

Indiana WIC Program

Indiana State Department of Health

Staffing Requirements

Policy

The Local Agency (LA) staffing must provide administration of 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. The LA must appoint a qualified LA Breastfeeding (BF) Coordinator per State Agency (SA) guidelines.

Authority

7CFR Part 246.6

Procedures

- I. All LAs must:
 - A. Ensure each FTE yields 2,080 personnel hours per year.

Maintain a Nutrition Service Administration (NSA) staffing ratio of 1 full-time equivalent (FTE) per 415-450 participants or request State Agency (SA) approval for an exception. LA support personnel are not to be included in the NSA FTE hours.
 - B. Ensure all WIC Coordinators hired after October 1, 2013 are qualified Competent Professional Authorities (CPAs).
 - C. Maintain a Breastfeeding Coordinator at a full-time equivalent (FTE) per 1800 - 2000 BF participants or request State Agency (SA) approval for an exception.
 - i. All other breastfeeding promotion staff needs State Agency prior approval.
 - ii. Peer Counselors are not included in NSA FTE hours.
 - iii. Maintain a Peer Counselor staffing ratio of 1 full-time equivalent (FTE) per 500 – 700 BF participants.

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- D. The Local Agency (LA) staffing must provide administration of 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. Separation of duties must be maintained. Separation of duties requires that a Clerk and CPA be available in all clinic sites to provide separation of duties at each Certification appointment.

- II. The LA with an average monthly caseload of 4500 or above must:
 - A. Maintain a NSA distribution of staff hours as follows:
 - i. One full time WIC Coordinator and other management of staff, and/or clinic 10%
 - ii. CPA 55 - 70%
 - iii. Clinic Assistant 20 - 35%

- III. The LA with an average monthly caseload of 4499 to 1000 and managing two or less clinics must:
 - A. Maintain a NSA distribution of staff hours as follows:
 - i. One WIC Coordinator and other management of staff and/or clinic 10%
 - ii. CPA 55 - 70%
 - iii. Clinic Assistant 20 - 35%

- IV. The LA with an average monthly caseload of 4499 to 1000 and managing three or more clinics must:
 - A. Maintain a NSA distribution of staff hours as follows:
 - i. One WIC Coordinator and other management of staff and/or clinic 10%
 - ii. CPA 50 - 60%
 - iii. Clinic Assistant 30-40%

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V. The LA with an average monthly caseload of 999 or less must:

A. Maintain a NSA distribution of staff hours as follows:

- i. One WIC Coordinator & other management of staff
and/or clinic 10%
- ii. CPA 45 - 50%
- iii. Clinic Assistant 40 – 45%

VI. SA will:

A. Review exception requests to staffing requirements.