

## Section 6.10: Local Agency Nutrition Education Plans

4/2006

**References:** 246.11(d)(2)

**Policy:** The local agency must develop and implement a nutrition education plan for providing education relevant to participant needs.

**Purpose:** To ensure that local agencies plan and evaluate nutrition education activities provided to program participants.

### Procedures

1. The nutrition education plan is completed or updated every 2 years.
2. Each local agency will complete a nutrition education plan that is consistent with statewide nutrition education goals and objectives.
3. The state WIC agency will mail forms and instructions for submitting the nutrition education plan. The forms are for documenting the nutrition education plan.
4. Local agencies submit the completed nutrition education plan by the deadline specified in the instructions. Extensions for extenuating circumstances are available.
5. The assigned state nutrition consultant will review the local agency nutrition education plan by the date specified in the instructions. The local agency will be notified of approval or, if needed, revision requirements. If any revisions are required, the nutrition consultant will indicate the deadline for revisions in the letter of notification.
6. The local agency will implement the plan.
7. The state nutrition consultant will assure implementation of the plan.

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