

5.11 Nutrition Education Plan

POLICY:

The Local Agency will submit an annual Nutrition Education Plan to the State Agency Nutrition Coordinator.

PROCEDURE:

A. Completing and Submitting the Plan

1. The Local Agency Nutrition Education Liaisons will be responsible for completing and submitting the annual Nutrition Education Plan to the State Agency Nutrition Education Coordinator by August 1st.
2. The Plan will address strategies for the following:
 - a. Writing goals and objectives that address the needs of participants;
 - b. Reporting of nutrition education activities;
 - c. Staff training and continuing education on current nutrition information;
 - d. Identify problem areas to be addressed as part of the plan; and
 - e. Address a state-wide nutrition education goal.

B. Approval of the Plan

1. The State Agency Nutrition Coordinator will notify the Local Agency in writing within forty-five (45) days of the submission of the Plan of the approval or disapproval.
2. A Plan that has been disapproved must be resubmitted to the State Agency within thirty (30) days. The State Agency will offer recommendations for correcting any deficiencies.

C. Progress Report

The Local Agency must submit a Progress Report of its annual Plan to the State Agency twice during the Fiscal Year (Mid-Year Evaluation and Final Evaluation).

1. The first report (Mid-Year Evaluation) covers the first six (6) months of the plan. It is submitted 45 days after the first six (6) months has ended (due May 15th).
2. The second report (Final Evaluation) covers the complete Fiscal Year. It is submitted 45 days after the end of the Fiscal Year (due November 15th).

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D. Record Retention

The Nutrition Education Plan and Progress Report will be kept on file by the Local Agency Nutrition Education Liaisons for Federal, State and/or Local Agency review.

REFERENCES:

1. WIC Regulations 246.11, Nutrition Education
2. WIC Nutrition Services Standards, Standard 1