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**#13-049**

**TO:** WIC Local Agency Directors

**FROM:** Linda Brumble, Unit Manager  
Nutrition Education/Clinic Services Unit  
Nutrition Services Section

**DATE:** May 15, 2013

**SUBJECT:** FY 2014 RD Funding Applications

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The State Agency will provide funding for Registered Dietitian (RD) services for FY 2014 (October 2013 – September 2014). This funding can be used to hire an RD consultant or to help defray the cost of a staff RD. All local agencies are required to have an RD on staff or on contract (*WIC policy GA: 14.0*).

To request funding, complete the attached application and send it via email to [angela.gil@dshs.state.tx.us](mailto:angela.gil@dshs.state.tx.us) by close of business, Thursday, **June 13, 2013**. All agencies approved for funding will be notified in writing.

**Duties an RD consultant may perform at the local agency are:**

- Developing and implementing a quality assurance program
- Assisting with the quality assurance program (i.e., ongoing evaluation of individual counseling, nutrition education classes, clinical procedures, etc.)
- Providing staff training on nutrition-related topics and nutrition assessment procedures
- Providing high-risk individual counseling
- Assisting with completion and application of the NE/BF Plan
- Conducting client centered nutrition education classes
- Consultation regarding the appropriate issuance of non-contract formulas
- Assisting with the local agency's WIC Certification Specialist Program
- Planning, implementing and evaluating special projects for example, the Obesity Prevention Mini Grant

**Duties that should not be expected of RD consultants are:**

- Certifying participants on a regular basis
- Supervising clinics

**Note: The RD on staff can be expected to perform all duties listed above, as well as other duties as assigned.**

The RD services funding can be used for all applicable RD expenses incurred from October 1, 2013 to September 30, 2014. Local agencies with an RD currently under contract may continue their services into FY2014, without interruption. The dollar amount allocated to each local agency will be determined by the total requests received and the relative need of each requesting agency.

If you have questions or require additional information regarding RD funding, please contact Angela Gil, Nutrition Education Consultant, Nutrition Education/Clinic Services Unit, at (512) 341-4590 or by emailing [angela.gil@dshs.state.tx.us](mailto:angela.gil@dshs.state.tx.us).