

CACFP Labor Hours Tracking

Instructions: Use this form to document all time spent on CACFP-related duties. Use a separate form for each employee. Report administrative labor hours separately from food service hours.

- Administrative labor includes classifying IES forms, maintaining the Master Enrollment List, tracking expenses, and preparing the claim for reimbursement.
- Food service labor includes planning menus, purchasing and preparing food, serving meals, and cleaning food preparation and serving areas.

Employee Name: _____

Date	Time In	Time Out	Total Hours	CACFP Admin Labor Hours	CACFP Food Service Hours
TOTAL:					

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____