

Funding Opportunity for Paraprofessional Staff

Grant Summary

Minnesota WIC has been awarded a grant to financially support the continuing education of paraprofessional WIC staff, including the coursework required by WIC policy and an elective certificate program. The grant funding is available through September 2024.

The goals of this grant are to:

- provide meaningful continuing education to the paraprofessional staff that are integral to meeting the cultural and language needs of Minnesota WIC participants.
- increase job satisfaction and retention among paraprofessional staff.
- increase job performance and provide an opportunity for advancement among paraprofessional staff.
- support an equitable, diverse, and robust workforce among Minnesota WIC local agencies.

As outlined in MOM [Section 4.3](#), local agencies may be approved to hire paraprofessional CPAs to meet cultural and/or language needs. With this opportunity, local agencies can receive full reimbursement for staff to attend nutrition courses at Northland Community & Technical College or the equivalent cost of these courses if the agency uses a different college. All courses are offered online.

For paraprofessional staff working towards their required coursework

Paraprofessional staff who have not yet completed their required nutrition coursework (*Nutrition* and *Life Cycle Nutrition*) are eligible for this opportunity. The WIC Coordinator may apply for them to attend these courses with reimbursement. The required coursework for paraprofessional CPAs is outlined in MOM [Section 4.3](#).

For paraprofessional staff who have completed their required coursework

Paraprofessional staff who have already completed the minimum required coursework have the opportunity to participate in additional nutrition courses. By completing the new “Community Nutrition Certificate” through Northland Community & Technical College, paraprofessional staff can obtain a *Paraprofessional III* or *CPA* designation, depending on the educational qualifications of the staff person. This opportunity is available to staff who are in good standing and have at least two years of WIC experience with good performance.

The new *Paraprofessional III* designation will allow these staff to be recognized for their success in their role and be eligible for a reduced monitoring plan. The coursework included in this

certificate offers the option to apply these courses to the Dietetic Technician program at Northland for those who wish to pursue this degree.

Additional details about this certificate offering and the Paraprofessional II role will be announced soon. In the meantime, WIC Coordinators may submit a letter of proposal for paraprofessional staff who are interested in taking additional coursework and working towards the “Community Nutrition Certificate”.

Pathways for Paraprofessional CPAs

Minimum qualifications for paraprofessional CPAs that meet agency needs for language or culture are outlined in MOM [Section 4.3](#). The required minimum coursework requirement remains.

Paraprofessional CPA’s current qualifications	Initial status	Additional qualifications	Advanced role
<i>Health-related bachelor’s degree</i>	Paraprofessional CPA I	Needed additional coursework for CPA <u>OR</u> Community Nutrition Certificate	CPA
<i>Some college (2-year degree, non-health 4-year degree, or min 48 college credits)</i>	Paraprofessional CPA I	2 years of WIC experience with good performance <u>AND</u> Community Nutrition Certificate	CPA
<i>No college</i>	Paraprofessional CPA I	2 years of WIC experience with good performance <u>AND</u> Community Nutrition Certificate	Paraprofessional CPA II
<i>Any</i>	Paraprofessional CPA I <u>OR</u> Paraprofessional CPA II	Dietetic Technician degree	CPA

Local agency expectations

Local agencies are encouraged to work with the employee to obtain a service commitment to WIC in accordance with their local agency policies.

Local agencies are encouraged to allow staff to attend class and complete coursework during work hours. All relevant courses at Northland Community & Technical College are offered online.

How to apply

WIC Coordinators should submit a letter of proposal to their State WIC Consultant by December 16, 2022, for paraprofessional staff interested in attending courses during the spring semester 2023. There will be an opportunity to participate in future semesters within the grant period.

The letter should include:

- The name of the paraprofessional employee
- The employee's length of service with WIC and with your agency
- The employee's current employment status (probationary, full-time, etc)
- Employee's resume or summary of qualifications
- Recommendation from the Coordinator attesting to strong job performance
- Scope of application
 - Option 1: Required coursework only
 - Option 2: Certificate coursework

If you have questions regarding this opportunity, please contact your State WIC Consultant.

Resources for Staff:

Northland Community & Technical College [Dietetic Technician](https://www.northlandcollege.edu/programs/dietetic_technician/program_detail.php?program_code=200)
(https://www.northlandcollege.edu/programs/dietetic_technician/program_detail.php?program_code=200)

Northland Community & Technical College [Academic Calendar](https://www.northlandcollege.edu/academics/calendar/)
(<https://www.northlandcollege.edu/academics/calendar/>)

Information on Dietetic Technicians from the Academy of Nutrition & Dietetics: [Becoming a Nutrition and Dietetics Technician, Registered](https://www.eatrightpro.org/about-us/what-is-an-rdn-and-dtr/what-is-a-nutrition-and-dietetics-technician-registered/becoming-a-nutrition-dietetics-technician-registered) (<https://www.eatrightpro.org/about-us/what-is-an-rdn-and-dtr/what-is-a-nutrition-and-dietetics-technician-registered/becoming-a-nutrition-dietetics-technician-registered>)

Reference – Complete listing of hyperlinks

MOM [Section 4.3](#)

(https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch4/sctn4_3.pdf)

Minnesota Department of Health - WIC Program 85 E 7th Place, PO BOX 64882, ST PAUL MN 55164-0882; 1-800-657-3942, health.wic@state.mn.us, www.health.state.mn.us; To obtain this information in a different format, call: 1-800-657-3942

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