



ISSUE DATE: July 10, 2020
TO: WIC Coordinators
FROM: Barb McClendon
OHA - Oregon WIC Program
SUBJECT: **WIC Policy Update 2020-03**

MAJOR REVISIONS: *Policies with content changes that impact local agency functions. Please review all policies with major revisions.*

400 – Local Program Overview: Responsibilities and Communications

- Added clarification regarding policy updates and when compliance finding go to into effect (2.0)
- Clarified LPHA's options for when they can't or no longer want to provide WIC services (3.1)
- Clarified that lessons plans and learning objectives are required for all WIC classes, including those provided by an outside agency though an MOU (8.8)

420 – Approval Process for Local Program Policies and Procedures

- Updated required list of procedures and policy references in Appendix A to be consistent with the changes to nutrition education policies 820 and 830 and revised language in policy **716 - Breastfeeding Peer Counseling (BFPC) Program Requirements**.

435 – Staffing Requirements

- Added links to resources for each required staff position.
- Clarified that local programs must notify the state if there are any changes to personnel filling the leadership positions of coordinator, training supervisor, nutritionist, or breastfeeding coordinator (2.0).
- No action or training required.

440 – Staff Training Requirements

- Updated required training, including the Certifiers Guide (5.0).
- Added training requirements for breastfeeding coordinators (8.0), coordinators (9.0), and training supervisors (13.0).
- Added requirement to use and file an observation guide when completing staff observations (11.1).
- Removed training checklists and tools from the policy and added links to the tools on the website.
- **Action required:** review the policy and ensure that required training is completed.

451 – Change in Guardianship

- Updated language regarding 1st and 2nd cardholders.
- Linked to "No Proof form".
- Removed language specific to TWIST wherever possible.
- **Action required:** review policy

614 – Income Guidelines: Current Income Guidelines

- Updated income eligibility requirements effective 6/1/2020.
- **Action required:** Make sure all materials and outreach reflect the new income guidelines.

626 – Hemoglobin & Hematocrit Screening in WIC

- Clarified when it is necessary to repeat the blood work test for a low hemoglobin value, including what and where to document (See 3.0).
- The CLIA Certificate section has additional information and clarifications, but no change in what is required. (See 9.0)
- Because the optronic unit on the HemoCue HB 301 analyzer does not need cleaning until there is an error message, two columns on the Sample Cleaning and Temperature Log have been removed. For biochemical equipment, the only daily requirement is to take the room temperature and to clean the analyzer and cuvette holder with an alcohol wipe or water with a mild soap solution. (See Appendix B Cleaning and Temperature Log)
- **Action required:** review the policy and update Sample Cleaning and Temperature Log.

710 – Breastfeeding: Definition, Promotion and Support Standards

- Added requirement for Breastfeeding Coordinator to be a CPA. If not a CPA, they must complete all CPA training within 6 months of assuming that role. (Appendix A)
- Added COVID-19 and breastfeeding guidance (6.2.2)
- Changed to gender-neutral language.
- **Action needed:** review policy

716 – Breastfeeding Peer Counseling (BFPC) Program Requirements

- Added new section about BFPC appointments (See 2.0).
- Updated the training requirements (See 5.0).
- **Action needed:** review policy

1100 – Farm Direct Nutrition Program: Local Program Responsibilities

- Added detail on expenses that can be covered by the annual FDNP mini-grant (See 18.0).
- **Action needed:** review policy

MINOR REVISIONS: *Minor edits, grammatical updates, clarifications, and/or formatting changes have occurred in these policies*

588 – Program Integrity: Complaints

- Minor formatting and grammatical updates.
- Citation additions and updates.
- Updated definitions.
- Addition of section 2.2.2.1 for option to report to the USDA OIG, if necessary.
Addition of Section 3.5.1 acknowledging that a notice of complaint receipt will be sent to the complainant.

675 – Risk Criteria: Codes and Descriptions

- Updated risk descriptions for Risk 345 and Risk 357.
- Updated risk description and title for Risk 382.
- Training provided in the 2020 Risk In-service released 6/1/2020. CPA's must complete the in-service by 9/30/2020.

760 – Medical Formulas

- Changed references to TWIST
- Minor changes to some links, updated the policy references

765 – Medical Documentation

- Changed references to TWIST
- Minor clarifications, updated policy references

WIC policies can be viewed online at:

oregon.gov/OHA/PH/HEALTHYPEOPLEFAMILIES/WIC/Pages/wicpolicy.aspx

Call the state WIC office at 971-673-0040 if you have questions about this release.