



California
Department of
Health Services

SANDRA SHEWRY
Director

State of California—Health and Human Services Agency
Department of Health Services



ARNOLD SCHWARZENEGGER
Governor

April 2, 2007

TO: PROJECT COORDINATORS
*CALIFORNIA NUTRITION NETWORK FOR HEALTHY, ACTIVE
FAMILIES (NETWORK)*

SUBJECT: PROGRAM LETTER #07-02
TRANSMITTAL FORM FOR TIME LOGS AND TIME STUDIES

During the *Network* Fiscal Trainings held in January, there were many concerns regarding the USDA requirement that time logs and time studies be signed by a supervisor acknowledging that the employee accurately represented the actual time spent on FSNE activities.

USDA has provided additional clarification regarding who can sign off on the time logs and time studies. As long as the person signing off on the time log or time study has direct knowledge of the employee's activities and the agency authorizes them to sign, the signatory does not have to be a supervisor. This means that Project Coordinators and, in schools, lead teachers may sign off on the time logs/studies.

Also, USDA will allow FSNE time records to be batched in bulk with a signed transmittal/cover sheet, but USDA has requested that batches should consist of no more than 20 time logs/studies each. Attached is a Transmittal Sheet that can be used by a Supervisor, Project Coordinator, Lead Teacher or other authorized representative of the agency. This transmittal sheet contains USDA required elements and use of other forms would require CM/PM approval. It is important for agencies to ensure that back-up documentation remains available to CDHS and USDA for auditing purposes.

Additionally, USDA will allow electronic signatures inserted directly on time records or transmittal/cover sheets, for both FSNE staff and supervisors.

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The latest versions of time log and time study forms include a line to record employee's hourly wage and or salary. Inclusion of this information is not required but would be helpful for Program Compliance Team (PCT). Contractors that do not supply this information on the time log or study will need to provide the PCT with a current list of employees and salary/hourly rate.

Finally, absences and leave time that is not being invoiced as state or federal share do not need to be reported on the time log or study. Only paid absences, vacation, and/or leave that is being reimbursed with *Network* funding needs to be reported on the time logs and studies.

Questions should be directed to Contract and Program Managers.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rosanne Stephenson", with a long horizontal flourish extending to the right.

Rosanne Stephenson