

## WORKSHEET #1: FACILITY/SITE LABOR COSTS

*(Include staff working at the specific meal preparation or meal service site.)*

<b>A. NAME OF FACILITY OR SITE</b>							
<b>B. NUMBER OF MEALS PREPARED OR SERVED PER WEEK</b>	CONGREGATE	HOME- DELIVERED					
	Meals served to Title III participants . . . . .						
	Meals served in other programs to other persons . . . . .						
<b>C. LABOR USED</b>							
	PERSON OR CATEGORY 1	PERSON OR CATEGORY 2	PERSON OR CATEGORY 3	PERSON OR CATEGORY 4	PERSON OR CATEGORY 5	PERSON OR CATEGORY 6	
<b>NAME OF PERSON OR CATEGORY</b> →							
Actual salary or average salary for position (enter 0 if volunteer) . . . . .							
Salary is per (year, week, hour) . . . . .							
Average percent fringe benefits . . . . .							
If volunteer, equivalent salary . . . . .							
Total hours worked per week . . . . .							
Breakdown of work time <sup>a</sup>							
Hours on activities related only to congregate meals . . . . .							
Hours on activities related only to home-delivered meals . . . . .							
Hours on activities related to both congregate and home-delivered meals . . . . .							
Hours on nonmeal-related activities . . . . .							

<sup>a</sup>Entries should add to total hours worked from previous line.

## WORKSHEET #2: MEAL DELIVERY LABOR COSTS

*(Record labor costs associated with delivering meals to sites or to participants' homes.)*

<b>A. NAME OR DESCRIPTION OF ROUTE</b>						
<b>B. NUMBER OF MEALS DELIVERED PER WEEK</b>	<b>CONGREGATE</b>	<b>HOME- DELIVERED</b>				
	Meals served to Title III participants . . . . .					
	Meals served to other persons . . . . .					
<b>C. LABOR USED</b>						
	<b>PERSON OR CATEGORY 1</b>	<b>PERSON OR CATEGORY 2</b>	<b>PERSON OR CATEGORY 3</b>	<b>PERSON OR CATEGORY 4</b>	<b>PERSON OR CATEGORY 5</b>	<b>PERSON OR CATEGORY 6</b>
<b>NAME OF PERSON OR CATEGORY</b> <span style="font-size: 2em;">→</span>						
Actual salary or average salary for position <i>(enter 0 if volunteer)</i> . . . . .						
Salary is per (year, week, hour). . . . .						
Average percent fringe benefits . . . . .						
If volunteer, equivalent salary . . . . .						
Total hours worked per week . . . . .						
Total hours spent on this delivery route per week . . . . .						

## WORKSHEET #3: ENTIRE LOCAL SERVICE PROVIDER FOOD OPERATIONS: NON-LABOR COSTS

(Note: If any item (such as rent or space costs) can't be separated out between meal-related and nonmeal-related activities, report the aggregate.)

COST COMPONENT	COST PER WEEK	MEALS PER WEEK (AoA and non-AoA funded)
<b>A. Payments to Vendors for Already-Prepared Food</b>		
Congregate .....		
Home Delivered .....		
<i>Total</i> <sup>a</sup> .....		
<b>B. Food Ingredients for Meals Prepared at Affiliated Central Kitchen or On-Site</b>		
Congregate .....		
Home Delivered .....		
<i>Total</i> <sup>a</sup> .....		
<b>C. Purchase of Frozen Meals</b>		
Congregate .....		
Home Delivered .....		
<i>Total</i> <sup>a</sup> .....		
D. Value of USDA Commodities Used .....		
E. Value of Other Donated Food .....		
F. Non-Food Supplies (meal-related) .....		
<b>G. Rent or Space Costs</b>		
Sites .....		
Central Kitchen .....		
Central Administration .....		
Additional Commodity Storage Costs .....		
H. Utility Costs .....		
I. Value of Donated Space and Utilities .....		
J. Insurance .....		
K. Gasoline .....		
L. Other (SPECIFY) .....		

<sup>a</sup>If the same food is used for congregare and home-delivered meals, a total is acceptable.

NON-LABOR COSTS (continued)

EQUIPMENT VALUE	ESTIMATED REPLACEMENT COST OF COMPARABLE EQUIPMENT, BOUGHT NEW
Food Preparation and Service Equipment	
Production Equipment . . . . .	
Packaging Equipment . . . . .	
Transport Equipment Other Than Vehicles <sup>a</sup> . . . . .	
Serving Equipment . . . . .	
Building and Improvements (Enter "0" if No Buildings are Owned)	
Office Equipment . . . . .	
Other (SPECIFY) . . . . .	

<sup>a</sup>Such as insulated containers for food transport.

EQUIPMENT VALUE	ESTIMATED REPLACEMENT COST OF COMPARABLE EQUIPMENT, BOUGHT NEW
Vehicles . . . . .	
VEHICLE USAGE	PERCENTAGE OF TOTAL VEHICLE USE TIME
Delivering Food to Congregate Sites . . . . .	
Transporting Participants to Congregate Sites . . . . .	
Other Participant Transportation . . . . .	
Home Delivery of Meals . . . . .	
General and Administrative . . . . .	
Other (SPECIFY) . . . . .	
Total	100%

## WORKSHEET #4: CENTRAL ADMINISTRATIVE LABOR COSTS

*(Include staff with central administrative responsibilities.)*

<b>A. NAME OF LOCAL SERVICE PROVIDER</b>						
<b>B. NUMBER OF MEALS PREPARED OR SERVED PER WEEK</b>	CONGREGATE	HOME- DELIVERED				
	Meals served to Title III participants . . . . .					
Meals served to other persons . . . . .						
<b>C. LABOR USED</b>						
	PERSON OR CATEGORY 1	PERSON OR CATEGORY 2	PERSON OR CATEGORY 3	PERSON OR CATEGORY 4	PERSON OR CATEGORY 5	PERSON OR CATEGORY 6
<b>NAME OF PERSON OR CATEGORY</b> <span style="font-size: 2em;">→</span>						
Actual salary or average salary for position (enter 0 if volunteer) . . . . .						
Salary is per (year, week, hour) . . . . .						
Average percent fringe benefits . . . . .						
If volunteer, equivalent salary . . . . .						
Total hours worked per week . . . . .						
Breakdown of work time <sup>a</sup>						
Hours on activities related only to congregate meals . . . . .						
Hours on activities related only to home-delivered meals . . . . .						
Hours on activities related to both congregate and home-delivered meals . . . . .						
Hours on nonmeal-related activities . . . . .						

<sup>a</sup>Entries should add to total hours worked from previous line.