

Maine Center for Disease Control and Prevention

WIC Nutrition Program

Effective: October 1, 2012
Revised: October 1, 2024

Policy No. NS-4

Nutrition Coordinator Responsibilities

Authority

7 CFR §246.4(a)(4) and §246.11

22 MRSA §255 and §1951

USDA, WIC Nutrition Services Standards, <http://www.nal.usda.gov/wicworks/Topics/WICnutStand.pdf>

Policy

1. Each Local Agency shall designate one Nutrition Coordinator to coordinate and oversee nutrition services.
2. Qualifications for Local Agency Nutrition Coordinators shall include, at a minimum, having successfully obtained a four-year (Bachelor of Science) degree in nutrition from an accredited program.
3. For Local Agencies with a caseload $\geq 3,000$ participants, the Nutrition Coordinator must be a Registered Dietitian. For Local Agencies with a caseload $< 3,000$ participants, a nutritionist who has successfully completed a dietetic internship and is eligible to sit for the RD exam may suffice; however, the RD credential is preferred (See Policy No. *OM4, Local Agency Staffing*).

Procedures

1. The Nutrition Coordinator's responsibilities shall include but are not limited to:
 - 1.1 Oversee tracking of and assessments of medical high-risk participants (see Policy NS-6 Medically High Risk Participants)
 - 1.2 Oversee approval of medical formula and/or medical food prescriptions, including tracking on the medical formula log (Appendix NS-4-A)
 - 1.3 Ensure that all Local Agency counseling staff are aware of proper procedures for approval of medical formula/food prescriptions, including but not limited to:
 - 1.3.1 Verification of appropriate supporting diagnosis(es) for WIC-eligible nutritionals requested
 - 1.3.2 Verification of qualified prescriber (M.D., D.O., P.A., N.P.)
 - 1.3.3 Familiarity with the Maine CDC WIC Nutrition Program Formula Guide, which includes information on approved infant formulas, exempt infant

- formulas and WIC-eligible nutritionals, product descriptions, indications for use, and maximum monthly issuance amounts based on participant category and age
- 1.3.4 Familiarity with procedures for obtaining MaineCare coverage approval for participants enrolled in that program
 - 1.3.5 Knowledge of issuance procedures for WIC-eligible nutritionals, including use of MIS-generated benefits, and direct ordering protocols
 - 1.3.6 Maintain oversight of the Medical Prescription Expiration Date-Formula Report for agency participants who receive prescribed items
- 1.4 Oversee development of Local Agency annual nutrition plan that meets the needs of Local Agency population based upon annual needs assessment.
 - 1.5 Act as Local Agency resource for addressing and solving nutrition issues encountered by counseling staff.
 - 1.6 Oversee provision of nutrition counseling contacts to all participants, including:
 - 1.6.1 Random record reviews for accuracy of documentation, risk factor assignment and food prescriptions
 - 1.6.2 Assure provision of required nutrition contacts to all participants by one-on-one appointments, group counseling sessions, or access to online WIC nutrition education modules.
 - 1.7 Evaluate nutrition materials and websites (other than State Agency-provided) for accuracy of information and use with participants.
 - 1.8 Oversee inventory processes of returned and redirected direct order formula (refer to Maine WIC Policy No. FD-7, Return of Unused Formula) to ensure:
 - 1.8.1 Containers in storage have not expired
 - 1.8.2 Surrounding local agencies have been notified of availability of unissued direct order formula
 - 1.8.3 Staff members make proper use of items in storage
 - 1.8.4 Returned formula is properly destroyed and discarded.
 - 1.9 Integrate nutrition promotions and activities to coincide with national initiatives. See the Office of Disease Prevention and Health Promotion website at: <https://health.gov/news/category/national-health-observances>.
 - 1.10 Participate in bimonthly Nutritionist Meetings or designate an alternate.