Policy: Online Nutrition Education Classes  
No: NE: 7  
Effective: 02/10  
Revised: 07/14

Policy

The Federal Regulations require that most participants in the WIC Program receive a minimum of two nutrition education contacts during each certification period and infants receive nutrition education at a quarterly rate. In order to offer participant-centered nutrition education, online modules approved by the State WIC program may be offered to a participant as a nutrition education contact based on a CPA assessment of the participant’s needs and preferences.

Procedure

Online Nutrition Education will:
- be offered through the wichealth.org web site.
- be offered to low-risk children 1-5 years of age only, and to participants to whom attending classes would represent undue hardship (such as pregnant women on bed rest) while taking into consideration their personal preferences, household situation, cultural preferences, language spoken and literacy level.

Clinics offering online nutrition education must follow these guidelines:

1. Participants will be given a choice regarding the method in which nutrition education will be delivered: online, group classes, or individual.

2. Participants who opt to take nutrition education classes online will have the option to mail, hand-deliver, or email their certificate of completion to the participating clinic.

3. Clinics offering online nutrition education must establish an email address dedicated for WIChealth.org activities and a designated staff member will be responsible for checking the email address on a weekly basis at minimum.

4. Certificates will be reviewed by a CPA or Dietitian/Nutritionist on a weekly basis. Certificates will then be processed by attaching the Certificate of Completion to participant’s file, documenting the nutrition education contact on the Nutrition Education Documentation Form of the participant file and of all family members, documenting on the Notes Tab in the MIS both the lesson completion and clinic follow-up, and staging of benefits.

MIS Notes Tab example:

"WICHealth.org lesson “Secrets for Feeding Picky Eaters” completed on (date); Follow-up email sent on (date); benefits staged," etc.

Local agencies will determine method of filing the certificate in the chart that best meets the Agency's' needs.

5. The CPA or Dietitian/Nutritionist must follow-up with participants after completion of each online lesson each week as certificates of completion are verified. Follow-up for online lessons must include a statement asking whether the participant has further questions after reviewing the lesson. Follow-up can be done by phone, in person, or email. To reduce time spent on follow-up, it is recommended to utilize a general email at the same time clinics verify which lessons have been completed by participants.
Policy: Online Nutrition Education Classes

Follow-up Email Example:

Dear ____ (WIC Participant Name) ____,

Thank you for completing your WICHealth.org nutrition education lesson(s).

Please call us at ____ (clinic phone #) ____ with any questions you have about the lesson(s) you completed online as our WIC staff would be happy to speak with you.

Thank you,

____ (Staff Name)

WIC Eligibility Worker (or appropriate title)

6. A CPA or Dietitian/Nutritionist must review the participant’s completion certificate that is filed in the chart to follow-up with the participant at their next office visit regarding any behavior change goals they established or content they covered by taking the online nutrition course.

Online nutrition education will satisfy the nutrition education contact requirements for families with children only and under special circumstances for participants needing special accommodations. Classes appropriate for these participants currently available on WIChealth.org are:

- Keep Your Family Safe from E. Coli
- Help Your Child Make Good Eating Choices
- Fruits and Veggies Grow Healthy Kids
- Build Strong Kids with Dairy Foods
- Secrets for Feeding Picky Eaters
- Trust Your Child to Eat Enough
- Create Good Eating Habits in Your Child
- Fun and Healthy Drinks for Kids
- Make Meals and Snacks Simple
- Happy Healthy Active Children
- Eat Well - Spend Less
- Steps to a Healthier Family
- Healthy Whole Grains
- Be Healthy with Fruits and Veggies
- Meatless Meals for Busy Families
- Be Healthy as Your Baby Grows (Pregnant women)
- Preparing for a Healthy Pregnancy (Pregnant women)

WIChealth.org does not substitute the professional advice of a Registered Dietitian or other health professionals in the care of WIC participants.

Clinic Eligibility

WICHealth.org eligibility will be established by an Agency Assessment performed by the State Office. This assessment will encompass the following:

Commented [EH1]: Do we do this? If so, where is the internal procedure?
1. Evaluation of nutrition education methods utilized in group sessions, to assure group sessions are conducted using facilitated discussion methods.

2. Evaluation of the level of Nevada WIC CARES skill set of agency's CPAs and RDs.

3. Assure that a Participant-Centered Nutrition Education Group Scheduling System is in place. Scheduling should be responsive to participants' needs and interests.