



# **CALIFORNIA WIC PROGRAM**

## **FUNDING APPLICATION**

**FEDERAL FISCAL YEARS 2009, 2010, 2011  
EFFECTIVE OCTOBER 1, 2008 – SEPTEMBER 30, 2011**

## **INSTRUCTIONS FOR COMPLETING THE FUNDING APPLICATION**

1. Please ensure the funding application and attachments are complete prior to submitting the documents to the State WIC Program.
2. Submit one signed copy.
3. If additional space is needed to complete any portion of the application please attach an additional sheet of paper with the agency name and title of the required document at the top of the page.
4. The funding application and attachments must be submitted by the date indicated in the cover letter to:

State WIC Program  
Local Agency Support Branch  
Contract Analyst  
3901 Lennane Drive  
Sacramento, CA 95834

5. Failure to submit a completed funding application package by the due date specified in the application announcement letter will delay the execution of your FFYs 2009 - 2011 WIC contract.
6. Please refer to Attachment 1-2 for a checklist of the required application documents.

**FUNDING APPLICATION  
FFYs 2009-11**

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**LEGAL NAME OF AGENCY**

El Dorado County Department of Human Services

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**STREET ADDRESS**

937 Spring Street

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**CITY**

Placerville

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**ZIP**

95667

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**MAILING ADDRESS (If different from street address)**

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**CITY**

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**ZIP**

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**TYPE OF AGENCY**

- ☐ PRIVATE NONPROFIT  
☒ LOCAL GOVERNMENT

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**FEDERAL I.D. NO.**

94-6000511

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**STATE USE ONLY**

Date Received:	Approval Signature
Date Approved:	

**Languages Spoken by Participants and Staff**

The contractor must ensure that appropriate bilingual staff and resources are available to serve non-English speaking applicants and participants.

- A. In the table provided below, list all of the languages (other than English) spoken by participants, the total number of participants speaking each language, the percentage of the total caseload speaking each language, and the number of full-time equivalent (FTE) WIC staff fluent in each language.

Languages spoken	Number of Participants	Percent of Total Caseload	Number of FTE WIC Staff Fluent in Language
Spanish	979	31%	3.1
Farsi	3	less than 1%	0 A bilingual adult relative or friend currently attends WIC with participants.

- B. Explain how existing participant access to bilingual staff is adequate, or explain what you plan to do to improve your services.

## **El Dorado County - Languages Spoken by Participants and Staff**

**(The above numbers are based on certified participants, extranet reports, 6/30/08 extract date.)**

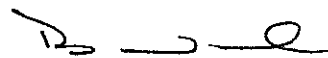
**Existing participant access to bilingual staff is adequate as explained above. El Dorado County has a county-wide contract with Bay Area Translations (Language People, Inc.) to provide the county with interpreting services for over 100 different languages. We will use this service if we do not have appropriate bilingual staff or other acceptable interpreter.**

## FUNDING APPLICATION AUTHORIZATION

I, Doug Nowka, Jr., the undersigned, hereby affirm the following:

- The statements contained in the funding application and all supporting documents are true and complete, to the best of my knowledge;
- The Contractor will comply with applicable State and Federal requirements, policies, standards, and regulations;
- The Contractor has current status as a nonprofit organization (for non-governmental agencies);
- The Contractor will spend at least the required minimum amount on nutrition education activities, and breastfeeding promotion related activities;
- I certify that I have the authority to apply for State funds;

The funding application and all supporting documents submitted to the State WIC Program are public documents, open to public inspections, and any revisions must be made in writing to the State WIC Program.

  
\_\_\_\_\_  
Signature

7/21/08  
Date

Doug Nowka, Jr.  
Name (Print)

Director of Human Services  
Title

**Funding Summary**  
**Year 1**  
**FFY 10/01/08 - 09/30/09**

<u>Allocated Categories</u>	<b>A</b> Maximum Amount	<b>B</b> Authorized Amount	<b>C</b> Unauthorized Amount
<b>Caseload Allocation</b>	3,125	2,550	575
	Maximum Payable Amount *	Authorized Funding Amount	Unauthorized Funding Amount **
<b>Funding Allocation</b>	\$ 728,000	\$ 599,033	\$ 128,967

(\*) Maximum Payable Contract Amount includes base funding and a reserve for caseload increases and other purposes.

(\*\*) Unauthorized funding amount must be approved via the Authority to Spend process.

**Budget Worksheet**  
**Year 1**  
**FFY 10/01/08 - 09/30/09**

<b>Budget Line Item</b>	<b>A</b> Maximum Payable Amount	<b>B</b> Authorized Funding Amount	<b>C</b> Unauthorized Funding Amount
(a) Total Salaries and Wages:	\$ 433,782	\$ 361,485	\$ 72,297
(b) Total Fringe Benefits:	\$ 234,812	\$ 195,677	\$ 39,135
<b>1. Personnel Total (a) and (b)</b>	<b>\$ 668,594</b>	<b>\$ 557,162</b>	<b>\$ 111,432</b>
<b>2. Operating Expenses</b>	<b>\$ 29,406</b>	<b>\$ 21,871</b>	<b>\$ 7,535</b>
<b>3. Capital Expenditures</b>	<b>\$</b>	<b>\$</b>	<b>\$ -</b>
<b>4. Other Costs (Subcontracts)</b>	<b>\$</b>	<b>\$</b>	<b>\$ -</b>
<b>5. Indirect Costs</b> (Cannot exceed 10% of Total Salaries and Wages)	<b>\$ 30,000</b>	<b>\$ 20,000</b>	<b>\$ 10,000</b>
<b>Total Budget:</b>	<b>\$ 728,000</b>	<b>\$ 599,033</b>	<b>\$ 128,967</b>

(Totals must match Funding Allocation)

**Funding Summary  
Year 2  
FFY 10/01/09 - 09/30/10**

<u>Allocated Categories</u>	A Maximum Amount	B Authorized Amount	C Unauthorized Amount
Caseload Allocation	3,325	2,550	775
	Maximum Payable Amount *	Authorized Funding Amount	Unauthorized Funding Amount **
Funding Allocation	\$ 870,000	\$ 599,033	\$ 270,967

(\*) Maximum Payable Contract Amount includes base funding and a reserve for caseload increases and other purposes.

(\*\*) Unauthorized funding amount must be approved via the Authority to Spend process.

**Budget Worksheet  
Year 2  
FFY 10/01/09 - 09/30/10**

Budget Line Item	A Maximum Payable Amount	B Authorized Funding Amount	C Unauthorized Funding Amount
(a) Total Salaries and Wages:	\$ 479,330	\$ 368,715	\$ 110,615
(b) Total Fringe Benefits:	\$ 259,468	\$ 199,591	\$ 59,877
<b>1. Personnel Total (a) and (b)</b>	<b>\$ 738,798</b>	<b>\$ 568,306</b>	<b>\$ 170,492</b>
<b>2. Operating Expenses</b>	<b>\$ 96,202</b>	<b>\$ 10,727</b>	<b>\$ 85,475</b>
<b>3. Capital Expenditures</b>	<b>\$</b>	<b>\$</b>	<b>\$ -</b>
<b>4. Other Costs (Subcontracts)</b>	<b>\$</b>	<b>\$</b>	<b>\$ -</b>
<b>5. Indirect Costs</b> (Cannot exceed 10% of Total Salaries and Wages)	<b>\$ 35,000</b>	<b>\$ 20,000</b>	<b>\$ 15,000</b>
<b>Total Budget:</b>	<b>\$ 870,000</b>	<b>\$ 599,033</b>	<b>\$ 270,967</b>

**(Totals must match Funding Allocation)**



**Funding Summary**  
**Year 3**  
**FFY 10/01/10 - 09/30/11**

	A	B	C
<u>Allocated Categories</u>	Maximum Amount	Authorized Amount	Unauthorized Amount
Caseload Allocation	3,525	2,550	975
	Maximum Payable Amount *	Authorized Funding Amount	Unauthorized Funding Amount **
Funding Allocation	\$ 1,028,000	\$ 599,033	\$ 428,967

(\*) Maximum Payable Contract Amount includes base funding and a reserve for caseload increases and other purposes.

(\*\*) Unauthorized funding amount must be approved via the Authority to Spend process.

**Budget Worksheet**  
**Year 3**  
**FFY 10/01/10 - 09/30/11**

	A	B	C
Budget Line Item	Maximum Payable Amount	Authorized Funding Amount	Unauthorized Funding Amount
(a) Total Salaries and Wages:	\$ 479,330	\$ 368,715	\$ 110,615
(b) Total Fringe Benefits:	\$ 259,468	\$ 199,591	\$ 59,877
1. Personnel Total (a) and (b)	\$ 738,798	\$ 568,306	\$ 170,492
2. Operating Expenses	\$ 254,202	\$ 10,727	\$ 243,475
3. Capital Expenditures	\$	\$	\$ -
4. Other Costs (Subcontracts)	\$	\$	\$ -
5. Indirect Costs (Cannot exceed 10% of Total Salaries and Wages)	\$ 35,000	\$ 20,000	\$ 15,000
<b>Total Budget:</b>	<b>\$ 1,028,000</b>	<b>\$ 599,033</b>	<b>\$ 428,967</b>

(Totals must match Funding Allocation)

## PERSONNEL JUSTIFICATION WORKSHEET

Year 1

OCTOBER 1, 2008 - SEPTEMBER 30, 2009

Contractor: El Dorado County Department of Human Services

A Agency Job Classification or Job Title	B Number of Full Time Equivalents (FTE) budgeted for the classification (i.e. 3.5)	C Maximum Annual Salary for one FTE in each classification	D Total actual classification expenses (actual total budgeted for all FTE in each classification).
Nutrition Services Supervisor	1.0	\$ 71,670.00	\$ 71,670.00
Nutritionist	0.6	\$ 67,623.33	\$ 40,574.00
Program Assistant	4.7	\$ 53,030.00	\$ 249,241.00
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			\$ -
Total FTE:	6.3		Total Expenses \$ 361,485.00

An accurate duty statement must be included with the funding application for each job classification. Describe how your staffing of registered dietitians is sufficient to meet WIC Program requirements to provide high risk client services, etc. outlined in the contract Scope of Work, Exhibit A. Include how staffing allows for adequate administrative time to develop and administer the nutrition components of the Nutrition Services Plan including staff training. Attach additional pages to this form and name it "Attachment 1-7a Supplement."

(1) Total Salaries and Wages Column D Total (transfer to funding summary)	\$ 361,485.00
(2) Total Fringe Benefits (calculate separately) (transfer to funding summary)	\$ 195,677.00
Total Personnel (1 + 2) (transfer to line item #1 of the funding summary)	\$ 557,162.00

## PERSONNEL JUSTIFICATION WORKSHEET

Year 2

OCTOBER 1, 2009 - SEPTEMBER 30, 2010

Contractor: El Dorado County Department of Human Services

A Agency Job Classification or Job Title	B Number of Full Time Equivalents (FTE) budgeted for the classification (i.e. 3.5)	C Maximum Annual Salary for one FTE in each classification	D Total actual classification expenses (actual total budgeted for all FTE in each classification).
Nutrition Services Supervisor	1.0	\$ 73,103.70	\$ 73,103.70
Nutritionist	0.6	\$ 68,975.80	\$ 41,385.48
Program Assistant	4.7	\$ 54,090.60	\$ 254,225.82
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Total FTE: 6.3			Total Expenses \$ 368,715.00

An accurate duty statement must be included with the funding application for each job classification. Describe how your staffing of registered dietitians is sufficient to meet WIC Program requirements to provide high risk client services, etc. outlined in the contract Scope of Work, Exhibit A. Include how staffing allows for adequate administrative time to develop and administer the nutrition components of the Nutrition Services Plan including staff training. Attach additional pages to this form and name it "Attachment 1-7a Supplement."

(1) Total Salaries and Wages Column D Total (transfer to funding summary)	\$ 368,715.00
(2) Total Fringe Benefits (calculate separately) (transfer to funding summary)	\$ 199,591.00
Total Personnel (1 + 2) (transfer to line item #1 of the funding summary)	\$ 568,306.00

## PERSONNEL JUSTIFICATION WORKSHEET

Year 3

OCTOBER 1, 2010 - SEPTEMBER 30, 2011

Contractor: El Dorado County Department of Human Services

A Agency Job Classification or Job Title	B Number of Full Time Equivalents (FTE) budgeted for the classification (i.e. 3.5)	C Maximum Annual Salary for one FTE in each classification	D Total actual classification expenses (actual total budgeted for all FTE in each classification).
Nutrition Services Supervisor	1.0	\$ 73,103.70	\$ 73,103.70
Nutritionist	0.6	\$ 68,975.80	\$ 41,385.48
Program Assistant	4.7	\$ 54,090.60	\$ 254,225.82
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			\$ -
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			\$ -
Total FTE:	6.3		Total Expenses \$ 368,715.00

An accurate duty statement must be included with the funding application for each job classification. Describe how your staffing of registered dietitians is sufficient to meet WIC Program requirements to provide high risk client services, etc. outlined in the contract Scope of Work, Exhibit A. Include how staffing allows for adequate administrative time to develop and administer the nutrition components of the Nutrition Services Plan including staff training. Attach additional pages to this form and name it "Attachment 1-7a Supplement."

(1) Total Salaries and Wages Column D Total (transfer to funding summary)	\$ 368,715.00
(2) Total Fringe Benefits (calculate separately) (transfer to funding summary)	\$ 199,591.00
Total Personnel (1 + 2) (transfer to line item #1 of the funding summary)	\$ 568,306.00

El Dorado County  
Attachment 1-7 a Supplement

Our WIC program employs 1.6 FTE registered dietitians. The full-time RD provides direct service and is the program supervisor and Primary WIC Program Contact (PWPC). We are aware of WIC program requirements to provide high risk client services and to allow adequate administrative time to develop and administer the Nutrition Services Plan, including quality assurance and staff training. To meet these requirements, we try to avoid having RDs perform duties that are more appropriately performed by WNAs (WIC nutrition assistants).

As stated in the Contract Management Binder, the primary WIC program contact (PWPC) is responsible for ensuring that the local agency complies with all fiscal, administrative and operational requirements outlined in the Contract Management Binder and the WIC Program Manual. If our new base grant adjustment (2/29/08 award letter) is used to hire additional WNA staff, adequate time should be available for the RD/supervisor/PWPC to perform these duties appropriately.

Detailed information on the El Dorado County job that you specified is provided below.

#### Job Class Title

NUTRITION SERVICES SUPERVISOR

Specification History Created: November 1993

#### Definition and Distinguishing Characteristics

##### DEFINITION

Under general supervision, supervises, coordinates, directs and evaluates the work of nutrition program staff; provides nutrition counseling, education and consulting services in a general public health area such as the Women, Infant and Child (WIC) program or a specialized program such as the Seniors Nutritional Program; performs related work as assigned.

##### DISTINGUISHING CHARACTERISTICS

This is a supervisory level position, responsible for planning, organizing, supervising and evaluating the work of assigned staff in addition to providing nutritional assessments and counseling, coordination of educational nutrition programs and monitoring of program operations.

#### Examples of Job Duties

- Assists in the development and implementation of goals, objectives, policies and procedures related to assigned nutrition program and projects.
- Assists in the preparation and administration of nutrition program budgets; coordinates program activities with County or other funding agencies.
- Plans, organizes, assigns, directs, reviews and evaluates the work of assigned staff.
- Participates in the selection of personnel and provides for their training and development.
- Monitors workload and productivity; recommends disciplinary measures and facilitates decisions on difficult nutrition matters.
- Performs nutritional assessments and provides dietary counseling for program participants and consults with departmental staff and persons having dietary and nutritional problems.
- Coordinates and conducts educational programs with the public health division, health providers and other community agencies; conducts orientations for new program members; performs outreach to doctor's offices, clinics and hospitals.
- Prepares pamphlets, newsletters and other types of instructional materials; conducts discussions and gives demonstrations on food preparation, food values and the dietary need of different age and occupational groups.
- Conducts or directs the conduct of analytical studies; plans, develops, implements and evaluates a variety of nutritional programs; prepares grant proposals for submission to appropriate federal, state and local agencies to secure funding.
- Develops statistical information systems and analyses data in support of program and supervisory planning recommendations.
- Monitors the overall operation of a specialized nutrition program, including food production activities, food services sanitation, safety and hygienic food handling techniques.
- Assists in the preparation of menus and monitors changes for mealsite locations; monitors food purchase; reviews food inventories.
- Represents the County and the program in contacts with community and other agencies and the public.
- Participates in the development and implementation of nutrition program quality standard; prepares a variety of periodic and special reports related to nutritional programs and project activities for review by appropriate County management.

### Knowledges

Principles and practices of effective employee supervision including selection, training, evaluation and discipline.

Principles and practices of nutrition, including menu planning and food preparation methods specific to program area of assignment.

Principles and practices of program management including development, funding sources, grant proposal preparation, program evaluation and fiscal management.

Principles of nutrition for varying age, cultural, social and economic groups.

Principles and practices of nutrition education and counseling.

Applicable federal, state and local laws and regulations.

Principles of budgetary development and administration.

Methods and procedures for evaluating program quality and effectiveness.

Community social service support services and agencies.

Office administrative procedures, including recordkeeping and the operations of standard office equipment.

### Skills

Planning, organizing, assigning, directing, reviewing, and evaluating the work of assigned staff. Training others in work procedures.

Performing complex nutrition assessments, determining nutritional requirements and providing client counseling.

Working with a wide variety of socio-economic, age, and ethnic groups. Interpreting, explaining and applying rules, regulations and policies relating to nutrition program management.

Evaluating the effectiveness of nutritional programs and food services.

Conducting effective nutritional workshops and other educational programs.

Preparing clear, concise and complete reports and other written correspondence.

Maintaining accurate records of work performed.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

### Minimum Qualifications

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Equivalent to graduation from a four-year college or university with major coursework in public health nutrition or nutrition sciences and three years of experience as a nutritionist in a public health agency. An advanced degree in an appropriate field and lead or supervisory experience is desirable.

NOTE: The above qualifications are typically accepted ways of obtaining the required knowledge and skills.

Other Requirements Must possess a valid driver's license. Must be registered as a Nutritionist by the American Dietetic Association.

El Dorado County  
Specific WIC duties performed by position

Nutrition Services Supervisor (1 FTE)  
(Percentages of time listed below are approximate.)

- 1) Functions as Primary WIC Program Contact (responsibilities listed in Contract Management Binder Chapter 1, 6/08). Responsible for day-to-day operations of the local WIC program and serving as principle liaison to the State WIC Program. Accountable for ensuring the local agency complies with all fiscal, administrative and operational requirements outlined in WIC's contract, the Contract Management Binder and the WIC Program Manual. (Duties and % overlap with those listed below.)
- 2) Identifies goals and objectives; develops and follows local agency annual Nutrition Services Plan. (10%)
- 3) Prepares funding application. Assists in preparation and administration of program budget. (5%)
- 4) Supervises training of paraprofessional staff to be certified as WIC Nutrition Assistants (WNAs). Provides or arranges for required training of all WIC staff. (5%)
- 5) Supervises and evaluates work of Nutritionist and WNAs. (20%)
- 6) Communicates with managers of local WIC authorized stores as agency's Local Vendor Liaison. (5%)
- 7) Implements and maintains ongoing quality improvement activities to ensure that high quality nutrition services are provided to program participants. (10%)
- 8) Represents the WIC program in contacts/networking with community and other agencies and the public. (10%)
- 9) Provides guidance to other staff on decisions affecting program participation. (10%)
- 10) Assures that all nutrition education materials provided to participants contain accurate, reliable, soundly based, and appropriate information. (5%)
- 11) Develops initial Individual Nutrition Education Plans (INEP) addressing level 3 and 4 indicators of need for participants. Develops protocols for the education for the level 3 and 4 participants by any non-RD staff. (20%)



Detailed information on the El Dorado County job that you specified is provided below.

#### Job Class Title

#### NUTRITIONIST

Specification Created: June 1990  
History Revised: October 1997

#### Definition and Distinguishing Characteristics

##### DEFINITION

Under general supervision, provides nutrition counseling, education and consulting services in a general public health area or a specialized program such as the Seniors' Nutrition Program; performs related work as assigned.

##### DISTINGUISHED CHARACTERISTICS

This class provides nutritional assessment and counseling, coordination of educational nutrition programs and monitoring of program operations, including kitchen and meal site areas and meals to the homebound. This class is distinguished from the Senior Nutritionist in that latter is a lead level class with responsibility for planning, directing and reviewing the work of nutrition, food service and office support staff.

#### Examples of Job Duties

- Performs nutrition assessments and provides dietary counseling for program participants and consults with departmental staff and persons having dietary and nutritional programs.
- Monitors the overall operation of a specialized nutrition program, including food production activities, food service sanitation, safety and hygienic food handling techniques.
- Prepares a monthly menu for various nutrition programs in accordance with mandated California state requirements.
- Conducts workshops and educational programs for children, expectant mothers and teenagers.
- Coordinates educational programs with the public health division, health providers and other community agencies; conducts orientations for new program members; performs outreach to doctors' offices, clinics and hospitals.
- Prepares pamphlets, newsletters and other types of instructional materials; conducts discussions and gives demonstrations on food preparation, food values and the dietary needs of different age and occupational groups.
- Evaluates medical and nutritional information to identify problem individuals that may respond to improved nutritional practices.
- Provides work direction and review for paid and volunteer staff and indirect direction and consultation for food service support staff.

#### Knowledges

Principles and practices of nutrition, including menu planning and food preparation methods specific to program area of assignment.

Principles of nutrition for varying age groups.

Principles and practices of nutrition education and counseling.

Applicable federal, state and local laws and regulations.

Community social service support services and agencies.

Office administrative procedures, including recordkeeping and the operation of standard office equipment.

#### Skills

Performing nutrition assessments, determining nutritional requirements and providing client counseling.

Working with a wide variety of socio-economic, age, and ethnic groups.

Reviewing and recommending improved menu plans.

Evaluating the effectiveness of nutritional programs and food services.

Conducting effective nutritional workshops and other educational programs.  
Preparing clear, concise and complete reports and other written correspondence.  
Maintaining accurate records of work performed.  
Establishing and maintaining effective working relationships with those contacted in the course of the work.

#### Minimum Qualifications

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Equivalent to graduation from a four year college with major coursework in public health nutrition or nutrition sciences and two years of experience as a nutritionist in a public agency. An advanced degree in an appropriate field is desirable.

NOTE: The above qualifications are typically accepted ways of obtaining the required knowledge and skills.

Other Requirements	Must possess a valid driver's license. Must be a Registered Dietician by the American Dietetic Association.
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El Dorado County  
Specific WIC duties performed by position

Nutritionist (one part-time employee, .6 FTE)  
(Percentages of time listed below are approximate.)

- 1) Develops initial Individual Nutrition Education Plans (INEP) addressing level 3 and 4 indicators of need for program participants. (35%)
- 2) Monitors work of WIC Nutrition Assistants (WNAs) using quality improvement tools. (5%)
- 3) Provides nutrition expertise and work direction to paraprofessional staff (WNAs ). (10%)
- 4) Assists with training of paraprofessional staff to be certified as WNAs. Assists with other required training of paraprofessional staff. (5%)
- 5) Conducts individual and group nutrition education for program participants. (35%)
- 6) Performs program outreach and represents WIC to other agencies and the public. (5%)
- 7) Communicates with managers of local WIC authorized stores as a Local Vendor Liaison (LVL). (5%)

Detailed information on the El Dorado County job that you specified is provided below.

#### Job Class Title

PROGRAM ASSISTANT

Specification History    Created: June 1990  
                                  Revised: July 1994  
                                  Revised: January 2004

#### Definition and Distinguishing Characteristics

##### DEFINITION

Under general supervision, provides various support to the administration and operation of specialized programs to meet the needs of participants in the community or social service programs; performs related work as assigned.

##### DISTINGUISHING CHARACTERISTICS

This support position works under the direction of a Program Coordinator or other professional or management staff member and provides generalized support and services for a variety of program areas. This class is distinguished from Program Coordinator in that the latter has supervisory and coordinative responsibility for a specific program.

#### Examples of Job Duties

- Receives and reviews program applications to determine eligibility and certifies clients for program services; counsels and advises applicants based on their needs and makes appropriate referrals to other community services agencies as applicable.
  - Issues program services certificates and vouchers and maintains records of such documentation and awards.
  - Performs program implementation including the scheduling of trips, collection of fees, reservation of transportation, and the promotion and oversight of scheduled program activities.
  - Provides information about resources, programs, service and entitlements, Medicare, medical and other programs which exist under Human Services.
  - Provides basic counseling about aging, nutrition, and low-income concerns and assists clients with independent living and long-term care matters.
  - Evaluates progress of program participants by assessing health, weight, hematocrit/hemoglobin measures and similar parameters.
  - Maintains liaison with co-workers, community groups, government agencies and other entities to ensure maximum usefulness of programs.
  - Maintains accurate files and records related to contacts with program participants.
  - Performs publicity and community outreach for assigned programs; may speak to various groups; conduct group classes on various program topics such as prenatal, infant, child and family nutrition.
- Performs various office support work such as typing and filing; maintains fiscal and statistical records related to programs; compiles various reports.

#### Knowledges

Basic knowledge of services and resources for seniors and low-income families.  
 Principles of good nutrition for various ages.  
 Basic interviewing and counseling methods and techniques.  
 Standard office practices and procedures including use of common office equipment such as word processors.  
 Record keeping and general file maintenance.  
 Business arithmetic.

#### Skills

Conducting workshops and education programs.  
 Interviewing applicants and determining eligibility for programs and entitlements.

Providing simple nutritional assessments.  
Organizing and maintaining program files and records.  
Applying and explaining rules and procedures.  
Preparing clear and concise reports and correspondence.  
Understanding and following oral and written directions.  
Assisting and counseling low income and elderly individuals and families.  
Establishing and maintaining effective working relationships with those contacted in the course of the work.

#### Minimum Qualifications

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Equivalent to possession of an Associate of Arts degree with major coursework in social services, psychology or a related field and one year of experience in eligibility determination, counseling or intervention or in office support work which has included interpreting and explaining complex rules and regulations. Relevant experience may be substituted for the education on a year for year basis.

NOTE: The above qualifications are typically accepted ways of obtaining the required knowledge and skills.

Other Requirements Specified positions may require possession of a valid driver's license.

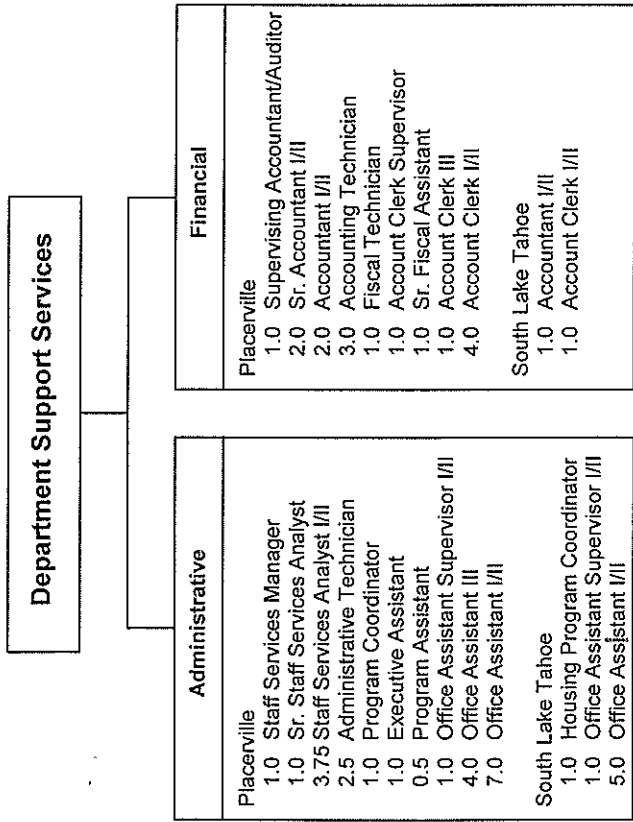
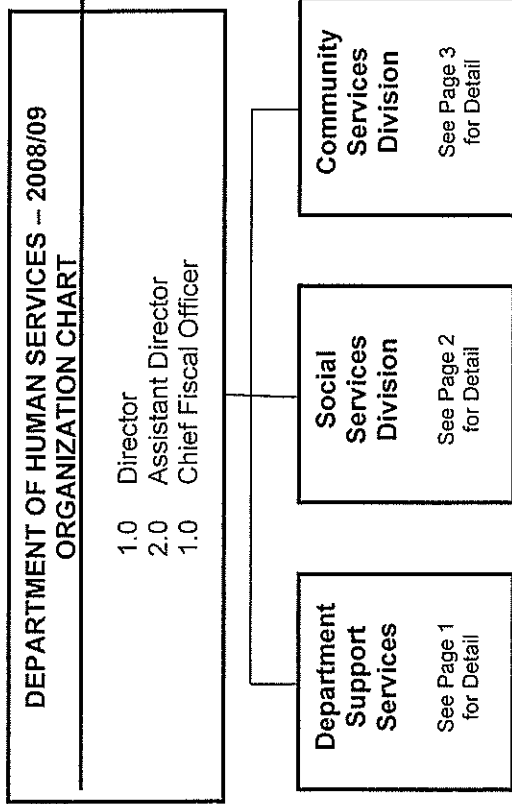
El Dorado County  
Specific WIC Duties performed by position

Program Assistant (WNA)

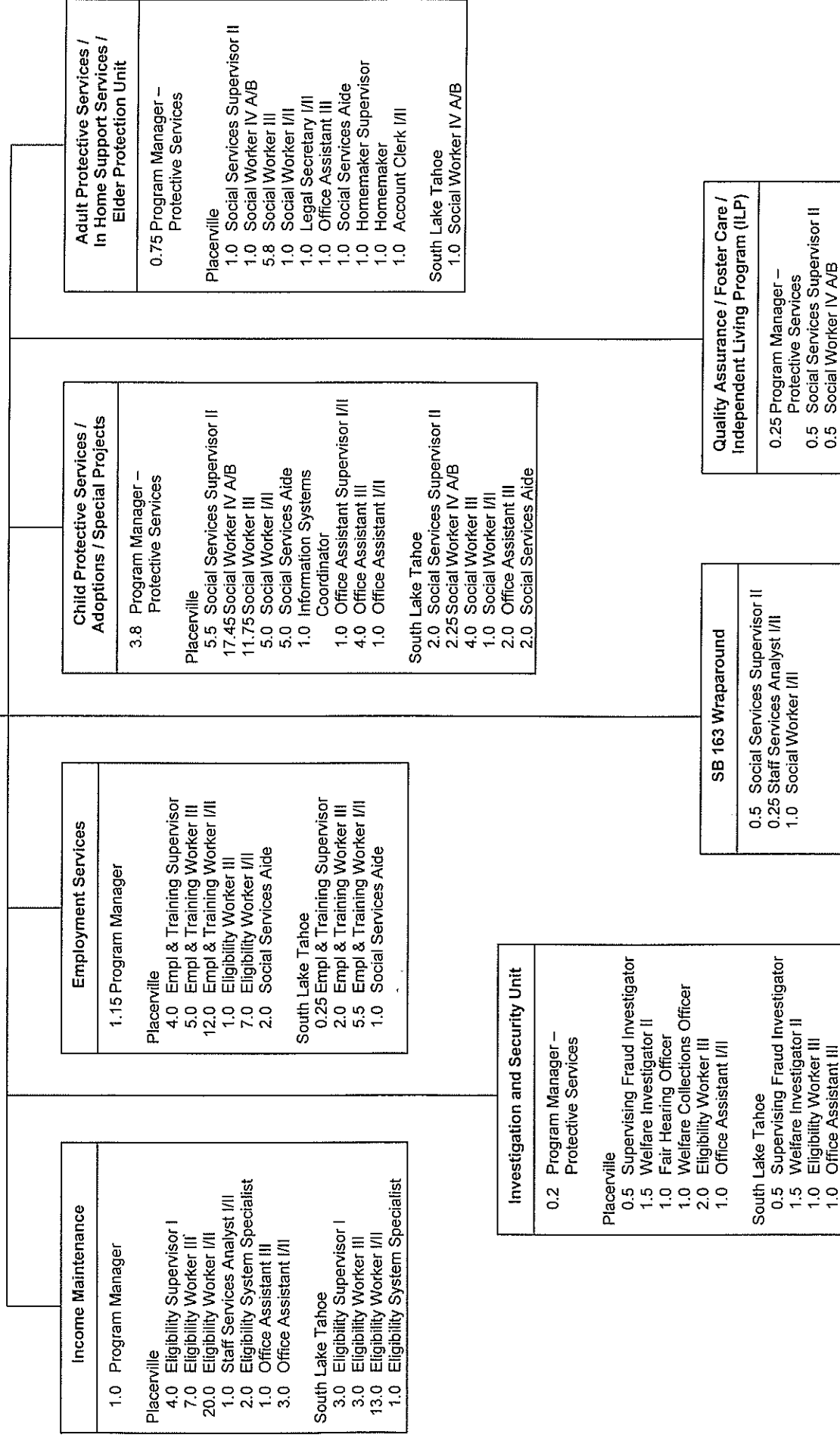
(two full-time employees, four part-time employees, total 4.5 FTE)

(percentages listed below are approximate)

- 1) Screens WIC applicants by phone or in person. (10%)
- 2) Answers phone. Schedules participant appointments. (15%)
- 3) Determines eligibility for program benefits. Performs certification and recertification of participants using ISIS and following guidelines in the WIC Program Manual. (25%)
- 4) Determines nutrition need by assessing height, weight, hemoglobin/hematocrit and other health information. (10%)
- 5) Provides nutrition education for participants with level 1 or 2 indicators of nutrition need. Education may be individual or group. (20%)
- 6) Refers participants with level 3 or 4 indicators of nutrition need to an RD as appropriate. (5%)
- 7) Prescribes or issues WIC food instruments according to security guidelines. (5%)
- 8) Provides orientation for new program participants and explains food instrument use. (5%)
- 9) Performs community outreach to provide information about the WIC program. (5%)

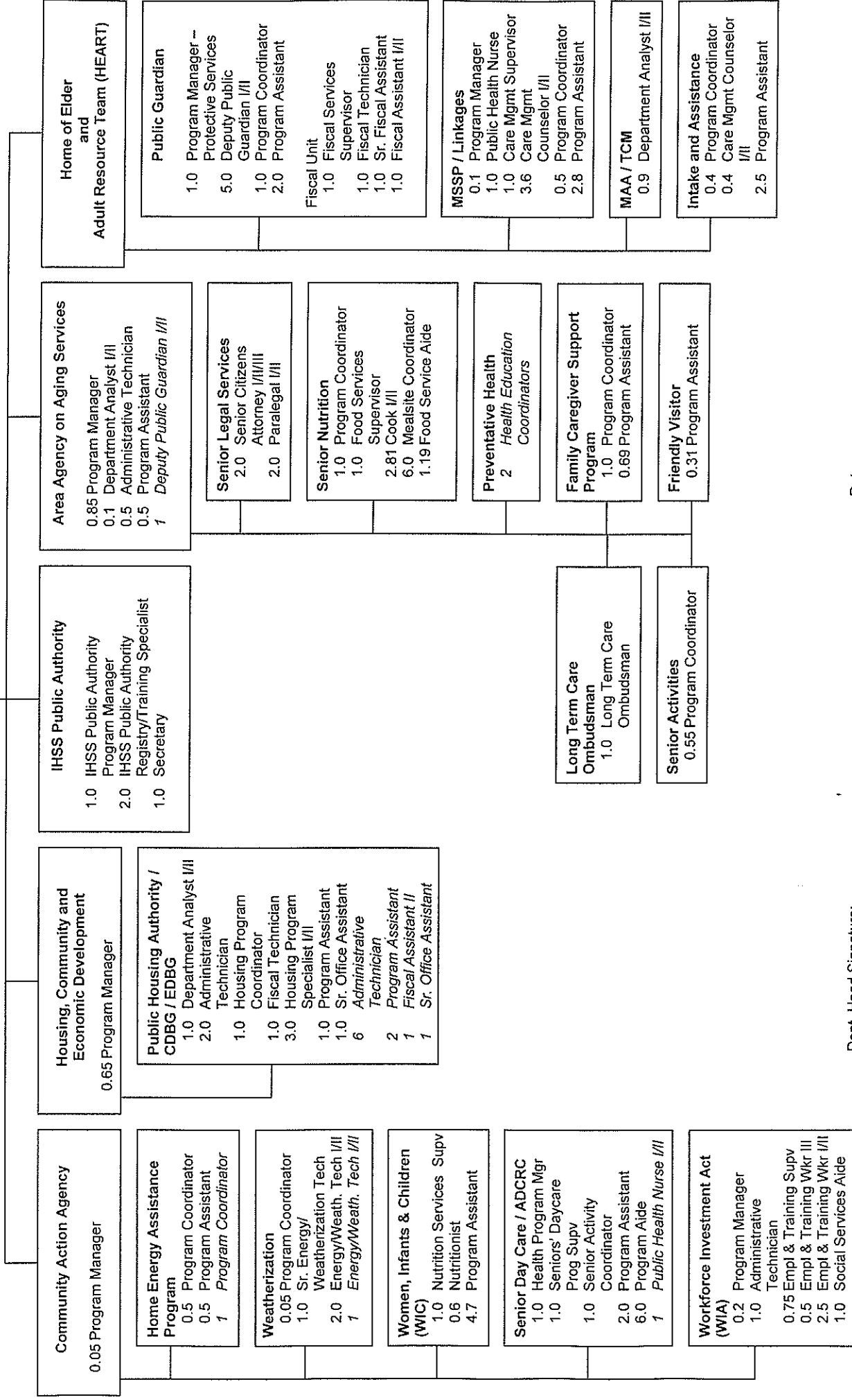


# Social Services Division





# Community Services Division



Dept. Head Signature: \_\_\_\_\_

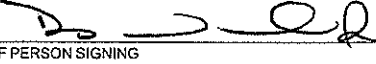
Date: \_\_\_\_\_

**DRUG-FREE WORKPLACE CERTIFICATION**

STD. 21 (REV. 12-93)

**CERTIFICATION**

*I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the certification described below. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California.*

CONTRACTOR/BIDDER FIRM NAME El Dorado County Department of Human Services		FEDERAL ID NUMBER 94-6000511
BY (Authorized Signature) 		DATE EXECUTED 7/21/08
PRINTED NAME AND TITLE OF PERSON SIGNING Doug Nowka, Jr. TITLE Director of Human Services		TELEPHONE NUMBER (Include Area Code) ( 530 ) 621-6163/7275
CONTRACTOR/BIDDER FIRM'S MAILING ADDRESS 937 Spring Street, Placerville, CA 95667		

The contractor or grant recipient named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor or grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
  - (a) The dangers of drug abuse in the workplace,
  - (b) The person's or organization's policy of maintaining a drug-free workplace,
  - (c) Any available counseling, rehabilitation and employee assistance programs, and
  - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(c), that every employee who works on the proposed contract or grant:
  - (a) Will receive a copy of the company's drug-free workplace policy statement, and
  - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.
4. At the election of the contractor or grantee, from and after the "Date Executed" and until \_\_\_\_\_ (DATE) (NOT TO EXCEED 36 MONTHS), the state will regard this certificate as valid for all contracts or grants entered into between the contractor or grantee and this state agency without requiring the contractor or grantee to provide a new and individual certificate for each contract or grant. If the contractor or grantee elects to fill in the blank date, then the terms and conditions of this certificate shall have the same force, meaning, effect and enforceability as if a certificate were separately, specifically, and individually provided for each contract or grant between the contractor or grantee and this state agency.

## U.S. DEPARTMENT OF AGRICULTURE

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### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

#### (BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

El Dorado County Dept. of Human Services  
Organization Name

WIC

PR/Award Number or Project Name

Doug Nowka, Jr.

Director of Human Services

Name(s) and Title(s) of Authorized Representative(s)



Signature(s)

7/21/08

Date

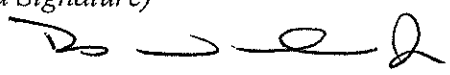
## Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CCC-307

**CERTIFICATION**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i> El Dorado County Department of Human Services		<i>Federal ID Number</i> 94-6000511
<i>By (Authorized Signature)</i> 		
<i>Printed Name and Title of Person Signing</i> Doug Nowka, Jr.		
<i>Date Executed</i>	<i>Executed in the County of</i> El Dorado	

**CONTRACTOR CERTIFICATION CLAUSES**

1. STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

2. DRUG-FREE WORKPLACE REQUIREMENTS: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- b. Establish a Drug-Free Awareness Program to inform employees about:
  - 1) the dangers of drug abuse in the workplace;
  - 2) the person's or organization's policy of maintaining a drug-free workplace;
  - 3) any available counseling, rehabilitation and employee assistance programs; and,
  - 4) penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works on the proposed Agreement will:
  - 1) receive a copy of the company's drug-free workplace policy statement; and,
  - 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the

certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at [www.dir.ca.gov](http://www.dir.ca.gov), and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations,

or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts over \$100,000 executed or amended after January 1, 2007, the contractor certifies that contractor is in compliance with Public Contract Code section 10295.3.

## **DOING BUSINESS WITH THE STATE OF CALIFORNIA**

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

- 1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- 2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

- 1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- 2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.



STATE OF CALIFORNIA  
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

**CERTIFICATION REGARDING LOBBYING**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making, awarding or entering into of this Federal contract, Federal grant, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of this Federal contract, grant, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency of the United States Government, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities" in accordance with its instructions.

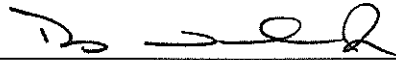
(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontractors, subgrants, and contracts under grants and cooperative agreements) of \$100,000 or more, and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C., any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

El Dorado County Dept. of Human Services  
Name of Contractor

Doug Nowka, Jr.  
Printed Name of Person Signing for Contractor

\_\_\_\_\_  
Contract / Grant Number

  
Signature of Person Signing for Contractor

7/21/08  
Date

Director of Human Services  
Title

After execution by or on behalf of Contractor, please return to:

California Department of Public Health

CDPH reserves the right to notify the contractor in writing of an alternate submission address.