



California
Department of
Health Services

SANDRA SHEWRY
Director

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



ARNOLD SCHWARZENEGGER
Governor

May 15, 2006

DV Policy Letter: DV 05-06/01

**To: MATERNAL, CHILD AND ADOLESCENT HEALTH (MCAH)/
OFFICE OF FAMILY PLANNING (OFP) BRANCH
DOMESTIC VIOLENCE (DV) GRANTEEES**

**SUBJECT: DOMESTIC VIOLENCE ADMINISTRATIVE POLICIES AND
PROCEDURES – TIME STUDY ALLOCATION PLAN**

This letter provides a method of charging staff time to your Maternal, Child and Adolescent Health/Office of Family Planning Branch, Domestic Violence (MCAH/OFP/DV) grant that, when appropriately documented, meets audit standards. To simplify the process for Grantees this process conforms to the Office of Emergency Services (OES) guidelines.

Grantees may establish an allocation plan for charging salaries and benefits to the MCAH/OFP/DV program based on a time study if the agency is not using functional timesheets i.e., records of hours worked for each program or funding source. A time study allocation plan determines the percentage of time to be charged to the grant and is based on actual hours worked on the MCAH/OFP/DV program. It can be used when an employee works on more than one program or grant.

The Grantee develops a functional timesheet report for employees to record the actual hours spent on activities for each funding source. The time study must cover a representative amount of time (a minimum of three (3) months to conform to OES guidelines) to allow for a fluctuation in workload. The percentages of time spent on each program or grant are then calculated for each employee. These percentages must be used when preparing the grant budget documents and for invoicing purposes.

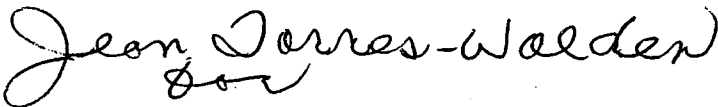
A time study must be conducted at a minimum every two (2) years to determine if the percentages are still accurate. If, during the two (2) years, there is a change in funding sources or any changes in programs or staff, the time study allocation plan must be reviewed to determine if the percentages need to be revised.

Page 2
May 15, 2006

The Grantee must retain the documentation used in determining the time study allocation plan. This includes the timesheets and calculations of hours and percentages. See Special Terms and Conditions, Exhibit D (S) in your grant for record retention guidelines.

Please retain a copy of this letter for audit and administrative review purposes. If you have any questions, please contact your Contract Manager.

Sincerely,

A handwritten signature in cursive script that reads "Jean Torres-Walden". The signature is written in black ink and is positioned above the typed name.

Sandy Bahn, Chief
Contract and Fiscal Management Unit
Operations Section
Maternal, Child and Adolescent Health/
Office of Family Planning Branch

cc: Project Director
Fiscal Officer
Contract Manager
Program Consultant