Meal Delivery Ticket & Waste Report

Site Name: ________________________________

Address: ___________________________________

Date: ____________

Time Meals Arrived at Site: ________________

Delivered by ____________________________  Received by: ____________________________

NUMBER OF MEALS

<table>
<thead>
<tr>
<th>Circle ONE</th>
<th>Ordered:</th>
<th>Delivered:</th>
<th>Over (Under)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Snack</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supper</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

LIST EACH MENU/COMPONENTS DELIVERED:
Circle any item that is different from menu submitted to Sponsor/State Agency.

<table>
<thead>
<tr>
<th>Meat or Meat Alternate</th>
<th>Fruit</th>
<th>Vegetable</th>
<th>Bread</th>
<th>Milk</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>List foods not well received:</th>
<th>How much of this food was thrown away by children?</th>
</tr>
</thead>
<tbody>
<tr>
<td>By most children</td>
<td></td>
</tr>
<tr>
<td>By young children</td>
<td></td>
</tr>
<tr>
<td>By older children</td>
<td></td>
</tr>
</tbody>
</table>

Instructions Meal Delivery Ticket & Waste Report

Sponsor:
1. Enters Sponsor Information before tickets are copied.
   a. Site Name
   b. Address
2. 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:
1. Records date.
2. Records time meals arrived at site.
3. Circles meal type.
4. Records how many meals were ordered.
5. Records how many meals were delivered and marks over or under if appropriate.
7. 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.
8. 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.
   State agency will collect Food Waste data from sponsors periodically throughout the summer
10. Staples this completed ticket to today's Daily Meal Count Tally Sheet.