

	1	2	3	4	5	6	7	8	9	10	11	12	13
Date	Individual Counseling	High Risk Counseling	Group Counseling	Other Nutr. Ed. (i.e. travel)	Total Nutrition Education	Breast-feeding	Client Services	Outreach	Other General Admin.	Lunch	Total WIC Hours	Non-WIC Activities	Total Employee Hours
Week 1													
Week 2													
Week 3													
Week 4													
Week 5													
Total													

Employee Name/Title: \_\_\_\_\_

Month/Year: \_\_\_\_\_

Indicate time as 1/4, 1/2, 3/4 or whole hours Each WIC CPA and other staff members, at the discretion of the Local Agency Director, shall complete this form **quarterly** to allocate staff time to cost categories and other programs for which the employee may perform duties other than WIC.

**Date** - Day of the month.

**(1-3) Counseling** - Performing/documenting individual, high risk and group nutrition education counseling.

**(4) Other Nutrition Education -**

- \* Conducting or attending nutrition education workshops, seminars and inservices;
- \* Developing, designing or producing nutrition education materials;
- \* Evaluating nutrition education materials and preparing the Nutrition Education Plan;
- \* Travel time for the provision of nutrition education (1/2 time for certification clinic or 100% time for the sole provision of nutrition education).

**(5) Nutrition Education Cost Category (Total of 1-4)** - Costs directly related to nutrition education. Staff include: Competent Professional Authorities (CPAs).

**(6) Breastfeeding Cost Category** - Costs expended for promotion and support of breastfeeding. Staff include: CPAs, Breastfeeding Coordinators, Breastfeeding Peer Counselors.

- \* Performing educational sessions (group or individual) to promote or support breastfeeding;
- \* Peer counseling;
- \* Providing breastfeeding educational materials;
- \* Travel time for the provision of Breastfeeding Promotion and Support.

**(7) Client Services Cost Category** - Costs expended to issue food benefits and other client services and benefits. Staff include: Clerical, All performing anthropometric and bloodwork measurements, CPAs.

- \* Assessing diet and health for certification;
- \* Issuing of food instruments and conducting food instrument reconciliation;
- \* Training participants on food instrument use;
- \* Referring of participants to other health care and social services;
- \* Coordinating activities;
- \* Travel time for provision of client services (1/2 time for certification clinic for CPAs or 100% time for those with sole provision of client services).

**(8) Outreach**

**(9) General Administration Cost Category** - Costs direct or indirect considered as overhead or management. Staff include: Supervisors, Directors.

- \* Food instrument monitoring and payment;
- \* Vendor monitoring;
- \* Program reporting;
- \* Performing general management;
- \* Preparation of payroll and personnel systems;
- \* Accounting and audits;
- \* Providing financial and legal services.

**(10) Lunch** -The LA Director will assign time paid by the employer to the appropriate cost categories.

**(11) Total WIC Hours (Total of 1-10)** - Total hours charged to the WIC Program.

**(12) Non-WIC Activities** - Total hours charged toward other programs for which the employee performs duties other than the WIC Program. The LA Director may alter the form to add specific programs.

**(13) Total Employee Hours (Total of 11 and 12)** - Total hours for which the employee receives pay.