
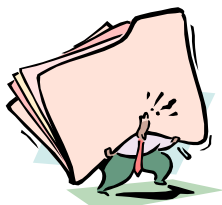
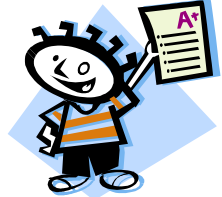







Network for a Healthy California—LAUSD

Time Log Process

All official documents must be signed in either blue or black ink. Blue ink is generally preferred, so as to differentiate between an original and a copy.

 <p>1. Approximately two weeks before the end of the logging period you will receive the log summary/quality assurance form, memo/checklist and return envelope from <i>Network</i> office.</p>	 <p>2. Collect <u>Weekly Individual Time Logs</u> (WITL) from participants by the established due date. Review to verify that all info is completed, entries are actual numbers, calculations are correct and logs are signed.</p>	 <p>3. Complete the log summary form accurately and correctly using data from WITLs.</p>	 <p>4. By signing the log summary form you are verifying that the WITLs are correct and the hours recorded on the summary are a true reflection of the time logs.</p>
 <p>5. Copy original WITLs and log summary/quality assurance forms.</p>	 <p>6. File copies at school site.</p>	 <p>7. Place original <u>Log Summary/Quality Assurance Form</u>, checklist, and ALL the WITLs in the envelope provided. Also include other pertinent documentation.</p>	 <p>8. Place the return envelope in school mail or deliver to the <i>Network</i> office by the established due date.</p>

Sequential Consequences of Non-compliance with Time Log Process

1. Harvest of the Month newsletters and produce will be withheld.
2. Professional Expert pay may be withheld, depending on the gravity of the situation.
3. The *Network* Program Director will contact the school Administrator.
4. The school will be disqualified for future funding and may be required to repay funds to the USDA.