

New Hampshire WIC Policy & Procedure Manual

Chapter 5. NUTRITION SERVICES ADMINISTRATION (NSA) EXPENDITURES

Time Studies & Billing

Purpose To provide an accurate representation of the actual distribution of staff time in the following cost categories: WIC Administration, WIC Client Services, WIC Nutrition Education, and WIC Breastfeeding activities. The results of the time study are used in State Audits and Federal reporting.

Policy WIC staff shall complete a time study quarterly for all days worked during the following months--February, May, August, and November. The most recently completed time study results will be used by the NH Department of Health and Human Services for audits and federal reporting.

Authority WIC Cost Allocation Guide

Procedure

1. WIC staff shall complete time studies when their wage is paid with WIC NSA funds.
 - Staff funded 100% through the breastfeeding peer counselor program are not required to complete a WIC time study.
 - Breastfeeding peer counselors who maintain a dual role, shall complete a WIC time study for non-BFPC role/job.
2. WIC staff shall complete the time study using the latest version in the StarLINC MIS system and Time Study Guidance.
3. The WIC director or supervisor shall review and approve staff time studies in the StarLINC MIS System.
4. The WIC director/supervisor shall submit the completed time study summary and report to the State Agency, via email, within 15 calendar days of the end of the reporting period.
5. Local Agencies shall keep a copy (physical or electronic) of all approved staff time studies and the time study summary sheet for each time study quarter for 3 years.

Refer to "Time Study Guidance 2022" and "StarLINC MIS Time Study Guidance power point" attachments.

Exception None