

Subject: Eligibility Requirement**Item: Complete Nutritional Risk Assessment**

PURPOSE:

To determine WIC program eligibility of an applicant by performing a comprehensive nutritional risk assessment that serves as the basis for initial certification, recertification, and all relevant WIC nutrition services.

POLICY:

- I. Local agency (LA) staff must perform a complete nutritional risk assessment at every certification using a participant-centered approach to determine program eligibility.
 - A. A Competent Professional Authority (CPA) must:
 1. Complete a comprehensive nutrition assessment, which is required prior to providing counseling, nutrition education, and referrals during the certification process.
 2. Use CDPH/WIC approved assessment tools when performing the complete nutritional risk assessment.
 3. Identify at least one nutritional risk: anthropometric, biochemical, clinical, dietary, or other, for each income-eligible applicant in order to establish program eligibility.

PROCEDURE(S):

- I. Performing a Complete Nutritional Risk Assessment
 - A. A CPA must:
 1. Conduct a complete nutritional risk assessment to determine the applicant's nutritional risk based on the established criteria, a-d. below:
 - a. Anthropometric (weight, height/length measurements). Refer to WPPM 210-10.
 - b. Biochemical (hemoglobin/hematocrit test results). Refer to WPPM 210-11.
 - c. Clinical (health history and current health/medical status). Refer to WPPM 210-12.
 - d. Dietary (eating/feeding habits). Refer to WPPM 210-13.
 2. Use a Participant-Centered Education (PCE) approach to conduct interviews and assign risks. Refer to the *California WIC Nutrition Assistant (WNA) Certification Training Manual*.
 3. Perform the following tasks:

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- a. Collect all relevant information using equipment and tools correctly.
 - b. Properly document the following in the WIC Web Information System Exchange (WIC WISE):
 - i. Responses to risk assessment questions.
 - ii. Pregnancy outcome information.
 - iii. All nutritional risk factors identified during the assessment.
 - c. Develop a Care Plan in conjunction with the participant and based on a completed assessment.
 - d. Follow up on previous assessments, Care Plans, participant goals, and referrals.
 - e. Conduct a nutritional risk assessment at the following intervals:
 - i. Initial certification and recertification.
 - ii. Mid-certification. Refer to WPPM 240-30.
4. Conduct breastfeeding assessments, as needed, to provide breastfeeding support and anticipatory guidance to the breastfeeding dyad using CDPH/WIC approved curricula. Refer to WPPM 600-10.

AUTHORITY:

[7 CFR §246.7 \(e\)](#)

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

[WIC Nutrition Services Standards](#), Standard 6. Nutrition Assessment

CROSS-REFERENCE:

WPPM 210-10 Determining Nutritional Risk – Anthropometric

WPPM 210-11 Determining Nutritional Risk – Biochemical

WPPM 210-12 Determining Nutritional Risk – Clinical/Health/Medical

WPPM 210-13 Determining Nutritional Risk – Dietary

WPPM 240-30 Mid-Certification Nutrition Assessment

WPPM 600-10 Supporting Fully Breastfeeding for the First 30 Days

WIC Nutrition Assistant (WNA) Training Manual