

Local Reviews and the Nutrition Education Plan (NEP) and NEP Evaluation

I. Local Management Evaluation Review.

- a. Local Management Evaluation Review of Nutrition and Breastfeeding areas will be conducted annually by local agency staff to ensure that services provided are safe, effective, and in compliance with WIC federal regulations.
- b. State staff will support local staff in developing their management evaluation system.
 - i. Examples of local management review forms are on SharePoint under the WIC Forms tab, Operations & Administration Forms section, Management Evaluation (ME) Forms.

II. Nutrition Education Plan (NEP) and NEP Evaluation.

- a. The Nutrition Education Plan (NEP) and NEP evaluation is mandated by federal regulations and must be completed yearly. 7 CFR 246.11(b) – The NEP must be designed to achieve 2 broad goals:
 - i. Emphasize the relationship between nutrition, physical activity, and health, with special emphasis on the nutritional needs of pregnant, postpartum, and breastfeeding women, infants, and children under five years of age. Raise awareness about the dangers of using drugs and other harmful substances during pregnancy and while breastfeeding.
 - ii. Assist the individual who is at nutritional risk in improving health status, achieving a positive change in dietary and physical activity habits, and preventing nutrition-related problems through optimal use of the WIC supplemental foods and other nutritious foods. This is to be taught in the context of the ethnic, cultural, and geographic preferences of the participant, and with consideration for any educational and environmental limitations they experience.
- b. The NEP requires at least 1 nutrition and 1 breastfeeding promotion and support SMART goal.
- c. An evaluation of the breastfeeding peer counseling program (BFPC) and the BFPC budget must be completed and submitted with the NEP annually.
- d. The WIC director should complete the NEP with at least 1 registered dietitian and the breastfeeding coordinator in their agency.
 - i. The WIC director may be both the registered dietitian and the breastfeeding coordinator based on how the agency is staffed.

- e. The completed NEP, NEP Evaluation, BFPC evaluation, and BFPC budget must be sent to the state nutrition coordinator by January 31 each year.
- f. The state nutrition coordinator and state nutrition team will review the submitted documents and provide the local agency with a letter of approval, or a request for more information, within 60 days.
 - i. If more information is requested, the local agency must provide a response within 2 weeks.
 - ii. Notification of official state-office approval will be sent to the local WIC director after review.