

SECTION: ADMINISTRATION POLICIES AND PRACTICES

SUBJECT: Local Agency Staffing Requirements

ITEM: Alcohol and Drug Abuse Training

Policy

The local agency (LA) shall ensure that all WIC staff is trained at least once every twelve months to screen participants for alcohol and drug abuse, provide education, and make referrals to local drug and alcohol counseling and treatment programs, hotlines, and/or self-help groups developed by the local agency.

Authority

7 CFR 246.11 (a) (3) (b)(1)
State Agency Directive

Required Procedures

I. The LA staff training on drug and alcohol abuse shall include:

- A. screening participants for alcohol and drug use;
- B. maintaining participant confidentiality;
- C. making appropriate referrals; and
- D. discussing the dangers of drug and alcohol use.

II. The LA shall maintain a record of staff's attendance at Alcohol and Drug training and shall include, at a minimum, the following information:

- A. date(s) of training;
- B. location;
- C. subject matter; and
- D. the printed name and signature of staff attending the training.

- III. The LA shall document, as above, when individual follow-up training is provided to staff who missed the group training.
- IV. The LA shall ensure that all new WIC staff receives the required training within the first year of employment.

Guidelines

The LA may use community experts in alcohol and drug abuse screening to provide training and consultant services. Examples of training resources could include mental health centers or other public health agencies.