

All WIC staff 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 on other WIC grants. 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 individual or group educational sessions or attending nutrition education workshops, seminars and in-service;
Developing, designing or producing nutrition education materials; Evaluating nutrition education materials, evaluating and monitoring nutrition education activities 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, staff or individual) to promote or support breastfeeding; Producing education and training materials; Monitoring and evaluating breastfeeding activities; Peer counseling; 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, CPAs.**

Assessing diet and health for certification; Determining identity, residency and income; Issuing of food instruments and conducting food instrument reconciliation; Clinic preparation and management of participant phone calls; Anthropometric and hematological assessment; Immunization activities; Voter registration activities; Training participants on food instrument use; Referral of participants to other health care and social services; Coordinating activities with other programs; Travel time for provision of client services (½ time for certification clinic for CPAs or 100% time for those with sole provision of client services).
4. **General Administration Cost Category - Costs direct or indirect considered as overhead or management. Staff include: Supervisors, Directors, Outreach Administration.**

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; Outreach Activities (See Policy 7.01.B); Travel time for the provision of General Admin services
5. **Cost Category Total** – Total hours expended across the four cost categories -auto calculated and appears on Total row.
6. **Outreach – Costs expended for the promotion of the WIC Program. Staff include: Outreach Coordinators, Clerical, CPAs, Nutrition Assistants, Nutrition Associates, Breastfeeding Coordinators, Breastfeeding Peer Counselors. OR hours will be automatically added to General Admin Cost Category.**

Referral of WIC participants to other health, education and social service programs in the community;
Publicize the availability of the WIC Program; Coordinate with other community resources
Build an outreach network; Inform organizations in the outreach network about the WIC Program; and
7. **PTO Hours – Lunch, Annual Leave, Sick Leave and Holiday hours are captured here.**
8. **Total WIC Hours (Total of Columns 1-4, 6, & 7) - Total hours charged to the WIC Program Grant.**
9. **Other WIC Grants –Costs expended in the implementation and administration of other separate other WIC grants, i.e. PA/WV Innovation Grant. Staff include: Medical Liaisons**
10. **Immunization** – Non-WIC portion of immunization activities.
11. **Non-WIC Activities** - Total hours charged toward other programs for which the employee performs duties other than the WIC Program. (excluding immunization activities from Item 9).
12. **Total Employee Hours (Total of columns 8 -10) for which the employee receives pay.**