Purpose

To provide guidance regarding the requirements for assessment and planning for WIC program operations at the local agency.

Planning Process

- Annual planning is completed through a joint process with State and local agency staff developing two-year joint goals, strategies and action plans under the four WIC strategic areas: 1) Nutrition and Health (including breastfeeding), 2) Customer Service, 3) Marketing and 4) Integration.
- The Process, developed by the State and local agencies, is designed to be a comprehensive planning and evaluation process for the State and local agencies that incorporates a State strategic plan, State and local agency annual plans, and program performance measures.

Local Agency Plan Requirements

- The local WIC agency is required by federal regulation to develop an annual nutrition/health education, and breastfeeding promotion and support plan.
- The data review process and resulting goals, strategies and action plans completed by the local WIC agencies annually under the strategic area of Nutrition and Health, including breastfeeding, serves as the local agency nutrition workplan.
- Each WIC local agency must submit an annual plan to the State Agency including goals, strategies and action plans for the upcoming fiscal year, evaluation of previous year's goals and action plans, and a narrative summary.
- Other required components regarding program operations include a clinic listing, WIC staff listing, local agency WIC procedures and local agency staff job descriptions.
- The State Agency will provide plan guidance annually to WIC local agencies (sample attached).

Annual Budget

- The local agency annual budget should be submitted separately from the local agency annual plan.
- Budget guidance is provided in Volume V, Section E, Pages 3a-3q.

Plan Timelines

- The local agency plan is prepared for the time period of October 1 through September 30.
- For most local agencies, the annual plan is due August 31 with additional components due October 1.

Plan Timelines (Con't)	• Local agencies participating in the Combined Services Grant Application Process may receive additional guidance regarding their WIC plan requirement and timelines with the combined grant application.

Evaluation of the Local Agency Plan	• The State Agency evaluates the local agency plan based on the following criteria:
	  • Inclusion of the minimum requirements as outlined in the plan guidance.
	  • Degree to which the plan provides a complete description of the local agency operations and the goals/action plans for the upcoming year.
	  • Degree to which the plan outlines methods for improving operations in the upcoming year.
	• A report of the plan review will be provided within 90 days of the plan submission. The report includes quality comments and required additions.

Approval of the Local Agency Plan	• An approval letter will be provided by the State Agency upon receipt of all plan requirements.
Record Retention Requirements	• A copy of the local agency plan plus required additions and the approval letter should be retained in the local agency files for three years plus closeout.

Guidance for FY ____ Local Agency WIC Annual Plan

Introduction And Checklist

List the following information:

- Local agency name and contact person
- The period for which the plan is written
- Date and signature of the individual submitting the plan

A checklist is provided for you and should be completed to ensure all required sections of the plan and attachments have been included. Please attach the checklist to your local agency plan

Narrative Summary

In a narrative summary, please address the following:

1. Describe the successes of your program in the past year.
2. What type of challenges were encountered during the last fiscal year and how were they addressed?
3. What are the lessons learned from your program in the past year?
4. Have there been any significant changes in WIC clinic locations, the services offered at the WIC clinics, or the way your agency provides WIC services (staffing, contractors, nutrition education methods, check pickup, etc.)?
5. What changes are anticipated for FY ___? Describe plans for any changes to WIC services such as changes in WIC clinic locations, changes in services offered at the WIC clinics, or changes in the way your agency provides WIC services (staffing, contractors, nutrition education method, check pickup, etc)?

Action Plans

- A State and local agency joint goal and strategy has been determined for the strategic areas of (the following are completed every two years: 1) Nutrition, Health, Breastfeeding, Customer Service, 2) Marketing WIC, Integration)
- Each local agency must submit action plans for the joint goals and strategies. Action Plans should be complete, with a description of <u>What</u> will be completed and <u>Why</u>. Sufficient detail should be provided within the action step or the special notes to provide a clear description of the actions to be taken. Indicate <u>Who</u> will be responsible for completion of the step and <u>When</u> the step will be completed. The <u>Special Notes</u> column may be used to provide additional detail on the action step and to make note of process evaluation measures for specific steps. Additional descriptions of evaluation measures for the strategy or the action steps may be included in the evaluation section.
- Local agencies may develop any additional goals, strategies, and action plans based upon their specific needs.

Evaluation of Previous Years Action Plans

Record agency evaluation data for the joint goals in the strategic areas of Nutrition Education, Health, Breastfeeding, Customer Service, Marketing and Integration, plus any individual agency goals. Report progress made toward completion of the major action steps. If action steps were completed, briefly summarize the results, including any evaluation data specific to action steps. If action steps were planned but not completed, explain why not. Make any needed changes to the "Action Steps", "Who", and "When" columns using the "strikeout" feature to indicate changes made.

Process for Completing WIC Workplans

	Step
1	Gather data as listed in the workplan instructions.
2	Complete the data review sections of the workplans according to directions.
3	Send completed data review to State Agency. State Agency will summarize and compile for State and local agency joint planning meeting.
4	Attend State and local agency joint planning meeting to determine statewide goals and strategies for (1) Nutrition, Health, Breastfeeding, Customer Service, or (2) Marketing WIC, Integration. (March-April)
5	Develop action plans for each statewide goal and strategy. Develop action plans for additional agency specific goals.
6	Attend State and local agency joint action plan session (June).
7	Finalize action plans and send to State Agency by August 31.

Timeline for other Submissions

The following items are due October 1, unless otherwise noted:

1. **WIC staff listing:** Submit yearly. List all staff who have WIC responsibilities, including contract staff. Notify the WIC Help Desk when a logon ID is needed for new staff. State staff will get a monthly update staff list from Joan.
2. **Clinic site listing:** This form is submitted on a yearly basis. Update the forms to include all clinic changes. Clinic changes during the year should be sent to the State Agency through the Request to Open/Close Clinic forms.
3. **New or revised local agency procedures**: Send these to State Agency as policies are revised and/or developed. Any new/revised procedures not submitted during the year should be submitted at this time.
4. **WIC staff job descriptions**: Submit descriptions for new positions or revisions made to current job descriptions.