

**SECTION: Administration**

**SUBJECT: Local WIC Agency Suggested Staffing Pattern**

### Suggested Staffing Pattern

A suggested staffing pattern for WIC Local Agencies is based on program caseload. The pattern is as follows:

Program Enrollment	Total Number of Staff			
		Program Coordinator	Nutritionist	Nutrition Aide and/or Program Assistant
900-1400*	4.5	1	1.5	2
1401-1800*	5	1	2	2
1801-2600*	6	1	3	2
2601-3000	7	1	3.5	2.5
3001-3400	8	1	4	3
3401-3800	9	1	5	3
3801-4200	10	1	5	4
4201-4600	11	1	6	4
4601-5000	12	1	6	4
5001-5400	13	1	7	4
5401-5800	14	1	7	5
5801-6200	15	1	8	5
6201-6600	16	1	9	6
6601-7000	16	1	9	6
7001-7400	17	1	10	6
7401-7800	17	1	10	6
7801-8200	18	1	11	6

**\*In agencies with caseloads of 2,600 participants or less, the program coordinator must also meet the qualifications of a nutritionist.**

Note: it is recognized that individual instances may justify either more or less staffing than the suggested pattern. Examples of this include multiple program satellite sites, and extended program hours of operation. Any deviations from the suggested pattern should be specified.