



# Memorandum

#20-071

**TO:** WIC Regional Directors  
WIC Local Agency Directors

**FROM:** Amanda Hovis, Director  
Nutrition Education/Clinic Services Unit  
Nutrition Services Section

**DATE:** November 17, 2020

**SUBJECT: NEW CCNE Template for Virtual Classes**

**TXIN Class Topic - CCNE Title**

Client centered nutrition education (CCNE) uses methods like group discussions and activities to engage clients and facilitate learning. Use this template when planning your CCNE to be either in person or virtual.

Developed by: \_\_\_\_\_ Date Developed: \_\_\_\_\_

Local Agency Name and Number: \_\_\_\_\_ State: \_\_\_\_\_

Written and Approved by: \_\_\_\_\_

Additional notes, including the Registered Dietitian who approved it:

| Planning and Preparation   |   |
|--|---|
| <b>CCNE Title</b>  | Type text here.   |
| <b>Description</b>   | Type text here.   |
| <b>Objectives</b><br><small>Use what clients should expect to gain from this class.</small>                    | During the class, clients will: <ul style="list-style-type: none"> <li>Type text here.</li> <li>Type text here.</li> <li>Type text here.</li> </ul>   |
| <b>Target Audience(s)</b><br><small>Who is this class designed for?</small>                                    | Type text here.   |
| <b>Format</b><br><small>Indicate how you plan to deliver this class.</small>                                   | <input type="checkbox"/> In person<br><input type="checkbox"/> Virtual - Live<br><input type="checkbox"/> Virtual - Pre-recorded<br><input type="checkbox"/> Both (How can be delivered in person or virtually)   |
| <b>Prevention and Registration</b><br><small>Indicate how clients will learn about and join the class.</small> | This class will be promoted in the following ways: <ul style="list-style-type: none"> <li><input type="checkbox"/> Workshops, such as during counseling</li> <li><input type="checkbox"/> Promotional push cards, flyers, etc.</li> <li><input type="checkbox"/> Text</li> <li><input type="checkbox"/> Email</li> <li><input type="checkbox"/> Social Media (How can you use the space below?)</li> </ul> Website: _____<br>Other: _____ |

REV 2020

Want to create a virtual class for clients? A new client-centered nutrition education (CCNE) template is now available to help you plan!

CCNE uses methods like group discussions and activities to engage clients and facilitate learning. Use this template when planning your CCNE to be delivered either virtually or in person.

Find this CCNE template under *Lesson Development Tools* on the [WIC CCNE webpage](#).

Reminder: If you plan to create a new class, please share the good news with your State Agency Partner (SAP) and add the class to your NE Class Schedule.

If you have questions, please contact Beatrice Watson, Nutrition Education Specialist, at [beatrice.watson@hhs.texas.gov](mailto:beatrice.watson@hhs.texas.gov).