Maine Center for Disease Control and Prevention
WIC Nutrition Program

Effective: October 1, 2012 Policy No. NS-4
Revised: August 1, 2016

Nutrition Coordinator Responsibilities

Authority

7 CFR §246.4(a)(4) and §246.11

22 MRSA §255 and §1951

USDA, WIC Nutrition Services Standards, **http://www.nal.usda.gov/wicworks/Topics/WICnutStand.pdf**

Policy

1. Each Local Agency shall designate one Nutrition Coordinator to coordinate and oversee nutrition services.
2. Qualifications for Local Agency Nutrition Coordinators shall include, at a minimum, having successfully obtained a four-year (Bachelor of Science) degree in nutrition from an accredited program.
3. For Local Agencies with a caseload ≥3,000 participants, the Nutrition Coordinator must be a Registered Dietitian. For Local Agencies with a caseload <3,000 participants, a nutritionist who has successfully completed a dietetic internship and is eligible to sit for the RD exam may suffice; however, the RD credential is preferred (See Policy No. *OM4, Local Agency Staffing*).

Procedures

1. The Nutrition Coordinator's responsibilities shall include but are not limited to:

    1.1 Oversee tracking of and assessments of medical high-risk participants (see Policy NS-6 Medically High Risk Participants)

    1.2 Oversee approval of medical formula and/or medical food prescriptions, including tracking on the medical formula log (Appendix NS-4-A)

    1.3 Ensure that all Local Agency counseling staff are aware of proper procedures for approval of medical formula/food prescriptions, including but not limited to:

        1.3.1 Verification of appropriate supporting diagnosis(es) for WIC-eligible nutritionals requested

        1.3.2 Verification of qualified prescriber (M.D., D.O., P.A., N.P.)

        1.3.3 Familiarity with the Maine CDC WIC Nutrition Program Formula Guide, which includes information on approved infant formulas, exempt infant

formulas and WIC-eligible nutritionals, product descriptions, indications for use, and maximum monthly issuance amounts based on participant category and age

1.3.4 Familiarity with procedures for obtaining MaineCare coverage approval for participants enrolled in that program

1.3.5 Knowledge of issuance procedures for WIC-eligible nutritionals, including use of MIS-generated benefits, special formula vouchers and direct ordering protocols

1.3.6 Maintain oversight of the Special Formula Prescription Expiration Date report in the WIC SPIRIT application for agency participants who receive prescribed items

1.4 Oversee development of Local Agency annual nutrition plan that meets the needs of Local Agency population based upon annual needs assessment.

1.5 Act as Local Agency resource for addressing and solving nutrition issues encountered by counseling staff.

1.6 Oversee provision of nutrition counseling contacts to all participants, including:

1.6.1 Random record reviews for accuracy of documentation, risk factor assignment and food prescriptions

1.6.2 Assure provision of required nutrition contacts to all participants by one-on-one appointments, group counseling sessions, or access to online WIC nutrition education modules.

1.7 Evaluate nutrition materials and websites (other than State Agency-provided) for accuracy of information and use with participants.

1.8 Oversee inventory processes of returned and redirected direct order formula (refer to Maine WIC Policy No. FD-7, Return of Unused Formula) to ensure:

1.8.1 Containers in storage have not expired

1.8.2 Surrounding local agencies have been notified of availability of unissued direct order formula

1.8.3 Staff members make proper use of items in storage

1.8.4 Returned formula is destroyed.

1.9 Integrate nutrition promotions and activities to coincide with national initiatives. See Appendix NS-4-B for a calendar of suggested health-related observances.

1.10 Participate in bimonthly Nutritionist Meetings or designate an alternate.