



CACFP DAILY TIME LOG

Each staff person **records** the breakfast/snack and/or CACFP related activity and the time spent on that activity (round to nearest 5 minute) each day. At the end of the month, tally total time worked on CACFP food related activities and turn in completed original log to Debbie Douglass Roth.

Employee Name:		Program/Food Preparation Labor
Position:	Site:	
Month:	Year:	

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

Employee Name:	
Month:	Year:

Date	B = Breakfast AM = Morning Snack PM = Afternoon Snack	Describe CACFP Activity	Round Time to Nearest 5 Minute		Daily Total in MINUTES Worked on CACFP
			Begin Time	End Time	
16	AM				
	PM				
17	AM				
	PM				
18	AM				
	PM				
19	AM				
	PM				
20	AM				
	PM				
21	AM				
	PM				
22	AM				
	PM				
23	AM				
	PM				
24	AM				
	PM				
25	AM				
	PM				
26	AM				
	PM				
27	AM				
	PM				
28	AM				
	PM				
29	AM				
	PM				
30	AM				
	PM				
31	AM				
	PM				

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 Hour Wage \$ _____ = Total Claimable Labor Costs \$ _____				
Employee Signature		Date	Nutritionist's Signature	

Return to Debbie Douglass Roth by the fifth (5th) of the following month.