

WIC Appendix 980-500

California WIC Program Local Agency Developed Nutrition Education Materials Approval Request

Local Agency Information

Local agency name _____

Contact person _____ Email Address _____

Phone number _____ Fax Number _____

Date submitted _____

Material Information

Title _____

Topic/Subject _____

Target audience for publication _____

How material will be used _____

Type of material (pamphlet, poster, etc.) _____

Languages available _____

This material was Field-tested Focus group tested Other: _____

Review Summary (for State use only)

Name of reviewer _____ Date of review _____

Acceptable for target audience? Yes _____ No _____

Comments _____

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The Local Agency Education Material Approval Request" form is required for all education materials developed by your agency for use on an ongoing basis. Materials such as newsletters and materials developed for use in a specific class do not require approval.

Instructions:

Complete the top portion of this form and attach a copy of the education material you are submitting for approval. Mail these items to:

California WIC Program
Attention: Nutrition Education Unit
3901 Lennane Drive
Sacramento, CA 95834

The WIC Branch will review the submitted material and notify you if the material is approved/not approved by completing the bottom portion of the form and faxing it to you.

If the material is approved, you may reproduce the material and use it at your clinic sites.

If the material is not approved, we will return the material along with suggested revisions. Once the piece has been revised, you may resubmit the material for review and approval.

Please note that education materials used on an ongoing basis must include the U.S. Department of Agriculture's nondiscrimination statement. "WIC is an Equal Opportunity Employer" will suffice.