

Staffing Roles Grid for Nutrition Services

03/2024

	RD, LN, or LD	Bachelor's or Master's degree in Nutrition	RN	Health or Home Economics Field	DTR	Paraprofessional CPA	Non-CPA staff
Prescreening Nutrition Risk (Waiting List)	Y	Y	Y	Y	Y	Y	N
Collection of nutrition, health, and anthropometric data	Y	Y	Y	Y	Y	Y	Y
Assessment of Certification data	Y	Y	Y	Y	Y	Y	N
Develop and implement Individual Nutrition Care Plan (INCP)	Y	Y	Y	1	1	2	N
Provide initial nutrition education	Y	Y	Y	Y	Y	Y	N
Provide additional nutrition education	Y	Y	Y	Y	Y	Y	3
Prescribe food package	Y	Y	Y	Y	Y	Y	N
Approve medically prescribed formula	Y	Y	4	4	4	N	N
Provide referrals to health and social services	Y	Y	Y	Y	Y	Y	N
Nutrition Education Coordinator	Y	Y	5	5	5	N	N
Breastfeeding Coordinator	Y	Y	Y	Y	6	6	6

1. Generally, high risk Individual Nutrition Care Plans should be developed and provided by a Registered Dietitian, Licensed Dietitian, Licensed Nutritionist or an individual with a Master's or Bachelor's degree in nutrition. When such staff are not available, staff with

these credentials may be utilized. Staff must complete the modules and training activities required for providing high risk Individual Nutrition Care Plans as outlined in the New Staff Training Plan. **(See the policy [Section 6.6: High Risk Individual Nutrition Care Plans](#))**

2. Generally, participants identified by these staff as “high risk” and needing an Individual Nutrition Care Plan (INCP), should immediately be referred to appropriate CPA staff. However, under certain circumstances local agencies may need to utilize these staff in this role. If a paraprofessional identifies that a participant has a high risk condition, the local agency must have a plan in place to assure that the participant receives appropriate care for a high risk CPA at follow-up appointments.
3. Additional Nutrition Education may be provided by an outside entity if specific criteria are met, see [Section 6.7: Additional Nutrition Education](#) for the criteria. Generally, these non-CPA staff should be used only to provide additional education in **group settings** for children (or parents of children) who do not need individualized follow-up.
4. Approval of medically-prescribed formulas must be completed by a Registered Dietitian, a Licensed Dietitian, Licensed Nutritionist or an individual with a Master’s or Bachelor’s degree in nutrition or other CPA approved to provide high risk services.
5. It is recommended that the designated “Nutrition Education Coordinator” be a Registered Dietitian, Licensed Dietitian, Licensed Nutritionist, or have a Bachelor’s or Master’s Degree in Nutrition. If it is not possible to have a coordinator with these credentials, then a Registered Nurse or an individual qualified under the category “Health or Home Economics Field” category could be designated.
6. It is recommended that the “Breastfeeding Coordinator” be an individual who meets the qualifications of a CPA with a Bachelor’s or Master’s degree, or is a Registered Nurse. Other CPAs or non-CPAs with specialized, advanced training and experience (such as an International Board Certified Lactation Consultant, IBCLC), are also qualified to function in the role of Breastfeeding Coordinator. They may be designated Breastfeeding Coordinator after consultation with the State WIC Consultant and/or State Breastfeeding Coordinator. [Section 4.4: Breastfeeding Coordinator](#)

Reference – Complete Listing of Hyperlinks

[Section 6.6: High Risk Individual Nutrition Care Plans](#)

(https://health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch6/sctn6_6.pdf)

[Section 6.7: Additional Nutrition Education](#)

(https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch6/sctn6_7.pdf)

[Section 4.4: Breastfeeding Coordinator](#)

(https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch4/sctn4_4.pdf)

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