



WASHINGTON STATE WIC NUTRITION PROGRAM

Washington State WIC Manual
Notice of Revision



Date: 5/20/2015

Notice Number: 2015-05

<input type="checkbox"/> Volume 1	<input checked="" type="checkbox"/> Volume 2
Chapter: 12 – Annual Nutrition Education Plan	
Section: See Table of Revisions	
Policy/Recommendation/Description/Procedure:	
Type of Action/Change:	<input checked="" type="checkbox"/> Supersedes <input type="checkbox"/> New <input type="checkbox"/> Delete
If you have questions about this revision or wish additional copies, call or write:	
<p>Department of Health State WIC Nutrition Program P.O. Box 47886 Olympia WA 98504-7886 Call: 1-800-841-1410</p>	

Explanation of Revisions:

See the attached table of revisions for specific changes to the chapter.

Remove: **Remove Chapter 11 – Nutrition Education Plan dated 12/2002 from Volume 2 of the manual.**

Insert: **This current revision Chapter 12 – Annual Nutrition Education Plan dated 5/2015.**

Attachments:

- Memo**
- Manual Revision**
- Other** _____



WIC does not discriminate

The U.S. Department of Agriculture WIC program prohibits discrimination against its customers on the bases of race, color, national origin, age, disability, and sex. See full USDA non-discrimination statement at: http://www.usda.gov/wps/portal/usda/usdahome?navtype=FT&navid=NON_DISCRIMINATION

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.



DOH 960-106 May 2015

Volume 2, Chapter 12 – Annual Nutrition Education Plan

Table of Revisions

Policy/Page	Revision	Comments
Chapter	<ul style="list-style-type: none"> • Changed name from Nutrition Education Plan to Annual Nutrition Education Plan • Changed from chapter 11 to chapter 12 in Volume 2. 	<ul style="list-style-type: none"> • We are restructuring Volume 2 to make policies easier to find. • Refer to the Volume 2 log of current chapter dates for the complete list of revised chapter names and numbers.
“Breastfeeding Promotion Coordinator”	Deleted policy.	This policy is located in Volume 1, Chapter 15 – Breastfeeding.
“Annual Nutrition Education Plan” p. 1 - 2	<p>Policy: Revised to include the required items of the Annual Nutrition Education Plan (ANEP):</p> <ul style="list-style-type: none"> • An evaluation of last year’s ANEP. • A report on any special projects, if applicable. • A current ANEP based on the guidance sent by state staff. <p>Staff must submit the ANEP to state staff specified in the instructions.</p> <p>Procedure:</p> <p>A. Changed from “clinic staff” to “the WIC coordinator.”</p> <ul style="list-style-type: none"> • Determines which staff will be involved in developing the ANEP. • Ensures staff have time in their schedule to work on the ANEP. • Submits revisions as needed, or assigns staff. • Supports the ANEP objectives and action plans. • Keeps the approved plan on file for 4 years. <p>B. Designated staff:</p> <ul style="list-style-type: none"> • Evaluate the previous year’s plan and develop objectives and action plans for the current year’s ANEP. • Share the ANEP breastfeeding objectives and action plans with staff. • Ensure staff are involved in carrying out the ANEP throughout the year. 	<p>State staff send out the ANEP guidance each year which includes instructions and the deadline to submit the ANEP.</p> <p>The WIC coordinator is responsible for these procedure items.</p>

Volume 2, Chapter 12 – Annual Nutrition Education Plan
 Table of Revisions

<p>“Annual Nutrition Education Plan” (continued) p. 1 - 2</p>	<p>C. State staff:</p> <ul style="list-style-type: none"> • Acknowledge and document receipt of the ANEP. • Review and let local agency staff know if the ANEP is approved or what revisions are needed. <p>Let the coordinator and staff know the deadline for revisions.</p>	
<p>“Nutrition Education Plan – Instructions”</p>	<p>Deleted.</p>	<p>The instructions are included with the guidance sent each year by state staff with the ANEP.</p>
<p>Appendix</p>	<p>Deleted Appendix 1, 2 and 3.</p>	<p>The requirements of the ANEP are sent each year by state staff.</p>