

UMCHS WIC

Guidance for On-Line Nutrition Education

Purpose: All WIC participants are offered a second nutrition education contact. The second nutrition education contact may be provided in the form of on-line nutrition education to allow more flexibility for the participant and their caregiver.

The on-line learning option will be for low to medium risk participants aged two to five.

Procedure: WIC Certifiers must complete the on-line nutrition education themselves before they may utilize the on-line learning option for participants. WIC Certifiers will notify the WIC Operations Manager when they have completed each on-line nutrition education module and will submit their certificate of completion to the Human Resources Assistant for placement in their training file.

The WIC Certifier will determine if a participant is appropriate for online nutrition education. The following participants are eligible:

- Caregivers of low/medium risk participants aged two to five. Caregivers must be comfortable using a computer and understand written materials easily.

The certifier will review and explain the on-line learning option for the second nutrition education (2nd NE) contact with caregivers of eligible participants. Caregivers of participants will be given instructions for showing proof of class completion, office hours for food instrument pick up and who to contact for help.

Each approved online class can be used only one time as a 2nd NE. Caregivers of eligible participants can complete the online class at any time during the next three months, but the certificate of completion needs to be brought into the WIC clinic in the month of the scheduled 2nd NE. WIC certifiers will indicate this on the participant's WIC ID card. If a caregiver of an eligible participant indicates they have completed on-line nutrition education but does not provide the certificate of completion to WIC, a WIC clerk or certifier may confirm completion by logging in to the online NE website under the participant's WIC ID number.

On the date the caregiver of the WIC participant returns to the WIC clinic to receive their food instruments, a WIC certifier or clerk will add the participant to the general online NE class in the TWIST schedule after verifying that the

caregiver completed the online nutrition education and that there is no repeat of classes. A WIC certifier will then review with the caregiver what they learned and/or plan to do differently after completing the online NE. A WIC certifier will document the online NE topic in each participant's record in the NE plan tab. The participants "Next Step" can be updated as appropriate. A WIC clerk or certifier will then issue the participant's food instruments through their next scheduled appointment.

Rvs July 2012