



Policy and Procedure Manual

Volume 2, Chapter 2

Nutrition Services Plan

Washington State WIC Nutrition Program

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Nutrition Services Plan

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POLICY: Nutrition Services Plan

Each local agency must complete and submit a Nutrition Services Plan (NSP). It must include:

- An evaluation of last year's NSP objectives and action plans.
- A report on any special projects, if applicable.
- A current NSP based on the guidance sent by state staff.

Staff must submit the NSP to state staff by the deadline specified in the instructions.

PROCEDURE:

A. The WIC coordinator:

1. Determines the staff who will be involved in developing the NSP.
2. Ensures the breastfeeding coordinator, nutritionist, and other designated staff have time blocked in their schedule to develop the NSP.
3. Assists with and assures the NSP is completed.
4. Submits revisions to the plan as needed, or assigns staff to do this.
5. Supports the NSP objectives and action plans.
6. Keeps the approved NSP on file for 4 years.

B. The coordinator, breastfeeding coordinator, nutritionist, and other designated staff work together to:

1. Evaluate the previous year's NSP and develop objectives and action plans for the current year's NSP.
2. Share the NSP breastfeeding and nutrition education objectives and action plans with staff.
3. Ensure that clinic staff are involved in carrying out the NSP's action plans throughout the year.

C. State staff:

1. Acknowledge and document receipt of the NSP.
2. Review each agency's NSP and let local agency staff know if it's approved or what revisions need to be made and resubmitted to state staff for approval.
3. Let the coordinator, and staff who develop the plan, know the deadline for revisions in the notification letter.