

Preparing for Fresh Choices – Staff Training and Participant Education Plan (10/17/08)

#	Outcome/Activity (Note: Use of all state provided materials are optional)	Target Audience	Target Date	Your agency plan – when, where, who?
1.	Staff understand the basic changes to milk in the food package and are able to counsel participants on use of low fat milk (state provided facilitated discussion in-service guide on Low fat milk)	All WIC staff	12/08-1/09	
2.	Staff understand the basic changes to breastfeeding and infant packages in the food package and are able to counsel participants on key infant and breastfeeding messages (state provided facilitated discussion in-service guide on infant feeding and breastfeeding messages)	CPA's	12/08-1/09	
3.	RD training on Medical Documentation (state provided at LARD meeting)	RD's	1/09	
4.	Participants are preparing to switch to low fat milk (state provided nutrition education class out line and materials)	WIC Participants	2/09-4/09	
5.	Nutrition education on key nutrition message relating to infants and breastfeeding (state provided nutrition education class out line and materials)	WIC Participants	2/09-7/09	
6.	Develop scheduling plan for extra time needed to validate/select, provide shopper education, and print new food packages for participants during implementation.	Coordinators and staff	2/09-4/09	

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7.	Staff are able to counsel participants on the new medical documentation requirements and can provide anticipatory guidance related to the new food packages (state provided training or in-service – method TBD)	CPA's	3/09-4/09	
8.	Staff understand the basic changes to whole grains in the food package and are able to counsel participants on use of whole grains (state provided facilitated discussion in-service guide on whole grains)	All WIC staff	3/09-4/09	
9.	Partners, vendors and providers understand upcoming changes and their role in supporting those changes (state provided outreach and marketing materials for different groups. State will train vendors and provide information to major partners)	Local partners and providers, vendors as needed	3/09-9/09	
10.	Participants are preparing to use whole grains (state provided nutrition education class out line and materials)	WIC Participants	5/09-7/09	
11.	Provide anticipatory guidance for participants, focusing on participant needing extra assistance with the food package changes (state provided medical documentation forms, participant info materials)	WIC Participants	5/09-7/09	
12.	Statewide meeting focused on training for Fresh Choices	All WIC Staff	Late June or early July	Highly recommend all staff attend

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13.	Staff are trained on food package selections for all participants (state provided training at statewide meeting)	All WIC staff	6/09-7/09	
14.	Staff are able to use TWIST to select food packages and print vouchers (state provided TWIST training – method TBD)	All WIC staff	6/09-7/09	
15.	Develop plans for educating participants on selection and use of new food package vouchers – group, individual (state provided shopper education materials for the new food package)	Coordinator and staff	6/09-7/09	
16.	Develop strategies for participants with old vouchers needing to change food packages and for participants with issued vouchers requesting a change to the new food package	Coordinator and staff		
17.	Provide new food package vouchers and shopper education to all participants as they come in for certifications, education, or voucher issuance.	All	8/1/09 forward	