**School Nutrition Program – Transported Meal Delivery Ticket**

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| **(1)**  **Date:** | **Time of Delivery:** | **Meal Service**  **Check one: Breakfast ( ) Lunch ( ) Snack ( )** |
| **From:** | | **To:** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **(2) Menu**  **(list menu items below)** | **(3) Meal**  **Pattern**  **Contribution** | **(4) Portion size** | **(5) Quantity of food prepared in units of pounds, #10 cans, each etc.** | **(6) Time when food is**  **prepared** | **(7) Temperature of TCS foods when first prepared** | **(8) Temperature**  **of TCS food when delivered** |
| **Meat/Mt alternate at Lunch or Snack** | oz eq |  |  |  |  |  |
|  | oz eq |  |  |  |  |  |
| **{M/MA as Grain Sub at Bkfst}** | oz eq |  |  |  |  |  |
| **Grain** | oz eq |  |  |  |  |  |
|  | oz eq |  |  |  |  |  |
|  | oz eq |  |  |  |  |  |
| **Fruit** | cup |  |  |  |  |  |
|  | cup |  |  |  |  |  |
|  | cup |  |  |  |  |  |
| **Vegetable** | cup |  |  |  |  |  |
|  | cup |  |  |  |  |  |
|  | cup |  |  |  |  |  |
|  | cup |  |  |  |  |  |
| **Milk 1 % unflavored** | 1 cup |  |  |  |  |  |
| **Milk Non-fat \_\_\_\_\_\_\_\_\_\_\_\_\_** | 1 cup |  |  |  |  |  |
| **Milk Non-fat \_\_\_\_\_\_\_\_\_\_\_\_\_** | 1 cup |  |  |  |  |  |
| **Condiments/Other** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**\*I certify that the information submitted on this form is true and correct and understand that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.**

|  |  |
| --- | --- |
| **Signature of originating Site Supervisor:** |  |
| **Signature of Driver:** |  |
| **Signature of receiving Site Supervisor:** |  |
| **Comments:** |  |

**Instructions for Completing the Delivery Ticket**

Section 1: Enter the date and time of the delivery. Indicate the type of meal service for these menu items by placing a mark beside of breakfast, lunch, or snack. Enter the name of the establishment from which the foods originate and the name of the school or establishment receiving the foods.

Section 2: List the menu items in the appropriate meal component section. Be as specific as possible with the description of ingredients -- For example, indicate if the item was fresh, frozen, canned, the fat content, precut, flavor of fat-free milk provided, etc.

Section 3: Indicate the amount of meal component contribution provided by the menu items. For example, carrots may contribute ½ cup, ¾ cup etc. A hamburger bun may contribute 1.5 oz eq, 2 oz eq, or another amount, depending on the weight of the bun. Five chicken nuggets may contribute 2 oz eq, 2.5 oz eq or another amount, depending on documentation from the processor. It is very important that accurate crediting numbers, based on reliable information, are used in this column.

Section 4: Indicate the portion size of the menu item to be served. Remember that portion size and meal component contribution is not always the same. For example, the portion size of spaghetti sauce may be 1 cup and it provides 2 oz eq of meats/meat alternates component; the portion size of baked beans may be 2/3 cup and it provides ½ cup of vegetable component; or the portion size of cheesy breadsticks may be 3 each and they provide 1 oz eq of grain and 2 oz eq of meats/meat alternates. Think of portion size as the amount you expect to see on a plate or tray! Accurate standardized recipes should indicate both the portion size AND the meal pattern contribution.

Section 5: Indicate the total amount of the food prepared and delivered to the site. Use purchase units as listed in the USDA Food Buying Guide and as indicated on your accurate standardized recipes for placing creditable food items into production. This information should be entered as pounds or ounce weight (e.g. 13 lb cheese or 40 lb ground beef), number of cans with the can size specified (e.g. four #10 cans, twelve #303 cans, etc.), each (e.g. 100 each pizza slices, or 100 each chicken patties, or 100 each 110 count oranges), or a volume measure such as gallon or quart (e.g. 1 gallon fat-free ranch dressing). Do not use “cases” since the weight or number of servings in the case may vary.)

Section 6: Write in the time that the food preparation is completed. This time will likely be different for various menu items.

Section 7: Measure the temperature of time-temperature controlled for safety (TCS) foods when the cooking or preparation is completed at the time noted in section 6. Write the measured temperature of the first pan or batch of food prepared in this section; if multiple pans or batches are prepared, measure the temperature of each to make sure that final temperatures are in compliance with safe food handling practices. Refer to the North Carolina Food Code and/or the HACCP Plan templates in Part 1: Safe Food Handling for proper cooking and preparation instructions (<http://childnutrition.ncpublicschools.gov/information-resources/menu-planning-production/information-resources/haccp-food-safety> ).

Section 8: When the food is delivered to the receiving site, a representative of the School Food Authority or receiving faciltiy should measure the temperature of each of the TCS foods to ensure that they are being delivered within the safe range of 41 degrees F. or below for cold foods or 135 degrees F. or above for hot foods. This temperature should be taken by using a properly calibrated, clean and sanitized thermometer. Do not accept and serve TCS foods that are not at a safe temperature when delivered since you have no way of knowing how long they have been in the temperature danger zone. (See Criteria for Accepting or Rejecting Food in the HACCP Plan for Transported Meals, Part 2: Safe Food Handling.)

Bottom of Delivery Ticket: Obtain required signatures to validate the information on the Delivery Ticket. File the Delivery Ticket with the Daily Meal Production Record when the menu items are being used as part of reimbursable meals or snacks. Record any comments, corrective actions taken or problems observed.

*Additional Note:* The Delivery Ticket must be filed and kept for 3 years plus the current school year. If production records are also used, it should be stapled to the corresponding meal’s production record. It is recommended that a copy of the Delivery Ticket be kept on file by a caterer and the receiving site.