

ADMINISTRATIVE POLICIES AND PRACTICES WPPM #130-30

Subject: Local Agency Staff Requirements

Item: WIC Nutrition Assistant (WNA): Requirements & Responsibilities

PURPOSE:

To define the roles and responsibilities of a WIC Nutrition Assistant (WNA) in the local agency (LA) setting.

POLICY:

- I. In the California WIC Program, the U.S. Department of Agriculture (USDA) title of Competent Professional Authority (CPA) can be referred to as WIC Nutrition Assistant (WNA) and will meet all the USDA requirements for a CPA. Once training is complete and CDPH/WIC issues a certificate of competency, a WNA may perform all tasks designated for the CPA. The WNA must work under the supervision of a Registered Dietitian (RD).

PROCEDURE(S):

- I. WNA staff must be trained by the LA and certified by CDPH/WIC. (Refer to the *WNA Certification Reviewer's Manual* and WPPM 130-90 which describes how to obtain the required approval).
- II. Upon request, the LA must provide CDPH/WIC with verification of an employee's WNA qualifications, in the form of the WNA certificate.
- III. If an employee has previous WIC experience, the LA must request and retain copies of these forms and documents, from the previous agency or from the employee.
- IV. The LA must retain the verification forms and documents for a minimum of three years following the termination of an employee.
 - A. Responsibilities
 1. A WNA may perform the following duties:
 - a. Determine eligibility of applicants for program benefits according to policy.
 - b. Perform certification and recertification of participants using the WIC management information system.
 - c. Provide nutrition education for participants as approved by the LA.
 - d. Refer participants to a RD pursuant to protocol, or other professional staff as appropriate.
 - e. Provide nutrition intervention for WIC participants if:
 - i. The WNA has completed a minimum of 20 hours of breastfeeding training and they are providing breastfeeding assistance.

ADMINISTRATIVE POLICIES AND PRACTICES WPPM #130-30

Subject: Local Agency Staff Requirements

Item: WIC Nutrition Assistant (WNA): Requirements & Responsibilities

- ii. It is specifically authorized in the Individual Nutrition Education Plan prepared by a RD, or other qualified professional staff.
- iii. The WNA operates under a LA approved protocol prepared by a RD for a given condition.

AUTHORITY:

[7 CFR 246.2](#)

[7CFR 246.6\(b\)\(2\)](#)

[22 CCR 40621](#)

[Nutrition Services Standards – 1\(C, G\), 2C, 3\(A, B\)](#)

CROSS REFERENCE:

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

WIC Nutrition Assistants (WNA) Certification Reviewer's Manual