



State of California—Health and Human Services Agency  
California Department of Public Health



RON CHAPMAN, MD, MPH  
Director & State Health Officer

EDMUND G. BROWN JR.  
Governor

PEPB #: 11-20-14-074

Date: November 20, 2014

To: Primary WIC Program Contact

Subject: **Nutrition Service Plan (NSP) Update for Year Three and Development of your FFY 2015 NSP**

INFO. ONLY	<input type="checkbox"/>
ACTION NEEDED	<input checked="" type="checkbox"/>
POLICY CHANGE	<input type="checkbox"/>
<input checked="" type="checkbox"/> Administration	
<input type="checkbox"/> Nutrition Staff	
<input type="checkbox"/> All Staff Affected	
<input type="checkbox"/> ISIS Change	

**Purpose**

The California Department of Public Health/Women, Infants and Children (CDPH/WIC) Program is informing you of the procedure and due date for submitting your NSP work plan update for Year Three of the FFY 2012-2014 NSP. This letter also provides information on the development and submission of the FFY 2015 NSP.

**FFY 2012-2014 NSP Third Year Update Information**

The FFY 2012-2014 third year update represents a report on the objectives that your agency has accomplished from October 1, 2013 to September 30, 2014. Thank you for all your hard work and positive outcomes as we come to the end of the third and final year of this NSP.

**Action**

Complete your local agency's FFY 2012-2014 NSP Work Plan to:

1. Identify accomplishments for the Goal 1 and 2 objectives you worked on in the third year. Provide this information in the Accomplishments column under the subheading of *Year Three*.

\*For Goal 3.3 accomplishments, please respond to the questions in the Accomplishments column by marking the appropriate checkbox.



Women, Infants and Children (WIC) Program  
3901 Lennane Drive (MS 8600) Sacramento, CA 95834  
P.O. Box 997375 (MS 8600) Sacramento, CA 95899-7375  
(916) 928-8500 Internet Address: [www.wicworks.ca.gov](http://www.wicworks.ca.gov)

2. Report the completion dates for the corresponding objectives in the *Date Complete* Column.
3. You do not have to complete the *Next Steps* column, as you will be working on similar Goals and Objectives for FFY 2015.
4. Submit your updated FFY 2012-2014 NSP third year work plan as an attachment by e-mail to [NSPFFY1214@cdph.ca.gov](mailto:NSPFFY1214@cdph.ca.gov) by January 6, 2015. Include the name of your local agency as part of the subject in the subject line of your e-mail and clearly name this attached document as your FFY 2012-2014 third year update.

### **FFY 2015 NSP Information**

The FFY 2015 NSP will be a one year NSP which includes a work plan that continues the Goals and Objectives from the FFY 2012-2014 NSP. Complete Objective 1.6 of the work plan and add any additional optional goals/objectives you may want to include. We are also asking you to provide details on your agency's non-state WIC developed group Nutrition education contacts.

### **Action**

1. Review the information provided in the FFY 2015 NSP.
2. Complete and submit your FFY 2015 NSP work plan by completing Objective 1.6 and include any of your agency's *Optional* Goals and Objectives.
3. Complete and submit your agency's non-state WIC developed group nutrition education contacts using the form provided.

The links to the above FFY 2015 documents follow:

Link: [Nutrition Services Plan](#)

4. Submit the FFY 2015 NSP documents outlined above as attachments by email to [NSPFFY1214@cdph.ca.gov](mailto:NSPFFY1214@cdph.ca.gov) by January 6, 2015. Send your FFY 2015 documents as a separate e-mail from your FFY 2012-2014 third year update and send it to the same e-mail address as indicated. Include the name of your local agency and FFY 2015 NSP as part of the subject in the subject line of your e-mail and clearly name the attached documents.

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**Questions**

If you have any questions or need additional information contact, Paula Etcheberry at [Paula.Etcheberry@CDPH.ca.gov](mailto:Paula.Etcheberry@CDPH.ca.gov) or (916) 928-8539.

Sincerely,  
*(Original, signed by)*

Melinda Yu, MS, RD, Chief  
Program Evaluation and Policy Branch  
California Department of Public Health  
Women, Infants and Children (WIC) Program