II. NUTRITION SERVICES

(Please indicate) **State Agency:** **Utah** for **FY** **2016**

Nutrition services include the full range of activities performed by a variety of staff to operate a WIC Program such as, participant screening and assessment, nutrition education and counseling, breastfeeding promotion and support and health promotion, food package prescriptions, and health care referrals. WIC State agencies should refer to the WIC Nutrition Service Standards, available WIC Works Resource System at http://wicworks.nal.usda.gov/ for recommended criteria and best practices to incorporate activities that are consistent with providing quality nutrition services and revitalizing quality nutrition services (RQNS).

A. Nutrition Education-246.4(a)(9); 246.11(a)(1-3)(c)(1,3-7): describe the nutrition education goals and action plan and the provisions for providing nutrition education contacts and materials to all participants including the special nutrition education needs of migrant farmworkers and their families, Native Americans, and homeless persons. Also describe methods to be used to provide drug and other harmful substance abuse prevention information. Establish standards for breastfeeding promotion and support.

B. Food Package Design-246.10: describe the procedures for determining which foods should be authorized and how the food package should be nutritionally tailored and by whom, and plans for substitutions or eliminations to WIC food package. In addition to regulations at 246.10, State agencies should refer to the Food Package Guidance Handbook and Frequently Asked Questions available on the FNS Partnerweb.

C. Staff Training-246.11(c)(2): describe the training and technical assistance provided to WIC professional and paraprofessional personnel who provide nutrition education, and breastfeeding promotion/education to participants.

II. NUTRITION SERVICES
A. Nutrition Education

1. Nutrition Education Plans *(§246.11)*

a. The State agency develops and coordinates the nutrition education component with consideration of local agency plans, needs, and available nutrition education resources. *(§246.11(c)(1))*

☒ Yes ☐ No

b. The State agency monitors local agency activities to ensure compliance with provisions set forth in paragraphs *§246.11*(c)(7), (d), and (e) of this section. *(§246.11(c)(5))*

☒ Yes ☐ No

c. The local agency develops an annual nutrition education plan that is consistent with the State's nutrition education component of Program operations. *(§246.11(d)(2))*

☒ Yes ☐ No

d. (i). The State agency requires that local agency nutrition education include:

☒ A needs assessment

☒ Goals and objectives for participants

☒ Evaluation/follow-up

☐ Other (list): Must include Local Agency Management Evaluation Process and Logic Models for goals.

(ii). The State agency monitors local agency progress toward meeting nutrition education goals, nutrition education action plans, and objectives via:

☒ Quarterly or annually written reports

☐ Year-end summary report

☐ Annual local agency reviews

☒ Other (specify): Management Evaluation visits every 2 years for each local agency.

e. State policies reflect the definition of "nutrition education" as defined in §246.2 and in the Child Nutrition Act. The definition is "Nutrition education means individual and group sessions and the provision of materials that are designed to improve health status and achieve positive change in dietary and physical activity habits, and that emphasize the relationship between nutrition, physical activity, and health, all in keeping with the personal and cultural preferences of the individual."

☒ Yes ☐ No

ADDITIONAL DETAIL: Nutrition Services Appendix and/or Procedure Manual (citation):
See submitted Policy Section II Nutrition Services - Breastfeeding

2. Annual Assessment of Participant Views on Nutrition Education and Breastfeeding Promotion and Support

a. Is an annual Assessment of Participant Views on Nutrition Education and Breastfeeding Promotion and Support conducted:

☐ Yes ☒ No

II. NUTRITION SERVICES
A. Nutrition Education

b. Check below the method(s) used in the past fiscal year to assess participant views on nutrition education and breastfeeding promotion and support provided by WIC:

- ☐ State-developed questionnaire issued by local agencies
- ☐ Locally-developed questionnaires (need approval by SA: ☐ Yes ☐ No)
- ☐ State-developed questionnaire issued by State agency
- ☐ Focus groups
- ☒ Other (specify): Participant Satisfaction Survey conducted every 2 - 3 years.

c. Results of participant views are:

- ☒ Used in the development of the State Plan
- ☒ Used in the development of local agency nutrition education plans and breastfeeding promotion and support plans
- ☒ Other (specify): Used to communicate with participants and conduct quality improvement.

ADDITIONAL DETAIL: Nutrition Services Appendix and/or Procedure Manual (citation):
See submitted Policy Section II Nutrition Services - Breastfeeding

3. Nutrition Education Contacts *(§246.11(a)(1-3): (1) Nutrition education shall be considered a benefit of the program, and shall be made available at no cost to the participant. Nutrition education shall be designed to be easily understood by participants, and it shall bear a practical relationship to participant nutritional needs, household situations, and cultural preferences including information on how to select food for themselves and their families. Nutrition education shall be thoroughly integrated into participant health care plans, the delivery of supplemental foods, and other Program operations. (2) Nutrition education is made available to all participants. Nutrition education may be provided through the local agencies directly, or through other agencies. At the time of certification, the local agency shall stress the positive, long term benefits of nutrition education and encourage the participant to attend and participate in nutrition education activities. However, individual participants shall not be denied supplemental foods for failure to attend or participate in nutrition education activities. (3) The State agency shall ensure that local agencies provide drug and other harmful substance abuse information to all pregnant, postpartum, and breastfeeding women and to parents or caretakers of infants and children participants. Drug and other harmful substance abuse information may also be provided to pregnant, postpartum, and breastfeeding women and to parents or caretakers of infants and children participating in local agency services other than the Program.*

a. The State agency assures that each local agency offers adult participants, parents, or caretakers of infant and child participants, and whenever possible, the child participants themselves at least two (≥2) nutrition education contacts per 6 month certification period, and quarterly nutrition education contacts to participants certified in excess of 6 months, to ensure adequate nutrition education in accordance with §246.11(e) via:

- ☒ Local agency addresses in annual nutrition education plan
- ☒ State nutrition staff monitoring annually during local agency reviews
- ☐ Local agency providing periodic reports to State agency
- ☒ Other (specify): Documented in WIC Computer System

II. NUTRITION SERVICES
A. Nutrition Education

b. The State agency has developed minimum nutrition education standards for the following participant categories:

- [x] Pregnant women
- [x] Breastfeeding women
- [x] Postpartum women
- [x] Infants
- [x] Children
- [x] High-risk participants

The minimum nutrition education standards address:

- [x] Number of contacts
- [x] Protocols
- [x] Documentation
- [x] Breastfeeding promotion and support
- [x] Referrals
- [x] Information on substance abuse prevention
- [x] Care plans
- [x] Counseling methods/teaching strategies
- [x] Exit counseling
- [x] Content (WIC appropriate topics)
- [x] Nutrition topics relevant to participant assessment
- [x] Appropriate use of educational reinforcements (videos, brochures, posters, etc.)

c. The State agency allows the following nutrition education delivery methods:

- [x] Face-to-face, individually or group
- [x] Online/Internet
- [ ] Telephone
- [ ] Food demonstration
- [x] A delivery method performed by other agencies, i.e., EFNEP
- [x] Other (specify): Telehealth used by Southeast WIC District

d. The State agency ensures that nutrition risk data is used in providing appropriate nutrition education by:

- [x] Individual nutrition education contacts tailored to the participant's needs.
- [x] Group nutrition education contacts relevant to the participant's needs (please explain how appropriate group nutrition classes are identified and offered to the participant.)
- [ ] Other (specify): _____

e. An individual care plan is provided based on:

- [x] Nutritional risk
- [x] CPA discretion
- [x] Priority level
- [x] Participant request
- [x] Healthcare provider's prescription
- [x] Other: State High Risk Designations

II. NUTRITION SERVICES
A. Nutrition Education

f. Individual care plans developed include the following components:

Must Include	May Include	
☒	☐	Individualized food package
☒	☐	Identification of nutrition-related problems
☒	☐	Nutrition education and breastfeeding support
☒	☐	A plan for follow-up
☒	☐	Referrals
☐	☒	Timeframes for completing action plan
☐	☒	Documentation of completing action plan
☒	☐	A practical relationship to a participant's nutritional needs, household situations, and cultural preferences including information on how to select food for themselves and their families
☒	☐	Other (specify): Registered Dietitians provide high risk follow up. CPA can write initial care plan.

g. Check the following individuals allowed to provide general or high-risk nutrition education:

General Nutrition Education	High-risk Nutrition Contact	
☐	☐	Paraprofessionals (non B.S. degree with formal WIC training by SA or LA)
☒	☒	Licensed Practical Nurses
☒	☒	Registered Nurses
☒	☒	B.S. in Home Economics
☒	☒	B.S. in the field of Human Nutrition
☒	☒	Registered Dietitian or M.S. in Nutrition (or related field)
☐	☐	Dietetic Technician (2-year program completed)
☐	☐	Other (specify): _____

h. The State agency allows adult participants to receive nutrition education by proxy.

- ☐ No
- ☒ Yes (If yes, check the applicable conditions below):
  - ☒ Proxy is spouse/significant other
  - ☒ Proxy is parent of adolescent prenatal participant
  - ☒ Proxy is neighbor
  - ☐ Only for certain priorities (specify): _____
  - ☐ Other (specify): _____

II. NUTRITION SERVICES

A. Nutrition Education

i. The State agency allows parents/guardians of infant and child participants to receive nutrition education by proxy.

- [ ] No
- [x] Yes (If yes, check the applicable conditions below):
  - [x] Proxy is grandparent or legal guardian of infant or child participant
  - [x] Proxy is neighbor
  - [ ] Only for certain priorities (specify): _____
  - [ ] Other (specify): _____

ADDITIONAL DETAIL: Nutrition Services Appendix and/or Procedure Manual (citation):
See submitted Policy Section II Nutrition Services - Breastfeeding

4. Nutrition Education Materials (§246.11(c)(1,3,4,6,7): The State agency shall (1) develop and coordinate the nutrition education component of Program operations with consideration of local agency plans, needs, and available nutrition education resources; (3) identify or develop resources and educational materials for use in local agencies, including breastfeeding promotion and instruction materials, taking reasonable steps to include materials in languages other than English in areas where a significant number or proportion of the population needs the information in a language other than English; (4) develop and implement procedures to ensure that nutrition education is offered to all adult participants and to parents/caregivers of infant or child participants, as well as child participants whenever possible; (6) establish standards for participant contacts that ensure adequate nutrition education in accordance with paragraph 246.11(e); and (7) establish standards for breastfeeding promotion and support, including a positive breastfeeding supportive clinic environment, a local agency breastfeeding coordinator, breastfeeding promotion, and support for new staff.

a. The State agency shares material with the Child and Adult Care Food Program (CACFP) at no cost:

- [ ] Yes
- [x] No

If applicable, list other agencies:
There have been no requests.

A written material sharing agreement exists between the relevant agencies

- [ ] Yes
- [x] No

II. NUTRITION SERVICES
A. Nutrition Education

b. The State agency recommends and/or makes available nutrition education materials for the following topics:

	English	Spanish	Other languages (specify):
General nutrition	☒	☒	
Specific nutrition-related disorders	☒	☒	
Maternal nutrition	☒	☒	
Infant nutrition	☒	☒	
Child nutrition	☒	☒	
Nutritional needs of homeless	☒	☒	
Nutritional needs of migrant farmworkers & their families	☒	☒	
Nutritional needs of Native Americans	☐	☐	Upon request.
Nutritional needs of Teenage prenatal women	☒	☒	
Breastfeeding promotion and support (including troubleshooting problems)	☒	☒	
Danger of harmful substances (alcohol, tobacco and other drugs), as well as secondhand smoke during pregnancy and breastfeeding	☒	☒	
Food Safety	☒	☒	
Physical activity	☒	☒	
Other:			
Make available topics in any language, as requested	☐	☐	
	☐	☐	
	☐	☐	

Attach a listing of the nutrition education resources available from the State agency or other sources for use by local agencies or specify the location in the Procedure Manual and reference below.

c. The State agency follows written procedures to ensure that nutrition education materials recommended/made available are appropriate in terms of the following:

☒ Content ☒ Reading level/language ☒ Graphic design ☒ Cultural relevance

☒ Other: All nutrition education resources are posted on Utah WIC SharePoint and can be accessed and downloaded.

d. Locally-developed nutrition education materials must be approved by State agency prior to use.

☒ Yes ☐ No

If no, State agency requires local agency to follow a standardized format for evaluating nutrition education materials.

☐ Yes ☐ No

ADDITIONAL DETAIL: Nutrition Services Appendix and/or Procedure Manual (citation):
See submitted Policy Section II Nutrition Services - Breastfeeding; also Utah WIC SharePoint

II. NUTRITION SERVICES
A. Nutrition Education

5. Nutrition Education Needs of Special Populations

The State agency tailors its nutrition education efforts to address the specific needs of migrant farmworkers (M), homeless individuals (H), substance-abusing individuals (S), and/or breastfeeding women (B) through (check all that apply):

M	H	S	B	
☒	☒	☒	☒	Providing nutrition education materials appropriate to this population and language needs
☒	☒	☒	☒	Providing nutrition curriculum or care guidelines specific to this population
☒	☒	☒	☒	Requiring local agencies who serve this population to address its special needs in local agency nutrition education plans
☐	☐	☐	☐	Arranging for special training of local agency personnel who work with this population
☒	☒	☒	☒	Distributing resource materials related to this population
☒	☒	☒	☒	Encouraging WIC local agencies to network with one another
☒	☒	☒	☒	Coordinating at the State and local levels with agencies who serve this population
☒	☒	☒	☒	Other (specify): Special training of local staff is provided upon request.

ADDITIONAL DETAIL: Nutrition Services Appendix and/or Procedure Manual (citation):
See submitted Policy Section II Nutrition Services - Breastfeeding

6. Breastfeeding Promotion and Support Plan

a. The State agency coordinates with local agencies to develop a breastfeeding promotion plan that contains the following elements (check all that apply):

- ☒ Activities such as development of breastfeeding coalitions, task forces, or forums to address breastfeeding promotion and support issues
- ☒ Identification of breastfeeding promotion and support materials
- ☒ Procurement of breastfeeding aids which support the initiation and continuation of breastfeeding (e.g., breast pumps, breastshells, nursing supplementers, and nursing pads and bras)
- ☒ Training for State/local agency staff
- ☒ Designating roles and responsibilities of staff
- ☒ Evaluation of breastfeeding promotion and support activities
- ☒ Other (specify): Annual Evaluation of Peer Counselor Program

II. NUTRITION SERVICES
A. Nutrition Education

b. The State agency has established minimum protocols for breastfeeding promotion and support which include the following (check all that apply):

- ☒ A policy that creates a positive clinic environment which endorses breastfeeding
- ☒ As the preferred method of infant feeding
- ☒ A requirement that each local agency designate a local agency staff person to coordinate breastfeeding promotion and support activities
- ☒ A requirement that each local agency incorporate task-appropriate breastfeeding
- ☒ Promotion and support training into orientation programs for new staff involved in direct contact with WIC clients
- ☒ A plan to ensure that women have access to breastfeeding promotion and support activities during the prenatal and postpartum periods
- ☒ Participant breastfeeding assessment
- ☒ Food package prescription and tailoring based on breastfeeding and nutrition assessment
- ☒ Data collection (at State and local level)
- ☒ Referral criteria
- ☒ Peer counseling
- ☒ Other (specify): Use Grow and Glow BreastfeedingTraining
- ☒ Other (specify): Use USDA Peer Counseling Curriculum--A Journey Together

State agencies that receive WIC Breastfeeding Peer Counseling Funds complete item 7.

7. The State agency coordinates with local agencies to develop a breastfeeding peer counseling program that contains the following components (see Loving Support Model):

a. An appropriate definition of peer counselor defined as follows: paraprofessional (see Loving Support Model for definition); recruited and hired from target population; available to WIC clients outside usual clinic hours and outside the WIC clinic

☒ Yes ☐ No

b. Designated breastfeeding peer counseling program managers/coordinators at State and/or local level

☒ Yes ☐ No

c. Defined job parameters and job descriptions for breastfeeding peer counselors

☒ Yes ☐ No

If yes, the job parameters for peer counselors (check all that apply):

- ☒ Define settings for peer counseling service delivery (check all that apply):
  - ☒ Home (peer counselor makes telephone calls from home)
  - ☒ Participant's home (peer counselor makes home visits)
  - ☒ Clinic
  - ☒ Hospital
- ☒ Define frequency of client contacts
- ☒ Define procedures for making referrals
- ☒ Define scope of practice of peer counselor

II. NUTRITION SERVICES
A. Nutrition Education

d. Adequate compensation and reimbursement of breastfeeding peer counselors

☒ Yes ☐ No

e. Training of State and local management staff through *Using Loving Support to Manage Peer Counseling Programs* training curriculum

☒ Yes ☐ No

f. Training of WIC clinic staff about the role of the WIC peer counselor

☒ Yes ☐ No

g. Establishment of standardized breastfeeding peer counseling program policies and procedures (check all that apply):

☒ Timing and frequency of contacts

☒ Documentation of client contacts

☒ Referral protocols

☒ Confidentiality

☒ Use of social media

☒ Other, (specify): Online Peer Counseling through wichealth.org

h. Adequate supervision and monitoring of breastfeeding peer counselors through (check all that apply):

☒ Regular, systematic contact with peer counselor

☒ Regular, systematic review of peer counselor contact logs

☒ Regular, systematic review of peer counselor contact documentation

☒ Spot checks

☒ Observation

☒ Other, (specify): Local agency performance reviews.

i. Participation in community partnerships to enhance the effectiveness of breastfeeding peer counseling programs (check all that apply):

☒ Breastfeeding coalitions

☐ Businesses

☒ Community organizations

☐ Cooperative extension

☐ La Leche League

☒ Hospitals

☐ Home visiting programs

☐ Private clinics

☐ Other, (specify): _____

II. NUTRITION SERVICES
A. Nutrition Education

j. Adequate support of peer counselors by providing the following (check all that apply):

- ☒ Timely access to WIC-designated breastfeeding experts for referrals outside peer counselors' scope of practice
- ☒ Mentoring of newly trained peer counselors in early months of job
- ☒ Regular contact with supervisor
- ☒ Participation in clinic staff meetings as part of WIC team
- ☐ Opportunities to meet regularly with other peer counselors
- ☐ Other, (specify): _____

k. Provision of training and continuing education of peer counselors (check all that apply):

- ☒ Standardized training using *Loving Support Peer Counseling* curriculum
- ☒ Ongoing training at regularly scheduled meetings
- ☐ Home study
- ☒ Opportunities to "shadow" or observe lactation experts and other peer counselors
- ☒ Training/experience to become senior level peer counselors, IBCLC, etc.)
- ☒ Other, (specify): 45 - 90 lactation education courses to prepare for IBCLC exam.

l. Attach a copy of an updated line item budget, *with written narrative*, demonstrating how peer counseling funds are being used for approved peer counseling activities.

m. Please provide the approximate number of WIC peer counselors in your State: 40

n. Please provide the number of local agencies designated by the State agency to receive funds to operate peer counseling programs.
0

ADDITIONAL DETAIL: Nutrition Services Appendix and/or Procedure Manual (citation):
See submitted Policy Section II Nutrition Services - Breastfeeding

II. NUTRITION SERVICES

B. Food Package Design

1. Authorized WIC-Eligible Foods

a. Include a copy of the current State-authorized food list and the individual food package design for each category in the Appendix or cite Procedure Manual reference:

b. The State agency considers the following when making decisions about authorizing WIC-eligible foods other than WIC formulas:

- ☒ Federal regulatory requirements
- ☒ Nutritional value
- ☒ Participant acceptance
- ☒ Cost
- ☒ Statewide availability
- ☒ Participant/client request
- ☐ Healthcare provider request
- ☐ Other (specify): _____

c. The State agency utilizes additional State nutritional criteria for authorizing foods for the State WIC food list, in addition to the minimum Federal regulatory requirements.

☒ Yes ☐ No

If yes, describe actual values or criteria identified by the State. Enter "n/a" if not applicable. (i.e. artificial sweeteners, artificial color/flavor, low-sodium, etc.):

Participant preference from survey results.

d. The State agency provides the maximum amount of all authorized foods allowed in accordance with the Federal WIC regulations at section 246.10 for each of the seven WIC Food Packages (I-VII).

Yes	No	
☒	☐	Pregnant women/Partially (Mostly) Breastfeeding
☒	☐	Fully Breastfeeding women
☒	☐	Postpartum, non-breastfeeding women
☒	☐	Infants 0-5 months
☒	☐	Infants 6-11 months
☒	☐	Children

e. WIC Formulas:

(1) The State agency establishes policies regarding the issuance of primary contract, contract, and non-contract brand infant formula.

☒ Yes ☐ No

(2) The State agency requires medical documentation for contract infant formula (other than the primary contract formula).

☐ Yes ☒ No

(3) The State agency requires medical documentation for non-contract infant formula.

☒ Yes ☐ No

(4) The State agency requires medical documentation for exempt infant formula/ WIC eligible nutritionals.

☒ Yes ☐ No

(5) State agency authorizes local agencies to issue a non-contract brand infant formula that meets the requirements of Table 4 in 246.10(e)(12) without medical documentation in order to meet religious eating patterns:

☐ Yes ☒ No

(6) The State agency coordinates with medical payors and other programs that provide or reimburse for formulas per Section 246.10(e)(3)(vi).

☒ Yes ☐ No

II. NUTRITION SERVICES
B. Food Package Design

f. Rounding:

(1) Does the State agency issue infant formula according to the specific rounding methodology per Section 246.10(h)(1)?

☐ Yes ☒ No

If answered NO, skip questions (2)-(4)

(2) If the State agency implemented the rounding option for issuing infant formula, are there established written policies in place?

☐ Yes ☐ No

(3) Does the State agency issue infant foods according to the specific rounding methodology per Section 246.10(h)(2)?

☐ Yes ☒ No

(4) If the State agency implemented the rounding option for issuing infant foods, are there established written policies in place?

☐ Yes ☐ No

g. Is infant formula issued in the 1st month to partially breastfed infants?

☒ Yes ☐ No

h. State policies & materials reflect the definition of "supplemental foods" as defined §246.2 and in the Child Nutrition Act.

☒ Yes ☐ No

i. The State agency requires that lowfat (1%) or nonfat milks are the standard milk for issuance to children ≥ 24 months of age and women.

☒ Yes ☐ No

j. Does the State agency allow issuance of fat-reduced milks to 1-year-old children for whom overweight or obesity is a concern, in accordance with Footnote 7 of Table 2 in 246.10(e)(10)?

☒ Yes ☐ No

ADDITIONAL DETAIL: Nutrition Services Appendix and/or Procedure Manual (citation):

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2. Individual Nutrition Tailoring

a. The State agency allows individual nutrition tailoring of food packages only in accordance with 246.10(c).

☒ Yes ☐ No

II. NUTRITION SERVICES
B. Food Package Design

b. The State agency provides a special individually tailored package for:

- ☐ Homeless individuals and those with limited cooking facilities
- ☐ Residents of institutions
- ☒ Other (specify): The model food packages can be tailored to meet these individual nutritional needs.

Provide a copy of the actual foods included in the homeless and institution packages in the Appendix or cite Procedure Manual reference below.

ADDITIONAL DETAIL: Please attach copies of all food packages that are tailored, Nutrition Services Appendix and/or Procedure Manual (citation):
See submitted Policy Section II Nutrition Services - Breastfeeding

c. The State agency develops written individual nutrition tailoring policies and supportive science-based nutrition rationale based on the following participant characteristics:

- ☐ Does not develop individual nutrition tailoring policies
- ☒ Develops based on (check all that apply):
  - ☒ Nutrition risk/nutrition and breastfeeding assessment
  - ☒ Participant preference
  - ☒ Household condition
  - ☒ Other (specify): Medical conditions

d. The State agency allows local agencies to develop specific individual tailoring guidelines.

☐ Yes ☒ No

If yes, check those of the following methods used by the State agency to review or approve local agency tailoring guidelines:

- ☐ Local agencies are required to submit individual tailoring guidelines for State approval
- ☐ Local agency individual tailoring guidelines are monitored annually during local agency reviews
- ☐ Agency reviews
- ☐ Other (specify): _____

ADDITIONAL DETAIL: Nutrition Services Appendix and/or Procedure Manual (citation):

_____

3. Prescribing Packages

a. Individuals allowed to prescribe food packages:

	Standard food package	Individually-tailored food package
CPA	☒	☒
Other (specify): RD, RN	☒	☒

ADDITIONAL DETAIL: Provide a copy of the actual foods included in the homeless and institution packages in the Appendix or cite Procedure Manual. Attach copies of all food packages that are tailored. Nutrition Services Appendix and/or Procedure Manual. (citation):
See submitted Policy Section II Nutrition Services - Breastfeeding

II. NUTRITION SERVICES
C. Staff Training

The State agency provides or sponsors the following training for WIC competent professional authorities:

	Professionals		Paraprofessionals (may or may not be CPAs in some States)	
	Regularly	**As Needed**	**Regularly**	**As Needed**
General nutrition education methodology	☐	☒	☐	☐
State certification policies/procedures	☒	☐	☐	☐
Anthropometric measurements	☐	☒	☐	☐
Blood work procedures	☐	☒	☐	☐
Nutrition counseling techniques	☐	☒	☐	☐
Breastfeeding promotion/support	☒	☐	☐	☐
Dietary assessment techniques	☐	☒	☐	☐
Prescribing & tailoring food packages	☐	☒	☐	☐
Referral protocol	☐	☒	☐	☐
Maternal, infant, and child nutrition	☒	☐	☐	☐
Cultural competencies	☒	☐	☐	☐
Customer service	☒	☐	☐	☐
Immunization screening/referral	☐	☒	☐	☐
Care Plan Development	☐	☒	☐	☐
VENA staff competency training	☐	☒	☐	☐
Substance abuse prevention	☒	☐	☐	☐
Other (specify): There are no paraprofessionals.	☐	☐	☐	☐

ADDITIONAL DETAIL: Nutrition Services Appendix and/or Procedure Manual (citation):
See submitted Policy Section II Nutrition Services - Breastfeeding