

## IL WIC Policy Manual (PM) Administration

### Summary of Changes

*Policy was reviewed by state staff and a local agency advisory group for both section 11 (two agencies from each region) and section 12 (6 WPP).*

Section Number	Section Name	Summary of Changes	Addendum Changes
<b>AD 3: Nutrition Services &amp; Administration (NSA) Costs</b>			
3.2	Allowable Costs	Addendum Allowable Cost by Line Item - Updated prior approval amount to \$10,000 under Category “Equipment” and definition of supplies to \$10,000 under Category “Supplies”. - Added Category “Breastfeeding Promotion and Support Expenditures”, that WIC funds cannot be used for the purposes of collecting, storing, purchasing, or disseminating banked human milk or lactation services already billed to Medicaid. - Removed USDA approval for computer equipment and software and items over \$10,000. Only Department approval will be needed. USDA approval still needed for items costing more than \$25,000 and construction.	Allowable Cost by Line Item
3.2	Nutrition Services & Administration (NSA) Costs	C: updated USDA approval for only items costing more than \$25,000 and any construction. Updated Department approval to include computer and software and items costing more than \$10,000.	
<b>AD 10: Administrative Support of Breastfeeding</b>			
1	Breastfeeding Promotion and Support	A7: added recognizing that banked human milk may be an important resource to parents or caretakers. B4: added to education expectations informing parents or caretakers about banked human milk.	

**AD 11: WIC Staffing**

Added acronyms throughout the sections:

WPP- WIC Paraprofessional Program

CPAA- Competent Professional Authority Assistant

1	General Information	D: Added that local agencies must contact Program when they are unable to meet minimum staffing requirements. This communication must also include a plan for filling the vacant position(s), qualifications, and minimum training plans of the staff who will serve in these roles during vacancy. H2: added the WIC or Nutrition Coordinator to USDA's Breastfeeding Curriculum Level 3 training requirement. H3: added that staff must remain current on Program competencies and expectations.	
2	WIC Coordinator	B: Added that the WIC Coordinator must meet the qualifications of a CPA. C2: Changed counseling training to VENA training. C3: Added requirement of specialized training in lactation management and care. C4: Added expectation to attend statewide and regional WIC Program meetings.	
3	Competent Professional Authority	B5: Replaced home economics with health sciences; added a minimum of 8 college courses from an accredited institution in Health Sciences; added examples of professions that meet the college courses requirements. C3: Added specialized nutrition training requirement for staff who do not have experience or course work in maternal and child nutrition, lactation, nutrition assessment and nutrition education. <u>Required January 2026 for new staff.</u> C4: Updated Counseling Training to VENA training. D: Updated language on high-risk counselling. Only a CPA can provide high risk counseling, preferably a registered dietitian or nutritionist.	
4	Clerk/Frontline	C10: Added option of collecting and entering lab data in WIC MIS.	
6	WIC Designated Breastfeeding Expert	B: removed language about 8 college courses in Health Sciences as this was added to CPA eligible criteria (11.3 B5). Reorganized qualifications. Added that if a BFPC is trained as a IBCLC or DBE they no longer qualify as a peer.	

Section Number	Section Name	Summary of Changes	Addendum Changes
<b>AD 12: WIC Paraprofessional Program</b>			
1	General Guidelines	Added acronyms throughout the sections: WPP- WIC Paraprofessional Program CPAA- Competent Professional Authority Assistant	
2	Nutrition Coordinator	C1: Added to training requirements Nutrition Coordinator training which is under development and will be required within six months of availability. C2: Updated Counseling Training to VENA training. C3: Added to training requirements lactation management and care. C5: Specified expectation to participate in quarterly WPP meetings. D3: Updated quality assurance requirements. Added cross reference to self-monitoring of WPP program operations (IL AD PM 6.1). Observations remain quarterly, however participant record review will change from monthly to quarterly. Quantity and categories reviewed will be based on staffing and caseload and approved in their WPP procedure. Additional wording for consistency with other self-monitoring expectations (e.g., IL WIC AD 6.1, 6.2). D4: Added responsibility of monitoring and providing services to high-risk participants. E: Added section with details on contracting with another WIC local agency for a Nutrition Coordinator. An agreement or MOU is required, and policy provides details on what must be included.	
3	CPA Assistants	D: Updated nutrition training to be vague and not specific to Utah's National Nutrition Certificate Program. E2: Added that low risk education and counseling may be provided by a CPAA during certification or secondary education visits. High risk education and counseling must be provided by a CPA or Nutrition Coordinator. E3: Updated CVE to WIC Program Explanation (WPE). E4: Reworded when the CPAA must make referrals. E8: Added role of scheduling subsequent visits based on low and high-risk factors.	
4	WIC Paraprofessional Program Procedure	B5: Strengthened high risk referral requirements in procedure template. C4: Added a new reason a WPP may be revoked or suspended- if review determines agency is not following their approved WPP or not in compliance with policies.	

