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**#16-056**

**TO:** WIC Regional Directors  
WIC Local Agency Directors

**FROM:** Amanda Hovis, Director  
Nutrition Education/Clinic Services Unit  
Nutrition Services Section

**DATE:** May 31, 2016

**SUBJECT:** FY 2017 RD Funding Applications Now Available

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The State Agency (SA) is now accepting applications for FY 2017 Registered Dietitian (RD) funding. 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*). All agencies approved for funding will be notified in writing.

To apply for funds, complete the application and send it via email to [angela.gil@dshs.state.tx.us](mailto:angela.gil@dshs.state.tx.us) by close of business, **June 10, 2016**.

RD funding can be used for all applicable RD expenses incurred from October 1, 2016 to September 30, 2017. Local agencies with an RD currently under contract may continue their services into FY 2017, 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.

**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.

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