



Instructions for Completing Employee Timesheet

The United State Department of Agriculture (USDA) requires all state agencies to carefully review any non-food costs claimed in the Fresh Fruit and Vegetable Program (FFVP). The [USDA's FFVP Handbook](#) states: *"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."*

The Wisconsin Department of Public Instruction (DPI) requires that operating and administrative labor for FFVP staff be documented on the following timesheet or a comparable reporting document. Submission of this document and other payroll information may be requested during the claim approval process or review of the program.

Completing the form:

1. All employees performing FFVP operating or administrative labor should have a separate timesheet to report their time and activities related to FFVP.
2. Employees are to report:
 - a. Date the 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
 - If work is done at different times during the day, separate entries for each period of work should be documented
 - e. Food that was prepared and served
 - If performing administrative labor, do not need to fill in this section
 - f. Tasks completed (washing, cutting, portioning, delivering, planning, ordering, etc.)
3. Employees should sign and date the form.

