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## Required Guidance: Second Nutrition Education - Individual

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Staff must:

1. Provide a second nutrition education contact (Individual or Group Class) to non-high risk participants based on their category, needs, and preferences.
  - See [Volume 1, Chapter 18 – Certification](#), “Minimum Required Contacts” for information about when second contacts are required for each participant category.
  - For high risk participants see the Second Nutrition Education – High Risk with a WIC Registered Dietitian Nutritionist (RDN) and the Second Nutrition Education – High Risk Nutrition Counseling Provided by a Non-WIC Registered Dietitian Nutritionist (RDN) required guidance documents.
2. Follow up on nutrition risks and concerns identified at the certification.
3. Have a [participant centered](#) conversation about the participant’s needs and concerns.
  - When no topics or areas of interest are expressed by the participant or parent guardian offer nutrition education based on topics relevant to the participant’s age and category or common areas of concern for participants of a similar age, category, or situation.
4. Follow-up with the participant about their goal(s), if a goal was set.
5. Document a note in the participant’s Individual Care Plan that includes:
  - a. The appointment type as the title.
  - b. The participant or parent guardian’s thoughts and feelings about the topic(s).
  - c. Information offered/shared/discussed about the topic(s).
  - d. Updated information about the participant goal(s), if a goal was set.
    - Best practice is to label the goal section of the note as “Goal.”
  - e. Additional information for future support and follow up.
6. Document the nutrition education topic(s) discussed and mark as “Complete” in the Care Plan – Nutrition Education.

**PROCEDURE:**

Staff:

- A. Facilitate a [participant centered](#) discussion with the participant or parent guardian to either:
1. Check-in on previously identified topics, goal(s), or next steps.
    - Depending on the status of the participant’s progress towards meeting their goal:
      - Affirm progress toward their goal or
      - Explore new ways to support progress toward their goal
      - Reflect, affirm, and/or summarize the outcome
    - 2. Explore a new topic(s) that is:
      - Of the participant’s choice or relevant to the needs and interests of the participant or parent guardian.
        - When no topics or areas of interest are expressed by the participant or parent guardian offer nutrition education based on topics relevant to the participant’s age and category or common areas of concern for participants of a similar age, category, or situation.
      - Facilitate a goal setting conversation about the new topic, if appropriate.
- B. Document a note in the participant’s Individual Care Plan as per policy requirements.
- Note:** Staff have the option to document goals on the Maintain Goals screen in addition to the requirement to document goals in the Individual Care Plan.
- Setting a goal isn’t required at the Second Nutrition Education – Individual contact; however, it is best practice to follow up and support previously set goals to help move participants towards positive behavior changes.
- C. Document the nutrition education topic(s) discussed and mark as “Complete” in the Care Plan – Nutrition Education.

**Information:**

**Participant centered** – a collaboration where staff connect through careful listening and empathy with participants on topics relevant to the participant. Staff consider the participant’s capabilities, strengths, values, cultural practices and customs, environmental factors, family influences and individual needs and tailors the conversation to what is most important to the participant. Staff use open-ended questions, affirmations, reflections, and summaries to individualize nutrition education and guide the participant towards meaningful behavior change.

Washington WIC Program

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