



Memorandum

#12-043

TO: WIC Regional Directors
WIC Local Agency Directors

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

DATE: May 16, 2012

SUBJECT: FY 2013 Registered Dietitian (RD) Funding

The State Agency will provide funding for Registered Dietitian (RD) services for FY 2013 (October 1, 2012 - September 30, 2013). This funding can 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*). To request funding, please complete the attached form and include a list of registered dietitians with contact information working as staff or on contract at your agency and send it via email to angela.gil@dshs.state.tx.us by close of business, Friday, **June 8, 2012**. All agencies approved for funding will be notified in writing.

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
- Consultation regarding the appropriate issuance of non-contract formulas
- Assisting with the local agency's WIC Certification Specialist Program
- Planning, implementing and evaluating special projects for example, the Obesity Prevention Mini Grant

Duties that should not be expected of RD consultants are:

- Certifying participants on a regular basis
- Supervising clinics

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

The RD services funding can be used for all applicable RD expenses incurred from October 1, 2012 to September 30, 2013. Local agencies with an RD currently under contract may continue their services into FY 2013, without interruption. The dollar amount allocated to each local agency will be determined by the total requests received and the relative need of each requesting agency. Local agencies without an RD will be given priority.

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

Attachment

REQUEST FOR REGISTERED DIETITIAN (RD) FUNDING FY 2013

Local Agency #:
Local Agency Name:
Local Agency WIC Director:
Email:
Phone number:
Indicate whether you are requesting funds to: <div style="text-align: center;"> Pay for a RD consultant _____ Help defray the cost of a staff RD _____ </div>
If this agency has RD vacancies, please indicate how many and if for staff or contract RD:
How much funding do you anticipate you will need for RD services from October 1, 2012 through September 30, 2013:

Please list all RDs at this local agency and indicate whether they are on staff or contract, how much the pay is and how many hours per week they work if contract.

#	Name of RD	Email Address	Staff or Contract	Salary or hourly pay amount	Hours per week (if contract)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**Please email form to: angela.gil@dshs.state.tx.us
By COB June 8, 2012**

Thank you!