
310.26**WIC Early ACCESS Contact Guidelines****Qualifications**

Qualifications	The Early ACCESS Contact must be a licensed health professional. The Early ACCESS Contact also must be able to communicate and work well with others.
Desirable skills	Experience in working with families of children with special health care needs, familiarity with Early ACCESS (IDEA, Part C) and the procedure for referrals and use of the Individual Family Service Plan (IFSP) is desirable.
Travel Requirements	The Early ACCESS Contact is expected to meet with the Early ACCESS regional liaison in the area served by the local WIC agency at least one time per year.
Supervision	The agency WIC program coordinator may also serve as the Early ACCESS Contact. If another staff member serves in this capacity, they are responsible to the WIC coordinator. Iowa WIC staff and the Iowa Department of Public Health Early ACCESS Technical Assistant provide technical assistance.

Responsibilities

Minimum Responsibilities

The Early ACCESS Contact's minimum responsibilities include:

- Participating in training related to position responsibilities;
 - Meeting with the Early ACCESS regional liaison in the area served by the local WIC agency at least one time per year;
 - Understanding the two options of eligibility for Early ACCESS services: a high probability of later delay due to a known or other condition OR experiencing a 25 percent or more delay in one or more areas of development;
 - Acting as a resource to other WIC staff regarding regional and Iowa Early ACCESS programs and referral procedures;
 - Overseeing the provision of nutrition assessment information from the WIC record for Individual Family Service Plans with appropriate release of information; and
 - Facilitating the dissemination of Early ACCESS general awareness materials to families who participate in WIC.
-

Other possible responsibilities

Additional responsibilities may include:

- Participating in the development of an Early ACCESS IFSP for children with nutrition concerns.
 - Attending training on nutrition services for children with special health care needs, and sharing information with other agency nutrition staff.
 - Assisting in communication with childcare providers related to feeding and nutrition issues.
-