

Indiana WIC Program
Indiana State Department of Health

Salaries and Fringe

Policy

Local Agency (LA) may request reimbursement for the cost of salary and fringe that is reasonable, necessary, and directly supports the WIC Program.

Authority

7CFR Part 3016, OMB Circulars A-87, A-102, A-110, A-122, A-133, ASMB C-10

Procedures

- I. Salary includes but is not limited to:
 - A. Actual hours worked documented by approved timesheets.
- II. Fringe may include but is not limited to:
 - A. Personnel benefits in the form of the employer's contribution for FICA.
 - B. Life and health insurance.
 - C. Unemployment.
 - D. Workmen's Compensation Salaries.
 - E. Retirement.
 - F. The following time off as provided by the LA's policies and procedures:
 - 1. Annual holidays.
 - 2. Sick leave.
 - 3. Vacation leave.
 - 4. Jury duty.
 - 5. Military leave.
 - 6. Severance.
 - 7. Inclement weather.
- III. LA must:
 - A. Report hours worked by position on the monthly claim voucher.

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- B. Keep supporting documentation including:
 - 1. Personnel policies and procedures.
 - 2. Time sheets.
 - 3. Attendance records.
 - 4. Payroll records.
 - 5. Insurance policies.
- C. Claim salary and fringe expenses in the "Salaries and Fringe" line items.