



## Introduction

Federal WIC regulations require each local WIC agency to develop an annual local agency nutrition education plan (NEP) that is consistent with the nutrition education component of the State WIC Agency's Nutrition Education Annual Plan.

The goal of simplifying the NEP process for both local agencies in writing their Plans and the state agency in approving these Plans continues through development of sample templates. This document provides instructions for FY16 NEP Evaluation and a separate Excel spreadsheet provides the FY17 NEP sample templates.

The *FY17 Colorado WIC Local Agency Nutrition Education Plan [Workbook](#)* provides an overview and general planning guidance. The Workbook serves as an additional resource for LA WIC Directors and is especially helpful for those new to this annual planning process.

### **The FY17 Local Agency Nutrition Education Plan Focus Areas for Improving Program Participation and Quality:**

1. Performance Management and Quality Improvement
2. Program Outreach
3. Staff Competence
4. Early Childhood Obesity Prevention (ECOP)
5. Breastfeeding Promotion and Support

Each FY17 LA Nutrition Education Plan must include:

- 1) Requirement #1: 1. Performance Management and Quality Improvement template - At minimum local agencies are required to complete Objective A. Objectives B and C are not required but encouraged. Should a local agency decide to complete objectives A, B, and C, they are not required to complete a second focus area template. Local WIC agencies participating in the Local Agency WIC Impact pilot group are required to complete Objectives A, B, and C. If you are unsure where to begin with this focus area, consider reviewing your most recent monitoring visit and/or talking to your nutrition consultant.
- 2) Requirement #2: 2. - 5. Focus area templates - At least one additional template from another focus area is required. This can be a continuation of a plan submitted in FY16 or it can be a new plan. Either way, a plan must involve one of the above focus areas.

### ***Excel Spreadsheet Plan Template***

The separate Excel spreadsheet includes sample nutrition education plan templates for your consideration as you develop your FY17 Plan. Evaluation elements are also included in the spreadsheet. In the fall of 2017, you will be asked to complete and submit the evaluation information in the FY17 NEP spreadsheet. Whether and how you use these templates is up to



you. You can insert agency-specific information in a chosen template or you can modify the template to accommodate your own plan. One template has been developed for each of the focus areas. A blank template is also provided.

If your program is currently implementing an activity that you want your agency to work on this year, you may use this continuing activity in your plan. You are not limited to one Plan; a local agency's FY17 Plan can include additional plans, if desired.

For spreadsheet formatting challenges, please contact your nutrition consultant for assistance.

**When individualizing a template, keep in mind:**

Each local agency is unique in terms of population served, staffing and resources. Thus, agencies are encouraged to modify the template so that the objective, criteria for success, strategy and key activities are realistic. For example, the Performance Management and Quality Improvement template is a general template to guide the process so each local agency is encouraged to modify and/or identify specifics to make it more meaningful.

## Nutrition Education Plan Timeline

Due Date	Action Item
August 10, 2016	Jill Kilgore emails guidance materials and instructions for the <i>FY16 Evaluation and FY17 Nutrition Education Plan</i> to LA WIC Directors.
September 1-15, 2016	Local Agency Director emails the <i>FY17 Local Agency WIC Nutrition Education Plan</i> to Nutrition Consultant.
September 30, 2016	Nutrition Consultant provides feedback on the <i>FY17 Nutrition Education Plan</i> to Local Agency Director.
October 28, 2016	Local Agency Director emails the <i>FY16 Local Agency Nutrition Education Plan Evaluation</i> to Nutrition Consultant.
November 30, 2016	Nutrition Consultant approves <i>FY16 Local Agency Nutrition Education Plan Evaluation</i> .
FY17 Plan implementation period is October 1, 2016 through September 30, 2017	



## Nutrition Education Plan Checklist

### 1. Review Materials

Review the enclosed nutrition education plan templates. Review the *FY17 Colorado WIC Local Agency Nutrition Education Plan Workbook*. The workbook includes an overview and planning guidance.

### 2. Research Local Agency Needs and Obtain Data (Optional)

A needs assessment identifies areas needing to be addressed in your agency. If you conduct a needs assessment, it need not be included in your FY17 Plan submission. The needs assessment example worksheet provided in the FY17 Workbook can serve as guidance.

### 3. Develop a Program Plan Timeline

Develop a timeline for completing each of the selected focus area(s) of your plan. Consider how to involve your staff in the assessment and planning process. A logic model (described in the FY17 Workbook) is a great way to begin the planning by capturing your program's overall vision and making sure the strategies address the objectives.

### 4. Use the FY17 Nutrition Education Plan Templates

Select and modify the plan templates for your agency's use. The templates require LA to insert and/or modify agency-specific information. Indicate who will be the lead for each objective, and the anticipated date of completion for each key activity and who will be responsible. If your agency is not using a template and are writing your own plan, refer to the Workbook for guidance, if needed.

### 5. Submit the FY16 Local Agency Nutrition Education Plan Evaluation

Complete an end-of-the-year evaluation report for your FY16 Local Agency Nutrition Education Plan by using your FY16 LA Nutrition Education Plan and Evaluation Focus Area template. If helpful, refer to the Workbook for evaluation guidance. Submit the completed evaluation worksheets electronically to your Nutrition Consultant by October 28, 2016.

### 6. Submit the FY17 Local Agency Nutrition Education Plan

Email the completed Nutrition Education Plan to your Nutrition Consultant by September 1-15, 2016.



## FY16 LOCAL AGENCY NUTRITION EDUCATION PLAN EVALUATION

**Instructions:** Please complete the evaluation sections on your FY16 Nutrition Education Plan and Evaluation template. Submit this electronically to your Nutrition Consultant by **October 28, 2016**. For guidance on completing the evaluation please refer to the FY16 Colorado WIC Local Agency Nutrition Education Plan [Workbook](#). Briefly discuss the extent to which you implemented the activities outlines in your FY16 plan as you had intended to. Describe any significant barriers encountered and resulting changes made to the plan. Did you accomplish your FY16 objectives? Evaluate this by using your Criteria for Success and As Measured By sections of your FY16 NEP to back up your conclusion.

