



Memorandum

#23-067

TO: WIC Regional Directors
WIC Local Agency Directors

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

DATE: October 17, 2023

SUBJECT: Expectations for Nutrition Education

The purpose of this memo is to clarify expectations around group classes to ensure nutrition education is available to all clients.

The standards for nutrition education contacts are outlined in NE:01.0:

"I. All women participants and parent/guardians/caregivers of infants and children shall be offered an NE contact every three months. II. All NE contacts shall:

I. Include the offer of a variety of delivery options, including group classes and web lessons at www.TexasWIC.org. Individual counseling must be provided at each certification and as needed."

For further specifics on group classes, please see [NE:01.0](#).

Beginning January 2024, each full-time local agency site must offer an in-person group class at least once a month.

1. A full-time site is considered 172 hours per month. Providing classes in languages other than English is up to the discretion of local agency.
2. Live online classes alone do not count towards the minimum requirement.
3. A hybrid class that is offered live in-person at the clinic and virtually at the same time may be counted towards the minimum requirement.

Trainings on facilitating classes are available to support staff. Please refer to [TR:03.0 Required Local Agency Training](#) policy and charts on training requirements for staff teaching classes. Many trainings are on the LMS, including required and optional trainings, to help staff prepare:

- ▶ CCNE Trainings
 - [CCNE 101: CCNE Basics \(adobeconnect.com\)](#)
 - [CCNE 102: Facilitating with Confidence \(adobeconnect.com\)](#)
 - [CCNE 103: Planning, Scheduling and Marketing \(adobeconnect.com\)](#)

- ▶ Other helpful trainings
 - [Introduction to Nutrition Education in Texas WIC \(adobeconnect.com\)](#)
 - [Presentation Skills and Confidence in Public Speaking \(adobeconnect.com\)](#)
 - [Improv Skills for Work and Life \(adobeconnect.com\)](#)

For additional information, review the August 2023 NE sharing session slide deck found here: <https://txwic.egnyte.com/fl/mxKsXrLgL4>

If you have any questions, please contact Akata Sanghani, Nutrition Education Coordinator, at Akata.Sanghani@hhs.texas.gov