

## V. Nutrition Services and Administration

### 5.1.030 Line Item: Personnel Benefits

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**POLICY:** The local agency (LA) shall include employee fringe benefits costs paid by the agency on the personnel benefits line item when budgeting and billing.

The LA shall bill for personnel benefits accordingly to the actual benefits for each employee based on the employee's actual WIC time and salary.

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

#### PROCEDURES:

A. Benefits that may be charged to the WIC contract include:

1. Employer's share of FICA taxes.
2. Employer's contribution to health and life insurance for employees.
3. Worker's compensation.
4. Unemployment Compensation Insurance.
5. Employer's share of employee's pension plan.
6. Other benefits as approved by the state WIC program/office.

B. The following cannot be charged to the personnel benefits line item:

1. Leave and holiday time.
2. Liability insurance.
3. Bonding insurance.
4. Employee's contribution to benefits.

C. The LA may budget for personnel benefits based on any combination of the following:

1. An overall portion of salaries.
2. A specific portion of salaries for each individual.
3. The WIC portion of lump sum amounts for specific benefits.

D. Documentation of costs and expenditures must be retained as follows:

1. Auditable time accounting or time sheets, which also show nutrition education time spent.
2. Benefits and payroll ledgers or other records.
3. Contracts, invoices or other documents proving benefits provided.
4. Records of actual expenditures such as check stubs, canceled checks, receipts, etc.

E. Program management, client services, nutrition education, and breastfeeding promotion and support costs:

1. Are allowable on this line item.
2. Must be shown and charged according to actual benefits for each employee based on the time and salary for the month.