

State Staffing Requirements & Training

- I. Each state agency shall ensure that sufficient staff is available to administer an efficient and effective Program including, but not limited to, the functions of nutrition education, breastfeeding promotion and support, certification, food delivery, fiscal reporting, monitoring, and training. Based on the June participation of the previous fiscal year, each State agency, as a minimum, shall employ the following staff: (Federal Regulations 246.3, (e), page 360)
 - 1) A full-time or equivalent administrator when the monthly participation level exceeds 1,500, or a half-time or equivalent administrator when the monthly participation exceeds 500.
 - 2) At least one full-time or equivalent Program specialist for each 10,000 participants above 1,500, but the state agency need not employ more than eight Program specialists unless the state agency considers it necessary. Program specialists should be utilized for providing fiscal management and technical assistance, monitoring vendors, reviewing local agencies, training, and nutritional services, or other Program duties as assigned by the state agency.
 - 3) For nutrition-related services, one full-time or equivalent nutritionist when the monthly participation is above 1,500, or a half-time or equivalent nutritionist when the monthly participation exceeds 500. The nutritionist shall be named state WIC nutrition coordinator and shall meet state personnel standards and qualifications in paragraphs (3) (i), (ii), (iii), (iv), or (v) of this section and have the qualifications in paragraph (e)(3)(vi) of this section. Upon request, an exception to these qualifications may be granted by FNS. The state WIC nutrition coordinator shall—
 - i. Hold a Master's degree with emphasis in food and nutrition, community nutrition, public health nutrition, nutrition education, human nutrition, nutrition science or equivalent and have at least two years responsible experience as a nutritionist in education, social service, maternal and child health, public health, nutrition, or dietetics; or
 - ii. Be registered or eligible for registration with the American Dietetic Association and have at least two years experience; or
 - iii. Have at least a Bachelor of Science or Bachelor of Arts degree, from an accredited four-year institution, with emphasis in food and nutrition, community nutrition, public health nutrition, nutrition education, human nutrition, nutrition science or equivalent and have at least three years of responsible experience as a nutritionist in education, social service, maternal and child health, public health nutrition, or dietetics; or

- iv. Be qualified as a Senior Public Health Nutritionist under the Department of Health and Human Services guidelines; or
 - v. Meet the IHS standards for a Public Health Nutritionist; and
 - vi. Have at least one of the following: Program development skills, education background and experience in the development of educational and training resource materials, community action experience, counseling skills or experience in participant advocacy
- 4) A designated breastfeeding promotion coordinator, to coordinate breastfeeding promotion efforts identified in the state plan in accordance with the requirement of § 246.4(a)(9) in subpart B. The person to whom the state agency assigns this responsibility may perform other duties as well.
- 5) A staff person designated for food delivery system management. The person to whom the state agency assigns this responsibility may perform other duties as well.
- 6) The state agency shall enforce hiring practices which comply with the nondiscrimination criteria set forth in § 246.8. The hiring of minority staff is encouraged.

