

ADMINISTRATION POLICIES AND PRACTICES WPPM #190-10

Subject: Local Agency Staffing Requirements

Item: Alcohol and Drug Abuse Training

PURPOSE:

To ensure local agencies (LAs) comply with federal and state requirements when administering drug and alcohol abuse training.

POLICY:

- I. The LA must ensure that all staff is trained at least once every twelve months to screen participants for alcohol and drug abuse, provide education, and make referrals to local drug and alcohol counseling and treatment programs, hotlines, and/or self-help groups developed by the LA.
- II. The LA may use community experts (e.g., mental health centers or other public health agencies in alcohol and drug abuse screening to provide training and consultant services.
- III. The LA must ensure that all new WIC staff receives the required training within the first year of employment.

PROCEDURE(S):

- I. The LA staff training on drug and alcohol abuse must include:
 - A. Screening participants for alcohol and drug use.
 - B. Maintaining participant confidentiality.
 - C. Making appropriate referrals.
 - D. Discussing the dangers of drug and alcohol use.
- II. The LA must maintain a record of staff's attendance at Alcohol and Drug training and must include, at a minimum, the following information:
 - A. Date(s) of training.
 - B. Location.
 - C. Subject matter.
 - D. The printed names and signatures of staff attending the training.
- III. The LA must document when individual follow-up training is provided to staff who missed the group training.

AUTHORITY:

[7 CFR §246.11\(a\)\(3\) and \(b\)\(1\)](#)