II. Nutrition Services
4. Nutrition

2.4.060 Local WIC Provider Personnel: WIC Certifier

Authority 2011 7 CFR 246
Issued 10/04
Revised 8/15

POLICY: The trained WIC Certifier is a paraprofessional who assists in collecting and entering data needed for the certification process in the Missouri WIC Information Network System (MOWINS). The Nutrition Coordinator shall supervise the WIC Certifier for nutrition education, issuing food prescriptions, and risk factors assignment. The Nutrition Coordinator may delegate the day- to-day supervision of the WIC Certifier regarding program standard eligibility duties and activities to the CPA. If a CPA is not on staff the local agency cannot use a WIC Certifier. Successful completion of State approved training must occur within time designated by the State WIC Office.

PROCEDURES:

A. The WIC Certifier is allowed to perform the following functions. (Any one position may not include all of the duties listed).

1. Assists in obtaining certification data such as; demographics, height/length, and weight measurements, hemoglobin/hematocrit values, oral assessments, initial nutrition assessments questions, and other necessary medical and/or health information to certify WIC participants.
2. Assist in the promotion of breastfeeding as the preferred method of feeding.
3. Inform participants of their qualifying risk factors for program eligibility and participant's rights and obligations.
4. Enter certification data on the appropriate screens in MOWINS, including initial nutrition assessment questions.
   a. Initial nutrition assessment questions shall be completed on the day eligibility was determined.
   b. Follow-up nutrition assessment questions shall be completed by the CPA within 60 days for non-high risk participants or 30 days by nutritionist for high-risk participants or sooner as needed.
5. Determine eligibility by assigning risk factors except Risk Factors 401, 428 and 501.
6. Prescribe the standard WIC food package and standard contract formulas in accordance with the Food and Formula Reference Guide and policies ER # 2.07800, 2.07900, and 2.07000.
7. Perform the change of category or certification procedure on a breastfeeding woman who is changing to a non-breastfeeding category; after the CPA has counseled the WIC participant on nutritional needs and determined appropriate food package.

8. Provide all aspects of the initial education per the direction of the WIC Nutrition Coordinator. Record the nutrition education contact in MOWINS.

9. Issue food instruments in accordance with State policy.

    a. Instruct participants on food instrument issuance/redemption procedures.

10. Determine if participant is high-risk and schedule next appointment appropriately.

    a. If participant is determined to be high-risk, place on a cycle of 1 and schedule next appointment with nutritionist.

        i. Complete the "S" (subject) if needed and the "P" (plan) in the SOAP note screen, e.g. "Participant is scheduled to see the nutritionist next month."

    b. If not high risk, place on a bimonthly cycle and schedule the participant's next appointment with the CPA or Nutritionist.

11. Participate in community outreach efforts as assigned by the WIC Nutrition Coordinator.

12. Refer participants to appropriate social, health and/or nutrition services.

13. Inform participants about the benefits and services of the WIC program.

14. Schedules participants for group education and individual counseling.

15. Participate in staff in-services and/or training sessions related to WIC policies/procedurals changes.

B. WIC Certifier is not allowed to perform the following functions:

1. Provide individual or group nutrition education (except AR contact), counsel participants on health, medical or nutrition related issues, provide exit counseling, and/or Mid-certification nutrition assessment questions.

2. Prescribe the following:

    a. Exempt formulas,

    b. Medical foods,

    c. Formula for partially breastfed infants,

    d. Food packages that have been altered to accommodate special dietary needs for women or children including, but not limited to:

        i. substitution of lactose free milk, soy milk, goat milk, tofu.

        ii. any changes to fat content of standard milks
        Example: women and children (24-59 months and women) the WIC Certifier can issue skim through 1% milk and supplemental foods or skim through 1% and a pound of cheese/fat free evaporated milk combination.

    e. Full prorated packages, and

    f. Food for homeless.

NOTE: Participant must be referred to a CPA for appropriate counseling and food package determination.

3. Counsel participant on food package prescriptions as it relates to nutrition education/counseling.

4. Provide second and subsequent nutrition education contacts.

5. Certify participants in the Labor Delivery Recovery Postpartum (hospital) setting.

C. The WIC Certifier shall yield to the CPA or nutritionist in the following situations: Refer to WIC Certifier Decision Tree.

1. When a breastfed infant receives supplemental formula.

2. When a participant has an exempt formula or medical foods prescription.

3. Homeless participants, tailored food packages for women and children with special dietary needs and issuing full prorated food packages.

4. Participants who have questions regarding medical, health, or nutrition education and food package prescriptions.

CI. Program Integrity

1. The WIC certifier shall adhere to ER # 1.07000 to ensure program integrity.

CII. Required Knowledge, Skills and Abilities:

1. Skill in obtaining accurate anthropometric and hematological (anemia screening) measurements.

2. Demonstrate rapport building skills by establishing and maintaining effective working relations with WIC participants, WIC team members and other health and social services personnel.

3. Knowledge of the benefits of breastfeeding and understanding of how to support the breastfeeding mother.

4. Demonstrate ability to accurately record medical and health data.

5. Ability to communicate effectively.

6. Ability to plan and organize work assignments.

7. Skill in basic computer fundamentals and literacy in using Window Explorer.

CIII. Appropriate WIC positions to supervise: none.

CIV. Ideal Qualifications:

1. Education:

   a. Some credits earned in a nutrition-related allied health program.

2. Experience:

   a. Six months experience as a WIC Health Professional Assistant (HPA).

   b. Two years' experience in a community health nutrition program.

CV. Minimum Qualifications:

1. Education:

a. High school diploma or equivalency.

b. Successful completion of the State required training within the time designated by state WIC office and mandatory retraining every 5 years.