

## On Line Quarterly Nutrition Education

**PURPOSE:** The WIC program is a public health program that offers breastfeeding and nutrition education to its participants. The Local Agency offers all WIC participants a quarterly nutrition education contact which may be provided in the form of on-line nutrition education to allow more flexibility for the participant or caregiver.

**PROCEDURE:** On-line nutrition education lessons can be used for pregnant, breastfeeding and postpartum women, parents, foster parents or caregivers who meet the eligibility requirements. The requirements are as follows:

- Be low or medium risk
- Express an interest in the online nutrition education option
- Have access to an appropriate device for completing online lessons
- Be able to read and comprehend English or Spanish.

All WIC CPAs will notify the WIC/OHP Operations Manager when they complete 5 lessons minimum. One lesson per topic area on the WICHealth.org website and will submit their certificates of completion to the Human Resources Assistant for placement in their training file. The CPA must also receive training on how to verify online quarterly nutrition contacts according to Oregon WIC Policy 820:4.3.

The WIC CPA will determine if the participant is eligible and that the online education is appropriate for the participant and the family by using the criteria outlined above. If eligible the CPA will explain to the participant:

- How to access and complete the online lesson,
- Schedule the online lesson into the participant's record
- Tell the participant how and when to show proof of class completion,
- And to access help if needed.

Each approved online class can be used only one time as a quarterly nutrition contact. If appropriate the same lesson may be used for other family members. Participants or caregivers can complete the online class at any time during the next three months following the certification, mid cert assessment or recertification. WIC CPA will indicate this on the participants WIC ID Card. The CPA can verify lesson completion by using the look-up feature of the online nutrition provider or by viewing the participant's certificate of completion either in person or electronically. Participants are not required to provide a certificate of completion.

Once the online lesson has been verified, the CPA will communicate with the participant or caregiver about what the participant or caregiver learned or what they plan to do differently as a result of completing the lesson. This communication can be done by telephone, in person, text messaging or by e-mail. Benefits may not be issued until this communication has been completed. The WIC CPA will add the participant to the general online NE Class in the TWIST schedule. The CPA will document attendance and the nutrition education topic in the participant's record in the NE plan tab. The participant's "Next Step" can be updated as appropriate. Add any other relevant information in the progress notes section. The CPA will then issue benefits for a time frame not to exceed 3 months at which time the next appointment will be scheduled.