

INSTRUCTIONS FOR COMPLETION OF THE PERSONNEL DOCUMENTS

PERSONNEL JUSTIFICATION WORKSHEETS (Attachment 7)

The Personnel Justification Worksheet (PJW) is the source document for Line Item 1, Personnel of the budget. WIC local agencies shall establish staffing patterns that support program goals described in the Scope of Work, Nutrition Services Plan and the WIC Program Manual. All employees who provide direct program services must be identified on the PJW. The State WIC Program may deny some classification expenses if they violate the instructions for cost allocations or allowable direct costs defined in Title 2 of the Code of Federal Regulations (2 CFR), Subtitle A, Chapter II, parts 225 and 230.

Instructions for completion of the PJW:

The cells on the worksheet that are to be completed by the WIC local agency are highlighted in blue. The cells highlighted in orange are locked formula cells that contain totals and subtotals in the respective rows.

1. Enter your WIC local agency name.

Job Classification Information

Enter information in Columns A through E:

2. Column A is the Row Number. The row number must be labeled at the top of each duty statement for the corresponding classification. One row number shall be used per classification. This form allows for 60 job classifications to be listed. If your local agency has more than 60 job classifications, please contact your Contract Manager.
3. Column B is the Job Classification or Job Title. Only one (1) job classification or job title can be entered per line. **The title shall be the same on the PJW, corresponding duty statement, and on the organization chart.**
4. Column C is the Salary Range for one (1) Full Time Equivalent (FTE) for the corresponding classification. Enter the lowest salary and the highest salary (for example, \$32,000-\$40,000).
5. Column D is the number of Full Time Equivalent (FTE) budgeted for the classification for the Maximum Payable Amount. The amount entered will be rounded to the nearest two (2) decimal points.

6. Column E is the Total Budgeted Amount for all FTEs in each classification for the Maximum Payable Amount. This amount is to include salaries, raises, and overtime that the WIC local agency plans to pay out of the Personnel Line Item (excludes Fringe Benefits). NOTE: Enter only whole numbers.

“TOTALS” Section (at the top of the page)

The totals are listed at the top of Page 1. The Maximum Payable Amount total is calculated by formula for the Total Full Time Equivalent Positions, (a)Total Salaries and Wages (Column E Total), and Total Personnel (a + b).

7. Enter the Maximum Payable Amount for (b)Total Fringe Benefits. Total Fringe Benefits are calculated separately and are the WIC local agency's Total Fringe Benefit costs for positions budgeted in Total Salaries and Wages. NOTE: Enter only whole numbers.
8. Enter the Maximum Payable Amounts for (a)Total Salaries and Wages (Column E Total) and (b)Total Fringe Benefits into the Line Item 1, Personnel lines [lines (a) and (b)] on the Funding Worksheet (Attachment 6).

JUSTIFICATION OF STAFFING LEVELS (Attachment 8)

Ensure that sufficient funds are allocated to Personnel. Provide a justification outlining how the staffing levels meet the WIC Program requirements in the WIC Local Agency Agreement, Contract Management Binder (CMB), and WIC Program Manual (WPM).

WIC LOCAL AGENCY STAFF DUTY STATEMENTS (Designate these documents as Attachment 18)

Each duty statement must include the following:

- Personnel Justification Worksheet (PJV) Row Number,
- Job Classification or Job Title that matches the corresponding PJW Row Number,
- Description of WIC duties performed (if submitting County classification job descriptions, add specific WIC duties performed by position),
- Percent of time spent on each individual WIC duty.

One or more duty statements must contain WIC duties for the following required Job Classifications or Job Titles:

- Local Vender Liaison (LVL)
- Breastfeeding Coordinator
- Nutrition Education Coordinator
- National Voter Registration Act (NVRA) Coordinator

ORGANIZATION CHARTS (Designate these documents as Attachment 19)

Provide a current WIC organization chart that includes the Job Classifications/Job Titles and FTEs listed on the PJW, Year 1.

Provide a current parent organization chart which shows the relationship between the WIC Program and the parent organization.

LIST OF AGENCY BOARD OF DIRECTORS (Nonprofit Org.) (Designate this document as Attachment 20)

If the local agency is a private nonprofit organization, a list of the Board of Directors is required. The list must include the mailing address, term limits, and the board position for each director.