

Funding Opportunity for Paraprofessional Staff Update

DECEMBER 7, 2022

Community Nutrition Certificate Update

As mentioned in the previous communication, [Funding Opportunity for Paraprofessional Staff](#), completing the new Community Nutrition Certificate allows paraprofessional staff the opportunity to obtain a Paraprofessional II or CPA designation, depending on the educational qualifications of the staff person.

The Community Nutrition Certificate was approved by Northland Community and Technical College's Academic Affairs and Standards Council (AASC) and is anticipated to be approved soon by the Minnesota State Colleges and Universities system. Students may begin the coursework for this certificate in spring semester 2023.

The certificate information has not yet been posted to the Northland Community and Technical College (NCTC) website; however, a copy of the certificate coursework can be obtained from your State WIC Consultant.

Applications

To apply for staff funding for the spring semester, submit your letter of application by December 16, 2022 as described in the [Funding Opportunity for Paraprofessional Staff](#) memo. Funding will be approved on a rolling basis as applications are received.

It is anticipated that funding will remain for staff wishing to begin in later semesters, however, as funds are limited this is not guaranteed. **To apply for summer or fall 2023, please submit the letter of application no later than one month before classes begin to ensure confirmation of funding before class registration.**

MOM Policy Updates

MOM [Section 4.3](#) is being updated to reflect the new pathways for paraprofessional CPAs. An announcement will be included in the WIC Weekly Update when this update is posted. As noted in the previous communication, the requirements for hiring paraprofessional CPAs remain the same, so please work with your State WIC Consultant to obtain approval before hiring new paraprofessional staff.

Questions & Answers

Spring semester is too soon for staff to start. Can staff begin coursework in future semesters?

Yes. The grant is available through September 2024. This funding was awarded to MN WIC with very short notice so the turnaround for a spring semester start is rather quick. If it is not possible for staff to begin the coursework in the spring semester, they may begin in future terms. **To complete the entire certificate during the grant period, it is recommended to begin as soon as possible.**

The application process for the grant funding that is outlined in the memo must be followed for all paraprofessional staff, regardless of coursework start date. Due dates for future semesters will be announced as the dates get closer. The application and registration process through Northland should be able to be completed quickly.

[Spring semester 2023 academic calendar](#) (classes begin Monday, January 9)

[Summer semester 2023 academic calendar](#) (classes begin Monday, May 15)

Can other staff participate in the certificate program?

This grant opportunity is limited to current paraprofessional CPAs.

Once approved, the Community Nutrition Certificate will be publicly available at NCTC. It will meet the requirements for financial aid eligibility (if the applicant qualifies) and all courses are available online.

MN WIC will continue to explore how to incorporate this opportunity into staff training and development.

What costs are covered by the grant?

The grant provides funding for tuition, fees, and books. Staff time is not included, however local agencies may choose to support staff time through their primary WIC grant funding.

Will previous coursework count toward the certificate?

Questions about transfer credits should be directed to the college. The first recommendation is to apply to NCTC and then to send official copies of transcripts from the previous colleges or universities. There is no cost to apply.

The contact for registration and transfer credit questions is Tiffany Beneda (tiffany.beneda@northlandcollege.edu).

How will agencies receive funds?

1. The local agency will submit a letter of application for each staff person, as outlined in the [Funding Opportunity for Paraprofessional Staff](#) memo. After MN WIC approval, the local agency can move forward.
2. The local agency should complete [Exhibit 2-C Request to Increase Administrative Funds](#) (RIAF) for the full anticipated amount. Multiple staff members' coursework can be included on the same RIAF. Additional RIAF forms can be submitted in the future for additional staff/expenses, such as new hires or staff starting in later semesters.
3. Local agencies should work with NCTC on registering staff for the course and provide payment.
4. When the course is successfully completed with a passing grade, the local agency can submit an infrastructure invoice to their State WIC Consultant. The infrastructure invoice form will be provided to each agency receiving funding from this grant. Reimbursement can be provided on a quarterly basis in approximately December, March, June, and September.

Who can I contact for more information?

- WIC grant or eligibility of paraprofessional CPAs
 - Your State WIC Consultant
- NCTC's certificate or Dietetic Technician program
 - Angela Brekken, EdD, MS, RD, LD, FAND
Director of Dietetic Technician Program
Northland Community and Technical College
(218) 793-2484
angie.brekken@northlandcollege.edu
- NCTC Admissions & Aid
 - 218-793-2800
[Admissions and Aid](#)
 - Transfer Credits: Tiffany Beneda (tiffany.beneda@northlandcollege.edu)

Reference – Complete Listing of Hyperlinks

[Funding Opportunity for Paraprofessional Staff](#)

(<https://www.health.state.mn.us/docs/people/wic/localagency/wedupdate/2022/topic/1109funding.pdf>)

MOM [Section 4.3](#)

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

FUNDING OPPORTUNITY FOR PARAPROFESSIONAL STAFF UPDATE

[NCTC Academic Calendar Spring Semester 2023](#)

(https://www.northlandcollege.edu/academics/calendar/_docs/northland_academic_calendar_spring_semester_2023.pdf)

[NCTC Academic Calendar Summer Session 2023](#)

(https://www.northlandcollege.edu/academics/calendar/_docs/northland_academic_calendar_summer_session_2023.pdf)

[Exhibit 2-C Request to Increase Administrative Funds](#)

(<https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/exhbts/ex2/2c.docx>)

[Admissions & Aid](https://www.northlandcollege.edu/admissions/application/) (<https://www.northlandcollege.edu/admissions/application/>)

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.