

## Hiring Personnel

### Policy

#### **Iowa Administrative Code:**

Staffing of contract agencies. 73.5(2) Contract agencies shall maintain on file documentation of qualifications for any individual employed or under contract as a CPA. 73.5(3) All contract agencies shall employ at least one licensed dietitian to provide services for participants determined to be at high risk. 73.5(4) Proposed staffing patterns within contract agencies shall be subject to approval from the department following review in accord with established statewide WIC staff patterns.

### Authority

**Iowa Administrative Code:** 641 – 73.5(135), excerpt

### Procedure

Local agencies must provide sufficient staff to provide quality WIC services. Having appropriate staffing and staffing patterns helps ensure the most qualified and appropriate staff meet the needs of participants. The WIC Program requires various professional staff dependent on the tasks assigned to the position. Staff working in WIC must meet required qualifications and be adequately trained in order to perform specific WIC functions. Local agencies must have staff that can complete the requirements to provide WIC services as described in the WIC Federal Regulations, Iowa Administrative Code, and the WIC Policy and Procedure manuals. Local agency must have sufficient staff to be able to completed the required components of the WIC Program which includes, but is not limited to the following:

- Required components of certification, nutrition education, and health update appointments
- Collect eligibility requirements from WIC applicants
- Determine a WIC applicant's eligibility
- Complete blood work (hemoglobin screenings)
- Complete anthropometric measurements
- Complete nutrition/health assessments
- Create food packages
- Issue benefits
- Provide referrals
- Complete any other activities as required by the Iowa Department of Public Health (IDPH) such as but not limited to quality improvement and assurance activities, outreach activities, and nutrition and breastfeeding related activities.

Specific personnel and/or roles are required to be employed to provide WIC services. This includes the following positions:

- Executive Director
- Fiscal Contact
- Equal Opportunity Affirmative Action Officer
- Section 504 American with Disabilities Coordinator
- WIC Coordinator
- Competent Professional Authority (CPA)
  - At least one licensed dietitian to provide services for participants determined to be at high risk
- Breastfeeding Coordinator
- Nutrition Coordinator
- Designated Breastfeeding Expert
- Breastfeeding Peer Counselor Coordinator
- Breastfeeding Peer Counselor
- Support staff

**Note:** More information about many of these roles can be found in the Organization and Management section.

### **Hiring WIC Coordinators**

If the WIC Coordinator position is not filled within a short period of time, an interim WIC Coordinator must be identified and the state WIC office notified. WIC agencies must provide a copy of the applicant's resume and consult with the state WIC office before interviewing a candidate for WIC Coordinator. The state WIC office must review the resume to determine if the applicant would qualify as a WIC Coordinator before the agency identifies an interim WIC Coordinator or hires a permanent WIC Coordinator.

### **Hiring Local Agency Breastfeeding Peer Counseling Coordinators**

If the local agency Breastfeeding Peer Counseling Coordinator position is not filled within a short period of time, an interim Breastfeeding Peer Counseling Coordinator must be identified and the state WIC office notified. WIC agencies must provide a copy of the applicant's resume and consult with the state WIC office before interviewing a candidate for Breastfeeding Peer Counseling Coordinator. The state WIC office must review the resume to determine if the applicant would qualify as a Breastfeeding Peer Counseling Coordinator before the agency identifies an interim Breastfeeding Peer Counseling Coordinator or hires a permanent Breastfeeding Peer Counseling Coordinator.

### **Hiring Breastfeeding Peer Counselors**

See the policy titled "Hiring Breastfeeding Peer Counselors" for more information on hiring Breastfeeding Peer Counselors.

**Competent Professional Authorities (CPAs)**

If recruiting efforts for a dietitian are unsuccessful, the agency may hire a registered nurse or nutrition educator to perform the functions of a CPA. See the Policy “Nutrition Educator”. If attempts in hiring a CPA with professional credentials or a CPA with education in a nutrition or health related field have been unsuccessful, hiring WIC Nutrition Assistants may be an option. See the policy “WIC Nutrition Assistant. However, all contract agencies shall employ at least one licensed dietitian to provide services for participants determined to be at high risk.

**Documentation**

Local agencies must maintain documentation in the local WIC agency personnel files that individuals are qualified for their positions.

Qualifications of all CPAs must be maintained in the agency personnel files. Acceptable documentation includes a copy of a letter, certificate, or card listing the Iowa license number for registered dietitians, registered nurses, physicians, and physician assistants. For physicians trained outside the United States, submit transcripts to the state WIC office for approval prior to hire.

Appropriate documentation for nutrition educators would be a college transcript and for a WIC Nutrition Assistant, a high school diploma.

**Training**

Personnel must complete training requirements as outlined in the policies “Local Agency Personnel Training”, “Training and Education Record”, and “New Employee Training Checklist”.

**Conflict of Interest**

Each local agency WIC staff must review and sign the staff conflict of interest form. See the policy “Staff Conflict of Interest” and the “Staff Conflict of Interest Form”.

**Changes**

Changes to WIC personnel must be updated via IowaGrants.gov.

**Best Practices**

The overall needs of the nutrition component of the Iowa WIC Program are best served by licensed dietitians to maintain the nutrition integrity of the program.