



## Guidance for Completing the 2023 Nutrition Services Plan (NSP)

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### Overview

2023 will be another year of change for WIC. It is likely that the USDA waivers will end, and hopefully the staffing shortages and the formula crisis will end as well! It is also the year that the state agency will be rolling out a new WIC data system – OTIS. With these things in mind, the 2023 Nutrition Services Plan has just 2 required goals – a continuation of the breastfeeding goal that was started in 2022, and a goal related to the preparation and rollout of OTIS – plus an optional goal, if interested.

- The breastfeeding goal focuses on strengthening the education provided to parents in the early postpartum period. This is a continuation of the 2022 goal which focused on breastfeeding education provided in late pregnancy. A new Breastfeeding Assessment Tool is included with the 2023 NSP, so your agency's Breastfeeding Coordinator will be involved with Goal 1 of this plan.
- The counseling and nutrition goals have been combined into one goal related to OTIS. Local agencies will need to do some preparation and training for the rollout of OTIS, so it makes sense to have the 2023 NSP focus on this as well.
- The third goal is *optional*. You can leave it blank, or you can include a goal specific to your agency. You may want to continue or complete an activity that was started in 2022, or there may be interest in developing a new goal related to work your agency is involved in. It is up to you. Some possibilities include:
  - Revisions to your referral data base
  - Ideas for reaching out to high risk populations in your area
  - Connecting with community partners to share information about WIC
  - Improving the clinic environment
  - Ideas to enhance WIC services related to improved clinic flow, procedures, or technology

### Steps for completing the 2023 NSP

1. WIC Coordinators and Breastfeeding Coordinators will receive the 2023 NSP guidance and forms by email on 10/21/2022. Review these documents, noting the sections to complete and the due date.
2. WIC Coordinator and Breastfeeding Coordinator will meet to discuss the completion of the new Breastfeeding Assessment, getting certifier input, and determining an Activity for the 2023 NSP.
3. WIC Coordinator will meet with agency staff to share the *2023 NSP*, and to determine whether to include an optional goal for 2023.
4. WIC Coordinator will complete the top section of the *2023 NSP* form that identifies the agency, ensure that a breastfeeding activity has been entered in the box for Goal 1 on Breastfeeding, and if selected, that a goal, objective, and activity have been recorded for Goal 3.
5. WIC Coordinator will save both the *2023 NSP* and the *2023 Breastfeeding Assessment* in local agency files.



6. WIC Coordinator will send an email to their state Nutrition Consultant and **attach** the saved *2023 NSP* and the *2023 Breastfeeding Assessment* as Word documents. Do not fax the form or send as PDFs. The documents are due on or before **Friday, December 16, 2022**.
7. The state Nutrition Consultant will review the 2023 NSP and *2023 Breastfeeding Assessment* and inform the local WIC Coordinator and Breastfeeding Coordinator if any modifications are needed.
8. The time frame for implementing the NSP is January 3 – December 29, 2023.
9. The **Evaluation** of the *2022 NSP* will be sent in December, with a due date of January 31, 2023.

## In-Service Trainings

The state agency plans to develop 4 in-service trainings in 2023 – see tentative plans in the chart below. Titles and dates are subject to modification. We hope to release the in-services in the first half of the year to allow ample time for completion. However, we are dependent on receiving information from USDA/FNS for the risk update, and the OTIS developers for the other three in-services, so we are unable to list a specific release date at this time. We promise to keep you posted!

In-Service	Topic	Target Audience	Release Date	Due Date
1	Considerations related to formula preparation and the use of PediaSure®	CPAs	TBD	12/29/2023
2	Nutrition Risk Update	CPAs	TBD	9/30/2023
3	Introducing OTIS – a new way of doing WIC business	All staff	TBD	12/29/2023
4	Providing Breastfeeding Support in the First Month	CPAs	TBD	12/29/2023

Note. Training Supervisors are expected to track all in-service trainings provided to local agency staff, including the date, topic, and signatures of those who attended, as well as the completion dates for staff who missed the original training. The WIC Compliance Reviewer will view these records during your agency's Biennial WIC Review.

### Calendar

#### 2022

- Oct 21- Dec 16      Review and complete 2023 NSP & Breastfeeding Assessment
- **December 16**      **Return 2023 NSP & BF Assessment on or before this date**
- December 19      Information on completing the 2022 NSP Evaluation sent out

#### 2023

- January 3      2023 NSP implementation begins
- January 31      **Evaluation of 2022 NSP due**
- December 29      2023 NSP ends