

V. Nutrition Services and Administration

5.1.040 Line Item: Contract Services

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POLICY: The local agency (LA) shall use the contract services line item to budget and bill allowable expenses for contracts with other agencies or with individuals providing nutrition services and/or interpretive services.

PROCEDURES:

- A. When budgeting and billing, the local agency shall include, on the contract services line item, money paid through contracts with:
 1. Other agencies or companies (sub-contractors) or individuals for:
 - a. Deliverables such as certifications.
 - b. Services such as nutrition services and/or peer counseling services.
 - c. Services for interpretation, such as hearing-impaired and non-English.
 2. Individuals for allowable services outside the scope of usual clinic operations, such as interpretive services for hearing-impaired or non-English or peer counseling services.
- B. The LA and the subcontractor shall determine the amount of fees and the services to be provided. The state agency should be consulted if necessary.
- C. The LA shall bill for contract services costs by whichever of the following methods is applicable:
 1. Multiplying the established fee by the deliverables provided in that month.
 2. Based on hours worked and/or services provided.
 3. Based on other documentation approved by the agency and submitted by the subcontractor.
- D. Documentation of costs and expenditures must be retained as follows:
 1. A signed contract between the LA and the subcontractor or individual that has been approved during the annual Local Agency Plan budgeting process. The contract shall include:
 - a. The amount of fees to be paid.
 - b. The services or deliverables to be rendered for the fees.
 - c. The time period of the contract, to be the current fiscal year or less.
 2. Documentation of payment to the subcontractor or individual.
 3. Subcontractor or individual records submitted for services performed.
- E. Nutrition education costs are allowable on this line item based on services related to

direct nutrition education counseling, including breastfeeding peer counseling.