

WASHINGTON STATE WIC

POLICY AND PROCEDURE MANUAL



VOLUME 2, CHAPTER 12

Annual Nutrition Education Plan

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POLICY: Annual Nutrition Education Plan

Each local agency must complete and submit an Annual Nutrition Education Plan (ANEP). It must include:

- An evaluation of last year's ANEP objectives and action plans.
- A report on any special projects, if applicable.
- A current ANEP based on the guidance sent by state staff.

Staff must submit the ANEP to state staff by the deadline specified in the instructions.

PROCEDURE:**A. The WIC coordinator:**

1. Determines the staff who will be involved in developing the ANEP.
2. Ensures the breastfeeding coordinator, nutritionist, and other designated staff have time blocked in their schedule to develop the ANEP.
3. Assists with and assures the ANEP is completed.
4. Submits revisions to the plan as needed, or assigns staff to do this.
5. Supports the ANEP objectives and action plans.
6. Keeps the approved ANEP on file for 4 years.

B. The coordinator, breastfeeding coordinator, nutritionist, and other designated staff work together to:

1. Evaluate the previous year's ANEP and develop objectives and action plans for the current year's ANEP.
2. Share the ANEP breastfeeding objectives and action plans with staff.
3. Ensure that clinic staff are involved in carrying out the ANEP's action plans throughout the year.

C. State staff:

1. Acknowledge and document receipt of the ANEP.

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2. Review each agency's ANEP and let local agency staff know if it's approved or what revisions need to be made and resubmitted to state staff for approval.
3. Let the coordinator, and staff who develop the plan, know the deadline for revisions in the notification letter.