

# New WIC Coordinators Training

Time Studies Reporting

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# USDA REQUIREMENTS

- USDA requires the State to use at least 1/6 of the State agency's nutrition services and administration (NSA) expenditures to meet the 1/6 nutrition education requirement. Legislation also requires that each State agency expend a target amount of NSA funds for the promotion and support of breastfeeding. This expenditure target augments the amount of funds State agencies must spend on nutrition education and related activities.





- The amount spent on nutrition education and breastfeeding promotion and support activities is reported to USDA during the federal close-out.
- The amounts reported under State and local expenditures for nutrition education and breastfeeding will be added by FNS to compute total NSA expenditures for the 1/6th nutrition education requirement. State agencies and local agencies must keep accurate records to support these totals.



- State agencies who fail to meet the Nutrition Education and Breastfeeding Promotion and Supporting spending requirements are penalized.
- State agencies are billed for the difference between the actual total expended and the USDA required spending level. This not only reduces current funds but can also affect future state allocations as well as grantee funding levels
- State agencies who do not meet the spending requirements and or breastfeeding targets must also provide USDA a written measures it intends to implement during the current fiscal year to ensure targets are met.

# TIME STUDY REPORTS

- To assist the State in meeting the breastfeeding promotions and support targets as well as nutrition education spending requirements by USDA, a uniform statewide Time Study Daily Log, Time Study Summary, and Master Time Study Summary report forms has been developed by the State to collect and compile the Local Agencies time and benefits.
- A time study must be completed by each employee paid full-time or part-time out of the WIC grant once a month, covering a one-week period worked for the first full week of each month.
- An employee on annual leave the 1<sup>st</sup> week of the month is to select another week during that same month to complete the time study.
- Staff members classify their time in 4 categories: General Administration; Nutrition Education; Breastfeeding Promotion and Support and Client Services.

# Time Study Daily Log

- WIC staff person and other local agency staff being paid full or part-time with WIC funds use the Time Study Daily Log to assign each hour of the day spent on WIC activities to one of the 4 cost categories. Each Daily Log covers a one-day period worked excluding vacation or leave time taken.



### TIME STUDY - DAILY LOG

Employee Name: Employee Name  
 Date: Date  
 Agency No. Agency Number Agency Name: Agency Name

#### MINUTES SPENT ON WIC ACTIVITIES/DAILY

Time Slot	Client Services	Nutrition Education	Breast-feeding	Administration
6AM - 7AM	0	0	0	0
7AM - 8AM	0	0	0	0
8AM - 9AM	0	0	0	0
9AM - 10AM	0	0	0	0
10AM - 11AM	0	0	0	0
11AM - 12PM	0	0	0	0
12PM - 1PM	0	0	0	0
1PM - 2PM	0	0	0	0
2PM - 3PM	0	0	0	0
3PM - 4PM	0	0	0	0
4PM - 5PM	0	0	0	0
5PM - 6PM	0	0	0	0
6PM - 7PM	0	0	0	0
7PM - 8PM	0	0	0	0
8PM - 9PM	0	0	0	0
DAILY TOTALS	0.00	0.00	0.00	0.00
HOURS (Total Minutes/60)	0.00	0.00	0.00	0.00

I certify this information to be true and correct.

Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

ONLY FOR THOSE EMPLOYEES PAID OUT OF THE WIC GRANT

TIME STUDIES MUST BE CONDUCTED ON THE FIRST FULL WEEK OF EVERY MONTH.

TIME STUDIES MUST BE RECEIVED IN STATE OFFICE NO LATER THAN THE 30TH OF EACH MONTH.

# Time Study Summary

- At the end of the one week period, using the completed Time Study Daily Log, a Time Study Summary form for each staff person is completed by the local agency. The hours are totaled and the percentages calculated (column hours are divided by the total hours in order to calculate the percentage). The Salary and Benefits Calculation by Cost Category total must be completed by the local agency.



# Master Time Study Summary

- The Master Time Study Summary form summarizes all Local Agency's (LA) staff's time and benefits. It also captures Local Agency's purchases for the month on nutrition education and breastfeeding promotion.



## Examples in these categories are not inclusive

<p><b><u>GENERAL ADMINISTRATION</u></b></p> <p>All costs generally considered as overhead or management.</p>	<p>Salaries and benefits for WIC administrative staff.</p> <p>Program monitoring costs.</p> <p>Food Instrument reconciliation costs.</p> <p>Vendor monitoring costs.</p> <p>Accounting and audit costs.</p> <p>Financial and legal services costs.</p>
<p><b><u>NUTRITION EDUCATION</u></b></p> <p>All costs directly related to general nutrition education.</p>	<p>Salaries and benefits for staff who plan or conduct nutrition education.</p> <p>Travel costs related to nutrition education.</p> <p>Training costs related to nutrition education.</p> <p>Preparation and distribution of nutrition education materials.</p> <p>Equipment for nutrition education.</p> <p>Interpreter and translator services to facilitate nutrition education.</p> <p>Evaluation and monitoring of nutrition education.</p>

<p style="text-align: center;"><b><u>BREASTFEEDING</u></b></p> <p>All costs related to promotion and support of breastfeeding.</p>	<p>Salaries and benefits for educational sessions to promote or support breastfeeding.</p> <p>Salaries and benefits for staff who provide other services that promote or support breastfeeding.</p> <p>Salaries and benefits of peer counselors.</p> <p>Evaluation and monitoring of breastfeeding promotion and support activities.</p> <p>Clinic space devoted to breastfeeding education and training activities.</p> <p>Preparation and distribution of breastfeeding educational and promotion materials.</p>
<p style="text-align: center;"><b><u>CLIENT SERVICES</u></b></p> <p>All costs related to issue food benefits and other client services and benefits.</p>	<p>Salaries and benefits for staff who conduct diet and health assessments required for certification.</p> <p>Salaries and benefits for staff who issue food instruments and explain their use.</p> <p>Salaries and benefits for staff who refer clients to other health care and social services.</p> <p>Medical supplies and equipment to conduct diet and health assessments.</p> <p>Activities that promote a broader range of health and social services.</p>

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- A signed copy of the completed Master Time Study Summary report is submitted by the 30th of each month to:
    - Kim Ridle, Grants Administrator II
    - Dept. of Health & Social Services
    - FMS/Grants & Contract
    - P.O. Box 110650
    - Juneau, Alaska 99811-0650
    - Phone: (907) 465-4823

# Record Retention

- The completed Time Study Daily Log, Time Study Summary, and Master Time Study Summary report form is kept at the local agency.
- Local Agencies retains the time study files for the current federal fiscal year (Oct 1-Sept 30) as well as the 3 previous federal fiscal years.



