



## Policy 316

### Quarterly Breakout of Staff Time

August 2, 2023

#### 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 participants, processing applicants, delivery of food benefits, or other participant services.

**General administration:** Overhead or management costs.

**Nutrition education:** Includes individual or group sessions, the materials designed to 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 (Nutrition Services and Administration (NSA)) budget is 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 requires local coordinators to submit a breakout of staff time paid for with WIC funds 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 quarterly expenditure/revenue report. See [◆315—Fiscal Reporting Requirements](#).

### ***Client services***

- 1.2. **Client services** are defined as client services including processing applicants and certification. Client services also include any activity related to the delivery of food benefits 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:  
<https://www.oregon.gov/oha/ph/HealthyPeopleFamilies/wic/Pages/wic-coordinator.aspx>

## **Quarterly time study**

- 2.0 The local coordinator obtains 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.  
<https://www.oregon.gov/oha/ph/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 or 15-minute increments. . If time is less than 8 minutes, no time is recorded. If time is 8 minutes or more, time may be rounded up. 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 <https://www.oregon.gov/oha/ph/HealthyPeopleFamilies/wic/Pages/wic-coordinator.aspx>. Backup documentation (e.g., individual time studies) for this summary must be kept on file for three years.

**If you need this in large print or an alternate format, please call 971-673-0040.**

**This institution is an equal opportunity provider.**

## **POLICY HISTORY**

<b>Date</b>	<b>* Major Revision, Minor revision</b>
9/29/2020	Minor revisions
8/2/2023	Minor revisions

The date located at the top of the policy is the implementation date unless an “effective date” is noted on the policy. Policies will become compliance findings 6 months from the implementation date.

*Release notes can be found in the corresponding document on the [Policy and Procedure Manual page](#).*

**\*Major Revisions:** *Significant content changes made to policy.*

**Minor Revisions:** *Minor edits, grammatical updates, clarifications, and/or formatting changes have occurred.*

**Date of Origin:** *Date policy was initially released*