Purpose
The interval time you may enter on your Time distribution reports has been changed from intervals of no less than every 30 minutes to intervals of no less than every 15 minutes.

Implementation
Immediately.

Procedure
Section 4351.1 Documentation Requirements for Operating Labor Costs
In paragraph # 3, Time distribution reports, replace “e.” with the following sentence:

   e. in intervals no less than every 15 minutes.

Authority
FNS Instructions 796-2, Rev. 3.

Contact
If you have any questions please contact your Area Program Office.

This Policy Remains in Effect Until Further Notice