

# New Hampshire WIC Policy & Procedure Manual

## Chapter 4. ORGANIZATION AND MANAGEMENT

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### WIC Staffing Ratios

<b>Purpose</b>	To assure a competent and adequate level of local agency staffing.
<b>Policy</b>	Local agencies shall have staffing levels and ratios that maintain a competent and adequate level of WIC and Breastfeeding Peer Counseling Program staff. The ratio of the number of participants to staff allows for assurance that WIC services are being provided in a consistent manner statewide while meeting quality nutrition services standards. Professionally qualified and credentialed nutrition and breastfeeding staff assures that nutrition assessment and education and breastfeeding counseling is based on sound science and adheres to USDA nutrition and breastfeeding standards.
<b>Authority</b>	NH DHHS Exhibit A, WIC Scope of Services
<b>Procedure</b>	All local agencies shall strive to achieve these staffing levels: <ul style="list-style-type: none"><li>• A recommended ratio of 350-400 participants to one FTE staff person.</li><li>• A recommended ratio of 750-800 participants to one FTE nutritionist.</li><li>• The local agency shall have a certified lactation counselor (CLC) on staff. As new breastfeeding coordinators are hired at the local agency, the applicant shall be a certified lactation counselor or attend a national training within 12 months to become a certified lactation counselor.</li></ul>
<b>Exception</b>	Any exceptions to the above ratios and staffing standards shall be requested in writing by the local agency to the State Agency requesting an exemption for the specific circumstances, but include plans and goals to achieve the recommendations.
<b>Best Practice</b>	Best practice is that the WIC nutrition coordinator is a registered dietitian and that the WIC breastfeeding coordinator is an international board certified lactation consultant (IBCLC)