

Subject: Local Agency Staff Requirements**Item: Staffing Requirements and Responsibilities Overview**

PURPOSE:

To ensure the quality of nutrition services in the WIC Program and to assist local agencies (LA) assign appropriate roles and responsibilities to the staff.

POLICY:

- I. The LA must have on staff at least one:
 - A. Registered Dietitian (RD) for the agency.
 - B. Competent professional authority (CPA) at every site.
 - C. Breastfeeding Coordinator for the agency.
- II. The LA may employ additional staff such as:
 - A. Receptionists or Office Support staff.
 - B. Peer Counselors (PCs).
 - C. International Board Certified Lactation Consultants (IBCLCs).
 - D. Registered Eligible Nutritionist (REN) or Registered Dietitian Eligible (RDE).
 - E. Dietetic Technician, Registered (DTR).
 - F. Degreed Nutritionists (DN).
 - G. Mastered Degreed Nutritionists (MDN).
 - H. Registered Nurses (RN).
 - I. Physician Assistants (PA).
 - J. Physicians (MD).
- III. Acceptable Responsibilities for Staff:

The following chart summarizes the services that specific levels of appropriately trained staff may provide in the WIC Program. Specific roles and responsibilities are outlined in detail in WPPM 130-10 through 130-100.

Subject: Local Agency Staff Requirements

Item: Staffing Requirements and Responsibilities Overview

WIC Staff Responsibilities Overview

Responsibility	Non-WNA	WNA (CPA)	PC	IBCLC	Nutritionist Staff (DTR, DN, RN, RD, REN, MDN)
Answer telephone	Yes	Yes	PC only	Yes	Yes
Schedule appointments	Yes	Yes	PC only	Yes	Yes
Screen applicants	Yes	Yes	No	No	Yes
Determine income, ID, Residency, and Category	Yes	Yes	No	No	Yes
Issue California WIC Card	Yes	Yes	No	No	Yes
Conduct participant orientation	Yes	Yes	No	No	Yes
Triage level of nutrition need	No	Yes	No	No	Yes
Assess Nutritional Risk	No	Yes	No	No	Yes
Develop Care Plan	No	Yes	No	No	Yes
Add a food package or change foods in an assigned food package	No	Yes	No	No	Yes
Void food benefits	No	Yes	No	No	Yes
Provide individual nutrition education	No	Yes+	No	No	Yes
Provide group education (nutrition related)	No	Yes	No	No	Yes
Provide group education (non-nutrition related)	Yes	Yes	No	No	Yes
Provide breastfeeding education (group or individual)	No	Yes#	Yes& PC only	Yes	Yes
Issue breast pumps	Yes	Yes	PC only	Yes	Yes
Provide non-required referrals (At non-certification appointments)	Yes	Yes	PC only	Yes	Yes
Document required referrals in WIC WISE (At certification appointments)	No	Yes	No	No	Yes
Provide specific nutrition education stated in Care Plan prepared by CPA	No	Yes	No	No	Yes
Provide nutritional high risk counseling	No	No	No	No	Yes

Subject: Local Agency Staff Requirements**Item: Staffing Requirements and Responsibilities Overview**

Footnotes:

- + : May provide nutrition education to participants with protocol, standard orders, or with training on the medical condition/health care system as determined by the LA.
- # : May provide breastfeeding education to participants only if the WNA has 20 hours of breastfeeding training.
- & : Cannot be counted toward required nutrition education contacts unless the PC is also a WNA and is using WNA time.

AUTHORITY:**Federal Regulations**

[7 C.F.R. §246.2](#)

[7 C.F.R. §246.6\(b\)\(2\)](#)

[7 C.F.R. §246.11\(c\)\(7\)\(ii\)](#)

State Regulations

22 C.C.R. §40669

CROSS REFERENCE:

- WPPM 130-10 Registered Dietitian: Requirements and Responsibilities
- WPPM 130-20 Office Support Staff: Requirements and Responsibilities
- WPPM 130-30 WIC Nutrition Assistant (WNA): Requirements and Responsibilities
- WPPM 130-40 Dietetic Technician, Registered (DTR): Requirements and Responsibilities
- WPPM 130-50 Degreed Nutritionist (DN): Requirements and Responsibilities
- WPPM 130-60 Masters Degreed Nutritionist (MDN): Requirements and Responsibilities
- WPPM 130-70 Registered Nurse (RN): Requirements and Responsibilities
- WPPM 130-80 Staff Eligibility to take Registered Dietitian Exam (RDE): Requirements and Responsibilities
- WPPM 130-90 Competency Requirements and Certification: WIC Nutrition Assistants (WNAs)
- WPPM 130-100 Local Agency Breastfeeding Coordinator