice, and Pasta	Vegetable	Fruit	Milk, Yogurt, and Cheese	Meat, Poultry, Fish, Dry Beans, Eggs, and Nuts	Fats, Oils, and Sweets
General	Bagel, barley, biscuit, bread, bread crumbs, bread sticks, brown rice, buckwheat, groats, bulgur, cake, cake or sugar cones, caramel corn, cereal, cheese balls, cheese curls, chowmein noodles, cookies, corn bread, corn meal, corn tortillas, couscous, crackers, croissant, crouton, cupcake, Danish pastry, doughnut, egg noodles, English muffin, farina, flour tortilla, corn chips, fried rice, graham crackers, granola, grits, hamburger buns, hot dog buns, matzo, melba toast, muffin, noodles, oatmeal, pancake, pasta, pie shell, pizza crust, popcorn, pretzels, rice, rice cake, rolls, rotini, rye wafer, spaghetti, stuffing, taco shells, toaster pastries, waffles, Yorkshire pudding	Alfalfa sprouts, artichoke, asparagus, bamboo shoots, beet greens, beets, bell peppers, broccoli, brussels sprout, cabbage, carrots, cauliflower, celery, chicory, coleslaw, collards, corn, cucumbers, dandelion greens, eggplant, endive, escarole, french fries, green beans, peas, green peppers, hominy, iceberg lettuce, Jerusalem artichoke, kale, kelp, kohlrabi, leaf lettuce, lima beans, mushrooms, mustard greens, okra, onions, parsnips, pickles, potato chips, potatoes, pumpkin, radicchio, radishes, romaine lettuce, rutabaga, sauerkraut, seaweed, spinach, squash, succotash, sweet potatoes, Swiss chard, tomatoes, turnip greens, turnips, vegetable juice, vegetable soup, water chestnuts, watercress, wax beans, yams, zucchini	Apples, applesauce, apricots, avocados, bananas, banana chips, blackberries, blueberries, boysenberries, breadfruit, cantaloupe, casaba melon, cherries, cider, crabapples, cranberries, cranberry sauce, currants, dates, elderberries, figs, fruit cocktail, fruit juice, gooseberries, grapefruit, grapes, guava, honeydew melon, jicama, kiwi, kumquat, lemons, limes, loganberries, mandarin oranges, mandarins, mangos, melons, mulberries, nectarines, olives, oranges, papaya, passion fruit, paw paws, peaches, pears, persimmons, pie filling, pineapple, plantain, plums, pomegranate, prickly pear, prunes, quince, raisins, raspberries, rhubarb, sapote, strawberries, tamarind, tangerines, ugli fruit, watermelon	Acidophilus milk, cheese, cheese sauce, cheese spread, chocolate milk, cocoa/hot chocolate, condensed milk, cottage cheese, custard, dry milk, evaporated milk, ice cream, ice milk, goat's milk, Indian buffalo milk, lactose-reduced milk, buttermilk, whole or reduced fat milk, frozen yogurt, yogurt, malted milk, milk shake, pudding, rice pudding, sheep's milk, soy milk, tapioca pudding	Beef, Canadian bacon, chicken, chicken franks, corned beef, Cornish hen, dried chipped beef, duck, egg, egg substitute, egg white, egg yolk, fish and shellfish, goose, ground meat, ham, heart, hot dogs, kidney, lamb, liver, luncheon meats, pheasant, pork, quail, rabbit, sausage, squab (pigeon), squirrel, turkey, veal, venison, bean dip, black-eyed peas, chickpeas, coconut, kidney beans, lentils, mung beans, navy beans, northern beans, nuts, peanut butter, pinto beans, refried beans, seeds, soybeans, split peas, tofu	Apple butter, bacon, bacon bits, butter, candy, caramel, chocolate bar, corn syrup, cream, cream cheese, frosting, fruit drinks/ades/punches, fruit sorbet, fudge, gelatin dessert, honey, jam, jelly, lard, margarine, marmalade, marshmallows, mayonnaise, molasses, popsicles, pork rinds, salad dressing, sherbet, shortening, soft drinks, sour cream, sugar, syrups, vegetable oil, whipping cream



	Bread, Cereal, Rice, and Pasta	Vegetable	Fruit	Milk, Yogurt, and Cheese	Meat, Poultry, Fish, Dry Beans, Eggs, and Nuts	Fats, Oils, and Sweets
Vegetarian	Crackers, bread, pasta, rice, potatoes, cereal, corn, and green peas	Same as general	Same as general	Milk, yogurt, cheese, fortified soy milk, ice cream, pudding	Dry beans, nuts, seeds, peanut butter, tofu, eggs	Vegetable oil, blackstrap molasses, brewer's yeast
No Cook/ No Chill	Breads, biscuits, cake, ready-to-eat cereal, cheese balls, cheese curls, chow-mein noodles, crackers, granola, melba toast, muffin, popcorn, pretzel, rice cake	Canned vegetables, raw carrots, raw celery, potato chips, pickles, sauerkraut, tomatoes, vegetable juice	Apples, applesauce, apricots, bananas, banana chips, berries, cantaloupe (whole), cherries, cider, cranberry sauce, dates, figs, fruit cocktail, canned fruit, grapes, kiwi, oranges, nectarines, peaches, pears, plums, prunes, raisins, strawberries, tangerines, fruit juices, dried fruits	Hard cheese, yogurt, UHT-treated milk, condensed milk, evaporated milk, canned pudding, some packaged pudding (read label), dry milk	Canned meats, peanut butter, dried meats, bean dip, canned beans and peas, nuts, seeds, coconut	Candy, cookies, fruit drinks/ades/punches, honey, jam, jelly, marshmallows, pork rinds, soft drinks
Soft	Breads, biscuit, barley, rice, cooked cereals, couscous, noodles, grits, pancakes, pasta, spaghetti, stuffing, waffles, Yorkshire pudding	Alfalfa sprouts, canned vegetables, well-cooked vegetables, mashed potatoes, baked potatoes, french fries, pumpkin, sweet potatoes, vegetable juice, vegetable soup, yams	Applesauce, canned fruits, cantaloupe, melons, bananas, avocados, cranberry sauce, fruit juice, pie filling, watermelon, rhubarb	Milk, chocolate milk, cocoa/hot chocolate, cream cheese, ricotta cheese, cottage cheese, yogurt, condensed milk, custard, dry milk, evaporated milk, ice cream, buttermilk, frozen yogurt, malted milk, milk shake, pudding, rice pudding, tapioca pudding, milk-based soups	Pureed meats, well-cooked tender cuts of beef, pork, or lamb, fish, eggs, egg substitute, ground meat, bean dip, soft beans and peas, peanut butter, tofu	Apple butter, butter, corn syrup, cream, cream cheese, frosting, fruit drinks, fruit sorbet, gelatin dessert, honey, jam, jelly, lard, margarine, marshmallows, mayonnaise, molasses, popsicles, sherbet, shortening, soft drinks, sour cream, sugar, syrups, vegetable oil, whipped cream



	Bread, Cereal, Rice, and Pasta	Vegetable	Fruit	Milk, Yogurt, and Cheese	Meat, Poultry, Fish, Dry Beans, Eggs, and Nuts	Fats, Oils, and Sweets
African-American	Biscuits, cookies, corn bread, grits, pasta, rice	Beets, broccoli, cabbage, corn, green peas, greens, hominy, okra, potatoes, spinach, squash, sweet potatoes, tomatoes, yams	Apples, bananas, berries, fruit juice, peaches, watermelon	Buttermilk, cheese, ice cream, milk, pudding	Black-eyed peas, beef, catfish, chicken, crab, crayfish, eggs, kidney beans, peanuts, perch, pinto beans, pork, red beans, red snapper, salmon, sardines, shrimp, tuna, turkey	Butter, candy, fruit drinks, lard, meat drippings, soft drinks, vegetable shortening
Asian-Indian	White and whole wheat breads, rice, ground corn, barley, vermicelli	Cucumbers, eggplant, cabbage, green peppers, carrots, cauliflower, gourds, green beans, papaya, okra, leafy greens, onions, peas, plantain, potatoes, pumpkin, radishes, salad, sweet potatoes, tomatoes	Apples, bananas, grapes, mango, melons, oranges, papaya, pineapple, plums, pomegranates, raisins	Buttermilk, milk, ice cream, yogurt, cheese	Almonds, cashews, chickpeas, chicken, lentils, legumes, dried peas and beans, eggs, peanuts, lamb/mutton, soybeans	Butter, chocolate, coconut/peanut/sesame/sunflower oils, honey, jam, molasses, soft drinks, sugar
Chinese-American	Barley, rice, wheat bread, wheat flour	Cabbage, celery, cucumbers, eggplant, garlic, green beans, okra, onions, peas, potatoes, spinach, tomatoes, turnip	Mango, oranges, papaya, persimmons, watermelon	Milk, yogurt	Beef, chicken, eggs, fish, lamb, legumes, pork, seafood	Bacon fat, butter, corn/peanut/sesame/soybean oil, honey, lard, sugar
Vietnamese-American	Banh trang, bun, cellophane noodles, cha gio, French bread, mein, mung beans, vermicelli, white rice, xoi	Artichokes, asparagus, broccoli, ca tim, cabbage, carrots, cauliflower, corn choy, corn, cucumbers, dau hu, eggplant, garlic, gia, green beans, leeks, mang, mung beans, onions, potatoes, rau muong, squash, sweet potatoes, tofu, tomatoes	Banana, carambola, grapes, guava, jejube, lemon, lit chi, logan coconut, lychee, mango, orange, pandeo, papaya, pineapple, watermelon	Fish bones	Beef, chicken, crab, duck, pork, shrimp, squid, white flesh fish	Coconut milk, peanut oil, sesame oil, sesame paste, vegetable oil
Mexican-American	Bolillo, bread, cake, cereal, corn tortillas, crackers, flour tortillas, fried flour tortillas, graham crackers, macaroni, masa, oatmeal, pastries, rice, sopa, spaghetti, sweet bread, taco shells	Agave, beets, cabbage, carrots, cassava, chilis, corn, elote, iceberg lettuce, jicama, green tomatoes, onion peas, potatoes, prickly pear cactus leaves, purslane, squash, sweet potatoes, tomatoes, turnips	Apples, avocados, bananas, cherimoya, guava, mangos, oranges, papaya, pineapple, platano, zapote	Cheddar cheese, custard, evaporated milk, ice cream, jack cheese, powdered milk, queso blanco, fresco, or mexicano	Beef, black beans, chicken, eggs, fish, garbanzo beans, kidney beans, lamb, nuts, peanut butter, pinto beans, pork, sausage, tripe	Bacon, butter, candy, cream cheese, fried pork rinds, lard, margarine, soft drinks, sour cream, vegetable oil



	Bread, Cereal, Rice, and Pasta	Vegetable	Fruit	Milk, Yogurt, and Cheese	Meat, Poultry, Fish, Dry Beans, Eggs, and Nuts	Fats, Oils, and Sweets
Puerto Rican	Cake, cereal, coditos, cornmeal, farina, oatmeal, waffles, white rice, whole wheat bread	Batata, berro, berzas, calabaza, carrots, eggplant, garlic, green beans, green peppers, grelos, lettuce, maiz, Oame, onions, okra, pumpkin, tomatoes, viandas, yautla, yucca	Apples, acerola, avocados, bananas, breadfruit, cantaloupe, fruit nectars, grapefruit, grapes, guava, kiwi, kumquats, lemons, mammae apples, mangos, olives, oranges, papaya, parcha, pineapple, platano, pomegranate, quenepas, strawberries, watermelon	Bread pudding, flan, goat's milk, milk, queso blanco, queso del pais, rice pudding, skim milk, tembleque, yogurt	Achiote, almonds, black beans, cow organ meats, chorizos, eggs, gandules, garbonzo beans, mani, pescado, pollo, puerco, habicheulas, res, ternera, turkey, walnuts	Bacon, butter, cocoa, fruit drinks, honey, jelly, lard, margarine, olive oil, soft drinks, sugarcane, vegetable oil
Navajo	Alkaad, blue corn bread, blue corn mush, blue dumplings, cereal, fry bread, kneel down bread, macaroni, pancakes, spaghetti, tortillas, waffles, white bread, whole grain bread	Carrots, celery, corn, green beans, hominy, lettuce, Navajo spinach, onion, potatoes, red/green chilis, spinach, squash, squash blossoms, steamed corn, tomatoes, yellow hot peppers	Apples, apricots, avocados, bananas, canned fruit, cantaloupe, casabas, fruit juice, grapes, juniper berries, kiwi, Navajo melon, oranges, raisins, sumac berries, watermelon	Cheese, goat's milk, lowfat milk, non-fat dry milk, whole milk	Beef, blood sausage, chicken, deer, dry beans, eggs, elk, fish, frankfurter, ham, mutton, peanut butter, pinon nuts, pork, prairie dog, processed meats	Butter, fruit-flavored ades and punches, lard, margarine, mayonnaise, salad dressing, shortening, soda pop, vegetable oil
Jewish	Bagels, barley, bialy, blintzes, bubke, bulgur, bulke, challah, crepes, dumplings, farfel, hard rolls, honey cake, kasha, kichlach, knaidlach, leckach, matzoh, noodle pudding, pastries, pita bread, pumpernickel bread, rye bread, teiglach	Artichokes, asparagus, beets/ borscht, broccoli, brussels sprout, cabbage, carrots, cauliflower, corn, garlic, green beans, greens, latke, leeks, olives, onion, peas, peppers, pickles, potatoes, sorrel, spinach, squash, sweet potatoes, tomatoes, turnips, yams	Bananas, citrus fruits, dates, dried apples, dried apricots, dried pears, figs, grapes, melons, prunes, raisins, sabra	Cottage cheese, edam cheese, farmer's cheese, douda cheese, milk, Swiss cheese, yogurt	Almonds, beef, beef tongue, bob, brisket, chick peas, chopped liver, corned beef, dry beans, eggs, flanken, gefilte fish, herring, lentils, lox, pastrami, poultry, salmon, sardines, smelt, smoked fish, split peas, tripe, veal	Cream cheese, gribenes, honey, jelly, margarine, marmalade, mayonnaise, olive oil, preserves, schmaltz, sesame seed oil, sherbert, sour cream, sugar



Packing a Healthful Food Bag

Food banks, shelters, pantries, and soup kitchens may provide bags of emergency food to help those who might otherwise go hungry. Depending on your facility and resources, your program may supply enough food for a day, several days, a week, or more. For some, emergency food fulfills a short-term need resulting from a crisis. For others, emergency food provides needed calories and nutrients on a long-term basis. Proper nutrition plays a key role in the health and well-being of all people. Without adequate nutrition, infants and children may not develop properly physically or mentally. Poor nutrition can negatively impact both the short and long term health of all people. Use the information on the following pages to help you provide the most nutritious food bags possible for your clients.

Food Bag Fundamentals

To pack a nutritionally balanced food bag, try to include some items from each of the major food groups. To help you do this, first, review what you usually give out. Try arranging your food storage by food groups. If you also distribute nonfood items, such as cleaners and diapers, set up another area for these (be sure to keep cleaners and other chemicals away from food and diapers). Once your food is divided into groups, look to see what is missing. Then try to fill in the gaps. Here are some suggestions for obtaining the foods you need:

- 1) Ask for it—Include a wish lists in notices that describe your food drive, or post signs on the collection barrel. Request specific items from regular donors, such as church groups or schools.
- 2) Buy it—Make sure when you purchase foods you include the most nutritious choices possible.
- 3) Use a list—When you visit the food bank, take a list of the foods you especially need. If you find these items, stock up as much as you can.

The following chart lists some of the foods typically available to emergency feeding programs. Of course, the foods you stock and supply will depend on local availability and also the needs and preferences of your clientele.



Try to include foods from each of the major food groups:

<p>Breads and Grains</p> <ul style="list-style-type: none"> • bread (whole grain wheat, rye, or oat preferred) • English muffins • pita bread • bagels • crackers • rice • pasta • noodles • flour • cornmeal • breakfast cereal (hot or cold) • baked beans • dried beans/peas • corn • pancake mix • tortillas 	<p>Fruits and Vegetables</p> <ul style="list-style-type: none"> • Fruit juice (preferably 100 percent juice) • canned fruit • dried fruit (raisins, prunes) • fresh fruit • tomato juice • canned vegetables • fresh vegetables • frozen vegetables • vegetable soup • boxed juice (preferably 100 percent juice) • spaghetti sauce
<p>Milk and Dairy Products</p> <ul style="list-style-type: none"> • powdered milk • instant cocoa mixes • canned evaporated milk • canned pudding • instant breakfast drinks • cheese, yogurt 	<p>Meat and Meat Alternatives</p> <ul style="list-style-type: none"> • canned meat • canned fish, water-packed preferred • peanut butter • dried beans/peas/lentils • canned stews • canned chili with meat • nuts • canned beans and legumes

Basic Information

To help you customize the food you provide for a specific individual or family, try to get some basic information, including:

- How many people will the food bag feed?
- How many adults, children, or infants are in the household?
- How long is the food supposed to last?
- What facilities does the family/individual have (i.e., refrigeration, cooking facilities)?
- Are there any special dietary needs (i.e., diabetic, food allergies, vegetarian)?

Whenever possible, provide choices. That way your guests will be able to select the foods that best meet their family's needs and preferences. Additionally, selecting their own food may provide your guests with an element of control over their lives that may be lacking in other areas.



Sample Food Bag

This food bag is designed for a family of four for three days. The amount of food included in each food group is based on the minimum serving recommendations of the Food Guide Pyramid. Unless necessary, the actual foods within groups are not specified. The actual nutritional adequacy of the food bag depends on which foods are included. Your pantry may not be able to provide this much food or you may not have access to all of the foods on the list.

Dairy

- 1 gallon Milk
- 1 pound cheese
- 1/2 gallon ice cream

Meat

- 10.5 can pork
- 6-ounce can tuna
- 1 pound peanut butter
- Two 15.5-ounce cans chick peas

Vegetable

- Twelve 16-ounce cans (assorted)

Fruit

- Four 16-ounce cans fruit, any kind
- One 20-ounce can pie filling
- One 46-ounce can fruit juice
- 4 bananas

Grain

- 1 cake mix
- 1 box crackers
- 1 box ready-to-eat cereal
- 2 loaves bread
- 2 pounds rice or pasta
- Two 7 3/4-ounce boxes macaroni & cheese mix

Other

- 4 cans broth
- 1 can cream soup
- 1 bottle salad dressing



No-Cook Recipes

PEANUT BUTTER BALLS—A No Cook Snack

INGREDIENTS

Honey	1 cup
Rice Cereal	1 cup
Dried Milk	1 cup
Peanut Butter	1 cup
Coconut	1 cup

DIRECTIONS

- 1) In a bowl, combine the honey, rice cereal, dried milk, and peanut butter. Stir gently with a wooden spoon until well mixed.
- 2) Spread the coconut on waxed paper or on a plate.
- 3) Shape the mixture into small balls and roll in the coconut till covered all over.
- 4) Place the balls on a cookie sheet and refrigerate one hour or more before serving.

TIP BOX

Instead of making into balls, the mixture can be spread in a 9" x 11" x 1" pan and the coconut sprinkled over the top and gently patted to adhere to the surface. When "set," the mixture can be cut into individual bars.

VARIATIONS

Add 1 cup of raisins, dried fruit, chocolate chips or miniature marshmallows to the mixture for added enjoyment.

Substitute quick-cook rolled oats for the rice cereal.



ON THE GO—A quick, nutritious snack to have on hand.

INGREDIENTS

Cereal	1 cup Cheerios
Raisins	1 cup
Nuts	1/2 cup shelled nuts
Chocolate chips	1/2 cup

DIRECTIONS

Put all the ingredients in a plastic bag or air-tight container. Close and shake thoroughly to mix.



Sandwiches for Two— No Cooking Required

CHILI BEAN SANDWICH—*Quick to make, and nutritious too.*

INGREDIENTS

Baked Beans	1 cup
Chili Sauce	4 tablespoons
Lettuce	4 leaves
Tomato	4 slices
Brown Bread	4 slices

DIRECTIONS

- 1) In a bowl, mash the beans and chili sauce together into a smooth paste.
- 2) Divide the paste between two slices of brown bread.
- 3) Top each slice with 2 lettuce leaves, 2 slices of tomato and the other slice of brown bread.

DRIED FRUIT IN A SANDWICH—*Easy and different!*

INGREDIENTS

Any Dried Fruit	4 tablespoons
Cottage or Cream Cheese	4 tablespoons
Bread	4 slices

DIRECTIONS

- 1) Chop dried prunes, dates, raisins, figs, apricots, or apples and mix with the cheese.
- 2) Spread between two slices of bread.



VEGETABLE GARDEN SALAD IN A SANDWICH—

Make use of plentiful summer salad vegetables.

INGREDIENTS

Wash all vegetables before proceeding.

Lettuce	6 leaves, shredded
Radish	3 large, sliced
Green Pepper	1/2 small, chopped
Green Onion	2 chopped
Salad Dressing	3 tablespoons
Bread	4 slices
Tomato	2 small, sliced

DIRECTIONS

- 1) Mix the lettuce, radish, green pepper and green onion with the salad dressing and spread on one slice of the bread. Sprinkle with salt and pepper to individual taste.
- 2) Add the sliced tomato and top with second slice of bread.

SPICY CHICKEN SANDWICH—*Eat and enjoy!*

INGREDIENTS

Lettuce	4 leaves, shredded
Chicken	One 8-ounce can, cooked, chunk style
Taco Sauce	2 tablespoons
Cheddar Cheese	2 ounces, shredded
Green Onion	1 chopped
Hamburger Buns	2

DIRECTIONS

- 1) Divide shredded lettuce between the two buns.
- 2) Divide the chicken between the two buns.
- 3) Top each sandwich with 1 tablespoon taco sauce.
- 4) Sprinkle each with chopped onion and shredded cheese.

VARIATIONS

Substitute tuna or ham for chicken.



TUNA AND BEAN SALAD—
Colorful, nutritious, tasty, and enough for two!

INGREDIENTS

White Beans

Tuna

Green Onions

Italian Dressing

Lettuce

One 10-ounce can, drained and rinsed
One 3-ounce can, drained and mashed
2 chopped in 1/2 inch pieces
2 tablespoons
4 leaves, washed

DIRECTIONS

- 1) In a bowl, combine beans, tuna and onions with the Italian dressing.
- 2) Divide lettuce leaves between two plates and top with the tuna-bean mixture.

VARIATIONS

Salmon, ham or chicken can be substituted for the tuna.

Green beans, kidney beans, or garbanzo beans can be substituted for the white beans.



Just a Little Cooking Required

SCALLOPED SALMON— *Easy to prepare, easy to cook, enough for two*

INGREDIENTS

Margarine 1 tablespoon
Flour 1 tablespoon

Milk 3/4 cup
Salmon One 8-ounce can

Salt and pepper to taste
Bread Crumbs 1/2 cup

DIRECTIONS

- 1) In a small saucepan, melt the margarine. Gradually stir in the flour and when all the flour is blended in, gradually add the milk and salt and pepper, stirring continuously to make a smooth sauce.
- 2) Heat oven to 350° F.
- 3) Grease a small baking dish.
- 4) Break the salmon into pieces and place a layer of salmon in the bottom of the dish. Add some sauce over the salmon.
- 5) Add another layer of salmon followed by sauce till all the ingredients are used.
- 6) Cover the top with the bread crumbs and bake until the sauce bubbles up and the crumbs are brown. Serve over rice, noodles or with bread.

VARIATIONS

Tuna, chopped ham or canned cooked chicken can be substituted for the salmon.
Crushed potato chips or corn chips can be substituted for the bread crumbs.

QUICK BEAN SOUP—*Open the cans, heat and enjoy*

INGREDIENTS

Baked Beans
Beef Broth
Stewed Tomatoes
Salt and Pepper

One 16-ounce can
One 14-ounce can
One 8-ounce can
to taste

DIRECTIONS

- 1) In a pot, combine all ingredients, stir and bring to a boil. Simmer, uncovered for 15 minutes. Serve with bread or crackers.

VARIATION

For a smooth soup, combine all ingredients in a blender container, cover, and puree before heating.



Part II: Food Safety

Each year in the United States, more than 16,000 people die from food poisoning. Between 6.5 million and 81 million people suffer the associated symptoms of vomiting, nausea, diarrhea, dizziness, and muscle aches associated with foodborne illness. While foodborne illness can strike anybody, individuals with a compromised immune system, such as the elderly, infants, young children, pregnant women, and the chronically ill, are most likely to develop a severe illness or die. Emergency feeding programs provide at least a portion of the nutritional needs of one in 10 Americans. Half of the people utilizing emergency food are at high risk for food poisoning because they are children (42 percent) or elderly (8 percent). Many more face an increased risk because they suffer from a chronic illness, such as heart disease, diabetes, cancer, AIDS, or alcoholism. Finally, emergency food patrons often have a poor nutritional status, which also increases their risk for foodborne illness.

As an emergency food provider, your mission is to provide food to those who might otherwise go without. To ensure the health and well-being of your clients, the food you provide must be nutritious and safe. The first section of this Reference provides information to help you maximize the nutritional value of the foods you provide. This section contains resources to help you maximize food safety.



What Causes Foodborne Illness?

Although foodborne illness can result from biological, chemical, or physical hazards in food, pathogenic microorganisms (bacteria and viruses) cause more than 90 percent of reported cases of foodborne illness. Bacteria and viruses cannot be seen with the naked eye. In fact, they are so small that 1 million can fit on the head of a pin. Although small, the effects of microorganisms can be large. People who eat food contaminated with harmful microorganisms can become ill, or even die.

There are two ways that harmful microorganisms can work:

- 1) The microorganisms get into the food, multiply rapidly, and cause illness when the food is eaten.
- 2) The microorganisms get into the food, multiply, and produce a toxin that causes illness when the food is eaten.

Proper cooking will kill microorganisms, but may not deactivate toxins.

Microorganisms need four things to grow: a source of contamination, the proper food, the right temperature, and time. We can think of these four things as the pieces of a time bomb. When all four come together, the bomb explodes and foodborne illness occurs. Each piece is discussed briefly below.

1) Source

Bacteria can get into our food in a variety of ways. The most common ways include:

Pests: Mice, rats, flies, and other insects can carry bacteria.

People: We all carry bacteria on our bodies. We can transmit these bacteria to food by coughing, sneezing, spitting, through runny noses, infected cuts, pimples, boils, feces, and by forgetting to wash our hands before touching food.

Cross contamination: Raw food may contain harmful bacteria which can be spread to uncontaminated food by people, direct contact between foods (like when juice from a thawing chicken drips on the lettuce stored below it), or contact with contaminated utensils (like when the same cutting board is used for both raw and cooked food without being thoroughly washed and sanitized in between).

2) Food

Microorganisms like many of the same foods that we do. Their favorites are foods that are high in protein or carbohydrates, like meat, milk, poultry, and eggs. They also like cream fillings, gravies, and puddings. Because microorganisms require moisture to grow, they are very happy in cooked rice and pasta, but will not grow in the dry products.

3) Temperature

Harmful microorganisms grow rapidly in the Danger Zone, between 40° F and 140° F. That's why it's important to keep perishable foods either HOT or COLD.

4) Time

Bacteria multiply rapidly under favorable conditions. That's why it is important to minimize the amount of time that food is between 40° F and 140° F. Remember the two hour rule. Discard perishable food that has been in the Danger Zone for more than two hours.



Evaluating the Safety of Foods

Emergency feeding programs often rely on donated and salvaged foods to meet the needs of the hungry. Dented cans, damaged boxes, and pans of leftovers are familiar sights. Intact cans and packages with cosmetic damage are safe to use, but if the package integrity has been compromised, the food may be hazardous. Donated prepared foods can be dangerous if they have been mishandled.

The combination of a clientele that is more at risk for food poisoning than the general population and donated and salvaged foods means that emergency feeding programs must be especially diligent in monitoring the safety of the foods they provide. All incoming food must be examined for safety, and must be handled and stored safely at your facility. Proper sanitation and time and temperature control are essential, whether your program is preparing and serving food on site, repackaging food, or simply serving as a warehouse for distributing foods.

Use the information on the following pages to help you determine the safety of the foods you receive, and to handle foods safely in your facility.



Donated Food Checklist *

Both SAFETY (whether a food is free of disease-causing bacteria and their toxins) and QUALITY (whether a food looks and smells acceptable to eat) should be kept in mind when examining donated food.

Beware of these signs that food may be UNSAFE to eat.

Foods Stored at Room Temperature

Cans

- Too crushed to stack on shelves or open with a manual can opener
- Crushed immediately under the double (end) seam
- Moderate/severe dents at the juncture of side and double (end) seam
- Rust pits severe enough to pierce the can
- Swollen or bulging ends
- Holes, fractures, or punctures
- Evidence of leakage
- Signs of spoilage (spurting; unusual odor or appearance) when opened
- Baby food or formula past the expiration date
- Missing label

Glass Jars

- Home-canned instead of commercially canned
- Raised, crooked, or loosened lid
- Damaged tamper-resistant seal
- Cracks or chips
- Signs of spoilage (discolored food; cloudy liquid)
- Dirt under the rim
- Baby food past the expiration date

Paperboard Cartons

- Torn or missing inner packaging in cartons that are slit or opened
- Evidence of insects
- Baby food past the expiration date

Plastic Containers

- Damaged tamper-resistant seal
- Signs of spoilage (mold, off odor)
- Baby food past the expiration date



Foods Stored in the Refrigerator

- ___ Lukewarm food (above 40° F—refrigerator temperature)
- ___ Signs of spoilage (unusual odor or appearance, molds)
- ___ Unsuitable containers (and/or covers) that allow food to be contaminated
- ___ Uncertain handling “history” (questionable reputation of food source)
- ___ Damaged tamper-resistant seals if commercially packaged

Foods Stored in the Freezer

- ___ Evidence of thawing (ice on the food or leaking)
(Note: See *Perishable Food Decision Table* [page 65] to decide what to do with these foods.)
- ___ Unsuitable packaging that allows food to be contaminated

IF IN DOUBT, THROW IT OUT!

Don't rely on look or smell. Foods that cause food poisoning may look fine and smell acceptable.
Never taste suspicious foods!

* Adapted from Carolyn Raab, Extension Food and Nutrition Specialist, Oregon State University Extension Service.



Critical Container Defects Fact Sheet

Critical Can Defects

The defects described below may effect the integrity of a can and allow microorganisms or other foreign material to enter the can. Cans exhibiting any of these defects should be discarded.

- Swollen cans—may indicate the presence of microbial spoilage or a reaction product with the metal can material causing hydrogen gas production.
Never taste product from a swollen can!! Throw it away!!
- Sharp dent on the seam—a sharp dent on either the top or side seam can damage the seam and allow microorganisms to enter the can. Discard cans with sharp dents on any seam.
- Holes, fractures, or punctures—microorganisms can enter. Discard cans with these defects.
- Rust severe enough to cause pitting—means that the tin plate surface of the metal is corroded and that the other layers of metal also may be affected. There may be tiny holes you can't see. Discard cans with pitted rust. Surface rust that you can remove by rubbing is not serious. You can keep these cans.

Critical Bottle Defects

Bottles with any of the following defects should be discarded:

- Chipped necks and threads—glass could break off into the product.
- Cracks—microorganisms can enter.
- Discoloration—the product is old or contaminated.

Critical Paperboard Carton Defects

Product in a paperboard carton, like those typically used for cereal or pasta, may be acceptable even if it appears severely damaged providing the inner pouch is intact. Open damaged cartons and check to see if the inner pouch is sealed. If it is, the product is acceptable. If it is not, discard the product.



Tamper Evident Indicators (freshness seals)

The law requires tamper evident packaging for over the counter drugs. Although this type of packaging is not required on food packages, many food companies have voluntarily used tamper evident indicators or freshness seals for a variety of food packages. Packages with missing or damaged freshness seals should be discarded. The following are some commonly used tamper evident indicators:

- Inner membrane—foil and/or plastic liner on inside of bottle or plastic tub. Products that use inner membranes include dairy products, snack foods, and ketchup bottles.
- Tear away ring—plastic band that must be torn off to open package and the ring does not remain on the package. Products that use tear away rings include cottage cheese and milk.
- Break away ring—attached to base of screw cap lid. When the cap is twisted off, the plastic band will break away from the base of the cap and remain on the neck of the bottle to indicate that the bottle has been opened. Products using break away rings include carbonated beverage bottles and salad dressing bottles.
- Pop up button cap—button pops up when jar is opened and vacuum seal is broken. Products using pop up button caps include baby food and mushroom jars.
- Shrink band—band of plastic around cap and neck of a bottle that must be torn and removed to open the bottle. Products using shrink bands include peanut butter jars and pancake syrup bottles.



Serious Can Defects



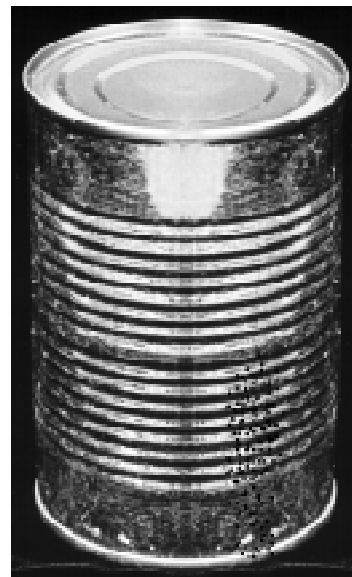
Dented at junction of side and end.



Sharp dent or dent on seam.



Swollen or bulging.



Pitted rust or leaking.



Serious Jar Defects



Inner seal or tamper resistant tape missing or broken.



Dirt under the rim.



Crooked lid, vacuum button raised, other evidence that cap has been opened.



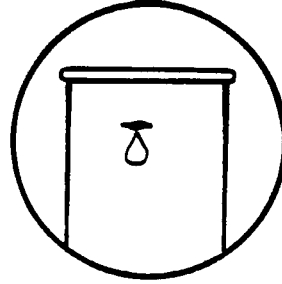
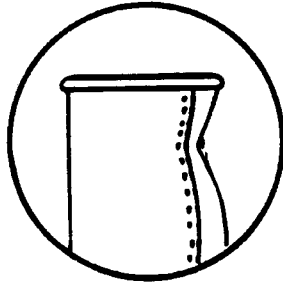
Leaking, crack or chips, or product discolored.



Guidelines for Evaluating Canned Food Containers

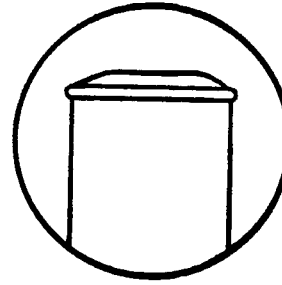
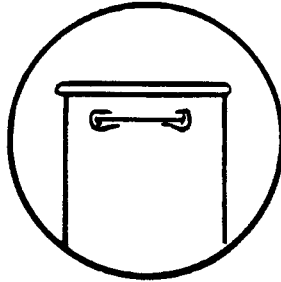
Discard Cans With:

Severe dents on side seam **1**



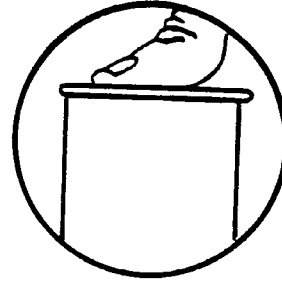
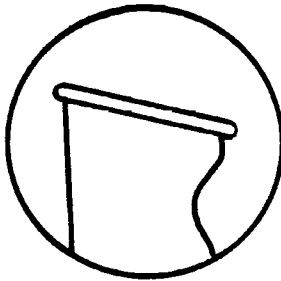
5 Leaks

Sharp dents parallel to rim **2**



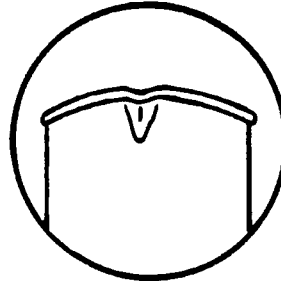
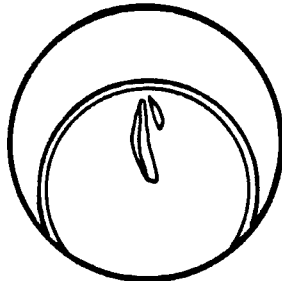
6 Bulges or puffed ends

Sharp dents in the sides that prevent stacking **3**



7 Ends that give or flip and bulge on the other end when pushed

Buckled or pinched tops and bottoms **4**



8 Severe dents on the rim, seams or bent rims

IF IN DOUBT, THROW IT OUT!

Adapted from materials developed by *Second Harvest* National Food Bank Network

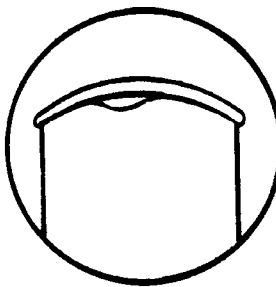
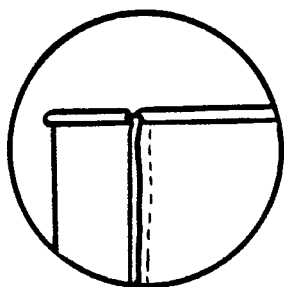


Guidelines for Evaluating Canned Food Containers

Discard Cans With:

Side seam incomplete, "blown out" or miswelded

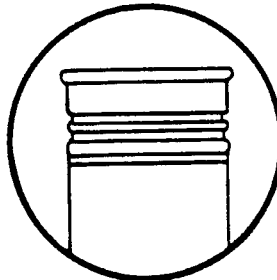
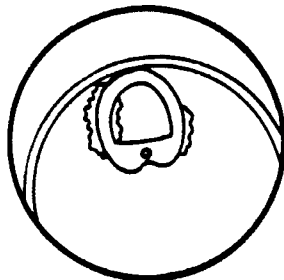
1



4 Cuts or misformed rims and loose tops

Dirt under pull tab

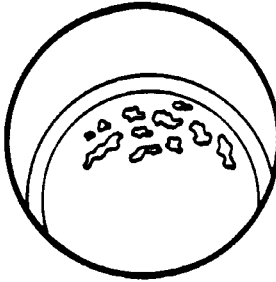
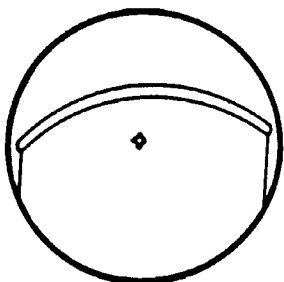
2



5 No label

Pits or pinholes

3



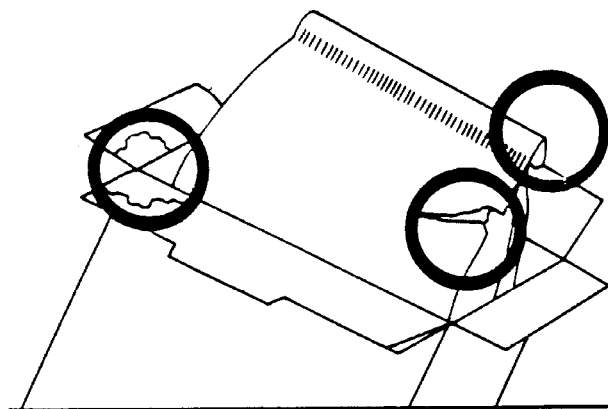
6 Rust that won't rub off

IF IN DOUBT, THROW IT OUT!

Adapted from materials developed by *Second Harvest* National Food Bank Network



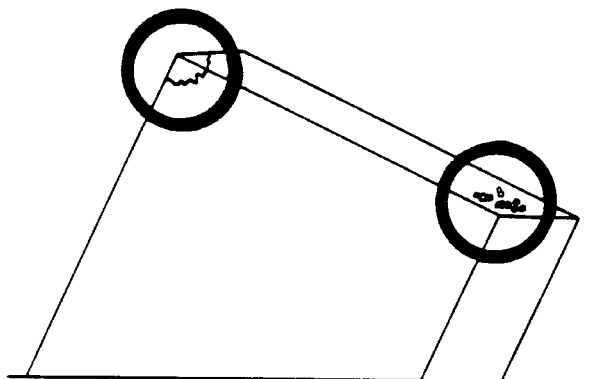
Guidelines for Evaluating Boxed and Dry Packaged Containers



Boxes With Inner Bag

- 1) Look for contaminants on box
- 2) Look at inner bag—discard if it is:
 - torn, leaking or contaminated
 - has imperfect or leaking seals
 - has moldy or foreign objects inside

To save good inner bags of food from damaged box, place inner bag into plastic bag and insert label.



Boxes Without Inner Bag

- 1) Do not use if opened
- 2) Look for contaminants on box
- 3) Look for insects, insect skins, webs, chaff or moving pieces

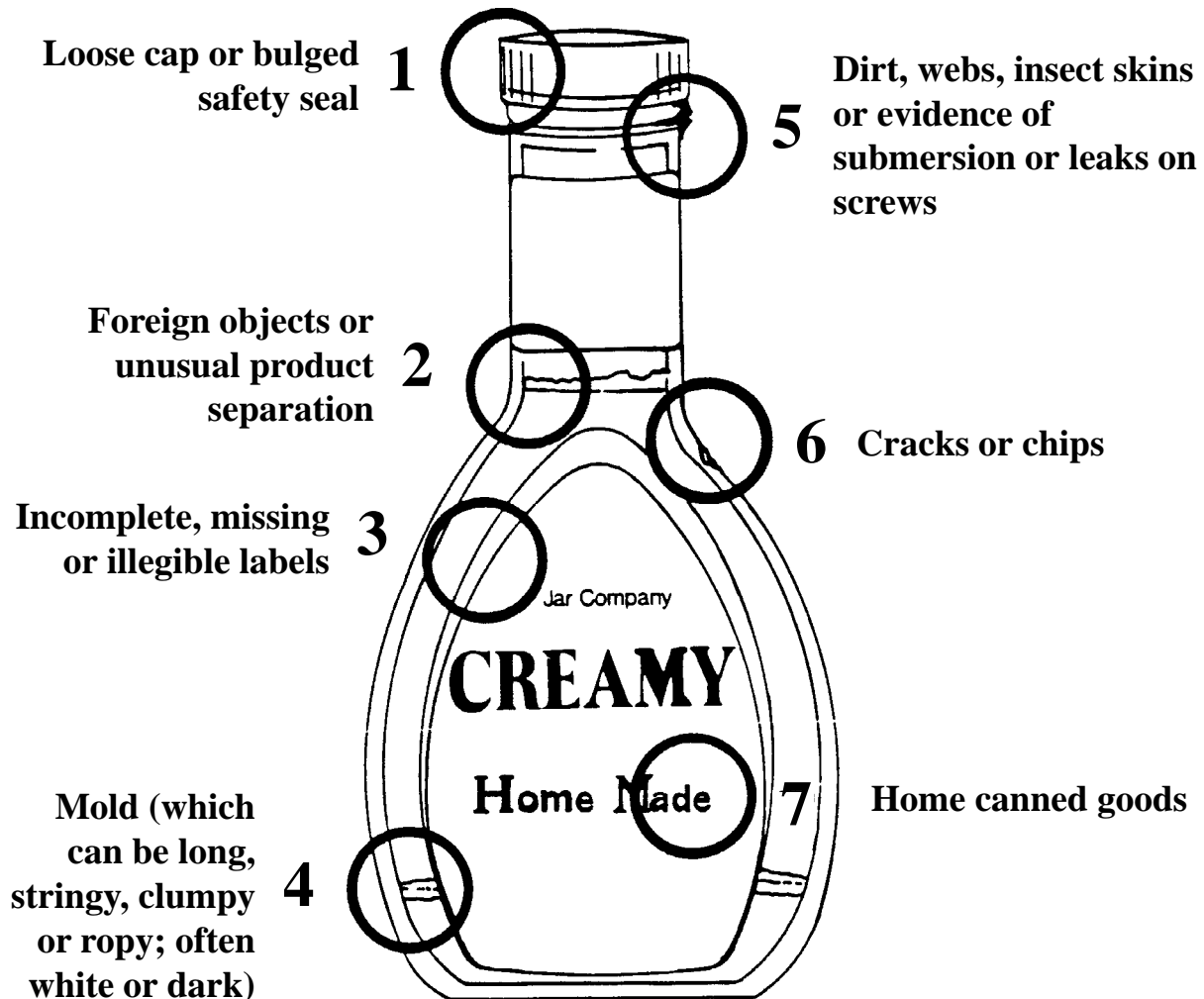
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Guidelines for Evaluating Glass Food Containers

Discard Jars With:



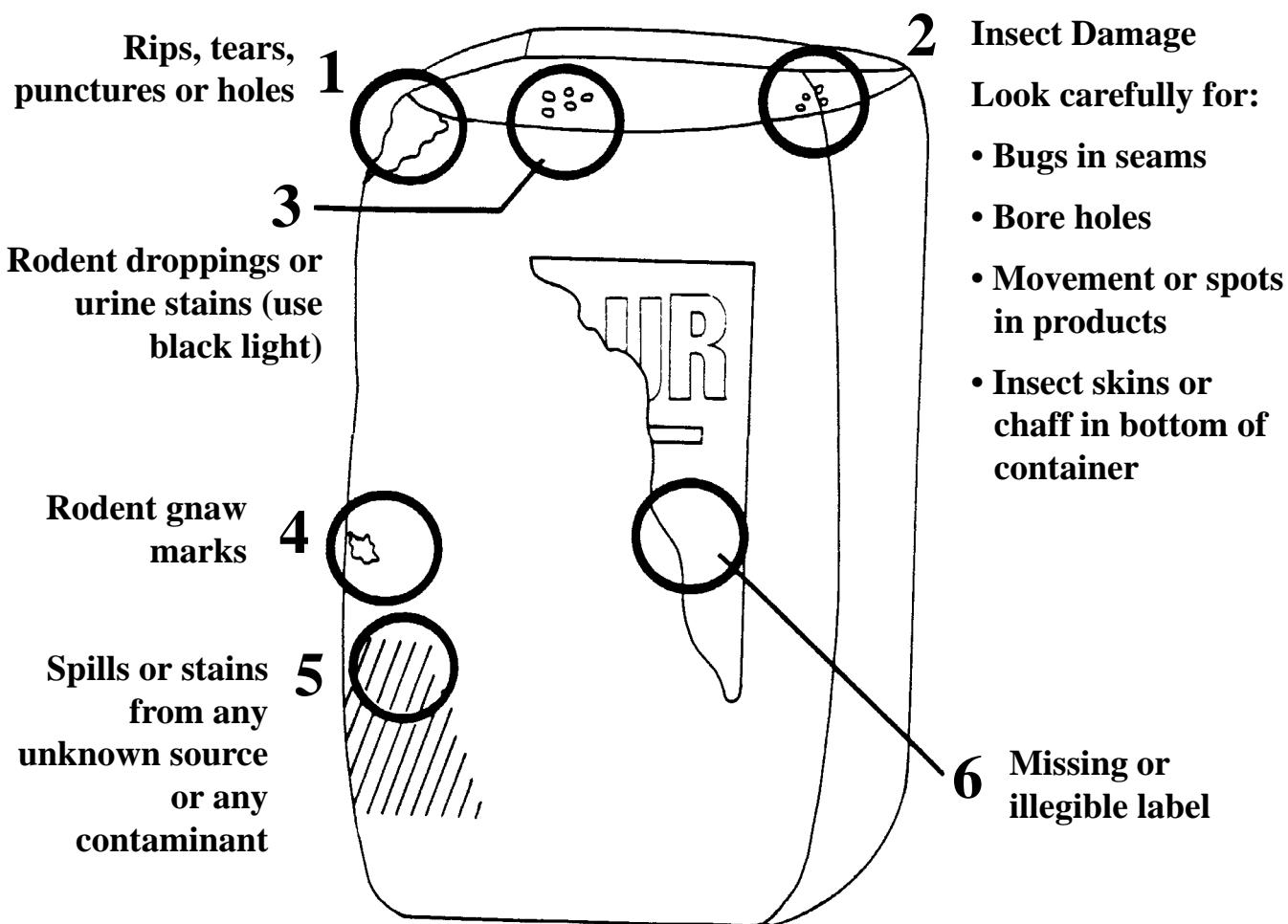
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Guidelines for Evaluating Bagged and Sacked Food Containers

Discard Bags or Sacks With:



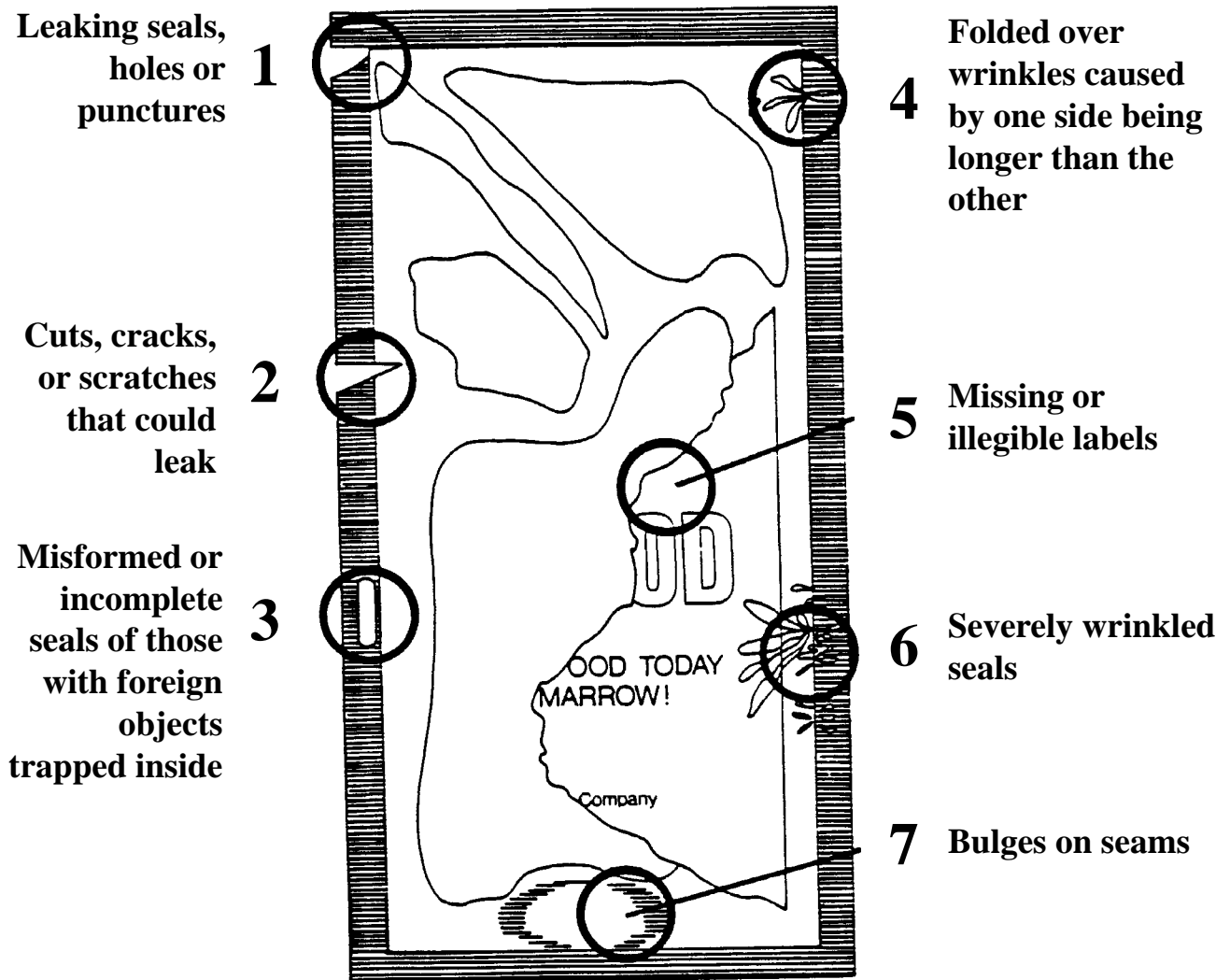
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Inspection of Retorted Pouches

**Examine All Four Seals and
Discard Any Pouch With:**



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Dates on Food Packages—What Do They Mean?*

Date labels are common on many types of food packages. But what do they mean? Is it safe for your program to use or distribute food after the package date? The answer is, it depends. Use the information below to help you decide which outdated foods to distribute and which to discard.

Expiration Dates

Examples: “Expires 2/15/98” or “Do not use after 7/9/97”

Look for it on infant formula, vitamins, yeast, baking powder, and cake mixes.

Do not use or give out infant formulas, vitamins, or drugs after the expiration date. They may lose their effectiveness. Yeast and baking powder may not work.

Pack Dates

Examples: “packed on 9/23/98” or “192 VIG 2109”

This is the type of code used on almost all food packages. Look for it on canned fruits and vegetables, canned meat and fish, boxes of crackers and cookies, and spices.

It is the date the food was packaged. It may be in code. Usually this food is of good quality for 12-18 months. It will be safe for a very long time.

Pull Dates

Example: “Sell by May 16”

Look for this date on refrigerated foods such as milk, yogurt, cottage cheese, cream, eggs, lunch meat, packaged salad mixes.

This means the store must take the refrigerated foods off the shelf by the date listed. If the food has been kept refrigerated at the proper temperature, it will still be safe to eat. Do not use it if it smells bad or the seal has been broken.

Quality Dates

Examples: “Better if used by date”

Look for this on packaged mixes, cold cereals, peanut butter, and baby food.

It means that after the quality date the food will lose its good flavor and develop off-flavors. This date is the estimate for how long it will be in top quality. Do not use or distribute baby food that is past the quality date.

* Developed by: Sue Butkis, Washington State University Cooperative Extension



Perishable Food Decision Tables

Many emergency feeding programs receive foods that must be frozen or refrigerated — perishable foods. These foods can quickly become hazardous or lose quality if the temperature is not maintained appropriately. Use the following tables to help you determine the safety of perishable foods your program receives or stores.

1) Frozen Foods

Type of Food	Partially Frozen (some ice crystals)	Thawed—still cold (below 40° F)	Thawed—warm (above 40° F)
Meats	refreeze	cook and serve or cook and refreeze	discard
Poultry	refreeze	cook and serve or cook and refreeze	discard
Organ Meats	use within 48 hours; do NOT refreeze	cook and serve	discard
Fish and Shellfish	refreeze	cook and serve or cook and refreeze	discard
Combination Dishes (stews, casseroles, etc.)	cook and serve or cook and refreeze*	cook and serve	discard
Dairy Items	refreeze	refreeze or refrigerate	discard
Produce	refreeze	cook and serve or cook and refreeze	discard
Juices	refreeze	refreeze	discard
Baked Goods	refreeze	refreeze	serve

*Refreeze only those dishes containing raw ingredients. Do not refreeze previously cooked dishes.



2) Refrigerated Foods

Food	Action
Milk	Discard if held above 40° F for more than two hours.
Fruit Juices	Generally safe unrefrigerated for short periods, but discard if cloudy, moldy, or fermented.
Eggs—fresh or hard boiled	Discard if held above 40° F for more than two hours.
Hard cheese, butter, or margarine	Generally safe unrefrigerated if well-wrapped, but discard if mold or rancid odor develops.
Soft cheeses	Discard if held above 40° F for more than two hours.
Fresh fruits and vegetables	Generally safe unrefrigerated, but discard if mold, yeasty odor, or slimy texture develop.
Fresh meats and poultry	Discard if held above 40° F for more than two hours.
Lunch meats and hot dogs	Discard if held above 40° F for more than two hours.
Mayonnaise	Discard if held above 40° F for more than two hours.

3) Prepared Foods

Discard prepared foods that are between 50° F and 135°F. Be sure to take the temperature at the edge of the package — where it will cool down or warm up first.



The Food Thermometer

An essential tool for keeping food safe

A food thermometer is an essential tool for all organizations that handle, store, or distribute perishable foods.

- Microorganisms can grow rapidly in perishable foods that are not kept at the proper temperature. Programs that receive perishable foods must check incoming shipments to ensure that refrigerated foods are below 40° F, and that pans of prepared foods are either below 40° F or above 140° F when received.
- Storage facilities must be checked periodically to make sure refrigerator temperatures are below 40° F and freezer temperatures are below 0° F .
- Heat kills food pathogens. Programs that prepare food must use a food thermometer to ensure that the food reaches a temperature that is hot enough to kill microorganisms that can cause foodborne illness (See table below).

Cooking Temperature Chart

Food	Temperature (°F)
Meats (Fresh)	
Rare (some bacterial risk)	140
Medium	160
Well Done	170
Ground Meat & Meat Mixtures	
Veal, Beef, Lamb, Pork	160
Chicken, Turkey	170
Poultry	
Chicken	180
Turkey	180
Turkey Breasts and Roasts	170
Thighs, Wings	Cook till juices run clear
Ham	
Fresh (raw)	160
Shoulder	160
Pre-cooked (to reheat)	140
Eggs and Egg Dishes	
Eggs	Cook until yolk & white are firm
Egg Dishes	
Leftovers	165



Food Thermometer Fact Sheet

A food thermometer is essential for all operations that handle food.

To use a food thermometer

- 1) Make sure the thermometer and case are clean (wash, rinse, sanitize, and air dry thermometer before and after each use).
- 2) When cooking, take the temperature in the center of the food. When receiving perishable foods, check the temperature at the edge of the food.
- 3) Insert the sensor area (bottom 2 inches) of the thermometer into the food.
- 4) Wait for the needle to stop moving. Take the temperature reading after the needle has been still for 15 seconds.
- 5) Recalibrate or adjust thermometer accuracy periodically.

To calibrate a food thermometer

Recalibrate or adjust the accuracy of your thermometer periodically, after an extreme temperature change (such as going from hot food to frozen food), and if the thermometer is dropped.

Use the ice point method for cold foods or the boiling point method for hot foods.

Ice Point Method

- 1) Insert the sensing area of the thermometer into a container with half water and half ice.
- 2) Wait until the indicator stops moving.
- 3) Adjust the calibration nut so that the indicator reads 32° F (0° C).

Boiling Point Method

- 1) Insert the sensing area into boiling water.
- 2) Wait until the indicator stops moving.
- 3) Adjust the calibration nut so that the indicator reads 212° F (100° C).

Note: The boiling point differs with altitude. The boiling point lowers about 1° F (0.6° C) for each 550 feet above sea level.



How Long Can I Keep It?

Even at the appropriate temperature, no food will keep forever. To ensure that your clients always receive the safest, freshest food possible:

- Label and date incoming foods.
- Place new foods behind older foods so that the old foods are used first.
- Use the following chart to help you determine how long is too long to keep various foods.

Food	In Refrigerator (40° F)	In Freezer (0° F)
Meats (Fresh) Roasts, Steaks Chops Ground Meat	3-5 days 3-5 days 1-2 days	6-12 months 6-9 months 3-4 months
Hot Dogs, Lunch Meats Hot Dogs, Opened Hot Dogs, Unopened* Lunch Meats, Opened Lunch Meats, Unopened*	1 week 2 weeks 3-5 days 2 weeks	In freezer wrap- 1-2 months
Meats (Leftover) Leftover Meat Dishes Gravy and Meat Broth	3-4 days 1-2 days	2-3 months 2-3 months
Poultry (Fresh) Chicken or Turkey (whole) Chicken or Turkey (pieces) Giblets	1-2 days 1-2 days 1-2 days	1 year 9 months 3-4 months
Poultry (Cooked, Leftover) Leftover Chicken Dishes Leftover Fried Chicken Leftover Pieces, plain Leftover Pieces with gravy Chicken Nuggets, Patties	3-4 days 3-4 days 3-4 days 1-2 days 1-2 days	4-6 months 4 months 4 months 6 months 1-3 months
Soups and Stews Vegetable or Meat added	3-4 days	2-3 months
Eggs Fresh Hard cooked Egg Substitutes, opened Egg Substitutes, unopened	3 weeks 1 week 3 days 10 days	Do Not Freeze Do Not Freeze Do Not Freeze 1 year
Deli & Vacuum-packed Store-prepared Egg, Chicken, Tuna, Ham, Macaroni Salad Commercial brand vacuum packed dinners	3-5 days 2 weeks, unopened	Do Not Freeze Do Not Freeze

*But not more than one week after “sell by” date



Handwashing Fact Sheet

Bacteria are everywhere. Some of them are useful, many of them are neither good nor bad, but a few can make us sick. Many bacteria get from place to place by hitchhiking on people. They can be found in the folds of skin, in our noses and throats, on our hair, and under our fingernails. We can also pick up bacteria from things we touch.

Bacteria can be transferred to food from dirty hands, dirty aprons, utensils, food contact surfaces, and equipment. More than 16 percent of foodborne disease outbreaks have been traced to poor personal hygiene by people working with food.

People that handle food can keep harmful bacteria out of food by practicing good personal hygiene. Simple steps like bathing or showering every day before going to work and wearing a clean uniform or apron can help. Washing hands often and properly is also very important.

You should always wash your hands:

- Before you handle food.
- After using the bathroom.
- After eating or drinking.
- After smoking or chewing tobacco.
- After handling dirty plates or garbage.
- After working with raw foods.
- After touching other parts of your body like your nose, mouth, hair, and skin.
- After handling dirty utensils, objects, or equipment.

To wash hands properly:

- Use soap and hot water.
- Wash for at least 20 seconds.
- Wash between fingers and under nails.
- Dry with a single-use towel.
- Use single-use towel to turn off faucets.

Remember that bacteria are tenacious. Proper hand washing will remove many microorganisms, but some may remain.













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