



Office of Nutrition
NH Department of Education

Employee Time Sheet
Fresh Fruit and Vegetable Program (FFVP)

Completing the form:

Note: This form is only used if claiming labor hours for FFVP.

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.
 - e. Food that was prepared and served.
 - f. Tasks completed (washing, cutting, portioning, delivering, etc.)
4. Employees should sign and date the form.

See next page for the **Employee Time Sheet**.

