

INSTRUCTIONS
CACFP Meal Transport Sheet

The Meal Transport Sheet is required when center staff is not responsible for preparation of the meals. Completion of this form can be substituted for the Child Care Menu Book, if adequate information is supplied.

TO BE COMPLETED BY FOOD SERVICE PERSONNEL:

1. **Center** – self-explanatory.
2. **Date** – self-explanatory.
3. **Number of Meals Ordered** – record the number of meals ordered by center staff.
4. **Number of Meals Sent** – record the number of meals sent.
5. **Menu Item** – enter the food items that were prepared for the center.
6. **Serving Size** – enter the serving size allowed for each menu item.
7. **Amount Sent** – enter the total amount sent of each food item listed. If meals are sent in bulk, then record the total amount. If meals are sent in portioned trays, record total number of servings sent.
8. **Kitchen Temperature** – record the temperature of each food item as it is packed for transport.
9. **Time Taken** – record the time when the temperature was taken for each item.
10. **Special Instructions from Kitchen** – indicate additional information from the food service to the center staff.
11. **Sent by** – kitchen staff that is responsible for preparing and/or portioning the trays signs here.

TO BE COMPLETED BY CENTER STAFF:

1. **Center Temperature** – record the temperature of each food item prior to serving. Hot food items with temperatures below 135 degrees F for longer than two hours must be reheated to 165 degrees F for a minimum of 15 seconds. Food held below 135 degrees F longer than 4 hours must be discarded.
2. **Time Taken** – record the time when temperatures were taken for each item.
3. **Notes to Kitchen** – record any correspondence from the center to kitchen staff.
4. **Total Meals Served** – record the total number of meals served to participants (children) and staff.
5. **Received by** – the center staff person that receives food items should ensure that correct portions are available. After determining that the food is adequate, the person signs the form.

The completed form should be returned to the kitchen and a copy should be maintained in the center file with the menus and/or Child Care Menu Book.