

**6.09 Expenditure -Interacting Programs and Shared Employees**

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**POLICY:**

Local Agency employees paid entirely from WIC funds may devote working hours to other activities of the Parent Agency of the Local Agency.

**Note:** The quality of WIC services must not be diminished using employees for other activities.

**PROCEDURE:**

**A. WIC Staff Time Record (WIC-30)**

1. The Local Agency must document time charged to WIC for hours devoted to other Parent Agency activities. Substantiation of hours worked for WIC will be documented on the **WIC Staff Time Record (WIC-30) Column 10 Immunization and/or 11 Non-WIC Activities or approved Parent Agency time sheet** (see 6.06 D. 1.,b.).

**B. WIC Employee Regularly Working in Non-WIC Activities**

1. When a WIC employee regularly works in non-WIC activities of the Parent Agency, the Local Agency will calculate an average number of hours per month the employee spends on non-WIC activities.
  - a. That average will be calculated from the monthly WIC staff Time Record (WIC-30).
  - b. The average will be multiplied by twelve (12) to get the yearly hours spent on non-WIC activities.
  - c. The yearly hours will be divided by 2,080 hours to get a percentage of hours used for non-WIC activities.
  - d. This percentage will be multiplied by the total of the employee's salary, benefits, travel and all other costs charged to the Local Agency for that employee.
  - e. The resulting amount will be deducted from the Invoice for the month.
  - f. The Local Agency must retain copies of the time records and the calculations.

**C. WIC Employee Not Regularly Working in Non-WIC Activities**

1. When a WIC employee does not work regularly in non-WIC activities, the Local Agency will reduce the amount of its Invoice to the State Agency by an amount equal to the cost of the shared employee's time used in non-WIC activities.

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- a. Cost will be defined as salary, benefits, travel and any other cost incurred by the employee while engaged in non-WIC activities.
- b. The reduction will be made on the Invoice for the month in which the employee was shared.

**D. Reimbursement of WIC Funds**

- 1. The Local Agency WIC account must be credited for WIC employee time devoted to non-WIC activities. The Parent Agency will reimburse the Local Agency within sixty (60) days.