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

APPENDICES:

316.2	Appendix A	Local Agency WIC Time Study (Individual)
316.4	Appendix B	WIC Time Study Activity Descriptions
316.6	Appendix C	Local Agency WIC Time Study Summary Sheet

DEFINITIONS:

Breastfeeding promotion	The costs expended for promotion and support of breastfeeding.
Client services	The costs of certifying clients, processing applicants, delivering food, or other client services.
General administration	Overhead or management costs.
Nutrition education	Includes 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, or 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.

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 distribution of food instruments.

General administration

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

1.4 See Appendix B for more detailed examples of activities included in each category.

Quarterly time study

2.0 The local coordinator will obtain a breakout of staff time for a one month period on a quarterly basis for all staff whose salary is paid by regular WIC grant funds.

2.1 A time study format similar to Appendix A may be used. 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 for more information.

2.2 Breakout of the four WIC categories on time sheets documenting actual staff time is acceptable.

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

2.4 Holiday, sick or vacation leave hours shall not be included in the 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). See Appendix C for the Time Study Summary Sheet. Backup documentation (e.g., individual time studies) for this summary must be kept on file for three years.

3.1 The state WIC program will use this information to report local-level costs to USDA in the state's end-of-year report.

CLARIFICATION: This time study is only used to provide information on cost breakouts within the WIC program. ★

If you need this in large print or an alternate format, please call (971) 673-0040.
WIC is an equal opportunity program and employer.

Appendix A

Local Agency WIC Time Study

Use category descriptions on reverse of this document to record time appropriately. Use only in breaking out WIC local agency staff time. Record time in half hour increments. Holiday, sick or vacation leave hours should not be included in the time study. This form must be completed in October, January, April and July of each year.

Date	Nutrition Education	Breastfeeding Promotion	Client Services	General Administration	Total Hours (Do not include holidays, vacation or sick leave)
Total Hours					

WIC STAFF NAME: _____ **TITLE:** _____

(Leave page blank.)

Appendix B

WIC Time Study Activity Descriptions

Client Services

- Any direct contact with participants or potential participants except for nutrition education or breastfeeding promotion.
- Phone coverage, appointment setting and reminder calls.
- Income screening for applicants.
- Diet and health assessments for certification process.
- Assembling, processing or filing participant charts.
- Notification of eligibility, ineligibility, termination.
- Referral to other services.
- Coordination of services for participants with other programs.
- Conducting, participating in surveys to evaluate WIC's impact on participant.
- Developing or distributing general WIC information and client information materials (except NE or BF).
- Lab work, weighing, and measuring.
- Food package assignment.
- Voucher printing and distribution.
- Interpreter and translator services or materials translation (except NE or BF).
- Clinic design and flow.
- Staff meetings where issues affect participant services.

General Administration

- Program management and monitoring.
- Staff management.
- Prevention of fraud by vendors or participants.
- Administrative record-keeping, reports, general filing.
- Outreach and public relations (except NE or BF).
- Voucher accountability and reconciliation i.e., logging and storing manual vouchers.
- Completing time studies.
- Agency-wide staff meetings or training (not WIC staff).
- Vendor contacts, site visits or training.
- Purchasing/ordering supplies for clinic/clinic staff (except NE or BF).

Nutrition Education

- Planning or providing nutrition education, with individuals or groups. Conducting class, participant counseling and goal setting.
- Travel and training for nutrition education related activities.
- Developing and implementing the nutrition education plan.
- Developing, printing, and distributing nutrition education materials.
- Interpreter and translator services used for nutrition education activities. Obtaining/ monitoring interpreter services. Translation of nutritional education materials.
- Evaluation and monitoring of nutrition education services i.e. surveys. Outreach combined with nutrition education.
- Scheduling, documenting, check in/out, reminder calls for nutrition education appointments.

Breastfeeding Promotion and Support

- Planning or providing breastfeeding promotion, education, encouragement, with prenatal or postpartum individuals or groups.
- Developing, printing, or distributing breastfeeding promotion materials.
- Interpreter and translator services used for breastfeeding activities. Obtaining/ monitoring interpreter services. Translation of breastfeeding materials.
- Outreach combined with breastfeeding.
- Evaluation, monitoring of breastfeeding education services.
- Ordering, inventorying and distribution of breast pumps.
- Education on breast pumps.
- Scheduling, documenting, check in/out, reminder calls for nutrition education appointments.
- Providing breastfeeding support services such as community coordination, peer counseling programs, follow-up phone calls and/or home visits regarding breastfeeding.
- Consultation with caregivers desiring switch from breastfeeding to formula.
- Weight checks for breastfeeding infants.

Appendix C

Local Agency WIC Time Study Summary Sheet

To be completed by WIC Coordinator each October, January, April and July and returned to the State WIC Program. Record time in half hour increments. Holiday, sick or vacation leave hours should not be included in the time study.

Return to: **DHS Health Services** **Oregon WIC Program, Karen Shi** **P.O. Box 14450** **Portland, OR 97214-0450**	**Submitted by:** **County/Program:** **Time Period:**

Staff Name	NE	BF	CS	GA	Total Hours (Do not include holidays, vacation or sick leave.)
Total Hours					