

JUDICIAL COUNCIL OF CALIFORNIA CONTRACTOR ACTIVITY LOG

COURT NAME:

San Bernardino Superior Court

BILLING PERIOD START:

6/1/2025

BILLING PERIOD END:

6/15/2025

AGENCY NAME (if applicable):

NAME OF PERSON PERFORMING WORK:

SERVICE PERFORMED:

FULL TIME

PART TIME

Federal regulations require that all hours worked by an employee/contractor must be accounted for, regardless of whether or not it is reimbursable by the grant.

Date	C Title IV-D CSC Hours	D Title IV-D FLF Hours	E Other Hours (Insert Program Name)	F Other Hours (Insert Program Name)	G Other Hours (Insert Program Name)	H Other Hours (Insert Program Name)	I = (C thru H) Total Hours Worked-All Programs
Total Hours							

I hereby certify under penalty of perjury that this activity log accurately represents actual time worked.

Signature

Date _____

(This document may be signed using an electronic signature, as defined in CRC, rule 2.257(a). By typing your name into the signature line and entering the date, you are attesting to signing this document under the penalty of perjury under CRC, rule 2.257(b).)

STATE OF CALIFORNIA

JC-6-CAL (REV 07-24)

CONTRACTOR ACTIVITY LOG INSTRUCTIONS

Any contractor whose time is charged on the AB 1058 Child Support Commissioner must complete the mandatory program Contractor Activity Log. All hours worked must be accounted for. Federal regulations require that all hours worked by an employee/contractor must be accounted for, regardless of whether or not it is reimbursable by the grant. It is common to work on AB 1058 matters as well as those of other programs, such as Self Help. When completing the Contractor Activity Log list the following. **ALTERED FORMS WILL NOT BE USED FOR PROCESSING CLAIMS FOR PAYMENTS.**

Court Name:	Enter the name of the county where the court is located.
Billing Period Start:	Enter beginning date of the billing period according to the court's pay periods. Enter the beginning date of the first billing period when reporting multiple billing periods.
Billing Period End:	Enter ending date of the billing period according to the court's pay periods. Enter the ending date of the last billing period when reporting multiple billing periods.
Contractor Agency Name:	Enter the agency name of the contractor submitting the activity log. Leave blank or enter "n/a" if there is no agency.
Name of Person Performing Work:	Enter the name of the person performing the work.
Service Performed:	Select the appropriate job description from the dropdown list.
Full Time:	Enter an "X" if working full time.
Part Time:	Enter an "X" if working part time.
Date:	Enter dates according to billing period start and end dates explained above.
CSC or FLF (Columns C to D):	Enter the time worked in the appropriate column for either the Child Support Commissioner (CSC) or Family Law Facilitator (FLF) program.
Other Hours (Columns E to H):	Enter each program name in a separate column (E through H) if time spent on multiple programs and enter the time worked on those programs accordingly.
Total Hours Worked-All Programs:	The activity log is designed to calculate the total of all hours worked on all programs. This should total 8 hours per day, unless a contractor is scheduled to work other than an 8 hour shift.
Total Hours (Bottom):	The activity log is designed to calculate the total hours worked by program.
Certification:	The activity log includes the following required certification: "I certify under penalty of perjury that this activity log accurately represents actual time worked." This certification may not be removed or modified.
Contractor Signature and Date:	The contractor must sign and date the activity log in order for it to be included in the grant claim.