



RON CHAPMAN, MD, MPH
Director

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



EDMUND G. BROWN JR.
Governor

July 13, 2011

TO: PROJECT COORDINATORS
NETWORK FOR A HEALTHY CALIFORNIA (NETWORK)

SUBJECT: PROGRAM LETTER #11-03 **REVISED**
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION PLAN
GUIDANCE FEDERAL FISCAL YEAR 2012, **BI-WEEKLY TIME LOGS FOR**
NETWORK CONTRACTORS

The United States Department of Food and Agriculture (USDA) Federal Fiscal Year (FFY) 2012 Supplemental Nutrition Assistance Program Education (SNAP-Ed) Plan Guidance has the following change in time reporting requirements for all *Network for a Healthy California (Network)* contractors. Effective October 1, 2011 bi-weekly certification of time and effort reporting is required for staff paid through the nutrition education funds **devoting less than 100 percent time to SNAP-Ed. Staff devoting 100 percent of time to SNAP-Ed will still need to complete Semi-annual Certification forms.** Also, bi-weekly time records shall be maintained for subcontract staff and consultants. (See USDA SNAP-Ed Plan Guidance, page 60, A.8. Time Records) <http://snap.nal.usda.gov/guidance/>

Contractors have the following three (3) options for bi-weekly time reporting. Each of these options will still need to be approved:

1. Contractor may use the new bi-weekly time log (BWTL) the *Network* has developed (Attachment 1).
2. Contractors **must** modify their current weekly time log to meet the new bi-weekly requirement and submit this for *Network* approval.
3. Contractors **must** modify their current USDA-approved Quarterly Time Study (QTS) to meet the new bi-weekly requirement and submit this for USDA approval. Please complete form A-13, Quarterly Time Study Request Form (Attachment 2).

Contractors must decide which of the three options they **will** select and submit their choice to their assigned contract manager by **Monday, August 1, 2011**. If your selection is option 3, please submit the appropriate request form at this time.

Contractors selecting option 2 or 3 must receive written notification from the *Network* approving the time recording system prior to implementing that time system. Contractors selecting option 1 will obtain the complete 26-week BWTL templates on the *Network* website.

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Additionally, Contractor's who would like to use an automated time recording system, please complete Attachment 3, Automated System Request Form, for *Network* approval.

If you have any questions regarding this Program Letter, please contact your assigned Contract Manager for clarification. Thanks for your cooperation.

Sincerely,

A handwritten signature in cursive script that reads "Kathleen Acree". The signature is written in black ink and is positioned above the typed name.

Kathleen H. Acree, MD, JD, MPH, Chief
Cancer Control Branch

Attachment 1: *Network for a Healthy California* Bi-Weekly Time Log

Attachment 2: *Network for a Healthy California* Quarterly Time Study Request Form

Attachment 3: *Network for a Healthy California* Bi-Weekly Time Automated System Request Form