Donated Food Distributing Organization (DFDO) Questionnaire

Our records indicate that your establishment may qualify as a Donated Food Distributing Organization (DFDO). This category allows qualifying non-profit organizations to operate exempt from permit. To qualify as a DFDO, an establishment must be a charitable non-profit organization under Section 501(c) of the federal Internal Revenue Code and must distribute all food free of charge to the needy.

Please complete this questionnaire and return it to our office with any required supplemental materials. If, after review, we determine that your organization qualifies as a DFDO, we will issue an approval letter notifying you of your exempt status. If this is your initial submittal, or there have been changes since your previous approval, the following items must accompany the questionnaire: 1) Floor plan showing all sinks and equipment; 2) Equipment list with make and model number for each item; and 3) Food menu with food preparation steps for all menu items.

An administrative fee as approved by the Board of Health is required to process the questionnaire. Please include payment with this completed questionnaire of $60.00

Name of Establishment/Organization:	
Address:	
Contact person:	
Phone #:	
Email:	

Please provide the dates, times and locations of food preparation and service:
Please provide a description below and diagram on a separate piece of paper of your food distribution location
Please describe the population served by your establishment:
Please provide the source(s) of the food that is distributed:
Does your establishment charge for the food?
☐ No ☐ Yes
Is your establishment a charitable non-profit organization under Section 501(c) of the federal Internal Revenue Code? (this is REQUIRED)
☐ Yes – attach supporting documentation.

By signing this form, you attest to the accuracy of the information provided, affirm that you will comply with WAC 246-215, and will allow Asotin County Public Health District access to the establishment and its records as specified in WAC 246-215.

Signature	Printed Name	Date

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