

# Guidance for WIC Staff Time Coding

## Taken from the Oregon WIC Program

USDA requires WIC programs to report end-of-year costs in the following categories: Breastfeeding Promotion, Nutrition Education, Client Services, and General Administration. These are used to show how the program services budget is actually used.

Local agencies are required to follow federal requirements for documenting staff time billed to WIC. Employees paid by more than one federal program must document actual time spent working for each program.

### Breastfeeding Promotion and Support

- Planning or providing breastfeeding promotion, education, encouragement, with prenatal or postpartum individuals or groups.
- Developing, printing, or distributing breastfeeding promotion materials
- Interpreter and translator services used for breastfeeding activities
  - Obtaining/ monitoring interpreter services
  - Translation of breastfeeding materials
- Outreach combined with breastfeeding
- Evaluation, monitoring of breastfeeding education services
- Ordering, inventorying and distribution of breast pumps
- Education on breast pumps
- Scheduling, documenting, check in/out, reminder calls for breastfeeding support appointments
- Providing breastfeeding support services such as community coordinator, peer counseling programs, follow-up phone calls and/or home visits regarding breastfeeding
- Consultation with caregivers desiring switch from breastfeeding to formula
- Weight checks for breastfeeding infants

### Nutrition Education

- Planning or providing nutrition education, with individuals or groups
- Conducting class, participant counseling and goal setting
- Travel and training for nutrition education related activities
- Developing and implementing the nutrition education plan
- Developing, printing, and distributing nutrition education materials
- Interpreter and translator services used for nutrition education activities
  - Obtaining/ monitoring interpreter services
  - Translation of nutrition education materials
- Evaluation and monitoring of nutrition education services i.e. surveys.
- Outreach combined with nutrition education
- Scheduling, documenting, check in/out, reminder calls for nutrition education appointments

## Client Services

- Any direct contact with participants or potential participants except for nutrition education (NE) or breastfeeding promotion and support (BFPS)
- Phone coverage, appointment setting and reminder calls
- Income screening for applicants
- Diet and health assessments for certification process
- Assembling, processing or filing participant charts
- Notification of eligibility, ineligibility, termination
- Referral to other services
- Coordination of services for participants with other programs
- Conducting, participating in surveys to evaluate WIC's impact on participant
- Developing or distributing general WIC information and client information materials (except NE or BFPS)
- Lab work, weighing, and measuring
- Food package assignment
- Voucher printing and distribution
- Interpreter and translator services or materials translation (except NE or BFPS)
- Clinic design and flow
- Staff meetings where issues affect participant services

## General Administration

- Program management and monitoring
- Staff management
- Prevention of fraud by vendors or participants
- Administrative record-keeping, reports, general filing
- Outreach and public relations (except NE or BFPS)
- Voucher accountability and reconciliation i.e., logging and storing manual vouchers
- Completing time studies
- Agency-wide staff meetings or training (not WIC staff)
- Vendor contacts, site visits or training
- Purchasing/ordering supplies for clinic/clinic staff (except NE or BFPS)