

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Part: 1302 Program Operations**

**Subpart: D- Health Program Services**

**Section: 1302.44 Child Nutrition**

**Subject: Vendor Food Shopping**

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**Policy:**

Vendor food purchases are allowed one time per week.

**Procedure:**

1. Placing the Vendor Order:
  - Orders must be turned in by the close of business on the Monday prior to delivery.
  - The Cook will consult with the Center Director to determine if any center supplies are needed from the vendor for that one to two-week period.
  - The Cook will list all food to be ordered on the vendor order guide. Add notes as needed.
  - The Cook will then scan and email the list to the Nutrition Staff to be ordered.
  
2. Receiving the Vendor Order:
  - a. The order will be checked in at the time of delivery, while the driver is still on site.
  - b. The contents of the delivery will be recorded by the recipient before the driver leaves the site.
  - c. For all items received, the received quantity will be circled, notes will be made on any shortages or other anomalies.
    1. Verify the vendor label and the item match,
    2. Verify no packaging is damaged.
    3. Anomalies would also include any variation from the order, or a clean, complete delivery.
  - d. The driver will acknowledge and record any shortages or anomalies.
  - e. The individual receiving the order will sign the receipt.
  - f. All shortages and/or anomalies will be reported via email to the nutrition staff, to include a scanned copy of the receipt.
  - g. After the delivery has been properly documented, the receipt will be sent to the administrative office in Westville.
  
3. As part of delivery and stocking all CN labels will be retained, either by copying the CN label, or by retaining the actual label on the packaging.
  - a. Copies of the CN label will be turned in with the USDA Monthly Report for any combination foods served and/or listed on our Head Start/Early Head Start menus.