

CACFP Daily Time Log

This Daily Time Log can be used for Agencies 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 perform both operation program labor and administrative labor need to complete a separate log for each.
- Each staff member records the meal and/or CACFP-related activity and the time spent on that activity (round to the nearest 5 minutes) each day.
- At the end of the month, tally total time worked on CACFP food-related activities. Turn in the completed log to the director.
- Administration calculates the 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	POSITION	CHECK ONE	MONTH	YEAR
		<input type="checkbox"/> Program/Food Preparation Labor <input type="checkbox"/> Administrative Labor		

DATE	B = BREAKFAST AM = AM SNACK L = LUNCH PM = PM SNACK S = SUPPER E = EVENING SNACK	DESCRIBE CACFP ACTIVITY	ROUND TIME TO NEAREST 5 MINUTES		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					
15					

DATE	B = BREAKFAST AM = AM SNACK L = LUNCH PM = PM SNACK S = SUPPER E = EVENING SNACK	DESCRIBE CACFP ACTIVITY	ROUND TIME TO NEAREST 5 MINUTES		DAILY TOTAL IN MINUTES WORKED ON CACFP
			BEGIN TIME	END TIME	
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)					
Hourly Wage					
Total Claimable Labor Costs (Total CACFP Hours Worked x Hourly Wage)					

Employee Signature

Date

Administrator Signature

Date