

Texas WIC Health and Human Services Commission

Effective: March 1, 2014

Policy No. NE: 04.0

Nutrition Education Lessons and Materials

Purpose

To ensure that lessons and materials presented to WIC participants contain accurate, current, professionally recognized nutrition information.

Authority

State Policy

Policy

The local agency (LA) may use state agency (SA) developed lessons and materials and/or LA developed lessons to provide nutrition education (NE) to participants. All materials shall contain accurate information that is appropriate for the category and risk condition(s) of the participant.

Procedures

- I. Local Agencies shall maintain a current inventory of NE and breastfeeding (BF) lessons and materials as listed in their current class schedule. Deleted and out-of-date materials shall not be used for participant education.
- II. Every lesson used by the LAs shall have a code assigned by the SA. Local Agencies shall contact their SA liaison to request code for LA-developed lessons.
- III. Local Agencies can develop and use their own lessons and materials for nutrition education.
 - A. Local Agency-developed lessons and materials that are created by Registered Dietitians (RDs) or Licensed Dietitians (LD) are not required to be submitted to the SA for approval. However, LA-developed lessons shall be submitted to the SA to obtain a NE code.

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- B. LA-developed lessons and materials created by non-RDs or LDs must be submitted to the SA for review, approval, and coding prior to using in the clinic. Lessons that are submitted to the SA for review must:
 - 1. be written in the *CCNE Lesson Template, Self-Paced and Bulletin Board Worksheet* or *Nutrition/Health/Breastfeeding Template*; and
 - 2. include corresponding checklists and any LA developed materials/handouts.
- C. LA-developed materials must include the USDA nondiscrimination statement (refer to policy CR:02.0).
- D. Local Agencies are responsible for maintaining LA-developed lessons and materials to ensure information provided to participants remains current and accurate.
- E. If the LA substantially changes a SA lesson, the lesson shall be viewed as a new lesson developed by the LA and the lesson shall be submitted to the SA for review, comment and coding as directed in this policy. Adapting discussion questions to better meet participants' needs during a client-centered lesson is not considered a substantial change, assuming the staff facilitating the lesson is appropriately trained (TR:03.0). Substantial modifications include:
 - 1. changes in the lesson's objectives;
 - 2. new methods of presentation (for example, replacing the video with a discussion or game); and
 - 3. replacing original materials (pamphlets, audiovisuals, or posters) with materials which are not state approved/developed or which cover a different topic than the lesson.
- F. Other NE materials (handouts, fliers, newsletters, etc.) developed by LAs RDs or LDs do not need to be submitted to the SA for approval. Nutrition materials developed by LAs without RDs or LDs shall be submitted to the SA for approval before using for WIC NE. Follow policy CR:02.0 to determine if the USDA nondiscrimination statement should be included in LA developed NE materials.
- G. Materials obtained from non-WIC agencies/organizations for educational use in WIC clinics must be reviewed by the LA's NE Coordinator to ensure:
 - 1. content, literacy level, and language of the materials are appropriate;

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2. applicable copyright laws are followed; and
3. material is obtained from a recognized professional organization such as:
 - a. American Academy of Pediatrics;
 - b. American Dental Association;
 - c. American Heart Association; or
 - d. March of Dimes

For all other inquiries on non-WIC materials, LAs shall contact their SA nutrition education liaison.