

Michigan Department of Education  
Child and Adult Care Food Program

## **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