

Section II: Local Agency Procedure Manual

II. Local Nutrition Services

K. Nutrition Education and Breastfeeding Education Plans

Purpose

To assure appropriate nutrition and breastfeeding education and activities, are planned to address the nutritional needs and interests of WIC participants.

Policy

Each local agency will create, follow, and have on file a Nutrition and Breastfeeding Services Plan.

1. Nutrition and Breastfeeding Education Plan

- Each local agency will have a nutrition and breastfeeding services plan on file with the State Office. The plan will be aligned with the State Agency Nutrition Services Plan and include:
 - An assessment/progress update of the prior year goals, objectives, activities and/or metrics.
 - Selection of at least three objectives. Each objective will have an action plan associated with it and identified resources and timelines to achieve.
 - Each plan will be for 2 years, with a brief mid-point assessment due.
- The Nutrition and Breastfeeding Services Plan will be led by the Local Agency Nutrition Coordinator (NC).
 - The NC will monitor the plan and ensure progress is made and documented.
 - The NC will work with local agency staff to plan activities and/or interventions to work toward meeting goal(s).
- Local plans must be reviewed and approved by the State Office. Due dates and instructions will be provided.
 - If plans are not submitted, updated, and approved, this may result in a monitoring finding for the period of non-compliance.