

ADMINISTRATION POLICIES & PRACTICES WPPM #130-20

Subject: Local Agency Staff Requirements

Item: Office Support Staff

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](#)