

ADMINISTRATIVE POLICIES & PRACTICES WPPM #190-00

Subject: Local Agency Staffing Requirements

Item: Staff Training

PURPOSE:

To outline WIC training requirements for local agency (LA) staff.

POLICY:

- I. LA staff must receive all required trainings as referenced in the *Required Training for Employees Job Aid*.
 - A. Within 3 months for new hires or rehires.
 - B. Appropriate frequency for other ongoing trainings as required by position. Refer to Required Trainings for Employees Job Aid.
- II. The LA is responsible for assessing staff and ensuring that training appropriate to the position and duties is provided on an ongoing basis.
- III. Costs associated with staff training are allowable. See allowable cost table in your current contract.

PROCEDURES:

- I. The LA must create and maintain a Staff Training Plan that meets the following:
 - A. Include a proposed training schedule, method, and trainer. The training plan must describe how make-up training will take place for staff that misses scheduled training.
 - B. Be based on a needs assessment to ensure that all staff involved in program operations have the abilities and skills required to competently perform their assigned duties.
- II. Resources and Options for completing trainings
 - A. LAs must select and use options for completing the trainings from the *Required Trainings for Employees Job Aid*.
- III. Training Documentation
 - A. The LA must maintain a record of all training activities attended or completed by LA staff. These records must be kept updated, on file for three years. Certificates that provide additional credentialing or certification may be required to be kept longer. At a minimum the following information must be included:
 1. When the training was provided.
 2. What the training was about.
 3. Who attended the training.

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IV. Seminars, Conferences, or other Training Activities

- A. CDPH/WIC may require LA representation at meetings, seminars, conferences, webinars, or training activities. Information regarding other required training will be provided to the LA as the activities are scheduled.
- B. The LA may send staff to training events that are not sponsored by CDPH/WIC. Attendance must be documented within the Training Log.

AUTHORITY:

[7 CFR §246.3\(f\)](#)

[7 CFR §246.6](#)

WIC Local Agency Contract

RESOURCE:

Staff Training Plan in Nutrition Services Plan Guidance

CROSS REFERENCE:

WPPM 1000-30 Required Trainings for Employees Job Aid