

# CalFresh Healthy Living, University of California Program Directive No. 2019-01

Addendum to Program Directive 2016-04

TO: All Counties – County Directors, Advisors, CalFresh Healthy Living, University of California Employees

FROM: Kamaljeet Singh-Khaira, M.S., CalFresh Healthy Living, University of California Director

DATE: October 1, 2018

SUBJECT: ***Change in Time Reporting Requirements for CalFresh Healthy Living, University of California***

The Federal Fiscal Year (FFY) 2019 United States Department of Agriculture (USDA) [Supplemental Nutrition Assistance Program-Education \(SNAP-Ed\) Guidance](#) requires updates to time reporting requirements for staff funded by SNAP-Ed.

**Effective October 1, 2018**, the FFY 2019 USDA SNAP-Ed Guidance will require:

- Weekly time and effort reporting by staff devoting **less than 100% of their time to SNAP-Ed**.
- Semi-annual time and effort certification for staff devoting **100% of their time to SNAP-Ed**.

### **Staff devoting less than 100% of their time to SNAP-Ed**

USDA Food and Nutrition Service (FNS) requires **weekly time and effort reporting by staff devoting less than 100% of their time to SNAP-Ed**. SNAP-Ed time must be recorded and signed by the employee on a weekly basis and certified by a supervisor on a biweekly basis. Certification may be completed by someone who is knowledgeable of the employee's duties and their work with SNAP-Ed.

- For **non-exempt (biweekly paid staff)** devoting less than 100% time to SNAP-Ed, it is acceptable to record their SNAP-Ed time in the [UC Time Reporting System \(TRS\)](#). This can be accomplished by working with [UC ANR Business Operations Center \(BOC\)](#) to create separate time sheets for each fund source/account. **Documentation of time must reflect after the fact reporting** and may not be completed in advance of the activity and later certified by the employee.
- For **exempt (monthly paid staff)** devoting less than 100% time to SNAP-Ed, the CalFresh Healthy Living, University of California State Office has provided a biweekly time log for your use. (Refer to Attachment #1.) This biweekly time log will be completed on a weekly basis by the employee and certified on a biweekly basis by the supervisor.

**Documentation of time must reflect after the fact** reporting and may not be completed in advance of the activity and later certified by the employee.

- Please refer to Attachment #2, “Weekly Time Reporting – Methods of Reporting” for additional information and instructions.

### **Staff devoting 100% of their time to SNAP-Ed**

Employees devoting 100% of their time to SNAP-Ed will be required to certify their time and effort on a semi-annual basis. This also includes employees whose FTEs are less than 100%, but are paid solely from SNAP-Ed (e.g., not split-funded with another program or grant).

The CalFresh Healthy Living, University of California State Office has provided a semi-annual certificate of activity for your use. (Refer to Attachment #3.) The semi-annual certificate of activity will be certified by both the employee and the supervisor.

### **Record Maintenance**

Timesheets, biweekly time logs, and semi-annual certificates of activity will be maintained and housed at the county level. These documents will be made available for review during site visits, Management Evaluations (MEs), or at the request of the CalFresh Healthy Living, University of California State Office. Per SNAP-Ed Guidance, records must be retained three (3) federal fiscal years, plus the current fiscal year.

Alternative methods for time and effort reporting can be considered; however, the method must be reviewed and pre-approved by the CalFresh Healthy Living, University of California State Office, the California Department of Social Services (CDSS) CalFresh Nutrition Education Unit, and USDA/FNS. If your county has an alternative time and effort reporting method, please contact the CalFresh Healthy Living, University of California State Office.

If you have any questions regarding this Program Directive, please contact me or call (530) 754-7794 and ask to speak with a State Office Fiscal Analyst.



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