

Maine Center for Disease Control and Prevention

WIC Nutrition Program

Effective: October 1, 2012
 Revised: October 1, 2021

Policy No. OM-4

Local Agency Staffing Qualifications

Authority 7 CFR

§246.4(a)(4)

22 MRSA §255 and §1951

10-144 CMR Chapter 286, § II.J

FNS Nutrition Service Standards – August 2013

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.
3. The State Agency shall recommend a counseling staff to participant ratio of 1 FTE: 500 participants.

Procedures

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

Position	Minimum Educational Requirements	Required Staffing Level
WIC Program Manager/Director (required position)	<ul style="list-style-type: none"> • Bachelor’s Degree (any field) • Supervisory Experience • Public Health and Management Experience 	<ul style="list-style-type: none"> • Full-time equivalent manager required; waiver from State Agency required for part-time manager
Nutrition Coordinator (required position)	<ul style="list-style-type: none"> • Bachelor’s degree in nutrition • Registered/Licensed Dietitian or eligible to take RD exam preferred 	<ul style="list-style-type: none"> • One full-time equivalent Nutrition Coordinator
Breastfeeding Coordinator (required position)	<ul style="list-style-type: none"> • Bachelor’s degree in nutrition and/or health-related field or Registered Dietetic Technician • Certified Lactation Counselor (CLC) required (or course completed within 12 months of hire) • IBCLC preferred 	<ul style="list-style-type: none"> • One full-time equivalent Breastfeeding Coordinator • If Breastfeeding Coordinator is not an IBCLC, local agency must contract with an IBCLC for high-risk breastfeeding referrals

Position	Minimum Educational Requirements	Required Staffing Level
Nutrition Counselor II	<ul style="list-style-type: none"> • Bachelor's degree in nutrition and/or health-related field or Registered Dietetic Technician 	
Nutrition Counselor I	<ul style="list-style-type: none"> • College level education in nutrition or health-related field, preferred. 	
Peer Counselor	<ul style="list-style-type: none"> • Has breastfed at least one baby for 6 months (does not have to be currently breastfeeding) • Previously or currently a WIC participant preferred 	
Administrative Staff	<ul style="list-style-type: none"> • Office Experience required • Health-related experience preferred 	

2. Educational and professional credentials as well as required staffing levels 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. The State Agency shall track and analyze local staffing patterns through the Monitoring and Evaluation Review (MER) process (see Policy MA-2, Monitoring).
6. Local Agencies shall complete the Employee Information form (Appendix OM-4-A) upon hiring a new employee, termination of an employee or for a status change for current employees.