

Meal Delivery Ticket & Waste Report

Site Name: _____

Address: _____

Date: _____

Time Meals Arrived at Site: _____

Delivered by _____ Received by: _____

NUMBER OF MEALS

Circle ONE	Ordered:	Delivered:	Over (Under)
Breakfast			
Lunch			
Snack			
Supper			

LIST EACH MENU/COMPONENTS DELIVERED:

Circle any item that is different from menu submitted to Sponsor/State Agency.

Meat or Meat Alternate	Fruit	Vegetable	Bread	Milk	Other
Temperature:				Temperature:	

INDICATED ANY MEAL DEFICIENCIES:

None Missing components
 Foods out of temperature Spoiled or unwholesome
 Inadequate quantity Other (Please specify)

SITE SUPERVISOR OBSERVES AND RECORDS FOOD WASTE.

List foods not well received:	How much of this food was thrown away by children?
By most children	
By young children	
By older children	

Instructions Meal Delivery Ticket & Waste Report

Sponsor:

- Enters Sponsor Information before tickets are copied.
 - Site Name
 - Address
- Circle any component that is different from menu submitted to Sponsor/State Agency to track pattern of menu changes.

Site Supervisor and Delivery Driver

Both should sign Meal Ticket **after** steps 1-8 are completed.

Site Supervisor:

- Records date.
- Records time meals arrived at site.
- Circles meal type.
- Records how many meals were ordered.
- Records how many meals were delivered and marks over or under if appropriate.
- Lists components delivered in meal.
- Records temperature of meat and milk. USDA requires food temperatures of cold foods to be 40°F or below and hot foods to be 139°F or higher.
- Checks off any meal deficiencies.

SITE SUPERVISOR SHOULD NOT ACCEPT THE DELIVERY IF ANY MEALS ARE OUT OF TEMPERATURE MISSING COMPONENTS, or ARE SPOILED. Site supervisor should contact sponsor immediately while driver is still at the site to receive instructions on how to proceed.
- Fills in **FOOD WASTE** chart on her copy of *Meal Delivery Ticket and Waste Report* at end of meal service.

State agency will collect Food Waste data from sponsors periodically throughout the summer
- Staples this completed ticket to today's Daily Meal Count Tally Sheet.**