

Worksheet for Cost Allocation

(A) Total Square Footage = Length X Width = _____ X _____ = _____

Example: 100 ft. X 20 ft. = 2,000 Sq. ft.

	(B) Time Room is Actually Used for CACFP	/	(C) Total Time Room is Used	=	(D) Percentage of Time Room is Used
Example:	2 hrs.		12 hrs.		16.67%

- Only use actual time that meals are served in the room

Room 1 _____	/	_____	=	_____
Room 2 _____	/	_____	=	_____
Room 3 _____	/	_____	=	_____
Room 4 _____	/	_____	=	_____
Room 5 _____	/	_____	=	_____
Room 6 _____	/	_____	=	_____
Room 7 _____	/	_____	=	_____
Room 8 _____	/	_____	=	_____

Room Square Footage

	(E) Length	X	(F) Width	=	(G) Room Square Footage
Example:	15 ft.		10 ft.		150 sq. ft

Room 1 _____	X	_____	=	_____
Room 2 _____	X	_____	=	_____
Room 3 _____	X	_____	=	_____
Room 4 _____	X	_____	=	_____
Room 5 _____	X	_____	=	_____
Room 6 _____	X	_____	=	_____
Room 7 _____	X	_____	=	_____
Room 8 _____	X	_____	=	_____

	(D) Percentage of Time Room is Used for CACFP	X	(G) Room Square Footage	=	(H) CACFP Square Footage
Example:	16.67%		150 ft.		25.005 sq. ft.

Room 1 _____	X	_____	=	_____
Room 2 _____	X	_____	=	_____
Room 3 _____	X	_____	=	_____
Room 4 _____	X	_____	=	_____
Room 5 _____	X	_____	=	_____
Room 6 _____	X	_____	=	_____
Room 7 _____	X	_____	=	_____
Room 8 _____	X	_____	=	_____

(I) Total (Column H)

Example:	25.005	/	2,000 sq. ft.	=	1.25%
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(I) _____ / (A) _____ = _____