

## 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.

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#### **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.