

Subject: Local Agency Time & Effort Reporting

Effective Date: October 1, 2011

Revised From: January 1, 2010

Policy: All staff providing WIC services must complete either a WIC Time Study Form or a Daily Timesheet that reflects **actual** time spent performing WIC services within one or more of the following four cost categories.

- Nutrition Education
- Breastfeeding Promotion and Support
- Client Services
- General Administration

The Local Agency (LA) should:

- Decide which time and effort reporting method is to be used and shall submit those forms to the State Agency (SA) at least quarterly for **all** salaried/hourly employees funded in total or in part by WIC funds, including Breastfeeding Peer Counselors.
- Submit a minimum of one month per quarter either WIC Time Study Forms or Daily Timesheets to the SA no later than the 20th of the month following the reporting quarter. Refer to chart.

Details when Time and Effort Reporting are Due:

Quarter	Any 1 of the 3 Months in the Quarter Can Be Reported	Due By
1 st	October, November, December	January 20 th
2 nd	January, February, March	April 20 th
3 rd	April, May, June	July 20 th
4 th	July, August, September	October 20 th

- Make sure that the time reported, reflects time actually spent performing WIC services and not estimated or projected times.
- **The time and effort form should coincide with the time period reported on the affidavit.**

The time and effort forms should also be used for annual budget preparation.

Reference: CFR §246.13

Procedure:

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If a Quarterly WIC Time Study Form is used:

1. Obtain the “WIC Time Study Form” from the [Forms/Administrative Materials](#) section of the Policy and Procedure Manual on the Kansas WIC website.
2. Type in the following information:
 - agency name
 - hours the employee works in a week
 - hours the employee works in a day
 - name of the employee
 - title of the employee
 - check whether employee is employed or contractual
3. Change the dates in the Date column to correspond with the reporting month’s pay periods that are being reported. For example:
 - some counties, might report their time from the 1st of the month to the end of the month
 - while another county, might report their time from the 20th of one month to the 19th of the following month
 - **the time and effort form should coincide with the time period reported on the affidavit**
4. Enter the hours spent each day in the appropriate columns for:
 - Nutrition Education
 - Breastfeeding Promotion and Support
 - Client Services
 - General Administration

Column (5) will automatically calculate the total hours worked for each day.

5. Enter in all Vacation and/or Sick Leave taken on any given day into column (6) on the form.
6. The WIC Coordinator shall sign all time studies completed and submit to the SA.

Note: On the WIC Time Study Form, all column totals and the percentages for all the cost categories will automatically calculate into the appropriate cells at the bottom of the form. **These percentages should be used when preparing the WIC budget for contracting with the SA.**

If a Daily Timesheet is used:

1. The Time sheet must provide the following information:
 - name of the employee
 - agency name
 - title of employee

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- whether employee is employed or contractual
2. Should state the time frame the timesheet represents.
 - counties might have their timesheets broken down into weekly, biweekly or monthly timesheets
 - some counties might report their time from the 1st of the month to the end of the month
 - while another county might report their time from the 20th of one month to the 19th of the following month
 3. The timesheet must break out the number of hours, not percentages, spent performing WIC services in one or more of the four cost categories:
 - Nutrition Education
 - Breastfeeding Promotion and Support
 - Client Services
 - General Administration
 4. Must list total hours employee worked in a week and hours in a day within the four cost categories.
 5. Overtime hours should be reported if paid with WIC funds.
 6. Vacation and/or Sick Leave should be reported if paid with WIC funds.
 7. The WIC Coordinator shall sign all time sheets completed and submit to the SA.

These percentages should be used when preparing the WIC budget for contracting with the SA.

Use the following category definitions to determine what job activities correspond to the four cost categories.

Category Definitions for WIC Time Sheets and Time Studies

1. **Nutrition Education** - Time spent on the following activities:
 - Nutrition counseling and documentation (not diet assessment) at certification appointments and secondary nutrition education
 - physical activity education and promotion
 - planning, developing/preparing, evaluating (quality assurance), and documenting the following activities:
 - nutrition education materials
 - newsletter articles, brochures
 - bulletin boards
 - conducting individual contacts and group sessions
 - providing follow-up on nutrition education-related referrals

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Nutrition Education Continued

- scheduling and rescheduling nutrition contacts
- Conduct nutrition education-related WIC staff and agency meetings
- create policies, procedures or a Memorandum of Understanding (MOU's) pertaining to nutrition education, including:
 - scheduling
 - developing referral criteria and procedures (and follow-up)
 - documenting/charting procedures
- coordinating or integrating nutrition education-related services with other programs Conduct in-service trainings related to the provision of nutrition education-related services
- read monthly nutrition updates and articles when related to nutrition education and professional development
- participate in nutrition education-related coalitions, committees, or boards in the community that include WIC clients in the target audience
- include travel time for the above activities, to clinic sites and home visits

2. **Breastfeeding Promotion and Support** - Time spent on the following activities including Regular WIC staff and WIC Breast Feeding Peer Counselors:

- certification or follow-up
- individual or group
- at clinic site or home visit
- include time spent planning, preparing, documenting and evaluating these activities
- include related professional development
- coalition building
- committee attendance
- producing and procuring breastfeeding support and promotion materials including:
 - newsletters
 - handouts
 - other teaching aides
- include travel time for the above activities, to clinic sites and home visits

3. **Client Services** - Time spent on the following activities:

- certifying
- scheduling
- performing or conducting intake
- health screening
- plotting growth charts/grids
- providing basic health information and referrals
- performing diet assessment
- informing clients of their rights and responsibilities and determining eligibility
- following up on appointments
- coordinating with other health and social services programs
- conducting client surveys and studies (outreach or vendor, not nutrition education)

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- performing other nutrition services that are not nutrition education
- issuing and explaining the use of WIC checks
- documenting checks (signatures on check stubs)
- preparing and issuing WIC Program Booklet
- include travel time for the above activities, to clinic sites and home visits

4. **General Administration** - Time spent on the following activities:

- caseload management
- outreach
- vendor management
- civil rights
- general program management
- human resource management
- fiscal management (including affidavit preparation and audits)
- program planning
- clerical support
- mailing letters such as No Show letters
- quality assurance activities (such as file reviews)
- related professional development
- Include all other WIC time that was not included under any other category
- include time and travel for unusual/one-time circumstances and specify this information in the comments section.