



# Catered Meal Service Deficiency Report

Florida Department of Health  
Child Care Food Program  
FloridaHealth.gov/CCFP  
850-245-4323

A catered meal deficiency is a specific instance of non-compliance with the terms and conditions of the catering contract.

Deficiency reports addressing meals delivered out of temperature, spoiled or unwholesome food and/or food containing foreign objects must be sent to CCFP at: [cateringcontractinbox@flhealth.gov](mailto:cateringcontractinbox@flhealth.gov) within 24 hours of incident.

CHILD CARE CENTER INFORMATION	
Center Name:	Name of Staff Completing Report:
Email Address:	Phone Number:
Sponsor Name (if applicable):	
Delivery Address:	
Date of Incident:	Date of Report:
Caterer's Name:	Date Report Sent to Caterer:

CATERED MEAL DEFICIENCY – CHECK APPROPRIATE BOX (*Indicates report must be sent to CCFP within 24 hours)			
<input type="checkbox"/>	Food not delivered on time	Requested time:	Delivery Time:
<input type="checkbox"/>	Delivery missing meal components	Meal components missing:	
<input type="checkbox"/>	Delivery does not meet quantity of meals ordered	Number of meals missing from order:	
<input type="checkbox"/>	Delivery missing supplies ordered	Supplies missing:	
<input type="checkbox"/>	*Hot food delivered below 135°F	Item(s):	Temperature:
<input type="checkbox"/>	*Cold food delivered above 41°F	Item(s):	Temperature:
<input type="checkbox"/>	*Delivered food that is spoiled and/or unwholesome	Description:	
<input type="checkbox"/>	*Delivered food with foreign object in it	Description:	
<input type="checkbox"/>	Other deficiency	Description:	
Additional comments relating to deficiency:			
Caterer's Response:			
Caterer's signature:		Date sent to child care center:	