PURPOSE:
The purpose of this policy is to assist local agency administrators assign appropriate roles and responsibilities to office support staff.

POLICY:
Office support staff is not required to possess professional credentials. However, if the staff is a WIC Nutrition Assistant (WNA) candidate, the staff may conduct WNA duties as authorized. See WPPM 130-90.

I. Office support staff (non-WNAs), as well as competent professional authority staff, may perform non-nutrition education functions such as:
   A. Greeter or receptionist duties.
   B. Income, residency, identification, category screening and determination.
   C. Collecting certification documentation.
   D. Inputting data into the WIC management information system.
   E. Educating participants on non-nutrition issues such as program orientation, including the use of the food instruments.
   F. Completing the food instrument issuance and security procedures.

CROSS REFERENCE:
WPPM 130-90 Competency Requirements and Certification: WIC Nutrition Assistants