

CACFP Weekly Snack Transport Sheet

★ Center Name: _____

★ Date (Month/Day/Year): _____

Instructions: See next page.

Requirements:

1. Menus must be maintained separately.
2. Final menus and food production records must match & reflect actual snack service.
3. Items with an asterisk* must be completed.
4. Identify whole grain-rich items with a .

Number of Snacks Ordered						★ Actual Number of Snacks Served					
	Mon	Tues	Wed	Thurs	Fri		Mon	Tues	Wed	Thurs	Fri
Snack						Children					
						Staff					
						Total Snacks Served					

Snack	★Component (Name of each food served.) (Write USDA recipe number if used.) (1)	Planned Serving Sizes or CN Label Contribution (2)	★Total Amount Delivered (3)	Food Temperatures Kitchen / Center		Comments (e.g., Leftovers, etc)
Monday Snack	Component 1 <input type="checkbox"/>					
	Component 2 <input type="checkbox"/>					
Tuesday Snack	Component 1 <input type="checkbox"/>					
	Component 2 <input type="checkbox"/>					
Wednesday Snack	Component 1 <input type="checkbox"/>					
	Component 2 <input type="checkbox"/>					
Thursday Snack	Component 1 <input type="checkbox"/>					
	Component 2 <input type="checkbox"/>					
Friday Snack	Component 1 <input type="checkbox"/>					
	Component 2 <input type="checkbox"/>					

Vendor Signature _____ CACFP Staff Signature _____

INSTRUCTIONS CACFP Snack Transport Sheet

The Snack Transport Sheet is required when center staff is not responsible for preparation of the snacks.

TO BE COMPLETED BY FOOD SERVICE PERSONNEL:

- **Center Name** – self-explanatory
- **Date** – self-explanatory.
- **Number of Snacks Ordered** – record the number of snacks ordered by center staff.
- **Menu Item** – enter the food items that were prepared for the center.
- **Planned Serving Size** – enter the serving size or CN contribution for each menu item.
- **Total Amount Delivered** – enter the total amount sent of each food item listed. If snacks are sent in bulk, then record the total amount. If snacks are sent in portioned trays, record total number of servings sent.
- **Food Temperatures (Kitchen)** – record the temperature of each food item as it is packed for transport.
- **Notes** – indicate additional information from the food service to the center staff.
- **Vendor Signature** – kitchen staff that is responsible for preparing bulk foods and/or portioning the trays signs here.

TO BE COMPLETED BY CENTER STAFF:

- **Food Temperature (Center)** – record the temperature of each food item prior to serving. If a hot potentially hazardous food has a temperature below 135° F, it must be reheated to 165° F before serving. If a cold potentially hazardous food has a temperature above 41° F, it must be chilled to below 41° F before serving.
- **Notes** – record any correspondence from the center to kitchen staff.
- **Actual Number of Snacks Served** – record the total number of snacks served to participants (children) and staff.
- **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.