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<b>Purpose</b>	Describe the components of the annual State Plan
<b>When to Submit</b>	<p>An annual State Plan must be prepared and submitted to USDA by August 15 of each year for the following year.</p> <ol style="list-style-type: none"><li>1. Every three years the Plan must be complete and unabridged.</li><li>2. During intervening years, only specified components and revisions from previous two years are submitted.</li></ol>
<b>Sections</b>	<p>The State Plan has three major sections:</p> <ol style="list-style-type: none"><li>1. Goals and objectives for improving Program operations and services;</li><li>2. The procedure manual used to provide guidance to the local agencies;</li><li>3. Internal State agency procedures and staffing.</li></ol>
<b>Federal Requirements</b>	<p>Federal statute and regulations establish these areas which must be addressed in the State Plan.</p> <ol style="list-style-type: none"><li>1. Goals and objectives</li><li>2. Budget (currently waived)</li><li>3. Estimate of participation by category</li><li>4. Affirmative Action Plan which includes:<ol style="list-style-type: none"><li>a. A list of all areas and special populations in priority order based on relative need</li><li>b. Plans to initiate or expand services based on priority of need</li><li>c. Estimate of potentially eligible and the number actually served in each area, including priority levels</li><li>d. CSFP participation by area</li><li>e. Names and addresses of all local agencies.</li></ol></li><li>5. State agency staffing pattern</li><li>6. Plans to provide program benefits to migrant farmworkers and their families, Indians, and the homeless</li><li>7. Plans for informing potentially eligible persons regarding availability of the program</li><li>8. Plans for coordinating program operations with specified health and human service programs</li><li>9. Nutrition education goals and action plans</li></ol>

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10. Procedure manual, which must include:
  - a. Certification procedures
  - b. Methods for providing nutrition education
  - c. Food delivery operations
  - d. Records and reporting requirements.
11. A description of the State agency's financial management system
12. Methods for distributing funds
13. Description of food delivery system including vendor management and cost containment
14. Plans for preventing and detecting dual participation
15. Procedures to assure compliance with civil rights requirements
16. Fair hearing and administrative appeal procedures
17. Plans to provide program benefits to persons most in need of benefits and to enroll eligible women early in pregnancy
18. Plans to serve homeless persons in accordance with 246.7(m)
19. Plans to serve children in foster care or protective custody, and infants exposed to drugs perinatally
20. Plans to serve working and rural families
21. Plans to promote breastfeeding
22. Plans to provide drug/alcohol education and make referrals of persons at-risk.

**Public  
Comment**

Public comment is solicited regarding development of the plan.

**Signatures  
on Plan**

The original plan and all amendments are signed by the Director of Health and Human Services and submitted to USDA-FNS for approval.

**Retention  
of Plan**

A copy of the Plan is retained on file at the State WIC office for public inspection.