Category Descriptions for WIC Time Studies

Client Services: time spent performing nutritional assessments, included but not limited to:

- Taking diet recalls
- Performing anthropometric measurements
- Prescribing food packages
- Review of medical history information
- Answering phones
- Calling participants
- Performing blood work
- Evaluating nutrition data for initial certification
- Evaluating nutrition data for subsequent certifications
- Pulling and filing charts, files, etc
- Copying / printing / mailing notices

Program Management is to include time spent performing administrative activities, including but not limited to:

- Completing certifications for new participants
- Issuing vouchers and ID folders
- Attending State Agency administrative meetings (non-nutrition related)
- Completing State Agency reports
- Filling out notices (terminations, missed check pick-ups, etc)
- Replacing / processing paperwork on lost/stolen vouchers and ID folders
- Outreach
- Setting up for the day
- Completing certifications for renewing participants
- Scheduling WIC appointments
- Attending other administrative meetings
- Conducting or participating in trainings on administrative procedures
- Completing Local Agency reports
- Performing transfers
- Processing voided or unclaimed vouchers
- Monitoring staff activities
- Reviewing forms completed by the nutrition assistants or interns
- Closing down for the day

Nutrition Education: Time spent performing nutrition education activities, including but not limited to:

- Individual Counseling
- Planning – developing or reviewing the annual plan or nutrition education activity
- Training – performing or attending trainings on nutrition subject areas
- Monitoring nutrition education
- Reports / review of documents – reviewing professional activities
- Food demos or taste tests
- Evaluation – collecting and analyzing data to assess the effectiveness of nutrition education
- Group Counseling
- Developing – developing or producing nutrition education materials
- Procurement – acquiring or purchasing nutrition education materials
- Travel to perform or to monitor nutrition education
- Developing Nutrition Education Sections for Annual Plan
- Phone contacts for nutrition education
- Data collection related to nutrition education

Breastfeeding: time spent performing breastfeeding promotion and support activities including but not limited to:

Breastfeeding (non peer counselors)

- Breastfeeding counseling
- Use of lactation consultants
- Breastfeeding peer counselor activities

Breastfeeding Peer Counselors

- Screens pregnant and breastfeeding women for eligibility
- Counsels pregnant and breastfeeding women in WIC Clinics
- Counsels WIC pregnant and breastfeeding mothers by phone
- Receives a caseload of WIC Participants and with whom to make routine periodic contacts
- Documents contacts
- Attends peer counselor meeting and breastfeeding training
- Attends outreach events as a Peer Counselor
- Completes pump logs

Non-WIC – includes time spend performing any activities that are **not related to WIC**.