

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.
Deficiency Reports addressing food delivered out of temperature, food containing foreign objects, or food regarded as spoiled or unwholesome must be sent to the CCFP office within 24 hours of incident.

Child Care Center Information

Center Name:

Address of Delivery:

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 or additional deficient items:

Child Care Staff Name:

Date Sent to Caterer:

Caterer Response

Caterer Signature:

Date Sent to Child Care Center:

*Provide copy to Sponsor if applicable.