IV. Organization and Management – Staffing Requirements and Salary Ranges		**PROCEDURE 4.001** Implementing Office: Community Health Administration (CHA) Revised July 2019
Approved by: _____ LaQuandra S. Nesbitt MD, MPH; Agency Director	**Review by Legal Counsel:** _____ Phillip Husband, Esq.; General Counsel	**Effective Date: 11/30/2016**

I. Authority	USDA
II. Reason for the Policy	**CFR § 246.3 (e) State staffing standards** **CFR § 246.11(c) Nutrition education**
III. Applicability	DC WIC State Agency and Local Agency Staff.
IV. Policy Statement	The State Agency shall ensure that sufficient staff is available to administer 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. 1. The local agency shall provide Program benefits to participants in the most effective and efficient manner, and shall comply with the Department's regulations governing nondiscrimination, citation §246.8 Nondiscrimination and OMB regulations governing the administration of grants, 2 CFR part 200, FNS guidelines and instructions. 2. All local agencies must have a Full-Time Director 3. Minimum staffing patterns must be based on staff-to-participant ratios. A staff-to-participant ratio of 1:300 is recommended. The recommended ratios include the following: Nutrition Coordinator – 1:3,000+ CPA – 1:2,000 to 2,500 CPPA – 1:800 to 1,000 Administrative Clerk – 1:300-500 Breastfeeding Peer Counselor (BPC) – 1:500 pregnant and breastfeeding participants only Breastfeeding Coordinator* - 1:1,000 pregnant and breastfeeding participants only

	4. *A CPA must be designated to the position of Breastfeeding Coordinator to coordinate breastfeeding promotion and support activities, and to monitor breastfeeding rates 5. Local agencies must have adequate bilingual staff to address the needs of Limited English Proficient (LEP) participants
V. Definitions and Acronyms	Competent Professional Authority (CPA) Competent Para-Professional Authority (CPPA)
VI. Procedures	The procedure must be followed by the local agency concerning staffing plans and requirements: 1. Include the staffing plan with salary ranges of all WIC staff for each year in the Local Agency Work Plan and Quarterly Narrative. See **Appendix 10.001A.** 2. Fulfill staffing requirements with WIC-funded positions or through a combination of WIC-funded and in-kind staff support. 3. Submit profiles for all staff, curriculum vitae for all licensed nutrition personnel, and current position descriptions for all full or part-time WIC-funded positions. 4. Document the minimum staffing level. See Time Study Policy and Procedure 4.003 and **Appendix 4.003A**.
VII. Appendix	4.001A Staffing requirements and salary ranges chart
VIII. Reference	4.003 Time Study 4.003A Local Agency Time Study Workbook 10.001A Local Agency Work Plan and Quarterly Narrative