

CACFP DAILY PROGRAM TIME LOG

1. This form will need to be completed daily by documenting the ACTUAL time needed to conduct the CACFP Activities listed in the CACFP Activity Row (in chart).
2. At the end of each month, each staff member will need to have documented the daily minutes, sign, date, and turn in the form to the center administrative person.
3. Center administrative person will then add the daily hours and calculate the labor dollars, and enter information into Minute Menu.
4. Originals forms are submitted to the CCRC and copies will need to be maintained at the center for 3 years plus the current year.

Employee FULL Name:	Center:
Classroom/ Job:	Month/Year:

Date	Circle Daily Activities	Meal Symbol	Record Actual Time by rounding to nearest 5 Minute Intervals		Total Minutes
			Begin CACFP Duties	Ended CACFP Duties	
1	Washing Hands POS Serving Meals Meal Planning Sanitization Tables Cook/Prep/purchase/plan meals Eating w/ Children				
2	Washing Hands POS Serving Meals Meal Planning Sanitization Tables Cook/Prep/purchase/plan meals Eating w/ Children				
3	Washing Hands POS Serving Meals Meal Planning Sanitization Tables Cook/Prep/purchase/plan meals Eating w/ Children				
4	Washing Hands POS Serving Meals Meal Planning Sanitization Tables Cook/Prep/purchase/plan meals Eating w/ Children				
5	Washing Hands POS Serving Meals Meal Planning Sanitization Tables Cook/Prep/purchase/plan meals Eating w/ Children				
6	Washing Hands POS Serving Meals Meal Planning Sanitization Tables Cook/Prep/purchase/plan meals Eating w/ Children				
7	Washing Hands POS Serving Meals Meal Planning Sanitization Tables Cook/Prep/purchase/plan meals Eating w/ Children				
8	Washing Hands POS Serving Meals Meal Planning Sanitization Tables Cook/Prep/purchase/plan meals Eating w/ Children				

9	Washing Hands	POS				
	Serving Meals	Meal Planning				
	Sanitization Tables	Cook/Prep/purchase/plan meals				
10	Eating w/ Children					
	Washing Hands	POS				
	Serving Meals	Meal Planning				
11	Sanitization Tables	Cook/Prep/purchase/plan meals				
	Eating w/ Children					
	Washing Hands	POS				
12	Serving Meals	Meal Planning				
	Sanitization Tables	Cook/Prep/purchase/plan meals				
	Eating w/ Children					
13	Washing Hands	POS				
	Serving Meals	Meal Planning				
	Sanitization Tables	Cook/Prep/purchase/plan meals				
14	Eating w/ Children					
	Washing Hands	POS				
	Serving Meals	Meal Planning				
15	Sanitization Tables	Cook/Prep/purchase/plan meals				
	Eating w/ Children					
	Washing Hands	POS				
16	Serving Meals	Meal Planning				
	Sanitization Tables	Cook/Prep/purchase/plan meals				
	Eating w/ Children					
17	Washing Hands	POS				
	Serving Meals	Meal Planning				
	Sanitization Tables	Cook/Prep/purchase/plan meals				
18	Eating w/ Children					
	Washing Hands	POS				
	Serving Meals	Meal Planning				
19	Sanitization Tables	Cook/Prep/purchase/plan meals				
	Eating w/ Children					
	Washing Hands	POS				
20	Serving Meals	Meal Planning				
	Sanitization Tables	Cook/Prep/purchase/plan meals				
	Eating w/ Children					
21	Washing Hands	POS				
	Serving Meals	Meal Planning				
	Sanitization Tables	Cook/Prep/purchase/plan meals				
	Eating w/ Children					

22	Washing Hands	POS			
	Serving Meals	Meal Planning			
	Sanitization Tables	Cook/Prep/purchase/plan meals			
23	Washing Hands	POS			
	Serving Meals	Meal Planning			
	Sanitization Tables	Cook/Prep/purchase/plan meals			
24	Washing Hands	POS			
	Serving Meals	Meal Planning			
	Sanitization Tables	Cook/Prep/purchase/plan meals			
25	Washing Hands	POS			
	Serving Meals	Meal Planning			
	Sanitization Tables	Cook/Prep/purchase/plan meals			
26	Washing Hands	POS			
	Serving Meals	Meal Planning			
	Sanitization Tables	Cook/Prep/purchase/plan meals			
27	Washing Hands	POS			
	Serving Meals	Meal Planning			
	Sanitization Tables	Cook/Prep/purchase/plan meals			
28	Washing Hands	POS			
	Serving Meals	Meal Planning			
	Sanitization Tables	Cook/Prep/purchase/plan meals			
29	Washing Hands	POS			
	Serving Meals	Meal Planning			
	Sanitization Tables	Cook/Prep/purchase/plan meals			
30	Washing Hands	POS			
	Serving Meals	Meal Planning			
	Sanitization Tables	Cook/Prep/purchase/plan meals			
31	Washing Hands	POS			
	Serving Meals	Meal Planning			
	Sanitization Tables	Cook/Prep/purchase/plan meals			

Employee Signature: _____ **Date:** _____

Total Minutes Worked in Month: _____

Total CACFP Hours Worked in Month: _____ (Total Minutes divided by 60, carryout 2 decimals)

Totals CACFP Hours Worked _____ X Hourly Wage \$ _____ =

Total Claimable Labor Costs: _____

Administrator Signature: _____ **Date:** _____