

An established and maintained written compensation policy for every element of compensation charged to the nonprofit food service. At a minimum, the written compensation policy must identify: (a) rates of pay; (b) hours of work, including breaks and meal periods; and (c) the organization's policy and payment schedule for regular compensation, overtime, compensatory time, holiday pay, benefits, awards, severance pay, and payroll tax withholding. The written compensation policy and approved budget must be in agreement for labor costs to be allowable.

CHILD AND ADULT CARE FOOD PROGRAM

Written Compensation Policy

ORGANIZATION NAME:	
ADDRESS:	
CITY, STATE, ZIP:	

Name of Employee:			
Position:			
Rate of Pay:		Work Hours:	
Break/Meal Period Hours:			
Payment Schedule:	Weekly <input type="checkbox"/>	Bi-Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>

Certification Statement: I certify that the above information is true to the best of my knowledge. This information will be placed in each employees personnel records and can be seen upon request.

Authorized Representative: _____
 Signature: _____
 Date: _____