



## Employee Time Sheet

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### Instructions for completing Employee Time Sheet for the FFVP

The United States Department of Agriculture is requiring all state agencies to carefully review any non-food costs claimed in the Fresh Fruit and Vegetable Program (FFVP). The 2010 FFVP handbook states:

*Please keep in mind that most of a school's FFVP funds must go toward purchasing fresh fruits and vegetables. All non-food costs must be carefully reviewed and deemed reasonable, given the extent of program operations. . . Labor costs in either the "operating or administrative" category must be minimal. SFA/State agencies must, as part of their review process, review these costs and as appropriate work with schools reporting high costs in these categories. Volunteer parents or students can help to reduce these costs.*

It is recommended that all labor claimed as an "operating cost" be documented on the following time sheet or a comparable reporting document. Inaccurate reporting and lack of sufficient documentation may result in denied reimbursement. To avoid problems related to reimbursement, please have all staff complete a FFVP time sheet. At this time, submission of detailed payroll information is not required; however, this information may be requested during the claim approval process or review of the program.

## Completing the form

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1. Employees are to report their time and activities related to FFVP on a daily basis
2. All employees participating in the FFVP production, service, and clean-up should have a separate FFVP time sheet
3. Employees are to report
  - a. Date work takes place
  - b. Time employee began tasks related to FFVP
  - c. Time employee ended tasks related to FFVP
  - d. Total time spent performing tasks related to FFVP
    - i. If work is done at different times during the day, separate entries for each period of work
  - e. Food that was prepared and served
  - f. Tasks completed (washing, cutting, portioning, delivering, etc.)
4. Employees should sign and date the form



## Fresh Fruit and Vegetable Program

### Employee Time Sheet for the FFVP

SFA:			School Name:		Employee Name:
Date	Start Time	End Time	Hour/Min. Worked	Fruit/ Vegetable Prepared	Tasks Performed



USDA is an equal opportunity provider and employer.

Employee Signature

Date