

## Documentation of CACFP Expenses (Non-Food Items)

Month: \_\_\_\_\_ Year: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**CACFP Cost of Food Service Staff\*:**

\*(Cook, Administrative, Other Staff-Only hours spent on CACFP duties allowed)

Example: Cook works 30 hours per week but only **20** hours is CACFP the other is giving staff lunch breaks, monitoring a class, etc. You would record as follows:

EXAMPLE

POSITION	# CACFP HOURS	RATE PER HR	WEEKLY TOTAL	MONTHLY TOTAL
Cook	<b>20</b>	\$8.00	\$160.00	\$640.00

EXAMPLE

POSITION	# CACFP HOURS	RATE PER HR	WEEKLY TOTAL	MONTHLY TOTAL
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$

Staff Cost Total: \$ \_\_\_\_\_

Other allowable CACFP Purchases (attach receipts): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Owner/Director Signature

\_\_\_\_\_  
Date