
SECTION: ADMINISTRATIVE POLICIES AND PRACTICES

SUBJECT: Local Agency Staff Requirements

ITEM: WIC Nutrition Assistant (WNA): Requirements and Responsibilities

Policy

In the California WIC Program, the U.S. Department of Agriculture (USDA) title of Competent Professional Authority (CPA) shall be referred to as WIC Nutrition Assistant (WNA) and will meet all the USDA requirements for CPAs. Once training is complete and the State Agency (SA) issues a certificate of competency, a WNA may perform all tasks designated for the CPA. The WNA shall work under the supervision of a Registered Dietitian (RD).

Required Procedures

- I. WNA staff shall be trained by the Local Agency (LA) and certified by the SA. (Refer to the *WNA Certification Reviewer's Manual* and WPM Sections 130-90 which describe how to obtain the required approval).
- II. Upon request, the LA shall provide the SA with verification of an employee's WNA qualifications, in the form of the WNA certificate. See WPM 130-90 for more details.
- III. If an employee has previous WIC experience, the LA shall request and retain copies of these forms and documents, from the previous agency or from the employee.
- IV. The LA shall retain the verification forms and documents for a minimum of three years following the termination of an employee.

Responsibilities

A WNA may perform the following duties:

- I. Determine eligibility of applicants for program benefits according to policy;
- II. Perform certification and recertification of participants using ISIS;

- III. Provide nutrition education for participants as approved by the LA;
- IV. Refer participants to a RD pursuant to protocol, or other professional staff as appropriate;
- V. Provide nutrition intervention for WIC participants if:
 - A. The WNA has completed a minimum of 20 hours of breastfeeding training and they are providing breastfeeding assistance; or
 - B. It is specifically authorized in the Individual Nutrition Education Plan (INEP) prepared by a RD, or other qualified professional staff; or
 - C. The WNA operates under a LA approved protocol prepared by a RD for a given condition.

Authority

7 CFR 246.2
7CFR 246.6 (b) (2)
22 CCR 40621

U.S. Department of Agriculture (USDA) Food and Nutrition Services
Nutrition Services Standards – 1(C, G), 2C, 3(A, B)

WIC Nutrition Assistants (WNA) Certification Reviewer's Manual