**Instructions for Completing the 2021 Nutrition Services Plan (NSP)**



**Overview**

2020 has been an unusual year in WIC. Because of the COVID-19 pandemic WIC is providing services remotely, including revisions to many of our processes due to the USDA waivers. Some staff are working from home, while others are working in the clinic, but few in-person appointments are occurring. There has also been uncertainty about how long we will be operating under the COVID waivers. For this reason, the Nutrition Services Plan for 2021 has been streamlined. Goals, objectives and activities will support work you are doing anyway.

* The 2021 NSP has 3 goals – two required goals and one optional.
* The focus is on strengthening counseling skills and improving remote services. Activities have been pre-selected, while still offering flexibility in how you implement any changes in your agency.

**Steps**

1. WIC Coordinators review the NSP Fillable Form, noting the areas of focus.
2. Meet with agency staff to share the plan for 2021 and agree on an activity for Goal 1.
3. Determine whether to include or carry over an optional goal, objective and activity.
4. Complete the required sections on the *2021 Nutrition Services Plan* form. (Click on *Highlight Existing Fields* at the top of the form to see which boxes must be filled in.)
5. Click *Submit* to send your **2021 Nutrition Services Plan** form to Bonnie, on or before **Friday, December 11, 2020.** If you do not receive a confirmation email within 2 business days, contact Bonnie: (971) 673-0048

[bonnie.ranno@dhsoha.state.or.us](mailto:bonnie.ranno@dhsoha.state.or.us)

1. Your 2021 NSP will be reviewed by your Nutrition Consultant for informational purposes only. There is no “approval process” this year.
2. The time frame for implementing your NSP is from January 1 – December 31, 2021.
3. You will receive information on the **Evaluation of your** **2020** **NSP** in early 2021. This includes a document for you to list the in-services your staff completed during 2020. The 2020 Evaluation and In-service List will be due on or before Friday, February 26, 2021.

**In-Service Trainings**

The state agency will be providing at least four in-service trainings for 2021– see chart below. Feel free to provide additional in-services, including your annual Civil Rights Training. Keep track of all in-service trainings provided to local agency staff, including the date and who attended, as well as the dates when staff who missed the training completed it.

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| --- | --- | --- | --- | --- |
| **In-Service** | **Topic \*** | **Target Audience** | **Release Date\*** | **Due Date** |
| 1 | New Food List and Food Label | CPAs | 1/1/21 | 2/28/21 |
| 2 | Using Summaries in Nutrition-Focused Counseling | CPAs | 2/1/21 | 12/31/21 |
| 3 | PCE Skills in Breastfeeding Support | CPAs | 5/1/21 | 12/31/21 |
| 4 | 2021 Risk Update | CPAs | 6/1/21 | 9/30/21 |
| 5 | Introducing OTIS! (Clinic Operations) | CPAs | 9/1/21 | 12/31/21 |

*\* Titles and dates are subject to modification*

**Calendar**

**Important dates for the 2021 Nutrition Services Plan (NSP) process:**

**2020**

* Now - Dec 11 Write 2021 Nutrition Services Plan (NSP)
* December 11 2021 NSP due

**2021**

* January 1 2021 NSP implementation begins
* January 18 Information on completing the 2020 NSP Evaluation sent out
* February 26 Evaluation of **2020** NSP due – includes list of in-services

completed in 2020

* December 31 2021 NSP ends

**2022**

* January 18 Information on completing the 2021 NSP Evaluation sent out
* February 25 Evaluation of **2021** NSP due – Includes list of in-services

completed in 2021