

## WIC-30 Instructions

All WIC staff members shall complete this form by month or by pay period of the Parent Agency to allocate staff time to WIC cost categories and other programs for which the employee may perform duties other than WIC. Information is to be provided for each work day of the reporting period.

1. **Nutrition Education Cost Category - costs directly related to nutrition education. Staff include: Competent Professional Authorities (CPAs).**
  - Counseling - Performing/documenting individual, high risk and group nutrition education counseling;
  - Conducting or attending nutrition education workshops, seminars and inservice;
  - Developing, designing or producing nutrition education materials;
  - Evaluating nutrition education materials and preparing the Nutrition Education Plan;
  - Travel time for the provision of nutrition education (1/2 time for certification clinic or 100% time for the sole provision of Nutrition education).
  
2. **Breastfeeding Cost Category - Costs expended for promotion and support of breastfeeding. Staff include: CPAs, Breastfeeding Coordinators, Breastfeeding Peer Counselors.**
  - Performing educational sessions (group or individual) to promote or support breastfeeding;
  - Peer counseling;
  - Providing breastfeeding educational materials;
  - Travel time for the provision of Breastfeeding Promotion and Support;
  
3. **Client Services Cost Category - Costs expended to issue food benefits and other client services and benefits. Staff include: Clerical, all performing anthropometric and bloodwork measurements, CPA's.**
  - Assessing diet and health for certification;
  - Issuing of food instruments and conducting food instrument reconciliation;
  - Training participants on food instrument use;
  - Referring of participants to other health care and social services, including immunization services;
  - Coordinating activities;
  - Travel time for provision of client services (1/2 time for CPAs or 100% time for those with sole provision of client services).
  
4. **Outreach**
  
5. **General Administration Cost Category- Costs direct or indirect considered as overhead or management. Staff include: Supervisors, Directors.**
  - Food instrument monitoring and payment;
  - Vendor monitoring;
  - Program reporting;
  - Performing general management;
  - Preparation of payroll and personnel systems;
  - Accounting and audits;
  - Providing financial and legal services.
  
6. **Lunch - the LA Director will assign time paid by the employer to the appropriate cost categories.**
  
7. **Total WIC Hours (Total of 1-6) - Total hours charged to the WIC program.**
  
8. **Immunization - Non-WIC portion of immunization activities.**
  
9. **Non-WIC activities - Total hours charged toward to programs for which the employee performs duties other than the WIC program (excluding immunization activities from Item 8).**
  
10. **Total Employee Hours (Total of Columns 7, 8 and 9) for which the employee receives pay.**