
310.05**Hiring Agency Personnel****State Office Approval**

**Approval
required for
coordinators**

WIC agencies must provide a copy of the applicant's resume and consult with the state WIC office before interviewing a candidate for WIC coordinator. The state WIC office will review the application and provide approval before the agency identifies an interim WIC Coordinator or hires a permanent WIC coordinator.

**Interim
coordinator**

If the WIC Coordinator position is not filled within a short period of time, an interim WIC Coordinator must be identified (per contingency plan described in the WIC application) and the state WIC office notified.

**Approval not
required for
other personnel**

All other WIC contract agency personnel may be hired without requesting approval from the state WIC office.

**WIC Contact
Personnel List**

Changes to the WIC Contact Personnel List must be updated via IowaGrants.gov.

**Documentation
of personnel
qualifications**

Maintain documentation in the local WIC agency personnel files that individuals are qualified for their positions.

**Conflict of
interest**

Each local agency WIC staff must review and sign the staff conflict of interest form located in Policy 310.35.

Competent Professional Authority (CPA)

Definition	A competent professional authority (CPA) can be a licensed dietitian, nutrition educator, or registered nurse who uses standardized WIC screening tools and eligibility criteria provided by the state WIC office to determine whether an applicant is eligible to receive WIC services. This would include completing the health history or diet history, and determining the applicant's certification eligibility. A CPA may also prescribe a food package.
Licensed dietitians	The overall needs of the nutrition component of the Iowa WIC Program are best served by licensed dietitians (Policy 310.12).
Considerations when hiring nutrition educators or RNs as CPAs	If recruiting efforts for a dietitian are unsuccessful, the agency may hire a nutrition educator (Policy 310.25) or a registered nurse (Policy 310.13) to perform the functions of a Competent Professional Authority (CPA). This requires additional planning as high-risk participants must be scheduled for at least one nutrition education contact with a licensed dietitian.
Documentation of CPA Qualifications	<p>Maintain documentation in the agency personnel files of qualifications of all CPAs (dietitians, nutrition educators, registered nurses, physicians and/or physician assistants). Acceptable documentation includes a copy of a letter, certificate or card listing the Iowa license number for dietitians, registered nurses physicians and physician assistants.</p> <p>Appropriate documentation for nutrition educators, would be a college transcript.</p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> ● A continuing education plan for physicians and physician assistants must be submitted to the state WIC office upon hire. <p>For physicians trained outside of the United States, submit transcripts to the state WIC office for approval prior to hire.</p>
Reference	Iowa Administrative Code 641-73.
