

**Michigan Department of Education
Child and Adult Care Food Program**

Food Costs

Report the monthly cost of food and meals purchased or used, plus any costs of processing, distributing, transporting, storing, or handling food as part of Food Costs on each monthly claim.

- Report food costs for meals and snacks claimed. Do not include food costs for unapproved meals and snacks (such as program staff meals).
- Costs must be supported by receipts/invoices. Receipts/invoices must show the date, vendor name, each item and its price.
- Non-program costs are costs not related to the CACFP non-profit food service but may be on receipt/invoice total. Cross out non-program costs on your receipts.
- Summarize Food costs, non-food costs and non-program costs each month on the MDE Summary of Costs form.

Sample Receipts

Thrifty Mart		Corner Shop 10/08/20XX			Delivery Dan's Quality Protein 10/15/20XX	
Whole wheat bread	2.39	groc	mustard	2.29	Ground Beef 5# @ 1.79/#	\$8.95
candy (bag)	3.59	groc	Wheat pasta	2.79	Chicken 7# @ 1.99/#	\$13.93
Whole wheat bread	2.39	groc	sour cream	1.83	Stew Beef 5# @ 2.49/#	\$12.45
Milk 1% Lactose gal	2.89	groc	hummus	1.83	Beef roast	\$7.99
Milk Whole gal	2.89	groc	corn	2.69	Turkey	\$21.96
canned corn - no salt	15.79	groc	green beans	5.79	Meat balls 4 @ 12.39 each	\$49.56
Garbanzo beans	16.79	groc	WG pancake mix	4.83	Frozen fish	\$12.29
corn	15.79	dairy	orange juice	2.79	Totals	\$127.13
napkins NF	3.49		plates NF	1.98	Mi Dairy Farms 10/30/XX	
dish soap NF	4.22		plates NF	1.98	October Milk Delivery	
bleach NF	.93		plates NF	1.98	Time 2 Play CCC	
facial tissue	1.69		plates NF	1.98	31 Gallons Milk - 1%	
bathroom tissue	12.00		plates NF	1.98	@ \$2.39 per gallon	\$74.09
coffee	7.99		plates NF	1.98	Keep It Kleen October 5, 20XX	
Black beans	15.79	groc	red beans	1.79	dishwashing soap NF	\$18.32
corn	16.79	groc	preserves	.83	kitchen sanitizer NF	\$32.55
plums	23.98	groc	preserves	.83	Total	\$50.87
Total	187.28	groc	WG crackers	2.69		
Thank you 10/01/20XX		Total		68.92		

NF = Non-food marked on receipts to aid in recordkeeping
Non-program costs = crossed out