

SECTION: ADMINISTRATIVE POLICIES AND PRACTICES

SUBJECT: Program Administration Planning Requirements

ITEM: Nutrition Services Plan

Policy

Local agencies (LA) shall develop, implement and maintain an approved Nutrition Services Plan (NSP) consistent with the California WIC Program's Nutrition Education Minimum Standards and in accordance with federal guidelines.

Required Procedures

The NSP is in effect from October 1st of the first year through September 30th of the third year.

- I. LA shall submit a NSP work plan every three years and annual updates according to instructions from the State Agency (SA) by the designated dates as identified in the instructions. A copy of the completed NSP shall be kept on file at the LA.
- II. The SA communication and review process of an NSP work plan and annual updates consists of:
 - A. written or oral requests for revisions or additions; and
 - B. electronic notification of approval to the LA. The LA shall keep the e-notification on file with their NSP.
- III. The SA has the option to withhold program funds if the NSP or required revisions are not submitted by the designated date, or the date agreed upon.

Authority

7CFR 246.11(d) (2)

WIC Nutrition Services Standards: Standard 5

California WIC Contract Management Binder, Chapter 4, Exhibit A