

ADMINISTRATION POLICIES AND PRACTICES WPPM #190-10

Subject: Local Agency Staffing Requirements

Item: Alcohol and Drug Abuse Prevention Training

PURPOSE:

To ensure local agencies (LAs) comply with federal and state requirements and provide drug and other harmful substance abuse information when training staff on alcohol and drug abuse prevention.

POLICY:

- I. The LA must ensure that all newly hired nutrition educators and peer counselors receive the required initial training within 3 months of hire. Refer to WPPM 1000-30.
- II. The LA must ensure that all required staff complete refresher training at least once every twelve months.
 - A. Training must include:
 1. Screening participants for alcohol and drug abuse.
 2. Providing education to all pregnant, postpartum, and breastfeeding participants and to the family representative or caretakers of infants and children participating in the program.
 3. Making referrals to local alcohol and drug counseling and treatment programs, hotlines, and/or self-help groups.
 - B. For refresher trainings, the LA may use community expert partners (e.g., mental health centers or other public health agencies in alcohol and drug abuse screening) to provide training and consultant services for any staff who have completed the original initial training.
- III. Make-up training must be conducted within 30 days for any staff who miss the original scheduled date, or within 30 days of returning to work after a leave of any duration.

PROCEDURES:

- I. The LA staff training on alcohol and drug abuse prevention must include:
 - A. Screening for alcohol and drug use.
 - B. Maintaining confidentiality.
 - C. Making appropriate referrals.
 - D. Educating on the dangers of alcohol and drug use.

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- II. The LA must maintain a record of staff attendance at alcohol and drug abuse prevention training and must include, at a minimum, the following information:
 - A. Date(s) of training.
 - B. Training type, in-person or self-paced.
 - C. Attendance log with attendees' names for in-person training.
- III. The LA must document in the training record when individual follow-up training is provided to staff who missed the in-person training.

AUTHORITY:

[7 CFR §246.11\(a\)\(3\)](#)

[7 CFR §246.11\(b\)\(1\)](#)

CROSS REFERENCE:

WPPM 1000-30 Required Trainings for Employees