

Texas WIC Health and Human Services Commission

Effective: March 1, 2014

Policy No. NE: 02.0

Local Agency Nutrition Education Coordinator Responsibilities and Nutrition Education/Breastfeeding Plan

Purpose

To ensure that a qualified, designated staff administers (plans, implements and evaluates) nutrition education. To assure that nutrition education is planned, scheduled and provided to address the nutritional needs of the program participants.

Authority

7 CFR Part 246.11; State Agency

Policy

All staff providing Nutrition Education (NE) shall have appropriate qualifications and complete required training. Each local agency (LA) shall follow an approved Nutrition Education/Breastfeeding Promotion (NE/BF) Plan. The LA Nutrition Education coordinator shall ensure that lessons and materials presented to WIC participants contain accurate, current, culturally appropriate, and professionally recognized nutrition information.

Procedure

Each LA shall designate a NE Coordinator to oversee NE activities. All staff providing NE shall have appropriate qualifications and complete required training (Refer to TR:03.0).

- I. The designated LA NE coordinator shall be a registered dietitian (RD) licensed dietitian (LD), or a certifying authority (CA), preferably a degreed nutritionist with 24 semester hours of food and nutrition (CS: 15.0, CS: 16.0).

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- II. The NE coordinator shall complete all the required trainings (TR:03.0) within specified timeframes. Documentation of the completion shall be kept on file at the LA for review.

- III. The NE coordinator shall attend the Texas WIC Program's Nutrition/Breastfeeding Conference every year. Other conferences or trainings may be accepted in lieu of this conference, with the approval of the state agency (SA).

- IV. The NE coordinator is responsible for planning, implementing and evaluating NE at the LA.
 - A. Planning Nutrition Education
 - 1. The NE/BF Plan shall be submitted to the SA by the designated date. The plan shall be in effect October 1 through September 30.
 - 2. The SA shall have the option to withhold reimbursement if the NE/BF Plan and/or required revisions are not submitted by September 30, or the date agreed upon between the SA and local agency.
 - 3. A new LA shall submit a NE/BF Plan no later than the end of the third month of operation.
 - 4. When the NE/BF plan is approved, the LA shall receive final notification from the SA. The LA shall maintain the approval letter on file with the NE/BF Plan.
 - 5. Changes to the class schedule shall be submitted electronically to SA NE liaison prior to teaching the class.
 - 6. The NE coordinator shall work with the BF coordinator to submit the NE/BF Plan. See policy BF 02.0 for information specific to the breastfeeding portion of the NE/BF Plan.
 - B. Implementing Nutrition Education
 - 1. Nutrition education materials used at the LA shall:
 - a. be accurate, current, and relevant in content.
 - b. be based on sound, established and scientific evidence.
 - c. meet the cultural and language needs of the participants.

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- d. Be provided by SA or approved by SA or LA registered dietitian.
 2. All clinic sites must have current NE resources such as pamphlets, videos, lesson outlines, and other materials required for effective delivery of nutrition education.
 3. The LA shall maintain a current inventory of NE and BF lessons and materials provided by the state agency. Deleted and out-of-date materials shall not be used for participant education.
- C. Evaluating Nutrition Education
1. Quality management activities related to NE shall be conducted annually (at minimum) by the LA and:
 - a. Shall include observation of group and individual nutrition education sessions to ensure accurate and appropriate delivery of information in a client-centered way.
 - b. Results should be used to determine and plan staff training.
 2. Participant feedback related to NE should be used to plan future education activities.