

II.	FISCAL SECTION
700	Personnel Time Tracking

 **State share requirements for Continuing Contracts:** State share is not applicable for the federal fiscal year (FFY) 2012 budget year of October 1, 2011 to September 30, 2012. Instead, a new type of contribution, “soft in-kind,” will be used to complement federal share funds.

State share requirements for Renewing Contracts: State share is not applicable for the FFY 2012 budget year of October 1, 2011 to September 30, 2012. Instead, a new type of contribution, “soft in-kind,” will be used to complement federal share funds.

The Network for a Healthy California (*Network*) will provide further guidance regarding in-kind guidelines for the upcoming FFY 2013 as information becomes available.

701 Staff Devoting 100 percent Full Time Equivalent to SNAP-Ed

Personal time tracking is required for all nutrition education staff, including subcontractors, consultants, and volunteers who are devoting 100 percent of their time or less, to United States Department of Agriculture (USDA) Supplemental Nutrition Assistance Program Education (SNAP-Ed).

Semi-Annual Certification

Staff dedicating 100 percent full time equivalent (FTE) to SNAP-Ed must file a Semi-Annual Certification of Activity form twice a year (Appendix A16). The semi-annual certification must be signed for each required period by the employee and supervisor and must be sent to the *Network* Contract Manager and maintained on file at the agency.

Duty Statement

Contractors must submit a signed duty statement for all contracting staff dedicating 100 percent FTE in the first year of a multi-year contract. Prior approval by both assigned Contract Manager (CM) and Program Manager (PM) is needed. After the duty statement has been approved, the contractors will only need to inform their CM and PM of any staff and/or duty changes when they occur during the term of the contract.

702 Staff Devoting Less Than 100 percent Full Time Equivalent to SNAP-Ed.

All staff including, subcontractors, consultants and volunteers dedicating less than 100 percent FTE to SNAP-Ed are required to complete a Biweekly Time Log (BWTL), unless a federally approved Quarterly Time Study (QTS) is used to allocate the time spent on allowable activities.

At least one of these methods to document personnel time must be used:

- 1. Biweekly Time Log (BWTL):** The BWTL must report hours and not percentages of time spent on SNAP-Ed activities. (Appendix A12).

2. **Quarterly Time Study (QTS):** The QTS must be pre-approved by both the *Network* and USDA, Western Region Office (WRO) (Appendix A13). Contractors that would like to use the QTS form or an alternative QTS methodology must submit their request to their assigned CM for processing for USDA, WRO approval with a justification as to why they are requesting to use the quarterly time study in lieu of a biweekly time log. In the justification it should state how the QTS will accurately reflect staff time for SNAP-Ed activities. QTS will be submitted and approved by USDA, WRO with the submission of the annual plan.

The QTS requires individual staff members to record their activities every day for one month per quarter. The total time recorded for the month is then projected across the remaining two months of the quarter (i.e., the amount of time is multiplied by three), but no additional timekeeping is required within the given quarter. The month is then rotated for subsequent quarters (e.g., the first month of the first quarter, the second month of the second quarter, the third month of the third quarter, and the first month of the fourth quarter).

An example of a situation that would not qualify for a QTS would be - the summer quarter of a school district, where several weeks of the quarter are vacation weeks with little to no activity.

703 Time Record Signatory Authority

As long as the person signing off on the BWTL or QTS 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 can sign off on the time logs/studies.

USDA allows only supervisors to submit electronic signatures inserted directly on time records/cover sheets. (Note: this refers to an actual electronic script signature; this is not the same as using a pin number to sign time records).

704 Transmittal Sheet

The USDA will allow SNAP-Ed time records to be batched in bulk, a limit of 20 time sheets with a signed transmittal/cover sheet or a supervisor's electronic signature. Quantities over 20 batched in bulk will not be approved. For the transmittal sheet, see Appendix A17, the use of other forms would require prior CM/PM approval. The transmittal sheet can be signed by a supervisor, project coordinator, lead teacher or other authorized representative of the agency.

All source documentation must remain available to the *Network*, CDPH and/or USDA upon request for auditing purposes.

705 Wage Information on Biweekly Time Logs or Quarterly Time Studies

The BWTL and QTS forms include a line to record the employee's nutrition education and physical activity hours worked. The inclusion of total weekly hours and hourly salary is also required.

706 Reporting of Absences, Vacation and/or Leave

Only paid absences, vacation, and/or leave that is being reimbursed with the *Network* funding needs to be reported on the **BWTL and/or QTS**. Absences, vacation and other leave time that is not being invoiced does not need to be reported on the **BWTL** or **QTS**.

707 Electronic Signatures

The use of electronic script signatures authority, only pertain to staff with a supervisory title. Electronic signatures are not allowed for the individual contributing time to SNAP-Ed, meaning a supervisor cannot approve their own time log.

708 Use of Interns/Students

The time interns/students spend on **SNAP-Ed** activities does not need time tracking if they are:

- Unpaid or;
- Not using the internship placement to fulfill academic or fieldwork requirements.

Paid interns/students must track their **SNAP-Ed** time using **BWTL**, semi-annual certification statements, or if applicable, as part of an approved time study.

709 Use of Non-Traditional Positions for SNAP-Ed Activities

The use of non-traditional positions (e.g. school psychologists, warehouse workers) as **SNAP-Ed** funded personnel requires justification and an explanation of their role in **SNAP-Ed** activities, since nutrition education is not routinely included as a responsibility of their duty statement.