

Subject: Local Agency Staff Requirements**Item: Staffing Requirements and Responsibilities Overview**

PURPOSE:

To ensure the quality of nutrition services in the WIC Program and to assist local agencies (LA) assign appropriate roles and responsibilities to the staff.

POLICY:

- I. The LA must have on staff at least one:
 - A. Registered Dietitian (RD) for the agency.
 - B. A competent professional authority (CPA) at every site.
 - C. Breastfeeding Coordinator for the agency.
- II. The LA may employ additional staff such as:
 - A. Receptionists or Office Support staff.
 - B. Peer Counselors (PCs).
 - C. International Board Certified Lactation Consultants (IBCLCs).
 - D. Registered Eligible Nutritionist (REN) or Registered Dietitian Eligible (RDE).
 - E. Dietetic Technician, Registered (DTR).
 - F. Degreed Nutritionists (DN).
 - G. Mastered Degreed Nutritionists (MDN).
 - H. Registered Nurses (RN).
 - I. Physician Assistants (PA).
 - J. Physicians (MD).

III. Acceptable Responsibilities for Staff:

The following chart summarizes the services that specific levels of appropriately trained staff may provide in the WIC Program. Specific roles and responsibilities are outlined in detail in WPPM 130-10 through 130-100.

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WIC Staff Responsibilities Overview

Responsibility	Non-WNA	WNA (CPA)	PC	IBCLC	Nutritionist Staff (DTR, DN, RN, RD, REN, MDN)
Answer telephone	X	X	PC only	X	X
Schedule appointments	X	X	PC only	X	X
Screen applicants	X	X			X
Income, ID, Residency, and Category determination	X	X			X
Issue California WIC Card	X	X			X
Participant orientation	X	X			X
Triage level of nutrition need		X			X
Nutritional Risk Assessment		X			X
Develop Care Plan		X			X
Add a food package or change foods in an assigned food package		X			X
Void food benefits		X			X
Individual nutrition education		X ¹			X
Group education (nutrition related)		X			X
Group education (non-nutrition related)	X	X			X
Breastfeeding education (group or individual)		X ²	X ³ PC only	X	X
Issue breast pumps	X	X	PC only	X	X
Providing non-required referrals (At non-certification appointments)	X	X	PC only	X	X
Document required referrals in WIC WISE (At certification appointments)		X			X
Specific nutrition education stated in Care Plan prepared by CPA		X			X
Nutritional high risk counseling					X

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Footnotes:

X¹: May provide nutrition education to participants with protocol, standard orders, or with training on the medical condition/health care system as determined by the LA.

X²: May provide breastfeeding education to participants only if the WNA has 20 hours of breastfeeding training.

X³: Cannot be counted toward required nutrition education contacts unless the PC is also a WNA and is using WNA time.

AUTHORITY:**Federal Regulations**

[7 C.F.R. §246.2 Definitions](#)

[7 C.F.R. §246.6\(b\)\(2\) Agreements with local agencies](#)

[7 C.F.R. §246.11\(c\)\(7\)\(ii\) Nutrition Education](#)

State Regulations

[22 C.C.R. §40669 Staffing Requirements for Competent Professional Authority](#)

CROSS REFERENCE:

WPPM 130-10 Registered Dietitian: Requirements and Responsibilities

WPPM 130-20 Office Support Staff: Requirements and Responsibilities

WPPM 130-30 WIC Nutrition Assistant (WNA): Requirements and Responsibilities

WPPM 130-40 Dietetic Technician, Registered (DTR): Requirements and Responsibilities

WPPM 130-50 Degreed Nutritionist (DN): Requirements and Responsibilities

WPPM 130-60 Masters Degreed Nutritionist (MDN): Requirements and Responsibilities

WPPM 130-70 Registered Nurse (RN): Requirements and Responsibilities

WPPM 130-80 Staff Eligibility to take Registered Dietitian Exam (RDE): Requirements and Responsibilities

WPPM 130-90 Competency Requirements and Certification: WIC Nutrition Assistants (WNAs)

WPPM 130-100 Local Agency Breastfeeding Coordinator