



Memorandum

14-074

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: June 13, 2014

SUBJECT: FY 2015 Registered Dietitian (RD) Funding Applications

The State Agency will provide funding for RD services for FY 2015. This funding may be used to hire an RD consultant or to help defray the cost of a staff RD. All local agencies are required to have an RD on staff or on contract (*WIC policy GA: 14.0*).

The RD services funding may be used for all applicable RD expenses that may be incurred from October 1, 2014 to September 30, 2015. Local agencies with an RD currently under contract may continue their services into FY 2015 without interruption. The dollar amount allocated to each local agency will be determined by the total number of requests received and the relative need of each requesting agency.

Duties an RD consultant can perform at the local agency are:

- Developing and implementing a quality assurance program.
- Assisting with the quality assurance program (i.e., ongoing evaluation of individual counseling, nutrition education classes, clinical procedures, etc.).
- Providing staff training on nutrition-related topics and nutrition assessment procedures.
- Providing high-risk individual counseling.
- Assisting with completion and application of the NE/BF Plan.
- Conducting client-centered nutrition education classes.
- Providing consultations regarding the appropriate issuance of non-contract formulas.
- Assisting with the Local Agency's WIC Certification Specialist Program.
- Planning, implementing, and evaluating special projects, such as the Obesity Prevention Mini Grant Program.

Duties that should not be expected of RD consultants are:

- Certifying participants on a regular basis.
- Supervising clinics.

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Note: The RD on staff can be expected to perform all duties listed above, as well as other duties as assigned.

To request funding, please complete the attached application and send it via email to angela.gil@dshs.state.tx.us by the close of business, Wednesday, **June 25, 2014**. All agencies approved for funding will be notified in writing.

If you have questions or require additional information regarding RD funding, please contact Angela Gil, Nutrition Education Consultant, at (512) 341-4590 or by email at angela.gil@dshs.state.tx.us.

FY 2015 Application for RD Funding

Instructions: Fill out the application completely. Email application to angela.gil@dshs.state.tx.us by close of business on June 25, 2014. Thank you!

LA Number and Name:
Director Name:
Director Number:
Director Email:

If this agency has RD vacancies, please indicate how many and if it is for staff or contract:

Total RD Vacancies:
 Staff or Contract:

Please provide an itemized budget with anticipated costs. This is for services from October 1, 2014 through September 30, 2015. Only include dietitians that will be covered with RD funding. Please include total RD funds requested.

	Name of RD	Indicate staff or contract	Hourly pay amount	Hours per week worked	Amount of RD funds requesting for salary	Amount of RD funds requesting for other expenses such as training, etc.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
TOTALS						

Grand Total RD funds requested: