Staffing Standards

Purpose

To ensure the delivery of quality services meet the needs of WIC participants.

Authority

State Policy

Policy

Each local agency (LA) shall ensure that qualified nutrition professionals are available to provide WIC services.

Procedures

I. Each LA shall name a WIC Director as the person responsible for the overall day-to-day operation of the local WIC Agency. Responsibilities of the WIC Director include:
   A. Ensuring that appropriate planning, development, implementation and evaluations are completed to comply with the State Agency (SA) WIC policies and procedures.
   B. Complying with the training requirement outline in Policy TR: 02.0 Orientation/Training of LA WIC Directors.

II. Each LA shall employ or contract with a registered or licensed dietitian (RD, LD, or RD/LD). Dietitians shall be employed according to the following staffing standards:
   A. Local agencies with less than 3,000 participants are required to have an RD, LD, or RD/LD consultant(s) providing a minimum of 12 hours consultation per month.
B. Local agencies with 3,000-6,000 participants are required to have an RD, LD, or RD/LD consultant(s) providing a minimum of 24 hours consultation per month.

C. Local agencies with more than 6,000-10,000 participants are required to have an RD, LD, or RD/LD consultant(s) providing a minimum of 48 hours consultation per month.

D. Local agencies with more than 10,000 participants are required to have, at a minimum, one Full Time Equivalent (FTE) RD, LD, or RD/LD.

III. Each local agency shall employ one FTE nutritionist. A nutritionist shall have a Bachelor’s or Master’s degree in a nutrition related field, examples include: Nutrition Sciences, Human Nutrition or Dietetics, Community Nutrition, Public Health Nutrition, Clinical Nutrition, Home Economics with Food and Nutrition major with 24-semester hours credit in food & nutrition.

A. Local agencies with more than 10,000 participants are required to have one FTE nutritionist per 10,000 participants.

B. The full-time dietitian may also serve as a full-time nutritionist.

IV. Local agencies with only one certifying authority (CA) on staff shall have a written contingency plan for CA back-up coverage. Refer to policy CS:15.0 for the definition of a CA. Refer to GA: 20.0 Staff Fraud and Abuse for requirements on separation of duties.

V. Each LA shall have a Designated Breastfeeding Expert (DBE). A DBE must be an International Board Certified Lactation Consultant (IBCLC) or an individual working towards IBCLC certification.

A. Individual working towards IBCLC certification shall:
   1. Be a Department of State Health Services (DSHS) Trained Breastfeeding Educator (TBE), as defined by Policy BF: 02.0, within one year of employment.
   2. Receive one or more continuing education hours in lactation per year.
B. DBEs shall be employed according to the following staffing standards:
   1. Local agencies with less than 3,000 participants are required to
      have a DBE(s) providing a minimum of 12 hours consultation
      per month.
   2. Local agencies with 3,000-6,000 participants are required to
      have a DBE(s) providing a minimum of 24 hours consultation
      per month.
   3. Local agencies with more than 6,000-10,000 participants are
      required to have a DBE(s) providing a minimum of 48 hours
      consultation per month.
   4. Local agencies with more than 10,000 participants are required
      to have, at a minimum, one FTE DBE(s).

C. By October 1, 2018, all DBEs must be IBCLCs.
   1. When an IBCLC is not available to be on staff or on contract,
      the agency must submit a plan via a waiver request to their
      State Agency Partner for approval.
   2. The plan must demonstrate how IBCLC services will be provided
      at no charge to the WIC participant (e.g. through tele-
      consultations with WIC Lactation Support Centers or
      coordination with local IBCLC).

D. The FTE IBCLC/DBE may also serve as FTE RD as long as they have
   the qualifications for both and can meet the staffing standards.

VI. Each LA shall employ at least one Breastfeeding Peer Counselor to
    increase breastfeeding rates by use of peer influence and to assist in
    breastfeeding counseling in normal breastfeeding situations.

VII. LAs that are unable to meet the staffing standards (i.e. Registered
     Dietitian, Nutritionist, Peer Counselor, DBE, etc.) shall request a
     waiver in the interim that includes justification regarding the inability
     to meet the staffing standards and a plan for satisfying the
     requirement. The request shall be submitted in writing to their State
     Agency Partner for approval no later than 30 days following the
     vacancy. The LA shall maintain the written approval on
file for the purpose of an audit monitoring review. Note: Staffing
Standard waivers may be approved for up to 1 year therefore LAs
must request a renewal, if needed.

VIII. LAs obtaining a waiver from their State Agency Partner shall have a
written plan for providing high-risk individual counseling. Please refer
to Policy CS: 33.0 High Risk Referrals.

Guidelines

Resources:
I. Contact a local or regional hospital dietitian.
II. Advertise in local or regional newspapers/newsletters.
III. Advertise at area universities or community colleges.
IV. Post a job for a nutritionist, RD or LD at:

Texas WIC Program  http://www.dshs.texas.gov/wichd/default.shtm


Academy of Nutrition and Dietetics  http://www.eatright.org/

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