IV. Organization and Management – In-Service Training		**PROCEDURE 4.004** Implementing Office: Community Health Administration **Revised July 2019**
Approved by: _____ LaQuandra S. Nesbitt MD, MPH; Agency Director	**Review by Legal Counsel:** _____ Phillip Husband, Esq.; General Counsel	**Effective Date: 01/01/2016**

I. Authority	USDA
II. Reason for the Policy	**CFR § 246.3 –Administration (b) Delegation to State agency**
III. Applicability	DC WIC State and Local Agencies
IV. Policy Statement	1. The State agency shall provide in-service training and technical assistance for CPAs, CPPAs and clerks involved in providing nutrition education to participants at Local Agencies. 2. The State agency shall provide in-service training and technical assistance for all support staff (clerks) responsible for supporting functions that assure the efficient delivery of services to WIC clients. 3. The State agency shall provide training on the promotion and management of breastfeeding to staff at Local Agencies who will provide information and assistance on this subject to participants. 4. Local Agencies are responsible for providing in-service training to current staff on an as-needed basis at the Local Agency's discretion, or as directed by the State Agency after monitoring visits or management evaluations. In-service trainings should revolve around the topics of nutrition education, breastfeeding support, and program operations.
V. Procedures	The following procedure must be followed when participating in State Agency trainings: 1. Participate in State Agency sponsored training sessions, including annual training, quarterly trainings and other trainings for professional development of all WIC staff. 2. Abide by the WIC Program Meeting Protocol Agreement (**Appendix 4.004A**).

	a. All local agency staff must sign this code of conduct agreement when hired, and on an annual basis if directed by their Local Agency Director b. Local Agency Directors are responsible for ensuring that staff are reminded of code of conduct expectations before meetings and trainings, if needed c. Local Agency staff are expected to continue to abide by such code of conduct behaviors during meetings and trainings for the duration of their employment at the Local Agency d. The signed Meeting Protocol Agreement document(s) shall be retained in the employee's file
VI. Appendix	4.004A WIC Program Meeting Protocol Agreement
VII. Reference	N/A