

Subject: Element 1 of Nutrition Education

Item: Nutrition Assessment

PURPOSE:

To ensure that the local agency (LA) complies with all state and federal nutrition assessment regulations.

POLICY:

- I. The Competent Professional Authority (CPA) must complete a nutrition assessment to identify the participant's nutrition risks, needs, and concerns at certification for all categories and at mid-certification for infants, children, and breastfeeding participants. The nutrition assessment serves as a basis from which subsequent nutrition services are provided.

PROCEDURE(S):

- I. A nutrition assessment for each WIC participant must be conducted by a CPA (WPPM 130-00). CPA staff must:
 - A. Collect relevant information that addresses the following using approved nutrition assessment tools (WPPM 210-09):
 1. Anthropometric data.
 2. Biochemical data.
 3. Clinical data.
 4. Dietary information.
 5. Environmental and family information.
 6. Review of previous care plan notes to establish continuity of care.
 - B. Clarify and prioritize the relevant information collected and probe for additional information as needed.
 - C. Identify the pertinent risks and issues and make participant-centered decisions (WPPM 400-02 and 400-03) about:
 1. Appropriate nutrition education and counseling.
 2. Tailoring of the food package to address nutrition needs.
 3. Appropriate referrals.
 - D. Document the nutrition assessment and education based on contact type and frequency requirements (WPPM 400-07 and 400-08).
 - E. Follow up as needed to monitor progress, reinforce the nutrition education message, ask for feedback from the participant, and promote continuity of care

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(WPPM 400-06).

- II. The mid-certification nutrition assessment must occur within the following timeframes based on participant category:
 - A. Infants: five to seven months of age.
 - B. Children: fifth to seventh month of the certification period.
 - C. Breastfeeding participants: five to seven months postpartum. This requirement applies to participants who are doing any amount of breastfeeding (i.e., exclusively, mostly, or some breastfeeding).

AUTHORITY:

WRO Policy Memo 805-F Nutrition Education Guidance, January 2006

WRO Policy Memo 8/29/2011: Guidance for Providing Quality WIC Nutrition Services During Extended Certification Periods

[Value Enhanced Nutrition Assessment \(VENA\)](#)

[WIC Nutrition Services Standards: Standards 7, 8, 9 and 10](#)

CROSS-REFERENCE:

WPPM 130-00 Staffing Requirements

WPPM 210-09 Overview – Nutrition Assessment Requirement for All Categories

WPPM 400-01 Element 1- Nutrition Assessment

WPPM 400-02 Element 2- Nutrition Messages

WPPM 400-03 Element 3 - Counseling Methods and Teaching Strategies

WPPM 400-06 Element 6 - Follow-Up and Support

WPPM 400-07 Documentation of Nutrition Education Contacts (NEC)

WPPM 400-08 Frequency of Nutrition Education