



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
DOCUMENTATION OF NONPROFIT FOOD SERVICE

CORRECT EXAMPLE

FACILITY NAME ANN'S ANGELS EMERGENCY SHELTER						CLAIM MONTH MARCH CLAIM \$2,450.10	
POSITION TITLE/EMPLOYEE	SALARY PER HOUR	X	HOURS WORKED PER DAY ON FOOD SERVICE	X	DAYS WORKED PER MONTH	=	SUB TOTALS
Shelter Director	\$20.00	X	1.00	X	20	=	\$400.00
Resident Assistant	\$14.00	X	2.50	X	20	=	\$700.00
Cook	\$14.00	X	6.00	X	20	=	\$1,680.00
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
TOTAL LABOR COST						=	\$2,780.00

INDIRECT COSTS	AMOUNT	X	PERCENT OF FOODSERVICE USAGE OR PERCENT OF FOODSERVICE SQUARE FOOTAGE	=	SUB TOTALS		GRAND TOTAL SPENT ON CACFP
Waste disposal	\$48.00	X	100	=	\$48.00	TOTAL FOOD COSTS (MAINTAIN RECEIPTS)	1825.50
Utilities	\$310.00	X	15	=	\$46.50	TOTAL NON-FOOD COSTS (MAINTAIN RECEIPTS)	
DHSS		X		=		TOTAL LABOR COSTS	\$2,780.00
		X		=		TOTAL INDIRECT COSTS (IF APPLICABLE)	\$94.50
TOTAL INDIRECT COSTS				=	\$94.50	GRAND TOTAL	\$4,700.00