

## State Plan Process

- I. The State Plan is the overall plan of how the Utah WIC program operates. It consists of:
  - a. Section I- Goals and Objectives,
  - b. Section II- Local Agency Procedure Manual, and
  - c. Section III- State Operations
- II. Each of the sections must be subdivided into the functional area formats determined by USDA. State Plans must be organized consistently nationwide.
- III. Section II of the State Plan consists of the Utah WIC Policy and Procedures Manual (P&P). This manual describes how local agencies operate the WIC program to determine eligibility and provide benefits to WIC applicants.
- IV. The public must be provided an opportunity to comment on the development of the State Plan.
  - a. The State agency will post the following year's State Plan including proposed P&P changes on the Utah WIC website for a public comment period of 30 days. The proposed P&P will also be posted on the Utah WIC SharePoint site for staff access.
  - b. The date that the 30 day comment period will begin will be based upon USDA timelines and may be modified (extended or reduced in length) to meet USDA/FNS deadlines.
    - i. Interested persons may contact the State WIC Agency to determine the date the public comment period will begin; which is typically during mid to late spring.
    - ii. Local agency WIC Directors/Nursing Directors and the WIC Advisory Council will be notified via e-mail.
  - c. All comments should be submitted to the State Agency.
  - d. Upon completion of the public comment period, the State agency will review and respond to comments received and make any revisions deemed necessary by the State agency before the USDA submission deadline.
  - e. Upon submission to the USDA, the State agency will post the revised proposed Policy and Procedure Manual along with responses to the comments received on the Utah WIC website.

- V. The Policy & Procedure Manual will take effect on or after October 1st upon final USDA approval.
- VI. The Policy and Procedure Manual will be posted on the Utah WIC website when it becomes effective and will be posted on the Utah WIC SharePoint site for local WIC clinics to implement.
- VII. Upon approval of the Policy and Procedure Manual, all WIC staff should review the Summary of Changes document. This may be done individually or as a group.