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EDMUND G. BROWN JR.  
Governor

September 25, 2012

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

SUBJECT: PROGRAM LETTER 12-03  
BI-WEEKLY CERTIFICATION OF TIME AND EFFORT REPORTING

I am writing to remind you of the correct time reporting procedures for the Supplemental Nutrition Assistance Program Education (SNAP-Ed) described in Program Letter 11-03 dated July 13, 2011. The United States Department of Agriculture (USDA) Federal Fiscal Year (FFY) 2012, SNAP-Ed Guidance, included the following changes in time reporting requirements for all *Network* contractors.

Effective October 1, 2011, bi-weekly certification of time and effort reporting was required for all staff paid through the nutrition education funds who devote less than 100 percent of their time to SNAP-Ed (See USDA SNAP-Ed Guidance Page 60, A.8 Time Records). Staff devoting 100 percent of their time to SNAP-Ed must complete the Semi-Annual Certificate of Activity form. These rules also apply to subcontract staff and consultants. (See USDA SNAP-Ed Guidance 2013, Pages 96-97, E. Financial and Cost: Policy Supplement, e. Documentation of Staff Time and Effort). The USDA SNAP-Ed Guidance for FFY 2013 maintains these requirements.

The *Network* has updated the Bi-Weekly Time Log (BWTL) to include two new categories for recording SNAP-Ed time and some additional detailed instructions for your staff. Please note, the new columns that have been added are titled "Admin. Time" and "Paid Time Off." These additional columns are provided to help your staff more accurately document your organization's time spent on SNAP-Ed allowable activities, and allow your staff a place to include their prorated paid time off.

Beginning October 1, 2012, contractors have the new option to modify the BWTL form to match their organization's pay periods when completing the BWTL form. This option is not mandatory and continued use of the old format is still supported by the *Network*.

Please visit the *Network's* web page to find the BWTL's in Excel format for immediate use in FFY 2013.

After having met with many contractors who work on a bi-weekly payroll system, the option of modifying the BWTL form to match your organization's internal payroll periods has been approved.

Please keep in mind that all contractors must begin logging nutrition education time on October 1, and must end on September 30, of every federal fiscal year regardless of the organization's payroll periods.

Example: If your internal payroll this year runs September 21, 2012, through October 5, 2013, you would start logging your time for FFY 2013, beginning on October 1, and continuing through October 5, for the first BWTL form. From October 5 on, you could modify the form by changing the dates to match your organization's payroll periods.

We hope this new option will provide your organization with some ease in recording SNAP-Ed time.

NOTE: Any deviation from this program letter or the federal requirements requires California Department of Social Services and USDA prior approval.

If you have any questions regarding this Program Letter 12-03, please contact your assigned *Network* Contract Manager for clarification. Thank you for your cooperation.

Sincerely,



Gil Sisneros, MPH  
Assistant Branch Chief, Administration  
Nutrition Education and Obesity Prevention Branch

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