

V. Nutrition Services and Administration

5.1.020 Line Item: Personnel Compensation

Authority 2008 7 CFR 246.14(c)

Issued 01/1981

Revised 10/2009

POLICY: The local agency (LA) shall include total costs incurred to provide WIC services under the WIC contract for salaries and wages.

The LA shall budget for personnel compensation based on time planned to be used.

The LA shall bill for personnel compensation according to actual time spent by specific individuals each month.

The LA must retain documentation of costs and expenditures billed in this line item.

PROCEDURES:

- A. When billing for personnel compensation each month, the LA should use each employee's monthly salary, hourly wage or specific monthly scale.
- B. Documentation of costs and expenditures must be retained as follows:
 1. Auditable time accounting or time sheets, signed by the employee, which documents hours and costs incurred for program management, client services, nutrition education, and breastfeeding promotion and support.
 2. Payroll ledgers or other records.
 3. Contracts where applicable.
 4. Pay schedules or wage scales.
 5. Records of actual expenditures such as payroll printouts, check stubs, etc.
- C. Program management, client services, nutrition education, and breastfeeding promotion and support costs:
 1. Are allowable on this line item. Refer to [4.1.050](#).
 2. Each category of costs must be shown and charged by actual time spent by specific individuals each month, based on their time and salary for the month.
- D. Lead screening and referral costs:
 1. Allowable personnel time for lead screening and referral include staff time to:
 - a. Develop a nutrition care plan.
 - b. Provide nutrition education.
 - c. Make health care referrals.
 - d. Perform hematological tests used for detecting iron-deficiency, such as hemoglobin, hematocrit or free erythrocyte protoporphyrin (EP).

2. Personnel costs for performing lead screening, such as venous blood lead tests and laboratory analysis of blood samples that are intended for any purpose other than to assess iron status, are not allowable WIC costs.

E. Immunization screening and referral costs:

1. Allowable personnel costs for immunization screening and referral include staff time to:
 - a. Screen immunization records.
 - b. Make health care referrals
 - c. Schedule appointments for immunizations.
2. Personnel costs for providing immunizations are NOT allowable WIC costs.