

The Process to Become a “Well WIC Worksite”

Make the Commitment

- Sign the Commitment Form and fax or mail it to CWA
- Once CWA receives your signed Commitment Form, you will receive the WIC Worksite Wellness Starter Kit
- Your Agency has 18 months to plan and prepare for your on-site accreditation evaluation.

Do the Planning

Every Local Agency will designate a staff member as a “Wellness Coordinator” to oversee the Worksite Wellness program implementation. Your Wellness Coordinator will receive an invitation to sign up for a Webinar that will go over the process of becoming a Well WIC Worksite.

Conduct a Staff Wellness Survey (available from CWA) to assess current wellness habits and practices among WIC employees at your agency. This will create important baseline data for later comparison.

Use the Ten Steps and the Work Plan to choose and develop wellness objectives and to plan activities suited to your Local Agency.

Select at least two objectives listed under each of the Ten Steps to become a “Well WIC Worksite.” These can be any two on the list, and of course you can meet more than two! Use your own experience and feedback from your staff and add objectives too in order to meet your goals for each of the Ten Steps.

Create a binder outlining your Ten Steps and chosen objectives, and begin working on implementing the activities to fulfill your objectives. As you go along, document your progress in the binder, with stories, photographs, testimonials, or other creative and fun progress notes.

When you are ready, notify CWA that you would like to host a site visit and obtain final approval for accreditation.



Host an Accreditation Team Visit

A Wellness Accreditation Team, including a Wellness Advisory Committee member, CWA staff, a California Nutrition Network Fit Business Regional Coordinator, and /or a County Health Promotion team member will schedule a site visit

During the site visit, the Wellness Team will tour the agency, examine your Ten Steps and chosen goals and practices, and briefly interview selected WIC staff, including frontline employees, about their wellness activities and experience with the program.

The Wellness Team will notify your Agency of their decision at the end of the visit, if possible.

Celebrate Your Success!

Every accredited Well WIC Worksite will receive official signage for display in a public reception area, and support and incentives for staff.

Accredited Well WIC Worksites and Best Practices will be featured in CWA web and paper publications, and highlighted at CWA and State WIC events

Using the Survey Tool (provided by CWA), conduct a Follow-up Staff Wellness Survey to assess current wellness habits and practices among WIC employees at your agency. This will allow for comparison with baseline data to track anticipated outcomes and improvements in staff health and wellness.

Every three years, accredited Well WIC Worksites will be asked to renew their commitment to WIC Worksite Wellness and re-qualify, using a simple process.