



Personnel Activity Reports

Child and Adult Care
Food Program (CACFP)





Sponsors must maintain a system that documents all costs which may include operational and administrative labor used for the Child and Adult Care Food Program



Labor

OPERATIONAL:

- Shopping for food
- Preparing/serving food
- Supervision during meal service
- Taking daily meal counts
- Clean-up after meal service



ADMINISTRATIVE:

- Processing HEA/Enrollment Forms
- Training
- Monitoring
- Claim consolidation/ submission
- Securing vendor contract (if applicable)

Documentation sources: personnel activity report, payroll records/time sheets



More on Labor



Labor costs are based upon HOURLY or SALARY rates that are *reasonable* for the services provided

All labor (*operational/administrative*) must be allocated based on actual time spent on the CACFP program



Employee Name: Minnie Mouse Month/Year: July 20xx

INSTRUCTIONS: This form is for employees who spend part of their day working on the Food Program. Each month, indicate the number of hours per day spent on administrative and operational activities related to the CACFP. Examples of CACFP administrative activities include, but are not limited to: monitoring, record keeping, compiling data and compiling the claim for reimbursement and attending training related to nutrition and food safety. Examples of CACFP operational activities include, but are not limited to: menu planning, grocery shopping, cooking and serving meals and clean up after meals. This form will be used in documenting a nonprofit food service operation.

Date	Hours Worked on CACFP		Non-CACFP Hours Worked	Total Hours Worked	Date	Hours Worked on CACFP		Non-CACFP Hours Worked	Total Hours Worked
	Administrative	Operational				Administrative	Operational		
1	2		6	8	17		1	7	8
2	3		5	8	18			8	8
3	1		7	8	19				0
4				0	20				0
5				0	21		1	7	8
6				0	22	0.5		7.5	8
7		1	7	8	23		1	7	8
8	1		7	8	24			8	8
9		1	7	8	25			8	8
10		1	7	8	26				0
11			8	8	27				0
12				0	28		1	7	8
13				0	29			8	8
14		1	7	8	30		1	7	8
15	0.5		7.5	8	31	2	1	5	8
16		1	7	8	Total	10.00	11.00	155.00	176.00

I certify that this is an accurate record of the number of hours worked on the Child and Adult Care Food Program.

Minnie Mouse Employee's Signature Date July 31, 20xx

TO BE COMPLETED BY CENTER DIRECTOR/AUTHORIZED REPRESENTATIVE

A. (HOURLY PAID STAFF)
 Total administrative hours worked on CACFP 10.00 x \$ (hourly wage) = \$ 0.00 (Total Admin. CACFP salary)
 Total operational hours worked on CACFP 11.00 x \$ (hourly wage) = \$ 0.00 (Total Oper. CACFP salary)

B. (SALARIED STAFF)
 Total administrative hours worked on CACFP 10.00 ÷ Total hours worked 176.00 = 0.06
 Total Salary for month \$ 2,400.00 x 0.06 = \$ 144.00 (Total Administrative CACFP salary)
 Total operational hours worked on CACFP 11.00 ÷ Total hours worked 176.00 = 0.06
 Total Salary for month \$ 2,400.00 x 0.06 = \$ 144.00 (Total Operational CACFP salary)

I certify that payroll records are on file that verify the total wages as listed above.

Signature of Center Director/Authorized Representative [Signature] Date July 31, 20xx

Personnel Activity Report (ISBE 67-54)

- Located on the CACFP website under "Forms and Documents"
- Record labor time spent on CACFP for the month (*Administrative & Operational*)
 - By hand
 - OR**
 - Type in the grey shaded areas (formula incorporated in the form)



Illinois State Board of Education

CHILD AND ADULT CARE FOOD PROGRAM (CACFP) PERSONNEL ACTIVITY REPORT

Employee Name: Susan M. Month/Year: July 20xx

INSTRUCTIONS: This form is for employees who spend part of their day working on the Food Program. Each month, indicate the number of hours per day spent on administrative and operational activities related to the CACFP. Examples of CACFP administrative activities include, but are not limited to: monitoring, record keeping, compiling data and compiling the claim for reimbursement and attending training related to nutrition and food safety. Examples of CACFP operational activities include, but are not limited to: menu planning, grocery shopping, cooking and serving meals and clean up after meals. This form will be used in documenting a nonprofit food service operation.

Date	Hours Worked on CACFP		Non-CACFP Hours Worked	Total Hours Worked	Date	Hours Worked on CACFP		Non-CACFP Hours Worked	Total Hours Worked
	Administrative	Operational				Administrative	Operational		
1		1.5	6.5	8 0	17		1.5	6.5	8 0
2		1.5	6.5	8 0	18		1.5	6.5	8 0
3		1.5	6.5	8 0	19				0
4				0	20				0
5				0	21		1.5	6.5	8 0
6				0	22		1.5	6.5	8 0
7		1.5	6.5	8 0	23				0
8		1.5	6.5	8 0	24		1.5	6.5	8 0
9		1.5	6.5	8 0	25		1.5	6.5	8 0
10		1.5	6.5	8 0	26				0
11		1.5	6.5	8 0	27				0
12				0	28		1.5	6.5	8 0
13				0	29		1.5	6.5	8 0
14		1.5	6.5	8 0	30		1.5	6.5	8 0
15		1.5	6.5	8 0	31		1.5	6.5	8 0
16		1.5	6.5	8 0	Total		31.5	136.5	168 0

I certify that this is an accurate record of the number of hours worked on the Child and Adult Care Food Program.

Employee's Signature: Susan M. Date: July 31, 20xx

TO BE COMPLETED BY CENTER DIRECTOR/AUTHORIZED REPRESENTATIVE

A. (HOURLY PAID STAFF)
Total administrative hours worked on CACFP 0.00 x \$ 0.00 (hourly wage) = \$ 0.00 (Total Admin. CACFP salary)
Total operational hours worked on CACFP 31.5 x \$ 12 (hourly wage) = \$ 378 (Total Oper. CACFP salary)

B. (SALARIED STAFF)
Total administrative hours worked on CACFP 0.00 - Total hours worked 0.00 = 0.00
Total Salary for month \$ 0.00 x 0.00 = \$ 0.00 (Total Administrative CACFP salary)
Total operational hours worked on CACFP 0.00 - Total hours worked 0.00 = 0.00
Total Salary for month \$ 0.00 x 0.00 = \$ 0.00 (Total Operational CACFP salary)

I certify that payroll records are on file that verify the total wages as listed above.

Signature of Center Director/Authorized Representative: [Signature] Date: 7-31-20xx

CHILD AND ADULT CARE FOOD PROGRAM (CACFP) PERSONNEL ACTIVITY REPORT

Employee Name: Lisa S. Month/Year: July 20xx

INSTRUCTIONS: This form is for employees who spend part of their day working on the Food Program. Each month, indicate the number of hours per day spent on administrative and operational activities related to the CACFP. Examples of CACFP administrative activities include, but are not limited to: monitoring, record keeping, compiling data and compiling the claim for reimbursement and attending training related to nutrition and food safety. Examples of CACFP operational activities include, but are not limited to: menu planning, grocery shopping, cooking and serving meals and clean up after meals. This form will be used in documenting a nonprofit food service operation.

Date	Hours Worked on CACFP		Non-CACFP Hours Worked	Total Hours Worked	Date	Hours Worked on CACFP		Non-CACFP Hours Worked	Total Hours Worked
	Administrative	Operational				Administrative	Operational		
1		6	—	6 0	17		6	—	6 0
2		6	—	6 0	18		6	—	6 0
3		6	—	6 0	19				0
4				0	20				0
5				0	21				0
6				0	22		6	—	6 0
7		6	—	6 0	23		6	—	6 0
8		6	—	6 0	24		6	—	6 0
9		6	—	6 0	25		6	—	6 0
10		6	—	6 0	26				0
11		6	—	6 0	27				0
12				0	28		6	—	6 0
13				0	29		6	—	6 0
14		6	—	6 0	30		6	—	6 0
15		6	—	6 0	31		6	—	6 0
16		6	—	6 0	Total		126	—	126 0

I certify that this is an accurate record of the number of hours worked on the Child and Adult Care Food Program.

Employee's Signature: Lisa S. Date: July 31, 20xx

TO BE COMPLETED BY CENTER DIRECTOR/AUTHORIZED REPRESENTATIVE

A. (HOURLY PAID STAFF)
Total administrative hours worked on CACFP 0.00 x \$ 0.00 (hourly wage) = \$ 0.00 (Total Admin. CACFP salary)
Total operational hours worked on CACFP 126 x \$ 11 (hourly wage) = \$ 1386 (Total Oper. CACFP salary)

B. (SALARIED STAFF)
Total administrative hours worked on CACFP 0.00 - Total hours worked 0.00 = 0.00
Total Salary for month \$ 0.00 x 0.00 = \$ 0.00 (Total Administrative CACFP salary)
Total operational hours worked on CACFP 0.00 - Total hours worked 0.00 = 0.00
Total Salary for month \$ 0.00 x 0.00 = \$ 0.00 (Total Operational CACFP salary)

I certify that payroll records are on file that verify the total wages as listed above.

Signature of Center Director/Authorized Representative: [Signature] Date: 7-31-20xx

More
Personnel
Activity
Report
Examples



There are several forms on our website that will help you with the financial management of your program



NUTRITION
Child and Adult Care Food Program
Child and Adult Care Food Program (CACFP) Forms and Documents

NUTRITION CHILD AND ADULT CARE FOOD PROGRAM (CACFP) FORMS AND DOCUMENTS

CACFP ADMINISTRATIVE HANDBOOK

Recordkeeping

- [AFR Spreadsheet](#)
- [At-Risk After-School Snack/Supper Program Daily Meal Count Form](#)
- [Cash Disbursements](#)
- [Checklist of Annual Documents](#)
- [Checklist for Profit Audit](#)
- [Checklist for Program Review](#)
- [Checklist of Monthly Documents](#)
- [CN Labeling](#)
 - [PFS Fruits/ Vegetables](#)
 - [PFS Grains](#)
 - [PFS Meat/ Meat Alternate](#)
 - [PFS Tip Sheet](#)
 - [Product Formulation Statement \(PFS\) Guidance](#)
 - [USDA/ USDC Authorized Labels and Manufacturers](#)
- [Food Donations](#)
- [For-Profit Eligibility Form](#)
- [Master List](#)
- [Master List for Emergency Shelter](#)
- [Master List for Head Start or Even Start](#)
- [Meal Participation Record - Fill in Dates](#)
- [Meal Participation Record - 31 Days](#)
- [Meal Participation Record for Emergency Shelter](#)
- [Meal Participation for Adults](#)
- [Monthly Milk Purchase Estimate](#)
- [Monthly Profit or Loss Summary](#)
- [Personnel Activity Report](#)
- [Total Meals Recap](#)
- [Training Form](#)



Make sure to watch all of our CACFP Financial Management Webinars

- **Financial Management Overview for CACFP**
- **Allowable and Non-allowable Costs**
- **Cash Disbursement Journal, Food Donation log and Monthly Milk Purchase Estimate form**
- **Monthly Profit and Loss Summary and Annual Financial Report**



Nutrition Department

Illinois State Board of Education

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thank
you!