

**Indiana WIC Program
Indiana State Department of Health**

Competent Professional Authority

Policy

The local agency will have a Competent Professional Authority (CPA) on staff to complete certifications. The local agency is responsible for verifying the qualifications of CPA applicants and that professional credentials are valid.

Authority

7 CFR Part 246.2

7 CFR Part 246.6 (b)(2)

Nutrition Services Standards, Standard 3: Staff Qualifications, Roles and Responsibilities

Procedure

- I. The CPA is responsible for:
 - A. referrals,
 - B. prescribing food packages,
 - C. determining nutritional risk,
 - D. providing nutrition education,
 - E. development and implementation of nutrition care for low-risk participants, and
 - F. identifying the need for individual care and follow-up with a Qualified Nutritionist.

- II. CPA staff includes:
 - A. Qualified Nutritionist,
 - B. Registered Nurse (RN)
 - C. A Bachelors or Master's degree graduate which, through review of an official transcript from an accredited college, includes a study of nutrition. These degrees include but are not limited to:
 - 1. Family and Consumer Sciences
 - 2. Food and Nutrition in Business
 - 3. Nutrition, Fitness and Health.

- D. The State WIC office should be consulted on applicant transcripts that do not clearly show a study in nutrition.
 - E. Agencies are encouraged to consider all applicants and give interviews to those applicants who best suit the position, hiring the most qualified candidate.
- III. A copy of the qualifying credential must be kept on file for review. Non-licensed or non-registered staff hired within the last 2 years must have a copy of their official transcripts available for review at the next biennial clinic audit.
- IV. All newly hired CPA staff must complete the State WIC Clinic Services and Nutrition Services training within 6 months of employment.
- V. Special literacy and language skills appropriate to address the diversity of the population served by the local agency may be advantageous.