

Subject: Element 6 of Nutrition Education

Item: Follow-up and Support

PURPOSE:

To detail the scope and the timing of follow-up and support for LA staff.

POLICY:

- I. Qualified staff must follow-up with the participant to provide ongoing support. Follow up must occur at subsequent nutrition education contacts (NECs), certification and/or any appropriate separate activity.

PROCEDURE(S):

- I. Follow-up must:
 - A. Examine progress toward goals.
 - B. Strengthen the nutrition education message.
 - C. Be interactive and provide positive support.
 - D. Identify barriers hindering the participant's progress.
 - E. Modify future nutrition education plans.
- II. Follow-up must be incorporated during:
 - A. A subsequent NEC.
 - B. Certification.
 - C. A separate activity (e.g., brief contacts to document missing certification information, food instrument pick-up, telephone, or electronic means).
- III. Follow-up must not replace a NEC.
- IV. Although follow-up at certification may be performed, it does not substitute the requirement for LA to complete a nutrition assessment in order to better align future nutrition services to current needs.

DEFINITION:

Nutrition assessment – The process of collecting and prioritizing relevant information to identify risks using approved assessment tools in order to deliver learner-centered education to the applicant/participant. This process also includes documentation of the contact and following up as needed to monitor progress and promote continuity of care. Refer to WPM 400-01 for an expanded definition.

NUTRITION EDUCATION

WPPM #400-06

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AUTHORITY:

WRO Policy Memo 805-F Nutrition Education Guidance, January 2006

[Value Enhanced Nutrition Assessment \(VENA\)](#)

[WIC Nutrition Services Standards: Standard 10](#)