

Time Documentation Tip Sheet

Federal SNAP-Ed guidelines require that Local Agencies maintain a system of continuous time reporting as well as a breakdown of the percent of time allocated for SNAP-Ed management/administrative duties versus time spent on SNAP-Ed direct delivery of services. Biweekly certification of weekly time and effort reporting is required. Records must be maintained and must be signed by the end of the pay period, bimonthly or twice a month, and include a supervisor's signature.

Direct Time

Time spent on SNAP-Ed direct delivery, multilevel interventions, and community and public health approaches, including Policy, Systems, and Environmental (PSE) change efforts. Preparing and delivering activities related to direct services. Examples of this type of activity include:

SNAP-Ed Presentations and Classes

- Preparing, researching, reviewing, and revising a presentation or training materials to be used in direct education with SNAP-eligible audiences.
- Delivering training or technical assistance to SNAP-Ed audiences/staff.
- Conducting a SNAP-approved Train-the-Trainer: Teach staff how to implement a program or class.
- Travel to/from sites to provide direct education or technical assistance or PSE activities/meetings.
- Exhibiting or presenting SNAP-Ed program initiatives at conferences where the target population is the audience.

Meetings with Community and Partners to Advance SNAP-Ed Strategies

- Participation in community taskforces or coalitions to achieve common goals in support of SNAP-approved PSE strategies that meet grant deliverables.
- Discussing SNAP-Ed activities at meetings.
- Participation in SNAP-Ed Committee Meetings.
- Strategizing with team members on how to meet grant deliverables.
- Working with SNAP-Ed families and/or staff at all approved sites.
- Researching, preparing for, and meeting with partners, either individually or through collaborations, to advance PSE or direct education.
- Travel to/from sites related to SNAP-Ed PSE activities, initiatives, and/or meetings.

Supporting SNAP-Ed Implementation

- Researching and compiling information about health status, best practices, and related data and knowledge.
- Researching SNAP-Ed curricula and evidence-based strategies.
- Ordering SNAP-Ed materials and resources.
- Performing assessments and evaluations (e.g., Go NAP SACC tools, etc.) at SNAP-Ed locations.
- Evaluation tasks such as proctoring surveys, organizing survey packets, evaluation incentive.

Self-Audit Statements

- I am doing something that advances SNAP-Ed policy, systems, or environmental change.
- I am preparing and providing direct education to SNAP-eligible populations.
- I am presenting on SNAP-Ed initiatives.
- I am conducting SNAP-Ed assessments and evaluations.

Management/Administrative Time

Time spent on tasks related to the administration of the SNAP-Ed Program. Examples of this type of activity include:

Reporting & General Administration

- Filling out time documentation (i.e., PARs/LARs).
- Filling out Travel.
- Completing Monthly AZ Health Zone reporting and SARTs/SARNs.
- Preparing reports and proposals.
- Updating grant/project management tools (i.e., Trello and Dashboard).
- Creating statistics.

Staff-Related Administration

- One-on-one staff meetings.
- Planning for a regular staff meeting.
- Providing AZ Health Zone policy and procedures training to staff.
- Traveling to and providing staff training.
- Professional development activities, including trainings, webinars, conferences, etc.
- Attending the AZ Health Zone Annual Conference and trainings.

Local Implementing Agency/Employer-Related Administration

- Payroll responsibilities.*
- Correcting and approving timesheets.
- Developing a job description and completing all activities related to the hiring process.
- Completing any new employee trainings.
- Conducting new employee training with staff.
- Addressing employer administrative issues such as building and parking garage badge access problems.
- Vehicle maintenance questions/concerns.
- Participating in employer-sponsored trainings.
- Discussions with staff on performance and completing performance evaluations.

* Leave Time (e.g., vacation, sick, etc.) is paid under the grant but should NOT be documented under Management OR Direct Time.

Self-Audit Statements

- I am completing reports.
- I am doing something for my employer.
- I am participating in a professional development activity.
- I am addressing a staff-related issue.