

WIC

WIC POLICY AND PROCEDURE MANUAL

Michigan Department of Community Health

Chapter/Section: 1.11

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I. GENERAL ADMINISTRATION

1.11 Local Agency Staffing

FINAL

PURPOSE: This policy is an overview of local agencies certification and nutrition staffing requirements. Additional detail is included in Policies 4.19, Certification Staffing and 6.07, Nutrition and Breastfeeding Staffing.

A. POLICY:

1. A competent professional authority (CPA) shall be available to certify applicants for the WIC Program. WIC competent professional authority (CPA) staff description is located in Policy 4.19. The description includes required duties and qualifications.
2. A Nutrition Counselor(s) and a Nutrition Educator(s) shall be available to provide nutrition services to WIC participants.
 - a. Nutrition educators can be assisted by non-nutrition health professionals and nutrition education assistants. (See Policy 6.07, Nutrition and Breastfeeding Staffing)
 - b. The following WIC nutrition staff descriptions are located in Policy 6.07, Exhibits A-H:
 - Nutrition Counselor
 - Nutrition Educator
 - Non-Nutrition Health Professional
 - Nutrition Education Assistant
 - Local WIC Agency Breastfeeding Coordinator
 - Lactation Consultant/Educator
 - MSUE/WIC Breastfeeding Peer Counselor, and
 - MSU Extension Home Economist/Nutrition Instructor

The descriptions include a general description of roles; examples of work; knowledge, skills and abilities; and qualifications.

3. A Local WIC Agency Breastfeeding Coordinator shall be designated and available to provide coordination and support for breastfeeding promotion and evaluation activities. (See Policy 6.07, Nutrition and Breastfeeding Staffing and Exhibit 6.07E)

Reference:

Federal Regulations, 7 CFR 246.2 Definitions

Cross References:

4.19 Certification Staffing

6.05 Documentation of Nutrition Service

6.07 Nutrition and Breastfeeding Staffing