

SECTION: ADMINISTRATIVE POLICIES AND PRACTICES

SUBJECT: Local Agency Staff Requirements

ITEM: Staffing Requirements and Responsibilities Overview

Policy

The local agency (LA) must ensure that competent professional authority staff is available to provide Women, Infants and Children (WIC) services. Contact the State Agency with questions regarding qualifications and responsibilities for these classifications.

I. Requirement

A. The LA must:

1. Employ at least one Registered Dietitian (RD) and WIC Nutrition Assistant (WNA); and
2. Designate a Breastfeeding Coordinator for the agency.

II. Guidelines

A. The LA is encouraged to consider employing:

1. Receptionists or other office support staff;
2. Peer Counselors (PCs); and
3. International Board Certified Lactation Consultants (IBCLC).

B. The LA may consider employing additional staff such as:

1. Registered Eligible Nutritionist (REN)
2. Dietetic Technician, Registered (DTR),
3. Degreed Nutritionists (DN),
4. Master Degreed Nutritionists (MDN),
5. Registered Nurses (RN), and
6. Physician Assistants (PA) and Physicians (MD).

III. Staff Services Provided

The following chart summarizes the services that specific levels of appropriately trained staff may provide in the WIC Program. These are outlined in detail in the following policies.

Authority

Federal Regulations

[7 C.F.R. §246.2 Definitions](#)

[7 C.F.R. §246.6\(b\)\(2\) Agreements with local agencies](#)

[7 C.F.R. §246.11\(c\)\(7\)\(ii\) Nutrition Education](#)

Loving Support Frequently Asked Questions 2011

State Regulations

[22 C.C.R. §40669 Staffing Requirements for Competent Professional Authority](#)

Responsibility	Non-WNA	WNA	PC	IBCLC	Nutritionist staff [DTR, DN, RN, RD, REN, MDN]
Answer Telephone	X	X	PC calls only	X	X
Schedule Appointments	X	X	PC appointments only		X
Income screening	X	X			X
Residence screening	X	X			X
Category screening	X	X			X
Participant Certification		X			X
Participant Orientation	X	X			X
Triage Level of Nutrition Need		X			X
Nutrition Assessment		X			X
Individual Nutrition Education		X ¹			X
Issue Food Instruments	X	X			X
Select appropriate food package		X			X
Develop Individual Nutrition Education (INEP) Plan		X			X
Group Education (nutrition related)		X			X
Group Education (non-nutrition related)	X	X			X
Breastfeeding Education (group or individual)		X ³	X ² PC participants only	X	X
Issue Breast Pumps	X	X	X PC participants only	X	X
Referrals	X	X	X	X	X
Specific Nutrition education stated in an INEP prepared by Professional staff.		X			X

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1. May provide nutrition education to participants with protocol, standard orders, or with training on the medical condition/health care system as determined by the Local Agency.
2. Cannot be counted toward required nutrition education contacts unless the PC is also a WNA and is using her WNA time.
3. May provide breastfeeding education to participants only if the WNA has 20 hours of breastfeeding training.