



Policy 850

Nutrition Services Plan

June 29, 2018 (Revised)

POLICY

Local programs shall complete an annual Nutrition Services Plan consistent with the State's goals and objectives.

PURPOSE

To ensure that local programs plan and evaluate nutrition services provided to program participants.

RELEVANT REGULATIONS

7 CFR §246.11 ¶(d)(2)—Nutrition Education: Local agency responsibilities

DEFINITIONS

Activity: A method that provides further detail on how an objective will be achieved by listing specifically what will be completed in a specific time period.

Evaluation: Assessment of the progress in meeting program objectives and activities.

Goal: Broad general statement that describes what the program plans to accomplish. A goal establishes the overall direction and scope of the program, and serves as the foundation for developing program objectives.

Nutrition Services: Individual, group, or online education sessions and related written materials that are designed to improve health status and achieve positive change in dietary and physical activity habits in keeping with the personal and cultural preferences of the individual.

Objective: A specific step for achieving a goal. Objectives are usually precise and measurable statements that explain how the goal will be accomplished.

BACKGROUND

Federal regulations require local WIC agencies to complete a Nutrition Services Plan annually. In Oregon, the Nutrition Services Plan follows the calendar year, January 1-December 31.

The Food and Nutrition Service (FNS) and the National WIC Association (NWA) jointly developed the WIC Nutrition Service Standards (NSS) in 1988. These standards were updated and expanded in 2013, and although not mandatory, they provide a foundation and framework for providing quality nutrition services in the WIC program, including specific guidance on the development of the annual Nutrition Services Plan.

WIC Nutrition Service Standard 1: "The Nutrition Services Plan establishes nutrition priorities, including breastfeeding promotion and support, and focuses activities to improve participant health and nutrition outcomes and serves as a basis for allocating nutrition services resources."

PROCEDURE

Overview

- 1.0 Local programs shall complete a Nutrition Services Plan that is consistent with statewide nutrition education goals and objectives as described in the annual guidance provided by the State agency.

Components of the NSP

- 2.0 The Nutrition Services Plan shall contain the following components:
 - 2.1. Evaluation of the previous year's plan.
 - 2.2. Goals as determined by the State agency or based on identified needs at the local level.
 - 2.3. Measurable objectives designed to meet each goal.
 - 2.4. Specific methods or activities to achieve each objective.
 - 2.5. Evaluation plan.
 - 2.6. Local program plans for quarterly in-service trainings.
 - 2.7. Name and qualifications of the training supervisor(s).

Timeline

- 3.0 Each year, guidance for completing the Nutrition Services Plan will be provided on the following schedule:
 - 3.1. The Nutrition Services Plan document and supporting guidance will be emailed to local programs by mid-October and must be completed and returned to the State agency in early December each year.
 - 3.2. State program staff will review the Nutrition Services Plans by mid-December, and will notify local agency staff whether their NSP is approved, or whether it need modification.
 - 3.3. NSPs that require modification are to be revised and re-submitted by December 31st each year.

Extension

- 4.0 Local Programs may ask the State agency for an extension to complete their Nutrition Services Plans in extenuating circumstances.
- 5.0 The State agency recommends that local programs evaluate their nutrition services on an ongoing basis to ensure that they are providing effective and needed services.

REFERENCES

1. Nutrition Services Standards Revision Workgroup, Food and Nutrition Service/U.S. Department of Agriculture, *WIC Nutrition Services Standards*, August, 2013.

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POLICY HISTORY

| Date | * Revised, Reviewed, Released |
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| 7/13/2018 | Released |
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The date located at the top of the policy is the date of the most recent release. Policies are to be implemented on release date and will become compliance findings 6 months from the release date.

***Released:** Significant changes made to policy. Release notes can be found in the corresponding document on the [Policy and Procedure Manual page](#).

Reviewed: The writer looked at this policy to make sure it was still accurate. Formatting changes may have occurred.

Revised: Minor edits or formatting has occurred without need for release. USDA has accepted a policy and watermark is reviewed.

Date of Origin: Date policy was initially released