

Michigan Department of Education  
Child and Adult Care Food Program

Time and Attendance/Time Distribution

Name \_\_\_\_\_

Month/Year \_\_\_\_\_

Date	Starting Time	Ending Time	Totals Hours Worked	Total Hours Absent	Non-CACFP Hours	CACFP Hours (Food Service Labor)	CACFP Hours (Administrative)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
<b>Totals</b>							

Total CACFP Administrative Time \_\_\_\_\_ x Hourly Rate \$ \_\_\_\_\_ = Administrative Costs \$ \_\_\_\_\_  
 Total CACFP Food Service Labor Time \_\_\_\_\_ x Hourly Rate \$ \_\_\_\_\_ = Food Service Costs \$ \_\_\_\_\_  
 Employee Signature \_\_\_\_\_ Supervisor Signature (certification) \_\_\_\_\_