

Instructions for Completing the WIC Time Study and Non-WIC Time Study

All WIC Projects must maintain time accounting documentation that supports the budget splits.

WIC Project staff is not required to complete the time study form if the agency's time documentation system meets the following criteria:

- The daily time sheets must include the WIC categories of administration, client services, nutrition education, breastfeeding services, Farmers' Market Nutrition Program (FMNP), WIC Breastfeeding Peer Counseling (BFPC), etc.
- WIC staff (personnel and consultant/contractual) must use the same definitions specified in the time study code definitions for these categories.
- Time must be recorded for at least one month.
- Time must be recorded for all WIC paid staff.
- Time must be recorded during the Farmers' Market season. Using the month of February would be misleading because there is no FMNP activity and June may be too busy of a month with FMNP to present accurate data. We recommend August or October.
- Do not send the agency time sheets/documentation to the Regional Consultant; keep them on file at the agency

For WIC Projects that plan to use the time study form, the following information applies:

The WIC Time Study must be completed by each WIC paid staff person listed in the personnel and consultant/contractual area of the budget. **Note:** Completion of the time studies may include agency directors and other agency staff (fiscal and business office staff) who are paid by WIC but who do not provide direct services to WIC participants nor are they included in indirect as indicated in the Cost Allocation Plan. Complete the time studies during the month of August or October. Staff hired after August must complete a time study one to two months after being hired. Revise the budget if there is a significant change for the position.

The WIC Time Study will provide an annual basis for calculating the portion of personnel costs that will be spent on administration, client services, nutrition education, and breastfeeding promotion and support services (except BFPC and FMNP paid activities) on the proposed budget and for USDA reporting the following year. The WIC Director should review for completeness: titles should match titles on the position descriptions; time and activity are accurate; and positions are marked as employee or contractual. The WIC Director's signature (name may be typed) verifies the information is accurate. Keep the time studies on file at the agency; do not send to the Regional Consultant.

The time study has been split onto two tabs. The WIC Time Study will be used to detail the WIC-paid activities and assist in the budgeting the WIC funds. The Non-WIC Time Study is also required because all time must be accounted for, especially for other federal programs, such as FMNP and BFPC funds. It will assist with the development of the non-WIC budget. For WIC staff that work with other programs, the workday may include WIC activities and non-WIC activities. These may include time spent with other programs, such as, the Prenatal Care Coordination (PNCC), Birth to Three, MCH, immunization activities, blood lead testing, and time spent on local share.

Example: In one day, some individuals will work hours in the FMNP, which are recorded on the Non-WIC Time Study and work hours in the WIC Program which are recorded on the WIC Time Study. The

total number of hours worked that day is the hours recorded on the FMNP plus the hours recorded on the WIC Time Study.

Example: A nurse CPA may work 4 hours in the morning certifying WIC participants and in the afternoon, she gives immunizations to the public. She would document 4 hours on the WIC Time Study and 4 hours on the Non-WIC Time Study under an Other Column. Change the title of the column to Immunizations. The total number of hours worked that day is 8 hours for an 8-hour workday.

Record time spent on activities during the day on a separate sheet of paper. Staff should round time to 15-minute increments. Enter in the accurate time for each category at the end of each day. Break time should be included in the category of the work conducted at the time the break is taken and not simply included in the Administration category. For example, if support staff is mainly spending the day conducting certification clinic and food benefit issuance on the *eWIC* card, break time would be included in client services whereas the CPA would consider the amount of time spent on nutrition education or client services activities.

The time study form should be saved in a convenient place by each employee. Employee time will be entered into the form and saved daily. The form is set up so that all information and calculations are protected except the cells (fields) where data should be entered. To use the form electronically, use the tab key to move from cell to cell and enter data. You can use the cursor to move to any location on the form (like when you want to go back to the top of the form or to start partway down the form), but you will only be able to enter or change data in the unlocked cells.

Local Share

Many agencies contribute time to WIC as local share, e.g., agency director, clerical time, or bookkeeping. Local share is defined as the time spent conducting activities considered allowable costs for the WIC Program but are paid by another program or the agency and are not already included in indirect as indicated in the Cost Allocation Plan. Although it is not required, it is suggested WIC Directors collect local share hours to be aware of agency contributions. Document local share time on the Non-WIC Time Study in an “Other Activities” column. For example, the time a nurse spends administering immunizations or the time support staff spends packaging lead tests to send, should not be recorded as local share because they are not allowable WIC expenses. Nor should Nutritionists include time spent working for the Birth to Three Program or other MCH programs as local share unless the activities are WIC allowable.

Note: Related policies can be found in the WIC Operations Manual, Chapter 11, Fiscal/Equipment Management. These policies cover budget development, allowable costs, and expenditure reports.

Code Definitions for WIC Time Study

1. Administration

Time spent on the following activities and travel time: All cost (direct or indirect) associated with general program management including caseload management, vendor management, human resource management, and fiscal management (including financial report preparation and audits), civil rights, outreach, program planning, clerical activities (that do not fit under the other code definitions below), quality assurance activities, such as file reviews, and related professional development. All other time spent on WIC activities not included under any other code. Include time and travel for unusual/one-time circumstances, and specify this information in the comments section.

2. Client Services

Time spent to deliver food and other client services and benefits, including set-up and clean-up time, preparing and maintaining participant files. Client services includes: certification including scheduling,

intake, health screening, including blood lead testing assessment, providing basic health information and referrals, diet assessment, allowable immunization activities (see below), informing participants of their rights and responsibilities, and eligibility determination; follow-up on appointments, coordination with other health and social services programs, food programs/resources; participant surveys and studies (outreach, evaluate the impact of WIC, or vendor, not nutrition education); and other nutrition services that are not nutrition education. Food benefits issuance activities: Explanation of how to use WIC food benefits, WIC ID/PIN signatures/selection, and *eWIC* card issues. Travel time for the above activities, to clinic sites and home visits. Bilingual staff or interpreter's (staff or contracted) time spent interpreting client services activities are recorded under client services.

The ROSIE system activities such as food benefit issuance and the explanation on how to use the *eWIC* card. For example, food benefit processing (computer reports, loading benefit to account), participant processing (data entry, printing, computer reports), filing computer reports, back-up and reconnect functions.

Allowable immunization activities: assessment and entry of WIC participant immunization dates and/or status into ROSIE, referral to immunization providers and follow-up; education and outreach related to the importance of having children immunized and the necessity of bringing immunization records in to the WIC clinic; coordination with other health programs and providers regarding immunization; travel associated with these activities; procurement and production of education materials related to immunization targeted specifically to WIC participants; mailing immunization reminders to participants; monitoring and conducting evaluations of immunization status; developing and evaluation of immunization coordination work plans.

Allowable blood lead screening activities: Assessing if child has had a lead screening test, documentation of lead level in ROSIE, and education and referral for lead screening.

3. **Nutrition Education**

Nutrition counseling and documentation (**not diet assessment**) during certification appointments including physical activity education and promotion. FMNP nutrition education is an allowable cost for WIC.

Allowable blood Lead screening activities: Emphasizing the importance of diet in the prevention and treatment of lead exposure and assisting in developing an appropriate plan for nutrition intervention.

Non-certification nutrition education (formerly secondary nutrition education), including the planning, development/preparation, provision, evaluation (quality assurance), and documentation of the following activities: nutrition education materials such as newsletter articles, brochures, and bulletin boards; individual contacts and group sessions; and provide and follow-up on nutrition education-related referrals. Scheduling and rescheduling nutrition contacts. Bilingual staff or interpreter's (staff or contracted) time spent interpreting nutrition education activities are recorded under nutrition education.

Policies, procedures, and MOUs pertaining to nutrition education, includes scheduling, development of referral criteria and procedures (follow-up), documentation/charting procedures, coordination or integration of nutrition education-related services with other programs.

Nutrition education-related reports and plans, including review of ROSIE reports for needs assessment information and monitoring of progress/evaluation of nutrition education-related plans (or components of plans). Conduct nutrition education evaluations, including participant views.

Nutrition education-related WIC staff and agency meetings, in-service training related to the provision of nutrition education-related services, reading monthly nutrition documents/information in the Friday

Morning Report and articles when related to nutrition education and professional development when related to nutrition education.

Participation in nutrition education-related coalitions, committees, or boards in the community that include WIC participants as the target audience.

Travel time for the above activities, to clinic sites and home visits.

4. Breastfeeding Services

Time of WIC paid staff spent on breastfeeding promotion and support, whether at certification or follow-up, individual or group, at clinic site or home visit, including the time spent planning, preparing, documenting, and evaluating these activities. Bilingual staff or interpreter's (staff or contracted) time spent interpreting breastfeeding services activities are recorded under breastfeeding services. Note: Do not include time spent on BFPC activities record that time in "Non-WIC." The Breastfeeding Coordinator may record time here for breastfeeding services.

Policies, procedures, and MOUs pertaining to breastfeeding, including scheduling, development of referral criteria and procedures (and follow-up), documentation/charting procedures, coordination or integration of breastfeeding services with other programs. Time spent on production and procurement of breastfeeding support and promotion materials including newsletters, handouts, or other teaching aides.

Breastfeeding related WIC staff and agency meetings, breastfeeding in-service training, reading WIC/MCH breastfeeding documents/information in the Friday Morning Report and breastfeeding articles. Include related professional development, coalition building, and committee attendance. Travel time for the above activities is included.

Code Definitions for Non-WIC Time Study

1. Farmers' Market Nutrition Program

FMNP activities include food instrument (FI) issuance including explanation of FIs to clients, assigning FMNP FIs, outreach, farmer training, farmer monitoring, required reporting and record keeping, farmer and market recruitment, preparing FMNP informational materials, and coordinating FMNP responsibilities between administering agencies. Time spent on FMNP nutrition education may be moved to WIC nutrition education, as it is an allowable cost for the WIC Program.

2. WIC Breastfeeding Peer Counseling Program

WIC Projects with BFPC funds have been provided guidance for peer counseling activities and managing a peer counselor program. Activities may include counseling WIC pregnant and breastfeeding mothers by telephone, home visits, and/or hospital visits, documentation of these activities, training and continuing education for the peer counselor, and local breastfeeding coalition or committee meetings. Include travel time for the above activities. Although the BFPC funding is from the WIC Program, it is separate funding that needs to be tracked on the None-WIC Time Study form (Under the WIC Contract). Note: BFPC Coordinator may record some time here and some time in WIC Breastfeeding services.

3. Other Non-WIC Hours - columns 3, 4 and 5.

Activities paid by a program other than the WIC Program, such as PNCC, Maternal and Child Health, Birth to Three, HealthCheck exams, Pregnancy Testing, Presumptive Eligibility for Pregnant Women, immunization activities, blood lead testing activities, etc. should be documented on the Non-WIC Time Study form.

Example: If the agency is a certified PNCC provider, WIC staff may participate in the risk assessment, expanded nutrition assessment, care planning, counseling, medical nutrition therapy, and care coordination services, but these activities must be PNCC-paid. WIC-paid activities during the PNCC visit include strictly WIC activities. WIC staff may make a referral to PNCC on WIC time.

Example: If the agency or the WIC Project is a certified Medicaid provider, WIC staff may collect blood samples for lead testing, package, send, and bill the Managed Care Organization but these activities must be Medicaid-paid.