

General Volume
Management Section

Training Local Agency (LA) Staff (1.01550)

ER# 1.01550

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POLICY: All contracted local agency (LA) staff that provides WIC benefits to eligible participants must complete the required trainings within the specified timeframes. The state agency (SA) will design, maintain, and provide trainings to LA staff involved in the health assessment and nutrition education of WIC applicants or participants. The SA will provide training on the Missouri WIC Information Network System (MOWINS), and educate staff on breastfeeding promotion and support, civil rights, immunizations and voter registration. The LA must maintain documentation on file for training that LA staff has attended.

PROCEDURES:

- A. The SA will provide training opportunities and/or resources for [required training](#) to LAs. The LA is responsible for providing opportunities/resources for training new and returning employees. [Information about the trainings may be located at http://health.mo.gov/living/families/wic/wictraining/lwpnewemployeetraining.php.](http://health.mo.gov/living/families/wic/wictraining/lwpnewemployeetraining.php)
1. The LA will ensure that new and returning staff receives required training(s) according to their job responsibilities. LA staff must complete webinars, modules, exercises and/or live sessions as needed to meet training requirements.
 - a. [Training for HPAs, WIC Certifiers, and CPAs/Nutritionists includes weighing & measuring techniques, hemoglobin/hematocrit screening, and referrals.](#)
 - b. [Training for CPAs/Nutritionists includes food package prescriptions, individual nutrition tailoring, and nutrition education.](#)
 2. The training schedule and registration form can be accessed through the WIC website, or can be requested from the SA by telephone.
 3. LA staff that performs hemoglobin/hematocrit screening must be trained on the correct procedures by HemoCue or a nurse (RN) who was trained by HemoCue. Completion required within six months from date of hire and before performing the screening.
 4. Staff returning to work after a break in service of one (1) year or greater shall be required to attend required trainings as outlined above.
 5. To access MOWINS, LA staff must request a UserID and/or access via the on-line ASAP request form. Refer to [ER# 3.01400](#).
- B. CPAs, Nutritionists and Registered Dietitians (RD) are required to complete the [Nutrition Training Manual \(NTM\)](#) within six (6) months of start date. The NTM must be completed every five years thereafter.

- C. Registered Nurses and Nutritionists (non-RD) must complete a minimum of five (5) continuing nutrition education (CNE) hours per Federal Fiscal Year (FFY).
- D. The SA requires the LA to maintain a current training file that lists trainings attended by LA staff for monitoring purposes.
 - 1. Documentation of attendance and/or successful completion of training will be provided by the SA after each training session.
 - 2. Registered Dietitians (RD) and Licensed Dietitians (LD) must retain a copy of current state license on file at the LA. Refer to [ER# 2.01400](#).
 - 3. Registered Nurses and Nutritionists (non-RD) must retain a copy of documentation of completion of Continuing Education hours on file at the LA.