

**Local Agency Staff Requirements****WIC Director****Purpose**

To ensure the local agency (LA) provides adequate and qualified staff to implement the WIC program and provide services in accordance with Federal and State regulations, and WIC policies and procedures.

**Policy**

Each (LA) shall designate a WIC Director who meets the federal CPA qualifications. The WIC Director is responsible for the day-to-day operations of the WIC program and serves as the principle liaison to the CDPH/WIC Division. This position has supervisory and coordination responsibilities, including ensuring that the Contractor complies with all fiscal, administrative, and operational requirements and services outlined in the contract, Federal and State regulations, policies and procedures.

The CDPH/WIC Program strongly recommends and encourages WIC local agencies to fill the WIC Director position with a Registered Dietitian (RD), credentialed by the Academy of Nutrition and Dietetics' Commission on Dietetic Registration. The WIC Director position is a critical position, and an RD is the appropriate classification to properly oversee the development, implementation, and evaluations of WIC operations at the local agency level.

The WIC Director oversees all aspects of WIC Program operations, including the development, implementation and monitoring of the following items:

- The Nutrition Services Plan
- Staff training, including the WIC Nutrition Assistant (WNA) training, nutrition-related and mandatory in-service and training
- On-going monitoring of staff for accuracy and quality services through a Quality Assurance or Continuous Quality Improvement Plan
- Participant nutrition education protocols and referrals
- Site locations and staffing
- Budget and Budget Detail documents
- Program expenditures
- Signature on all WIC invoices.
- Implementation of WIC policies and procedures.

**Required Procedure**

1. When an existing WIC Director position becomes vacant, the WIC LA shall recruit to hire an RD to fill the position. If, after reasonable attempts to hire an RD have been unsuccessful, the LA may request a waiver from CDPH/WIC Division. CDPH/WIC Division will consider the request on a case-by-case situation. With prior approval from the CDPH/WIC Division, the Local Agency shall fill the position with a Competent Professional Authority (CPA), who has a minimum of an undergraduate degree, from an accredited institution, in nutrition (community nutrition, public

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health nutrition, nutrition education, human nutrition or nutrition science) or a related field such as home economics or biochemistry, with an emphasis in nutritional science.

2. Local agencies shall notify the Contract Manager in writing at least seven (7) days in advance if there will be a change in the WIC Director position. Provide the name, address, phone number, and e-mail address for the interim WIC Director during recruitment.
3. Local agencies must retain documentation of all recruitment efforts for hiring a WIC Director.
4. Local agencies must receive written approval from the CDPH/WIC Division prior to a job offer being made to a new WIC Director.
5. Local agencies must submit to the Contract Manager a written request to hire a new WIC Director that includes:
  - a. A copy of the proposed candidate's resume
  - b. A cover letter explaining how the individual is qualified to manage WIC Program operations, signed by the Agency Director.
  - c. Full Time Equivalent (FTE) for the WIC Director position and if the position is interim or permanent. The CDPH/WIC Division must approve the proposed FTE amount. The FTE must be sufficient to fulfill the day-to-day operations of the LA considering structure, size, and caseload.

**Authority**

CDPH Contract, Exhibit A, Scope of Work