

## Section II: Local Agency Procedure Manual

### V. Local Nutrition Services and Administration

#### B. Time Studies

##### **Purpose**

Time study data is required of all WIC program staff quarterly to assure accurate federal reporting of WIC funds.

##### **Policy**

Staff in the Local Agencies will report all time working in the WIC program during identified months throughout the year (quarterly). Time reporting must specifically be tracked in the four following categories: Nutrition Education, Breastfeeding Promotion, Client Services and General Administration.

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#### **1. Report Months**

- Local agency staff, who are paid with WIC nutrition services administrative funding, will complete a time study for the following months: October, January, April, and July.

#### **2. Report Method**

- Local agency staff will use the State approved recording mechanism for reporting their time.
  - An excel spreadsheet has been provided for local staff use to track time daily during time study months.
  - The time recorded for each person will be provided to the agency personnel who submits expenditure reports. A grid at the bottom of the expenditure report will be filled in with all time for all personnel reported as having worked in WIC for that month.
    - The amount of time claimed for reimbursement and the amount of time claimed through time study will likely be different. The time study hours will be based on days in the calendar month and the personnel expenses claimed are based on how many pay periods were drawn during the calendar month.
  - The report will be submitted by the 28<sup>th</sup> of the following month to the State Office Financial Specialist.
  - The Financial Specialist will record information for use in federal reporting.
    - If there is data missing, this will be requested from the local agency prior to reimbursing invoice for the month.

#### **3. Category Descriptions**

- Client Services: answering phones, reminder calls, clinic set up and sanitization, WIC eligibility determination, WIC education, weight/height, data entry, appointment(s)/book, WIC eligibility (certification/phone call/walk in) and education,

benefit issuance, addressing mail; communication (emails, phone calls, correspondence/letters); trouble shooting issuance problems; outreach/regional travel for client services; participant vendor counseling; WIC marketing activities; WIC survey tallying; client service education and travel; referral material development.

- Nutrition Education: Individual or group education sessions and the provision of information and educational materials designed to improve health status, 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.
- Breastfeeding Promotion: Strategies, initiatives, and services to encourage and increase the initiation and support the duration of breastfeeding among WIC participants. Breastfeeding promotion and support is considered a type of WIC nutrition education.
- General Administration: Reviewing emails, policies, fiscal reports, annual budgets, month end reports, inventory and security, time studies; communication (emails, phone calls, correspondence/letters); personnel, management issues, staff supervision, staff scheduling, payroll issues, program planning, chart audits; outreach/regional travel-admin; administration education, training, travel; vendor activities, staff meetings.