

Subject: Program Administration Planning Requirements**Item: Nutrition Services Plan**

PURPOSE:

To highlight the necessary components a local agency (LA) needs to be mindful of throughout the process of development, implementation and ongoing use of the Nutrition Services Plan (NSP) it is tasked with creating.

POLICY:

- I. LAs must develop, implement and maintain an approved NSP consistent with the California Department of Public Health/Women, Infants and Children Division (CDPH/WIC) Nutrition Education Minimum Standards and in accordance with federal guidelines.

PROCEDURE(S):

- I. The NSP is in effect from October 1st of the first year through September 30th of the third year.
 - A. LA must submit a NSP work plan every three years and annual updates according to instructions from CDPH/WIC by the designated dates as identified in the instructions. A copy of the completed NSP must be kept on file at the LA.
 - B. CDPH/WIC communication and review process of an NSP work plan and annual updates consists of:
 1. Written or oral requests for revisions or additions.
 2. Electronic notification of approval to the LA. The LA must keep the e-notification on file with their NSP.
 - C. CDPH/WIC 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:

[7 CFR §246.11\(d\)\(2\)](#)

[WIC Nutrition Services Standards: Standard 5](#)