

**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.