

ADMINISTRATION POLICIES AND PRACTICES WPPM #190-40

Subject: Local Agency Staffing Requirements

Item: Code of Conduct Training

PURPOSE:

To ensure local agencies (LAs) comply with federal and state requirements when training staff on Code of Conduct Training.

POLICY:

- I. The LA must ensure that all newly hired staff receive the required training within three months of hire. Refer to WPPM 1000-30.
- II. The LA must ensure that all staff receive the required training annually (once each calendar year) on code of conduct-related laws and procedures.
- III. LAs may develop their own training covering the required components in the Local Agency Developed Training Checklist: Code of Conduct.
 - A. Checklist must be completed and submitted to CDPH/WIC annually as part of the Nutrition Services Plan.
 - B. LA staff must maintain the annual approved checklist for review at Program Monitoring Visits.

PROCEDURES:

- I. The LA must use the CDPH/WIC developed Code of Conduct training on the Learning Management System (LMS) or LA developed training with approved checklist to conduct annual training.
- II. The LA must maintain a record of staff's completion of the training by tracking completion in the LMS. The LMS will maintain a permanent record of the date training was completed.

AUTHORITY:

[7 CFR 246.2 Employee fraud and abuse](#)

CROSS REFERENCE:

WPPM 1000-30 Required Trainings for Employees
Local Agency Developed Training Checklist: Code of Conduct