SECTION: Fiscal 316
SUBJECT: **QUARTERLY BREAKOUT OF STAFF TIME**
DATE: November 22, 2016 *(revised)*

POLICY: Once every quarter, local WIC programs will conduct staff time studies and provide the state WIC program with a breakout of staff time according to federally identified categories.

PURPOSE: To comply with federal WIC reporting requirements. To provide information about the amount of WIC staff time spent in direct service to WIC participants.

RELEVANT REGULATIONS:
7 CFR §246.17—Closeout procedures
USDA memo 9/30/92—Addendum to WIC Program Annual Closeout Report

OREGON WIC PPM REFERENCES: ♦315—Fiscal Reporting Requirements

DEFINITIONS:

Breastfeeding promotion	Costs expended for promotion and support of breastfeeding.
Client services	Costs of certifying clients, processing applicants, delivering food, or other client services.
General administration	Overhead or management costs.
Nutrition education	Include individual or group sessions and the provision of materials designed to improve health status that achieve positive change in dietary habits, and emphasize relationships between nutrition and health, all in keeping with the individual's personal, cultural and socioeconomic preferences.

BACKGROUND: USDA requires state and local WIC programs to report end-of-year costs in the following categories: breastfeeding promotion, client services, general administration, and nutrition education. This breakdown of costs is used to clarify how the program services budget is actually used and to separate types of client services from administrative costs.

PROCEDURE:

Quarterly requirement

1.0 In the first month of every quarter (October, January, April and July), the state WIC program will require local coordinators to submit a breakout of staff time according to the following four categories: breastfeeding promotion, client services, general administration, and nutrition education. This information is obtained through staff time studies.

Breastfeeding promotion and nutrition education

1.1 **Breastfeeding promotion** and **nutrition education** have the same definitions that are used in reporting those costs on the monthly expenditure/revenue report. See ♦315—Fiscal Reporting Requirements.

Client services

1.2 **Client services** are defined as all other client services including processing applicants and certification. Client services also include any activity related to delivering food to the participant, such as issuing eWIC cards.

General administration

1.3 **General administration** is all other activities associated with overhead or management of the program.

1.4 See link below for more detailed examples of activities included in each category: http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Pages/wic-coordinator.aspx

Quarterly time study

2.0 The local coordinator will obtain a breakout of staff time for a one month period beginning on the first working day of the selected month for all staff whose salary is paid by regular WIC grant funds.

2.1 Staff shall use the time study forms that are located on the WIC website below or may also use the forms sent from the state WIC fiscal staff each quarter. http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Pages/wic-coordinator.aspx.

Note: This same time study may be used as a basis for nutrition education and breastfeeding promotion expenditures reported on the monthly expenditure/revenue report. See ♦315—Fiscal Reporting Requirements for more information.

2.2 Time shall be recorded in half hour increments. Work breaks of less than 30 minutes should not be deducted from time reported.

2.3 Holiday, sick or vacation leave hours shall not be included in the time study.

2.4 Time spent on breastfeeding peer counseling does not count towards the required breastfeeding promotion expenditure and cannot be included on the quarterly time study.

3.0 The local coordinator must send a summary of staff time breakouts to the state WIC office by the end of the month following each time study month (e.g. by the end of February for the January time study) using the Local Agency Time Study Summary Sheet at http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Pages/wic-coordinator.aspx. Backup documentation (e.g., individual time studies) for this summary must be kept on file for three years.★

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