



**Week ending issue: March 29, 2013 – Issue #172**

## **Policy**

### **From the WIC Certification Policy and Procedure Manual – Policy 215.30 – Other Automatic Terminations**

Termination notices must be printed for participants who are automatically terminated for the following reasons:

- Failed to reapply
- Failed to provide proof of income in 30 days.

The steps below describe how to print the notice:

<b>Step</b>	<b>Action</b>
<b>1</b>	Click on the Print Term Notice button in the Termination group box.
<b>2</b>	If a pop-up error message appears regarding the termination notice date not meeting USDA regulatory requirements, close the message.
<b>3</b>	Fill in the effective date of the termination on the notice using a month/day/year format based on the termination reason: <ul style="list-style-type: none"> <li>• Failed to reapply: The date the certification ended,</li> <li>• Failed to provide proof of income: 30 days after the provisional certification date.</li> </ul>
<b>4</b>	Check the appropriate reason for termination on the notice.
<b>5</b>	Give (or mail) the notice to the participant or parent/guardian.

The date field, Printed term notice date, will automatically be filled in with today's date. This is adequate documentation of providing notice.

## **Information**

### **Full-time Dietitian Position**

The Siouxland District Health is looking for a full-time dietitian in the WIC Program. For more details, you will find the job announcement at the end of this newsletter.

## Reports

### Ineligible by Income Report

The Ineligible by Income Report shows participants who are found ineligible due to exceeding the income limits. This report documents the family ID, parent/guardian name, ineligible date, home phone number, the family's monthly income, household size, and address. This report can be used to identify and provide follow-up with families that might be eligible for services when the income guidelines change.

## Dates to Remember

### 2013

- WHO Growth Chart Webinar for CPA's – April 9, 2013 from 12:00 p.m. to 1 p.m. (attend one session – 4/9 or 4/23)
- WHO Growth Chart Webinar for CPA's – April 23, 2013 from 8 a.m. to 9 a.m. (attend one session – 4/9 or 4/23)
- Contractor's Meeting – August 20, 2013
- Infant and Child Core Workshop – August 29, 2013
- Communication and Rapport Building Workshop – October 29, 2013

### New Employee Training Go-to-Meeting

- NETC Go-To-Meeting (All new staff) - April 11, 2013 from 8:30-11:30
- NETC Go-To-Meeting (Health Professional) – April 18, 2013 from 8:30-11:30
- NETC Go-To-Meeting (Support Staff) – April 25, 2013 from 8:30-11:30
- NETC Go-To-Meeting ( All new staff) – June 13, 2013 from 8:30-11:30
- NETC Go-To-Meeting (Health Professional)– June 20, 2013 from 8:30-11:30
- NETC Go-To-Meeting (Support Staff) – June 27, 2013 from 8:30-11:30
- NETC Go-To-Meeting (All new staff) – August 8, 2013 from 8:30-11:30
- NETC Go-To-Meeting (Health Professional) – August 15, 2013 from 8:30-11:30
- NETC Go-To-Meeting (Support Staff) – August 22, 2013 from 8:30-11:30
- NETC Go-To-Meeting ( All new staff) – October 10, 2013 from 8:30-11:30
- NETC Go-To-Meeting (Health Professional) – October 17, 2013 from 8:30-11:30
- NETC Go-To-Meeting (Support Staff) – October 24 from 8:30-11:30

## Available Formula

Product	Quantity	Expiration Date	Agency	Contact
Infant Neocate Chocolate Neocate Jr.	4 cans 3 cans	3/21/13 6/21/13	HACAP	Debby Hildebrand 319-393-3368
Pediasure Enteral, Vanilla (24 – 8 oz cans per case)	2 cases 2 case	3/2013 7/2013	Mid Iowa Community Action	Addie Brown 515-956-3312 ext. 103
EleCare Jr. Unflavored Portagen	1 containers – 14.1 oz 5 containers – 16 oz	8/2013 8/2013	New Opportunities	Sharon McDonald Williams 712-830-1329

<b>Product</b>	<b>Quantity</b>	<b>Expiration Date</b>	<b>Agency</b>	<b>Contact</b>
EleCare Jr Vanilla	3 cans	8/2013	Upper DsM Opportunity	Janet DeLoughery 712-580-4269
KetoCal 4:1 ratio Powder	6 containers	8/29/13	Webster County Health Dept.	Kathy Josten 515-573-4107
Enfagrow Gentlease Toddler formula 24 ounce powder	1	11/01/13	Operation Threshold	Nancy Anderson 319-292-1827
Elecare Unflavored	8 containers 14.1 oz powdered	4/1/2014	Edgerton Women's Health	Jen Clasen 563-359-6635

## **JOB VACANCY NOTICE**

Woodbury County, Iowa, a governmental unit as prescribed by the Iowa Code, will accept applications in Room 701 of the Woodbury County Court House, 620 Douglas Street, Sioux City, Iowa for the following position:

### **SIOUXLAND DISTRICT HEALTH**

**TITLE:** F/T Dietitian  
WIC Program

**ENTRY SALARY:** \$44,045/yr.  
(Plus Benefits)

### **ESSENTIAL FUNCTIONS:**

Responsible and accountable as the competent professional authority for determination of Women, Infants, and Children (WIC) Program eligibility and certification based on nutritional risk. Provide nutrition assessment, education, referral, and care coordination services. Provide nutrition services to Maternal Health and other SDHD public health programming. Reports directly to Nutrition Director.

### **APPLICANTS MUST MEET THE FOLLOWING REQUIREMENTS:**

**Must possess Bachelor's Degree in nutrition, dietetics, food systems management or closely related field. Must possess Dietitian License as issued by the Iowa Board of Dietetic Examiners, or able to obtain license within 6 months of employment. Current Dietetic registration preferred through the Commission on Dietetic Registration for the Academy of Nutrition and Dietetics or eligible to take the registration exam, which must be completed within 6 months of employment. A minimum of 1 year experience in general dietetics is desired with experience in maternal/child nutrition preferred.** Computer skills required. Must be a resident of Iowa or willing to relocate; must have valid Driver's License, ability to obtain car insurance at agency specified liability level, & reliable transportation. Physical ability to lift 50 lbs. **A completed County application form, a resume, a copy of transcripts or diploma, and a copy of current Dietitian License (if applicable) are required.**

Candidate for hire must successfully pass background checks, a physical exam and drug screening prior to employment. The employer will not refuse to hire a disabled applicant who is capable of performing the essential requirements of the job with or without reasonable accommodations.

Applicants for employment should contact the Human Resources Dept., Room 701, of the Woodbury County Court House between the hours of 8:00 a.m. to 4:30 p.m. at the following address for further information. Deadline for receipt of applications shall be: **4:30 p.m., Monday, April 8, 2013.**

**[www.woodburyiowa.com](http://www.woodburyiowa.com)** (**[www.siouxlanddistricthealth.org](http://www.siouxlanddistricthealth.org)**)

Human Resources Dept., Rm. 701  
Woodbury County Court House  
620 Douglas Street  
Sioux City, IA 51101

**EQUAL OPPORTUNITY EMPLOYER**