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**Purpose**

Describe activities to be conducted by local agencies in training staff.

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**New Employee Training**

The local agency is responsible for providing and/or arranging training for all new WIC employees.

Prior to assuming duties, the new employee should:

- be oriented to local agency procedures
- complete the Learning About WIC training

Within a reasonable time all new staff are required to attend the State WIC Training Clinic. Local agencies are responsible for scheduling the new employee for this training.

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**Documentation of New Employee Training**

Documentation of new employee/WIC service provider training should be on file at the local agency. Documentation should include at a minimum:

- Name of staff/provider
  - Topics covered
  - Date(s) of training
  - Evaluation
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**Routine Training**

The local agency is to provide routine training to all WIC staff including WIC service providers which have signed agreements with the local agency. At a minimum, that training should include:

*Annual Civil Rights Training* – Refer to Volume I, Section K of this manual for details on what must be included in each training and what may be used to meet the requirement.

*In-Service Sessions* – At least annually and must be suitable for the individual staff position. Training for CPA's must be held semiannually.

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**Acceptable Training**

Types of in-service training that meets the requirement include, but are not limited to:

- Lectures or classes presented by state or local staff and/or community resources.
- A staff person who attended a nutrition/health program or conference presenting the information learned to the remainder of

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staff upon their return.

- A review of current nutrition or health newsletters, journal articles or audio-visual materials, with staff discussing the information and the implications.

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**Training Documentation**

Documentation of training should be on file at the local agency and include the following:

- Topics covered, objectives and outline of content
- Dates training was provided or attended
- Person(s) providing the training
- Person(s) who attended the training, including job title
- Evaluation of the training.

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**Allowable WIC Training**

Workshops, conferences, short courses, webinars and distance learning training opportunities are an allowable WIC cost when the training relates to the staff person's WIC duties.

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**Non-Allowable Training**

Training required as part of the local agency's own policy, and for some positions, required by regulations and statutes related to employee safety and medical/laboratory are not allowable WIC costs. This training is not within the scope of WIC and are the obligation of each local agency.

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