

Local Agency CPA Staffing**Policy No. OM-420.01**

Effective date: October 1, 2016

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Policy

Local agencies will appropriately recruit and classify Competent Professional Authority (CPA) staff into appropriate job codes.

Each WIC local agency must be staffed with:

- A minimum of one (1) full-time equivalent (FTE) Competent Professional Authority (CPA) providing direct client services for every one thousand (1,000) participants
- One (1) full-time equivalent (FTE) Registered and Licensed Dietitian (RD, LD) or Licensed Dietitian (LD) providing direct client services for every five thousand (5,000) participants

For example, a caseload of 6,000 participants would require six (6) FTE CPA staff; plus at least one (1) RD, LD or LD. District staff time providing direct client services can be counted towards these requirements; for example qualified district staff can perform both participant services and district responsibilities.

Purpose

To ensure adequate and qualified staff for the provision of direct care services for Georgia WIC participants.

Procedure

- I. Local agencies will hire individuals that meet the CPA definition as defined below.
- II. Local agencies will classify Registered and Licensed Dietitians into the appropriate nutritionist Job Code series.
- III. Local agencies will classify Registered Nurses (RNs) into the appropriate nursing Job Code series.
- IV. The local agency will classify a nutritionist with a Bachelor's or Master's degree in a nutrition field and has earned a verification statement of completion from an Academy of Nutrition and Dietetics Accreditation Council on Education in Nutrition and Dietetics (ACEND) accredited Didactic Program in Dietetics (DPD) into the appropriate nutritionist Job Code series.
- V. The local agency will classify a nutritionist with a Bachelor's or Master's degree in a nutrition field from an ACEND accredited Didactic Program in Dietetics (DPD), but did not earn a verification statement into the appropriate health educator Job Code series.
 - A. The local agency can accept a letter from the DPD program director stating the individual successfully completed an ACEND approved program, but did not earn a verification statement.

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- B. If the applicant is unable to produce a letter, then the coursework will be verified using the [CPA Eligibility Verification Worksheet](#).
- VI. The local agency will classify a nutritionist with a Bachelor's or Master's degree in Nutritional Sciences, Community Nutrition, Clinical Nutrition, Dietetics or Public Health Nutrition from an accredited college or university that meets the minimum specific coursework criteria into the appropriate health educator Job Code series.
- A. The transcript can be reviewed and verified using the Non-DPD required coursework reference; [CPA Eligibility Verification Worksheet](#).
 - B. Local agency shall keep the CPA Eligibility Verification Worksheet on file at the district office.
- VII. Local agencies must ensure that all non-credentialed CPAs have oversight and on-going monitoring by a Licensed Dietitian at the local or district level.
- VIII. Personnel Activity Reporting System (PARS) shall be used to determine FTE for staff who work varying hours for WIC each month.

Authority

7 C.F.R. § 246.2

7 C.F.R. § 246.6 (b) (2)

Definitions/Supporting Documentation

Competent Professional Authority (CPA) – An individual on the local agency staff who is authorized to determine nutritional risk and prescribe supplemental foods. The following individuals may be authorized and trained to serve as a CPA: physicians, nutritionists (bachelor's or master's degree in Nutritional Sciences, Community Nutrition, Clinical Nutrition, Dietetics, Public Health Nutrition), registered dietitians, licensed dietitians, registered nurses, and physician assistants (certified by the National Committee on certification of Physicians Assistants or certified by the State medical certifying authority), or State or local medically trained health officials.

Nutritionist – a person with a Bachelor's or Master's degree in a nutrition field and has earned a verification statement of completion from an Academy of Nutrition and Dietetics Accreditation Council on Education in Nutrition and Dietetics (ACEND) accredited program; or a person with a Bachelor's or Master's degree in a nutrition field from an ACEND accredited Didactic Program in

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Dietetics (DPD), who did not earn a verification statement but has a letter from the DPD program director stating the individual successfully completed the program; or a person with a Bachelor's or Master's degree in Nutritional Sciences, Community Nutrition, Clinical Nutrition, Dietetics, or Public Health Nutrition from an accredited college or university where coursework was verified using the Non-DPD required coursework reference; [CPA Eligibility Verification Worksheet](#).

Non-credentialed – does not have current and valid professional license or registration as a nurse, dietitian, dietetic technician, physician, or physician assistant.

Registered Dietitian Nutritionist (RDN, LD) – Completed a minimum of a bachelor's degree at a US regionally accredited university or college and course work accredited or approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, completed an ACEND-accredited supervised practice program at a health-care facility, community agency, or a foodservice corporation or combined with undergraduate or graduate studies, passed a national examination administered by the Commission on Dietetic Registration (CDR), and completed continuing professional educational requirements to maintain registration. In Georgia, the RDN must also be licensed to practice.

Licensed Dietitian (LD) – Meets the standards and requirements set forth in the Georgia Dietetics Practice Act. Maintenance of the license requires bi-annual application.