

<b>CALFRESH - FISCAL GUIDELINES MANUAL</b>	
<b>700</b>	<b>Personnel Time Tracking</b>

Weekly time and effort reporting is required for all budgeted positions.

**701. Staff Devoting 100 Percent of Time to *CalFresh***

A Semi-Annual Certificate of Activity must be signed each period by the employee and supervisor and must be maintained on file at the Agency for all staff dedicating 100 percent time to *CalFresh*.

The *Network* prefers that Contractor's use a Semi-Annual Certificate of Activity whenever possible. If a Contractor has another certification methodology, it needs to be reviewed and approved by their Contract Manager (CM).

**702. Staff Devoting Less Than 100 Percent of Time to *CalFresh***

There are two options for meeting documentation requirement for staff devoting less than 100 percent of time to *CalFresh* – the Weekly Time Log (WTL) and the Quarterly Time Study (QTS). Contractors must use one of these methods to document personnel time. Note that use of the QTS must be pre-approved by both the *Network* and USDA.

1. **Weekly Time Log:** WTL records are required for any staff dedicating less than 100 percent time to *CalFresh* (i.e., their time is charged to more than one funding source). All WTL must be completed and signed by the individual contributing time and based upon actual hours worked for *CalFresh* and signed off by a supervisor or designee. WTL are used to document both State and Federal Share personnel costs. If your organization would like to use a customized version of the WTL, you must seek approval from your CM.

2. **Quarterly Time Study:** The use of time study methodology requires prior USDA approval. Contractors that would like to use the standard QTS form or an alternative QTS methodology must submit their request to their assigned CM for processing with USDA. Requests should include:

- A justification as to why using the QTS is needed in lieu of a WTL, and how the QTS will accurately reflect staff time for your particular project.

Requests must be submitted with the Contractor's Funding Application Package. The request will be reviewed and approved by USDA as part of the *Network's* *CalFresh* Access Improvement Plan.

Use of 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). The QTS is not appropriate if the organization does not have evenly distributed personnel costs. For example, if the Contractor's program activities are grouped into one or two weeks of a quarter, it is not reasonable to keep a record of all time spent on the program during those two weeks and project those hours over the remaining weeks that normally have little activity. An example of a situation that would not qualify for a time study would be the

summer quarter of a school district in which several weeks of the quarter were vacation weeks with little to no activity or a food bank with seasonal variations in workload.

**703. Time Record Signatory Authority**

As long as the person signing off as the “supervisor” 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 per se. This means that Project Coordinators may sign off on staff time logs/studies.

**704. Electronic Signatures**

In lieu of a supervisor signing each time and effort sheet individually after review and approval, time and effort sheets can be certified in bulk and transmitted electronically (up to 20 sheets per transmittal with a supervisor’s electronic signature.) Please note, however, that the use of electronic signatures only pertains to supervisory approval of WTL and/or QTS. Please note that this refers to an actual electronic script signature; this is not the same as using a pin number to sign a time sheet.

**705. Transmittal Sheet**

USDA will allow *CalFresh* time records to be batched in bulk with a signed transmittal/cover sheet, but batches should consist of no more than 20 time sheets each. USDA is unable to approve any quantity more than that. This transmittal sheet must contain USDA required elements; use of other forms would require CM/PM approval.

As always, back-up documentation must remain available to the CDPH and/or USDA for auditing purposes. (The transmittal sheet may be signed by a supervisor, project coordinator, or other authorized representative of the Agency.)

**706. Reporting of Absences, Vacation and/or Leave**

Only paid absences, vacation, and/or leave that is being reimbursed with *Network* funding needs to be reported on the time logs and/or time studies. Absences, vacation and other leave time that is not being reported as State or Federal Share does not need to be reported on the time log or study.

**707. Use of Interns/students**

The time interns/students spend on *CalFresh* activities is allowable only if they are (a) unpaid or (b) not using the internship placement to fulfill academic or fieldwork requirements. Paid interns/students meeting criteria (b) must track their *CalFresh* time using WTL, Semi-Annual Certificate of Activity, or if applicable, as part of an approved QTS.

**708. Use of non-traditional positions for *CalFresh* activities**

Reporting time of non-traditional positions (e.g., school psychologists, warehouse workers) requires justification and an explanation of their role in *CalFresh* activities since *CalFresh* is not routinely included as a responsibility of their duty statement.