

## NURSE AWARD OVERVIEW

The *Network for a Healthy California—LAUSD (Network)* promotes the consumption of fruits and vegetables and encourages physical activity for better health. We work towards this goal by sponsoring programs such as Harvest of the Month, offering nutrition education workshops for teachers and parents, and providing limited funding opportunities to eligible schools to purchase nutrition education materials.

**Overview** - Nurses at qualifying schools may apply for a Nurse Award of \$1,000. A nurse can receive an award at a maximum of two schools. If more than one nurse serves a school, only one Nurse may apply for an award - one Nurse Award per school. Schools must meet all eligibility requirements. At each school with a Nurse Award, Nurses are encouraged to log 35 or more hours of nutrition education during the funding year. In the event a school also receives an Action Award in addition to the Nurse Award, the nurse does *not* generate any funding towards the Action Award and may only log time for the Nurse Award.

**Nurse Compensation** - The *Network* will compensate Nurses for time that they work beyond their regular assignment. The budget line “**Professional Expert Pay**” (#1603) is used for compensation. A minimum of \$100 has been allocated from the Nurse Award budget. For those Nurses who specified the amount of their compensation in their application budget, that amount was allocated. Nurse’s compensation does not exceed \$300.

Please check your revised budget for the amount of compensation available. Detailed information on reporting compensation can be found in the Compensation section of the *Network* binder (Section E).

### Nurse Award Documentation Procedures

- **Schools with a Nurse Award and Action Award/Harvest of the Month Only Award:**
  - The Nurse should submit his/her original, accurately completed Weekly Individual Time Log (WITL) to the Lead Teacher by the end of each reporting period. A copy should be kept with the Nurse Award documentation.
  - Professional Expert time sheets must be submitted to the *Network* office by the due date for each month.
  - Requisitions for nutrition education materials and supplies **must** be submitted to the *Network* by **December 11, 2009**. All original receipts of expenditures should be submitted as soon as your order has been received and verified.
  - The Nurse should keep copies of all documents for his/her own records. At these schools, the Lead Teacher will maintain all records and documentation for the Awards and submit original documents to the *Network* office.
- **Schools with a Nurse Award only:**
  - The Nurse should complete a Weekly Individual Time Log (WITL) for each reporting period and send the original directly to *Network for a Healthy California—LAUSD* via school mail at the end of each reporting period. Keep a copy of the (WITL) in your files.
  - Professional Expert time sheets must be submitted to the *Network* office by the due date for each month.
  - All original receipts of expenditures should be submitted as soon as your order has been received and verified. Purchase orders and nutrition education materials and supplies **must** be submitted to the *Network* by **December 11, 2009**.
  - Keep copies of these documents with the Nurse Award documentation.
  - The Nurse should keep copies of all Award documentation (WITLs, receipts, etc.) on file at their school site **for five years** for auditing purposes. See the *Network for a Healthy California—LAUSD* Web site and binder for further information on submitting logs and other documentation to the *Network*.

**Please see the Compensation and Expenditure sections of the Binder for more detailed information.**

**NOTE: Nurses can participate in the Harvest of the Month program only if their school has received an Action Award or is participating in the Harvest of the Month Program.**