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| <p style="text-align: center;">Nutrition Services Department of State Health Services</p> |
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Effective June 1, 2002

Policy No. TR: 04.0

Local Training Coordinator

Purpose

To ensure that staff training is coordinated and provided at the local agency (LA).

Authority

State Policy

Policy

The LA shall designate a training coordinator.

Procedures

- I. The LA shall submit the coordinator's name to the state agency (SA) at the time of selection. No further notification is necessary unless the coordinator changes.

- II. The training coordinator shall ensure that:
 - A. projected training dates for each fiscal year are submitted to the SA by October 15;
 - B. the summary of training actually conducted (training summary) is sent to the SA by October 15;
 - C. appropriate and timely staff training is conducted for LA staff in accordance with **Policy TR:03.0**; and
 - D. staff training and education be documented and maintained for review during monitoring visits in accordance with **Policy TR:03.0**.

- III. The training coordinator may assist in conducting an annual assessment to identify areas of staff training needs.

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- IV. The training coordinator may communicate staff training needs to WIC SA training personnel for future development of programs of benefit to LA personnel.