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TIME AND ATTENDANCE/TIME DISTRIBUTION INSTRUCTIONS

1. Each person claimed for Child and Adult Care Food Program (CACFP) operations must complete their own form.
2. Indicate the time spent on CACFP and non-CACFP. (Refer to the list below for food service labor and administration duties.)
3. Report the actual time distribution of CACFP and non-CACFP activities after the fact.
4. The employee will sign the monthly report form.
5. The supervisor will sign the monthly report form.

Food Service Labor Duties

- Menu planning and purchasing
- Meal preparation, serving, and clean up of program meals
- Supervision of day-to-day food service operations including supervision of children during meal service
- Recording meal attendance

Administrative Duties

- Planning, organizing and managing the food service operation
- Completing the CACFP application
- Compiling daily records to complete the monthly reimbursement claim
- Training
- Preparing the monthly reimbursement claim
- Conducting CACFP site reviews

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