

**Illinois WIC Program Policy Practice Standards (PPS)**  
***WIC Paraprofessional Program (WPP) Procedure Template***  
**April 2025**

Policy Practice Standards assist staff in translating policy into practice. This guidance is intended to be used with the Illinois WIC Policy and Procedure manual; Administration section 12. Local Agencies must work with their Regional Nutritionist Consultant (RNC) from the beginning of the process as procedures will vary based on regional and agency differences.

Agency:

Name and Title of Staff Submitting:

Date Submitted:

Date Approved:

1) Plans for meeting minimal staffing requirements.

Nutrition Coordinator

a) **Attach** Nutrition Coordinator job description, including responsibilities and roles in WIC.

- Will the Nutrition Coordinator be contracted from another agency?  Yes  No
  - If yes, attach MOU.
- % of time allocated to this role:
- How will the Nutrition Coordinator manage the WPP and provide the daily supervision and on-going monitoring of CPA Assistants?

b) Will the Nutrition Coordinator also be the WIC Coordinator?  Yes  No

c) What other roles in WIC/Local Agency will the Nutrition Coordinator have?  N/A

d) If the Nutrition Coordinator is not available, who will temporarily supervise CPA Assistants? Include qualifications.

CPA Assistant (CPAA)

a) **Attach** CPAA job description, including responsibilities and roles in WIC.

- % of time allocated to this role:
- What other roles in WIC/Local Agency will the CPAA have? What are plans to ensure separation of duties (IL WIC PM AD 15.3) and ensure adequate time to complete responsibilities and duties (IL WIC AD 11.1)?  N/A

b) Will CPAAs provide bi-lingual capabilities or cultural competence?  Yes  No

c) If CPAA has higher credentials (e.g., BS or MS) describe how they will still fit the paraprofessional role?  N/A

2) Strategies to maintain the program with staff turnover.

a) What staff do you have that are qualified to follow up on high-risk participants? Include qualifications.

b) What staff do you have that are qualified to be Nutrition Coordinator?  N/A

c) What are plans for recruitment and retention of qualified staff?

- 3) Plans for meeting CPAA training requirements.
- a) Training Checklists are available from your RNC. After reviewing checklists, indicate if the timeline, format, or activities for completion of the Department’s competency-based training for the CPAA will be modified (e.g., if roles will be more limited, activities may not apply or be done in the recommended order and/or training may focus on specific categories or types of visits).
    - N/A no changes will be made.
  
  - b) CPAA’s will be trained as:  Level 1 only  Level 2.
  - c) How will the Nutrition Coordinator provide support, mentoring and review of competence during the CPAA training period?
  
  - d) Level 2 CPAA roles should be the WIC staff’s primary job duty in WIC. If staff will not be full time (i.e., PRN, combined roles), how will they meet training requirements and stay current on program requirements?  N/A

- 4) Procedure for amount of required quality assurance based on staffing and caseload.
- a) Total Agency Caseload:
  - b) Number of CPAA staff to be hired:
    - Level 1: \_\_\_\_\_
    - Level 2: \_\_\_\_\_
  - c) Indicate proposed percentage/number of record reviews that will be completed quarterly. *Observations must be conducted in person at the agency for all CPAA and a variety of categories each quarter.*

<b>Quality Assurance Activity</b> <i>Indicate N/A if options don't apply.</i>	<b>% / # to be Reviewed</b>	<b>Other comments:</b>
CPAA L2 Certification Record Review		
Secondary Ed Record Review		

d) How will you ensure a variety of categories are reviewed?

5) Process for making referrals for high-risk participants.

*After reviewing Addendum PPS Guidelines for Referrals for CPA Assistants, provide details on how high-risk participants will receive referrals for necessary high-risk counseling and follow up with a fully trained CPA or the Nutrition Coordinator:*

a) Nutrition intervention during a secondary education or certification visit:

b) If appropriate staff are not available during the WIC visit, process for referral and follow up (e.g., 1, 2 or 3 months after initial contact based on assigned risk):

c) What type of methods will be used for follow up contacts?

Video  Phone  Other:

d) How will the agency identify who the next WIC visit must be scheduled with (CPAA vs fully trained CPA or Nutrition Coordinator)?

6) How will other WIC staff be trained on the purpose, function, and integration of the approved WIC Paraprofessional Program?

a) Where will WPP policies and local agency specific procedures be kept ensuring they are accessible to all WIC staff?

7) Review your local agency procedure for communicating abnormal values and health concerns (IL WIC PM CS 5.1) and attach with WIC Paraprofessional Program procedure. This will be used by the CPAA communicate abnormal values to the Nutrition Coordinator.

Return completed procedure to your RNC to begin the planning and approval process.  
Procedure must be approved before implementation of a WIC Paraprofessional Program.

*\*\*Any changes to the approved procedure must be updated and resent for approval. \*\**

# Program Notes

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*Space for RNC evaluation and notes during the approval process.*

Date	Question or Comment	Program Response	Action Needed or indicate resolved