

CACFP DAILY TIME LOG

Directions: Agencies can use this prototype Daily Time Log if they will be claiming CACFP operational program/food preparation labor costs or administrative costs of staff that on a daily basis do not spend 100% of their time on food/CACFP related duties. Labor costs for staff that spend 100% of their time on CACFP related duties each day can be documented with regular time/payment records.

- Have each staff person complete their own time log each day. Staff that performs both operational program labor and administrative labor needs to complete a separate log for each.
- Each staff person **records** the meal and/or CACFP related activity and the time spent on that activity (round to nearest 5 minute) each day
- At end of month, tally total time worked on CACFP food related activities. Turn in completed log to director.
- Administration to calculate total claimable labor costs by completing the bottom section.
- Keep Daily Time Log on file with other CACFP documents for 3 years plus the current year.

Employee Name	Check	Program/Food Preparation Labor
Position	One	Administrative Labor
Month	Year	

Date	B = Breakfast AM = AM Snack L = Lunch PM = PM Snack S = Supper E = Evening Snack	Describe CACFP Activity	Round Time to Nearest 5 Minute		Daily Total in MINUTES Worked on CACFP
			Begin Time	End Time	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

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Date	B = Breakfast AM = AM Snack L = Lunch PM = PM Snack S = Supper E = Evening Snack	Describe CACFP Activity	Round Time to Nearest 5 Minute		Daily Total in MINUTES Worked on CACFP
			Begin Time	End Time	
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
Total MINUTES Worked in Month					
TOTAL CACFP HOURS WORKED IN MONTH (Total Minutes divided by 60, carry out to 2 decimals)					
Total CACFP Hours Worked _____ X Hourly Wage \$ _____ =Total Claimable Labor Costs \$ _____					
Employee Signature		Date	Signature of Administrator		Date