

10.17.22 version

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| **Checklist Overall –**  **Local Agency Plan**  **FY2023** |  | **LA Name:** |  |
|  | **WIC Director:** |  |
|  | **Plan Period:** | **10.1.22 – 9.30.2023** |

**Part 1 LA Plan Components: Due December 16, 2022**

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| “X” if sub-mitted | Reminders: These templates (under sections in green) have already been saved in your FY 2023 folder on the business partner site for you and are ready for you to complete. | LA Comments or notes: |

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| **Checklist** | | |
|  | * **Checklist Overall FY2023** |  |
| **Administration Information** | | |
|  | * **Local Agency Board Members List FY2023** |  |
|  | * **Organizational Chart FY2023** |  |
| **Clinic Information** | | |
|  | * **Clinic List FY2023** |  |
|  | * **Staff List FY2023** |  |

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| **Part 1 –**  **Date Completed** | **Signature – sign here when Part 1 is complete**  Be sure to “check in” all documents | **Comments** |
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**Part 2 Components: Due January 31, 2023**

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| **Checklist** | | |
|  | * **Checklist Overall FY2023** |  |
|  | * **Checklist Procedure Tracking FY2023 - ie minimum procedure listing tracking sheet for Financial Procedures & WIC Operations Procedures** |  |
| **Narratives & Reports** | | |
|  | * **Narrative Summary FY2023** |  |
|  | * **Breastfeeding Report FY2023** |  |
|  | * **Outreach Report FY2023** |  |
| **Goals & Action Plan Steps:** Updates & progress | | |
|  | * **Data Goal:** Identify and use data consistently to drive evidence-based and participant-centered decisions within WIC; (3 strategies) |  |
|  | * **Modernize Services Goal:** Develop flexible options for participants and modernize services; (3 strategies) |  |
|  | * **Outreach, Recruitment, Retention Goal:** Revive the value of WIC through outreach, recruitment and retention; (3 strategies) |  |
|  | * **Breastfeeding Goal:** by September 30, 2026, the percentage of WIC infants who are breastfed at 6 months of age will be greater than or equal to 35%. * Action plan for 2 LA Strategies + 4 joint strategies |  |
|  | * **Local Agency Specific Goals (Optional)** |  |
| **Job Descriptions** | | |
|  | * **WIC Job Descriptions FY2023 (all)** |  |
| **Procedures – Financial Management** | | |
|  | * **Financial Management Procedures FY2023** |  |
| **Procedures – WIC Operations** | | |
|  | * **WIC Operations Procedures FY2023** |  |

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| **Entire Plan**  **Date Completed & Submitted** | **Signature** – sign here when your entire LA plan is complete. (Part 1 & Part 2) Be sure to “check in” all documents. | **Comments** |
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