

Indiana WIC Program
Indiana State Department of Health

Time Study

Policy

Local agency (LA) must submit time studies to the State Agency (SA).

Authority

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

Procedures

- I. LA must:
 - A. Conduct time studies
 1. During Business days:
 - a. April 1st-30th.
 - b. October 1st-31st.
 - c. Or as revised by the State Agency.
 2. For staff members whose salaries are paid under the WIC budget for:
 - a. Nutrition education.
 - b. Client services.
 - c. General administration.
 - d. Breastfeeding.
 - B. Submit the report by the end of the following month.
- II. All staff members must:
 - A. Complete the time study in a manner prescribed by the State Agency (SA).
 - B. Report
 1. Time on a daily basis.
 2. Actual time worked.
 3. Each of the four (4) categories to nearest ten (10) minute increment.
 - C. Do not include:
 1. Vacation.
 2. Sick time.
 3. Personal leave.

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- D. The SA may extend the date for reporting with approval by written request.