

## CERTIFICATION OF CACFP OPERATIONAL ONLY WORK DUTIES

Complete if the employee has performed CACFP operational duties only during the pay period. If the employee has also performed CACFP administrative and/or non-CACFP work duties, do not complete this form. Instead, complete the CACFP Time Distribution Report.

This certifies the employee's work involves completion of only CACFP operating duties. Operational labor is associated with the preparation, service and clean-up of meals only. The following timesheet (or time and attendance report) includes:

- Date of each day in pay period
- Start and end time for each day
- Daily timesheet that coincides with employer's pay period

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

**Center/Program:** \_\_\_\_\_

**Pay Period:** \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

**Employee Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

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Employee Signature

Date

**Gross labor amount from payroll record:** \$ \_\_\_\_\_ (Operational Labor Amount)

**Signature of Supervisor/Authorized Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Check if contract employee with 1099

**Enter into Minute Menu CX.**

- Vendor: Labor Cost for Center
- Enter: Operational Labor Amount
- Date: Last day of pay period
- Description: Employee's name

**Attach (1) Timesheet and (2) Payroll Record to submit to QCC.**