



FY2025 – LA Plan Timeline & Requirements Summary

Reminder – Timeline of Events:

- LA Plan Guidance emailed to LA's by the State – 10.31.24
- Review LA Plan Guidance & answer questions – Zoom Meeting – 11.20.24
- LA Plans Submissions due – 1.31.25
- State staff reviews due – 4.31.25

The following LA Plan Components are due January 31, 2025

Checklist	
- Checklist Overall FY2025	Required
- Checklist <u>Procedure</u> Tracking FY2025	Only update for (new/updated) procedures since last submission
Administration Information	
- Local Agency Board Members List FY2025	Only submit if there were changes since your last submission
- Organizational Chart FY2025	
Goals & Action Plan Steps	
- Data Goal	Required: Add your final progress notes for FY2024
- Modernize Services Goal	
- Outreach, Recruitment, Retention Goal	
- Breastfeeding Goal	
Job Descriptions	
- WIC Job Descriptions FY2025	Only submit if there are changes since last submission
Narratives & Reports	
- Narrative Summary FY2025	Required
- Breastfeeding Report FY2025	Required (streamlined report)
- Outreach Report FY2025	Required (streamlined report)
Procedures - Financial Management	
- Financial Management Procedures	Only submit if there are changes since last submission
Procedures – WIC Operations	
- WIC Operations Procedures	Only submit if there are changes since last submission

LA Plan Guidance – Additional Details

Checklist

- Checklist Overall FY2025

Checklist Overall – Local Agency Plan FY2025		LA Name:
		WIC Director:
		Plan Period: 10.1.24 – 9.30.2025

Directions: place a 'x' when document has been submitted in the left column; add any comments in column on the right.
Green shaded categories > the documents have been seen in your FY2025 folder on the BP site.
Grey shaded categories > documents that you may need to upload from your computer if there were changes in those documents since your last submission.

Checklist	LA Comments
- Checklist Overall FY2025	
- Checklist Procedure Tracking FY2025	

Administration Information

- Local Agency Board Members List FY2025	
- Organizational Chart FY2025	

Goals & Action Plan Steps

- Data Goal	
- Modernize Services Goal	
- Outreach, Recruitment, Retention Goal	
- Breakfasting Goal	

Job Descriptions

- WIC Job Descriptions FY2025	
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Narratives & Reports

- Narrative Summary FY2025	
- Breakfasting Report FY2025	
- Outreach Report FY2025	

Procedures - Financial Management

- Financial Management Procedures	
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Procedures - WIC Operations

- WIC Operations Procedures	
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All plan components are due January 31, 2025

Date Completed & Submitted	Signature	Comments

Required

Checklist (Overall) template

This blank template has been preloaded for you to your plan documents library on the WIC BP site under Plan Year 2025.

This form outlines all of the components that need to be submitted with your FY2025 LA plan. Use this form as an overall tracking sheet.

Completing this template on the BP Site:

- Check out the document; start typing in your information
- Mark things off as you complete them by putting an x in the left column; use the right column for comments to share
- Once completed, sign and date the bottom of the form and check it in on the WIC BP site

To check in the document: Click Files>check in>write version comment>ok

- Checklist Procedure Tracking FY2025

Checklist Procedure Tracking FY2024 Local Agency Minimum Procedure Checklist Created from 10/15/24

The procedures requested in this checklist are the local Agency policies/procedures that apply to all programs within the Agency, and not just the WIC program. Bulleted items are provided to give an idea of the policy/procedure content addressed in an Agency policy/procedure. Individual local agencies may or may not use the same titles as those listed in the Topic/Policy Required column; we are requesting policies/procedures that address the content listed in the bulleted items. Submit all relevant Agency procedures that address the topic areas and bulleted information below.

List Procedure Name & Page # when submitted	FFY Submitted	Topic/Policy Required	Description: points to address in the procedure	NE WIC Procedure Manual Link
		Galleries and Views	<ul style="list-style-type: none"> How are Agency changes to personnel costs decided by management/staff/PTCA and impact? What is the process for determining the percentage of wage increase/retention? Who is included in the decision to make these decisions in the decision support? 	https://www.wic.gov/Portals/0/Manual/Manual%20-%202019-2024.pdf
		Employment/Fringe Benefits	<ul style="list-style-type: none"> Current Agency policy on payment of employee fringe benefits to include retirement plans, insurances such as dental, disability, life, and workers' comp. 	https://www.wic.gov/Portals/0/Manual/Manual%20-%202019-2024.pdf

Only update for (new/updated) procedures since last submission

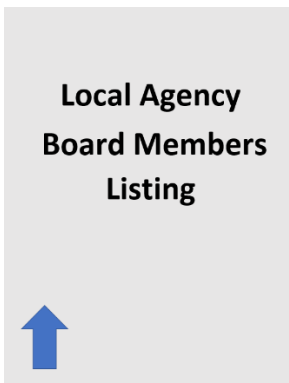
I duplicated the procedure tracking checklist that you submitted for plan year 2024 into plan year 2025 library on the business partner site so you can continue to make edits if needed.

To make edits:

- Check out the document; start typing on it
- As you are updating or working on new procedures be sure to refer to the bulleted points listed in the procedure tracking chart to help identify content that needs to be addressed in the procedures.
- Mark procedures off as you complete them on this tracking sheet
- List FFY 2025 to indicate any new or updated procedures that you uploaded for plan year 2025.

Administration Information

- Local Agency Board Members List FY2025




Only submit if there are changes since last submission

- The Board Member Listing should provide the names of members on your Agency's Board of Directors, including their contact information. There is no specific template for this.
- There is a place holder/coding instruction sheet in your 2025 plan library showing where you will upload your board member listing. If you click on the place holder to open the file, you will see instructions on how to upload your board member listing from your computer.

Upload your document to the WIC BP Site Plan Documents Library

- Drag and drop the Board Member Listing file from your computer onto the BP site
- After the document has been uploaded, you will need to code the properties so it will display in the correct area of the site
- There is currently a place holder document showing where the new documents will be stored once coded correctly
- Code the properties so it lays out in the correct section on the site:


	<ul style="list-style-type: none"> o Click 3 dots>click 3 dots>properties o Make sure the <u>plan year</u> drop down says <u>2025</u> o Plan category: set to "Administration Information" o Save o Check in the document: Click Files>check in>write version comment>ok
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<p>- Organizational Chart FY2025</p> <div data-bbox="175 380 418 684" style="border: 1px solid gray; padding: 10px; text-align: center;"> <p>Organizational Chart</p>  </div>	<p>Only submit if there are changes since last submission</p> <p>Upload your document to the WIC BP Site Plan Documents Library</p> <ul style="list-style-type: none"> - Code the properties so it lays out in the correct section on the site: <ul style="list-style-type: none"> o Click 3 dots>click 3 dots>properties o Make sure the <u>plan year</u> drop down says <u>2025</u> o Plan category: set to "Administration Information" o Save o Check in the document: place a check in front of the file name click Files>check in>write version comment>ok
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Goals & Action Plan Steps

<p>- Data Goal</p>	<p>Required: Add your final progress notes for FY2024</p> <p>A copy of the action plans that were submitted last year for FY2024 has been moved into the plan library for FY2025. New data charts have been run and <i>updated data charts have been recorded for you in your action plans.</i></p> <ul style="list-style-type: none"> • Review your action plans • Record your FY2024 Progress notes for any major action steps – label progress notes "FY2024 Progress" • <u>Identify changes in action steps</u> necessary to achieve goal. <u>Strike through</u> any action steps to be deleted & identify why; <u>italicize</u> new action steps. • If your action steps don't make sense or don't include all of the information needed, edit them.
<p>- Modernize Services Goal</p>	
<p>- Outreach, Recruitment, Retention Goal</p>	
<p>- Breastfeeding Goal</p>	

Job Descriptions

<p>- WIC Job Descriptions FY2025</p> <div data-bbox="175 1329 407 1633" style="border: 1px solid gray; padding: 10px; text-align: center;"> <p>WIC Job Descriptions</p>  </div>	<p>Only submit if there were changes since last submission</p> <p>Job Descriptions</p> <ul style="list-style-type: none"> • There is currently a <u>place holder</u> document on the BP site for your WIC Job descriptions to show you the location that your job descriptions need to be placed onto the site. The place holder is located under the Job Descriptions category. • There is no specific template or style; whatever format your agency uses is fine • <u>Before uploading</u> your job descriptions to the site, make sure that the file name is edited to include "FY2025" at the end. Including the date in your file name will help to ensure that this job description that you now upload does not overlay another job description with the same name that was submitted for previous years <p>Upload your Job Descriptions</p> <ul style="list-style-type: none"> • Drag and drop the job descriptions from your computer onto your "plan documents" page on the BP site <p>Set the Document Properties</p> <ul style="list-style-type: none"> • Once you upload the job descriptions, <u>code the properties</u> so that they lay out in the right place on the BP site
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- There are two properties that you need to set for your job descriptions once they are uploaded to the site
- To go into the properties: click on 3 dots by the file name > click on the 3 dots again in the pop up box > then you will set the following 2 properties:
 - Click the drop down for the plan category – select Job Descriptions
 - Click the drop down for the Plan Year – select 2025
 - Click save and check in the document
 - Repeat this process to code each of your Job Descriptions
 - You will need to refresh your page at the end; make sure you have all of the documents checked in

Procedures -Financial Management

- Financial Management Procedures

Financial Management Procedures



Only submit if there are changes since last submission

Financial Management - Procedures

- Before uploading these procedures from your computer to the site, make sure that the file name is edited to include "FY2025" at the end. Including the date in your file name will help to ensure that any procedure that you upload does not overlay other procedures with the same name that were submitted for previous years

Upload your Procedure

- Drag and drop the procedures from your computer onto your "plan documents" page on the BP site

Set the Document Properties

- Once you upload the job descriptions, code the properties so that they lay out in the right place on the BP site
- There are two properties that you need to set for your procedures once they are uploaded to the site
- To go into the properties: click on 3 dots by the file name > click on the 3 dots again in the pop up box > then you will set the following 2 properties:
 - Click the drop down for the plan category – select WIC Procedures – Financial Management
 - Click the drop down for the Plan Year – select 2025
 - Click save and check in the document
 - Repeat this process to code each of your financial related procedures
 - Refresh your page; make sure you have all of the documents checked in

Procedures – WIC Operations

- WIC Operations Procedures

Only submit if there are changes since last submission

WIC Operations Procedures

- There is currently a place holder document on the BP site for your WIC Operations Procedures to show you the location they need to be placed onto the site
- There is no specific template or style; whatever format your agency uses is fine
- Before uploading these procedures to the site, make sure that the file name is edited to include "FY2025" at the end. Including the date

WIC Operations Procedures



in your file name will help to ensure that this procedure that you upload does not overlay another procedure with the same name that was submitted for previous years

Upload your Procedures

- Drag and drop the procedures from your computer onto your “plan documents” page on the BP site

Set the Document Properties

- Once you upload the procedures, code the properties so that they lay out in the right place on the BP site
- There are two properties that you need to set for your procedures once they are uploaded to the site
- To go into the properties: click on 3 dots by the file name > click on the 3 dots again in the pop up box > then you will set the following 2 properties:
 - Click the drop down for the plan category – select WIC Procedures-Operations
 - Click the drop down for the Plan Year – select 2025
 - Click save and check in the document
 - Repeat this process to code each of your WIC Operations Procedures
 - You will need to refresh your page at the end; make sure you have all of the documents are checked in

Narratives & Reports

Narrative Summary FY2025

Required

The narrative summary template has been preloaded for you onto the BP site. It is located under the plan category, “Narratives & Reports”. Help us to learn more about your agency by completing information using the prompts provided.

Completing this template

- Check out the documents to start editing
- Complete the information requested on the template
- Check in and save the document

Breastfeeding Report FY2025

Required (streamlined report)

This template has been preloaded for you in your plan documents library on the WIC BP site under the plan category heading, Narratives & Reports for Plan Year 2025.

- Outreach Report FY2025



Required (streamlined report)

This template has been preloaded for you in your plan documents library on the WIC BP site under the plan category heading, Narratives & Reports for Plan Year 2025.

Nebraska WIC Program

5 Year Joint Goals FY 2022 - 2026

The following joint goals were developed during our 2021 state/local agency strategic planning process to be included in the State Plan.



- **Data Goal** – Identify and use data consistently to drive evidenced-based and participant-centered decisions within WIC



- **Modernize Services Goal** – Develop flexible options for participants and modernize services



- **Outreach, Recruitment, Retention Goal:** Revive the value of WIC through outreach, recruitment and retention.



- **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%.

The Nebraska WIC Program Mission Statement

"To make a positive difference in the nutrition and health of families and individuals by providing services in a professional and respectful manner."

Action Plans should be complete, and include the following information:

ACTION STEPS: (what & why)	WHO:	WHEN:	Progress
<ul style="list-style-type: none"> □ Include what action steps will be completed. □ Identify “why” you are doing this action step. □ Sufficient detail should be provided within the action step or the special notes to provide a clear description of the actions to be taken and why they are necessary. □ <i>Consider actions steps that are proven as promising, best practices, or evidenced based.</i> 	<p>Identify who will be responsible for completion of each action step.</p>	<p>Identify when each action step be completed.</p>	<p>This section may be used to provide progress or additional details on the action step(s)</p> <p>The progress notes that you write should be labeled for each year ie</p> <p>2021 progress</p> <p>2022 progress</p> <p>2023 progress</p> <p>2024 Progress</p>

Local agencies should develop any local agency specific goals, strategies, and action plans based upon other needs that have been identified. A blank template is provided.

Reminders: Make sure the actions plan for your goals include the necessary information (what & why, who, when, & progress)

Write action steps that are important and meaningful for your program. Involve your staff.

If your action plans don't make sense, or don't provide enough information, edit them.

Please do not delete prior information on your action plan. If you want to delete an action step, simply cross through the action step and write a new one. Make a note in your progress note why action step was deleted.