



### Catered Meal Service Deficiency Report

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

The Catered Meal Service Deficiency Report may be used as written documentation of a deficiency.

#### Child Care Center Information

Center Name:

Sponsor Name (If applicable):

Date of Report:

Date of Incident:

Caterer Name:

#### Please check the deficiency that applies to the report

- Food not delivered on time. Requested Time: : Delivery Time: :
- Hot food delivered below 135 °F. Item: Temperature: °F
- Cold food delivered above 41 °F. Item: Temperature: °F
- Delivery does not include all meal components. Missing:
- Delivery does not include the quantity ordered. Missing:
- Delivery does not include the supplies requested. Missing:
- Delivered food that is spoiled or unwholesome.
- Other deficiency.

Additional comments to explain the deficiency:

Child Care Staff Name:

Date Sent to Caterer:

#### Caterer Response

Caterer Signature:

Date Sent to Child Care Center:

\*Provide copy to Sponsor if applicable.