

Cortland County Community Action Program, Inc.
Online Timecard Entry
Personal Activity Report Codes (PARS)
Dept/Program and Funding Source

Administration (MAG):

Activity Codes- Dept/Program – Funding Sources by Position:

Fiscal Staff: Fiscal Director, Accountant, Assistant Accountant:

- Fiscal Operations
- Contract Renewal
- Training
- Meetings
- Medicaid Billing
- Professional Development

Dept/Program	Funding Source
MAG-MAG	ADM
CDC-MAG	MEDICAID

HR Director:

- HR Operations
- Employee Relations
- Training
- Staff Development

Dept/Program	Funding Source
MAG-MAG	ADM

Executive Director:

- Agency Operations
- Community Involvement
- Training
- Meetings
- Grant Writing
- Board of Directors
- Professional Development

Dept/Program	Funding Source
MAG-MAG	ADM

Assistant Director:

- Program Operations
- IT
- Grant Writing
- Meetings
- Training
- Professional Development
- Medicaid Billing
- Board of Directors

Dept/Program	Funding Source
MAG-MAG	ADM

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Head Start/Early Head Start (ECD):

- **Positions:** Head Start Director, HS/EHS Assistant Director

Activity Codes:

- Program Operations
- Meetings
- Training
- Professional Development
- Building Maintenance

Dept/Program and Funding Source

POSITION	Dept/Program	Funding Source
HEAD START DIRECTOR	ECD/HSP	17.18HSEHS
ASSISTANT DIRECTOR	ECD/HSP	17.18HSEHS

- **Positions:** ALL other HS/EHS Positions

Activity Codes:

- Program Operations
- Meetings
- Training
- Professional Development

Dept/Program and Funding Source

POSITION	Dept/Program	Funding Source
ASSISTANT COOK	ECD/HSP	16.17USDA
ASSISTANT TEACHER	ECD/HSP	17.18HSEHS
ASSISTANT TEACHER TEMP.	ECD/HSP	17.18HSEHS
CLASSROOM ASSISTANT	ECD/HSP	17.18HSEHS
COACH/PROF. DEV. SPEC.	ECD/HSP	17.18HSEHS
COOK	ECD/HSP	16.17USDA
ED/SPEC NEEDS COORD	ECD/HSP	17.18HSEHS
FAMILY SERV. ASSISTANT	ECD/HSP	17.18HSEHS
FAMILY SERVICES COOR	ECD/HSP	17.18HSEHS
HEALTH SERVICES COORD	ECD/HSP	17.18HSEHS
HS HEALTH ASSISTANT	ECD/HSP	17.18HSEHS
INFANT/TODDLER TEACHER	ECD/EHS	17.18HSEHS
KITCHEN AIDE	ECD/HSP	17.18HSEHS
KITCHEN AIDE - SUB	ECD/HSP	17.18HSEHS
KITCHEN FLOATER	ECD/EHS	17.18HSEHS
MENTAL HEALTH SPECIALIST	ECD/HSP	17.18HSEHS
NUTRITION SERVICES SUPERVISOR	ECD/HSP	17.18HSEHS
OFFICE ASSISTANT	ECD/HSP	17.18HSEHS
PRESCHOOL TEACHER	ECD/HSP	17.18HSEHS
RN	ECD/HSP	17.18HSEHS
SPEC NEEDS AST.	ECD/HSP	17.18HSEHS

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- **Positions: ALL other HS/EHS Positions**

Dept/Program and Funding Source, continued:

POSITION	Dept/Program	Funding Source
CLASSROOM SUPERVISOR (Early Head Start)	ECD/EHS	17.18HSEHS
CLASSROOM SUPERVISOR (Head Start)	ECD/HSP	17.18HSEHS
CLASSROOM SUPERVISOR (Head Start/Early Head Start)	ECD/HSP	17.18HSEHS
CLASSROOM FLOATER (depending on classroom)	ECD/EHS ECD/HSP	17.18HSEHS
FAMILY ADVOCATE (depending on classroom)	ECD/EHS ECD/HSP	17.18HSEHS
HOME VISTOR (depending on classroom)	ECD/EHS ECD/HSP	17.18HSEHS
UPK TEACHER	ECD/HSP ECD/UPK	17.18HSEHS 17.18UPK

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Family Development (FDD):

Position: Family Development (FDD):

Activity Codes:

- Program Operations
- Training
- Meetings
- Grant Writing
- Professional Development

Dept/Program	Funding Source
FDD/MAG	16.17CSBG

Position: Family Advocate / Adult Education Coordinator

Activity Codes:

- Program Operations
- Training
- Meetings
- Grant Writing
- Professional Development

Dept/Program	Funding Source
FDD/FLP	16.17CSBG

Position: Family Advocate

Activity Codes:

- Program Operations
- Training
- Meetings

Dept/Program	Funding Source
FDD/FRC	16.17CSBG

Position: Adult Education Tutor

Activity Codes:

- Program Operations
- Training
- Meetings
- Grant Writing

Grant/Contract	Dept/Program	Funding Source
Dollar General	FDD/FLP	17.18DOLGEN
Cortland Youth Bureau	FDD/FLP	2017CYB
CSBG	FDD/FLP	16.17CSBG

Position: Community Health Worker

Activity Codes:

- Program Operations
- Training
- Meetings

Dept/Program	Funding Source
FDD/HAN	16.17MPBN

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Women, Infants, Children (WIC)

Positions: WIC Clerk, Office Coordinator, Nutritionist, Nutritionist/Breast Feeding Coordinator

Activity Codes:

- Program Operations
- Clinic
- Training
- Meetings
- Community Outreach
- Breastfeeding Mgt
- CPA Coverage

Dept/Program and Funding Source:

Dept/Program	Funding Source
WIC/WIC	16.17WIC

Position: Peer Counselor

Activity Codes:

- Program Operations
- Training
- Meetings

Dept/Program and Funding Source:

Dept/Program	Funding Source
WIC/EPC	16.17WIC

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Energy Services (ESD)

Position: Director Energy Services

Activity Codes:

- Program Operations
- Meetings
- Training
- Building Maintenance

Dept/Program	Funding Source
ESDWAP	17.18WAP

Position: Account Clerk

Activity Codes:

- Program Operations
- Training
- Meetings

Dept/Program	Funding Source
ESDWAP	17.18WAP

CREW - Timecard

PROGRAM	CATEGORY	ACTIVITY CODE	DEPT	FUNDING
WAP	Regular	WX	ESD/WAP	17.18WAP
	Health & Safety	Health & Safety		*JOB NUMBER
		Meetings		
		Training		
	Sick/Personal/Vacation			
NYSERDA (EmPower)	Regular	WX	ESD/ELR	NYSERDA
				*JOB NUMBER
RESTORE	Regular	Emergency	ESD/EMR	17.18RESTORE
				*JOB NUMBER
HEAP (Cooling/C&T/Furnaces)	Regular	Emergency	ESD/FRP	HEAP
				*JOB NUMBER
Energy Savers	Regular	WX	ESD/WGP	FEEFSVC
				*JOB NUMBER
Building	Regular	Building Maint.-North	MAG/MAG	BLG
		Building Maint.-South	MAG/MAG	SMBLG

AUDITOR/QCI - Timecard

PROGRAM	CATEGORY	ACTIVITY CODE	DEPT	FUNDING
WAP	Regular	Program Operations	ESD/WAP	17.18WAP
		Field		
		Training		
		Meeting		
	Sick/Personal/Vacation			
NYSERDA (EmPower)	Regular	Program Operations	ESD/ELR	NYSERDA
		Field		
		Training		
		Meeting		
RESTORE	Regular	Program Operations	ESD/EMR	17.18RESTORE
		Field		
HEAP (Cooling/C&T/Furnaces)	Regular	Program Operations	ESD/FRP	HEAP
		Field		
Energy Save	Regular	Program Operations	ESD/WGP	FEEFSVC
		Field		