

Time and Effort Documentation for Eat Well Play Hard in Child Care Settings

CCR&R

The CCR&Rs document all time and activity for the EWPHCCS grant directly on their time cards. To meet the requirement that biweekly certification of weekly time and effort reporting is met we require the CCR&Rs to develop a form for reporting of SNAP-Ed program and administrative activities or they will have the option of using the attached Time and Effort form. All CCR&R RD and their immediate supervisor activities are charged to program costs only. Refer to the following example of the CCR&R time and effort reporting form.

Complete this form for each staff person whose work effort is charged to the EWPHCCS grant. Complete one form per month.

Name: _____

Location: _____

Title/Position: _____

DAY	HOURS WORKED	COMMENTS
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		

MONTH'S TOTAL:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Name of Employee: _____

Week Ending: _____

Day	Date	Total Hours Worked	Hours Worked	Program (EWPH or other)	Admin (A) or Program (P)	Total Hours
Monday					A	
					P	
					P	
					A	
Tuesday					A	
Wednesday					A	
					P	
Thursday						
					P	
Friday					A	
					P	
					A	
Saturday						
Sunday						

Signature of Employee: _____

Date: _____

Signature of Supervisor: _____

Date: _____