

# Maine Center for Disease Control and Prevention WIC Nutrition Program

Effective: October 1, 2012

Policy No. OM-4

Revised: August 1, 2013

## Local Agency Staffing Qualifications

### Authority

7 CFR §246.4(a)(4)

22 MRSA §255 and §1951

10-144 CMR Chapter 286, § II.J

### Policy

1. The State Agency shall require each Local Agency to submit a staffing plan annually showing that the Local Agency meets the educational requirements for each position and has adequate staffing levels based upon the prior year's participation.
2. The State Agency shall recommend a staff to participant ratio of 1 FTE: 375 participants

### Procedures

1. Required Local Agency staff credentials and staffing levels are as follows:

| Position              | Educational Requirements   | Required Staffing Level based upon Local Agency's average monthly participation during the prior fiscal year   |
|-----------------------|--|--|
| WIC Program Director  | <ul style="list-style-type: none"> <li>• Bachelor's Degree (any field)</li> <li>• Supervisory Experience</li> <li>• Public Health and Management Experience</li> </ul> | <ul style="list-style-type: none"> <li>• &gt;5,000 One full-time Director, at a minimum</li> <li>• &gt;3,000 One full-time Director at a minimum</li> <li>• &lt; 3,000 One part-time Director at a minimum</li> </ul>  |
| Nutrition Coordinator | <ul style="list-style-type: none"> <li>• Bachelor's Degree in Nutrition</li> <li>• RD depending on Local Agency caseload</li> </ul>                                    | <ul style="list-style-type: none"> <li>• &gt;5,000 One full-time Nutritionist (RD or RD-eligible)</li> <li>• &gt;3,000 One part-time Nutritionist (RD or RD-eligible) at a minimum</li> <li>• &lt;3,000 Nutrition Counselor II that meets Nutrition Coordinator educational requirements and contracted Registered Dietitian for high-risk referrals at a minimum</li> </ul> |

| Position                  | Educational Requirements  | Required Staffing Level based upon Local Agency's average monthly participation during the prior fiscal year   |
|---------------------------|---|--|
|                           |   | <ul style="list-style-type: none"> <li>• Only one designated Nutrition Coordinator per agency</li> </ul>   |
| Nutrition Counselor II    | <ul style="list-style-type: none"> <li>• Bachelor's Degree in Nutrition and/or Public Health field</li> <li>--OR--</li> <li>• Registered dietetic technician</li> </ul>   |  |
| Nutrition Counselor I     | <ul style="list-style-type: none"> <li>• College level education in Nutrition, Public Health and Health Care Education, Nursing, or a related field.</li> <li>• Previous WIC experience preferred.</li> </ul>     |  |
| Breastfeeding Coordinator | <ul style="list-style-type: none"> <li>• Credentials of the Nutrition Counselor II (minimum)</li> <li>• Caseload &gt;3,000 IBCLC required</li> <li>• Caseload &lt; 3,000 CLC required, IBCLC preferred</li> </ul> | <ul style="list-style-type: none"> <li>• &gt;5,000 One full-time Breastfeeding Coordinator (must be an IBCLC) at a minimum</li> <li>• &gt;3,000 One part-time Breastfeeding Coordinator (must be an IBCLC) at a minimum</li> <li>• &lt; 3,000 One part-time CLC, and contracted IBCLC for high-risk breastfeeding referrals</li> <li>• Only one Breastfeeding Coordinator designated per agency</li> </ul> |
| Peer Counselor            | <ul style="list-style-type: none"> <li>• Has breastfed at least one baby for 6 months (does not have to be currently breastfeeding)</li> <li>• Previously or currently a WIC participant</li> </ul>               |  |
| Administrative Staff      | <ul style="list-style-type: none"> <li>• Office Experience required</li> <li>• Health-related experience preferred</li> </ul>   |  |

2. Educational and professional credentials and requirements may be waived on a case by case basis.
3. Current job descriptions for all Maine CDC WIC Nutrition Program staff must be on file and must show a clear role delineation as it relates to the WIC certification process.

4. Local Agency directors must designate another staff person at the Local Agency to serve as Temporary Administrator to provide back-up assistance during any absence. This individual must have authority to make programmatic decisions.
5. A staff member shall not have responsibilities in more than one coordinator or role position. Examples include having staff responsible for the Nutrition Coordinator, Breastfeeding Coordinator, and Director role. Appropriate staff delegation needs to be demonstrated.
6. The State Agency shall track and analyze local staffing patterns through the Monitoring and Evaluation Review (MER) process (see Policy *MA-2, Monitoring*).