
Purpose	Summarize minimum staffing requirements for a WIC local agency
Staffing Functions	<p>A WIC local agency is responsible for staffing to perform the following functions:</p> <ol style="list-style-type: none">1. Clinic services, including nutritional risk determination, provision of nutrition and health education, and prescription of the WIC food package.<ol style="list-style-type: none">a. See Volume I for more information on clinic staffing.b. See Volume II for more information on Competent Professional Authorities and on provision of nutrition education.c. See Volume III for more information on prescribing food packages.2. Vendor management, if applicable (see Volume IV)3. Planning and evaluation4. Outreach and caseload management5. Coordination/integration with other health services6. Financial management7. Coordinate Local Agency breastfeeding promotion and support activities.
Shared Staff	Functions may be shared with other programs as appropriate if a plan for cost allocation is in place. See Section E in this volume.
Sub-Contractors	<p>Functions may also be performed through sub-contracts. Consult with the State agency prior to establishing a subcontract for a major functional area.</p> <ol style="list-style-type: none">1. 7 CFR 246.6(d) and (e) require State Agency approvals of agreements whereby two or more local agencies or a local agency and physician(s) together apply to perform functions as a WIC local agency.2. Other sub-contracts will be reviewed on a case-by-case basis. State Agency consultation regarding sub-contracts is not required for operational areas such as maintenance, housekeeping, or accounting functions (including audits) but only for major WIC functions such as nutrition education.
