



State of California—Health and Human Services Agency  
California Department of Public Health



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Director and State Public Health Officer

EDMUND G. BROWN JR.  
Governor

August 30, 2018

TO: PROJECT COORDINATORS  
NUTRITION EDUCATION AND OBESITY PREVENTION

SUBJECT: PROGRAM LETTER – 18-05 **(REVISED)**  
REPORTING OF SNAP-ED STAFF TIME & EFFORT

The United States Department of Agriculture (USDA) Federal Fiscal Year (FFY) 2019 Supplemental Nutrition Assistance Program-Education (SNAP-Ed) Guidance requires that all staff document their SNAP-Ed time worked. This requirement applies to all Nutrition Education and Obesity Prevention Branch (NEOPB) Contractors with SNAP-Ed funding. Effective October 1, 2018, weekly time and effort reporting is required by all staff (including subcontractor staff) devoting less than 100% of their time to SNAP-Ed and semi-annual certificates are required by all staff (including subcontractors) devoting 100% of their time to SNAP-Ed. (See USDA SNAP-Ed Guidance Page 92-95, Documentation of Staff Time and Effort).

Staff devoting less than 100% of their time to SNAP-Ed must report their time and effort on a weekly basis. The time and effort must be signed by the employee **on a weekly basis** and **certified by their** supervisor on a **bi-weekly basis**. Certification may be completed by someone who is knowledgeable of the employee's duties and their work with SNAP-Ed. This could be a SNAP-Ed Implementing Agency/SNAP-Ed subcontractor employee, another designated person, or the cost-share employee's supervisor (i.e. school principal for a teacher contributing cost share to SNAP-Ed). The certifying employee must sign the time sheets bi-weekly and may use electronic signatures in bulk, up to 20 sheets (one employee per sheet) per transmittal.

NEOPB has developed time and certification forms for your use (See Attachments 1 and 2). You may also visit the NEOPB's web page under Local Support and Training, "Administrative Guidelines Manual" to find the BWTL and the semi-annual certificate for your immediate use.

Should your Agency have an alternative method for documenting staff time and effort such as time studies or Quarterly time logs, they must first be approved by USDA before they can be implemented. NEOPB will be collecting all requests for alternative



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methods and we will submit as one batch to USDA. Please submit your request to the NEOPB fiscal inbox ([neopbfiscalinbox@cdph.ca.gov](mailto:neopbfiscalinbox@cdph.ca.gov)) by August 24th. Your request must include a justification for the alternative method as well as a sample of your alternative method.

If you have any questions regarding this Program Letter, please contact your assigned NEOPB Contract Manager for clarification.

Sincerely,

A handwritten signature in blue ink that reads "Melissa Relles". The signature is written in a cursive style with a large initial "M".

Melissa Relles, Chief  
Fiscal and Contract Operations Section  
Nutrition Education and Obesity Prevention Branch

Attachment 1: Bi-Weekly Time Log **(REVISED)**

Attachment 2: Semi-Annual Certificate