



Memorandum

#11-153

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: December 5, 2011

SUBJECT: Guidelines for Bulletin Board Lessons

Several local agencies have requested approval to use bulletin board lessons as a form of nutrition education (NE). The following guidelines were developed to assist local agencies in their development and/or usage of bulletin board lessons as a nutrition education contact. It is the local agency's option whether or not to use bulletin board lessons.

What is a Bulletin Board Lesson?

During a bulletin board lesson, participants are asked to view and/or interact with one or more bulletin board displays and then answer several questions on the topic presented. The questions are usually in a worksheet format.

The participants view and/or interact with the bulletin boards at their own pace. A qualified WIC staff member acts as a classroom assistant to help participants with any questions listed in the *Guidelines for Bulletin Board Lessons numbers 5 and 6*. When the participants finish answering the questions, a qualified WIC staff member reviews the evaluation component with the WIC participant.

How Is a Bulletin Board Lesson Different from Self-Paced Lessons?

Self-paced lessons are completed individually and may not be used as a group class. Bulletin board lessons may be used as a group class because they allow for more participant interaction. Participants may interact with each other while they look at the information together rather than reading information on their own, as in a self-paced lesson. Due to the increased participant interaction during the bulletin board lessons, a classroom assistant **must be available** to help participants and answer questions.

Appropriate Use of Bulletin Board Lessons

- As a group class.
- When a qualified WIC staff member is unavailable at the last minute to teach class. In this instance, the participant should also be offered an opportunity to reschedule for their original class topic.
- When a participant is late or misses a class, the participant may choose to complete the bulletin board lesson rather than be rescheduled for class or complete a self-paced lesson.
- When a participant's schedule conflicts with the class schedule.

- When a participant is due for benefit issuance but an appropriate class is not available.

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Inappropriate Use of Bulletin Board Lessons

- In place of counseling at certification.
- As a punitive measure when a participant cannot stay for class.

Participants have the right to refuse all nutrition education and should not be denied benefit issuance if they cannot or will not stay in the clinic long enough to complete the bulletin board lesson. If the participant does not receive NE, then an NE code **should not** be entered at benefit issuance.

Guidelines for Bulletin Board Lessons

The following guidelines must be met in order for the bulletin board lessons to count as a nutrition education contact.

1. All bulletin board lessons **not** developed by a registered dietitian must be reviewed and approved by the local agency's NE liaison at the State Agency (SA).
2. The bulletin board lesson should be appropriate for the participant's category or general enough in nature that it is relevant to all WIC participants.
3. When a bulletin board lesson is used, the appropriate NE code provided by the SA must be entered into the computer.
4. A WIC staff member must be in the room at all times during bulletin board lessons to assist the participant(s). Staff should be sensitive to the fact that low-literate participants may require more assistance in order to complete the lesson.
5. If the bulletin board is on a basic nutrition topic, the WIC staff member assisting the participants must have completed at least the basic nutrition module (*Policy TR:03.0 Required Local Agency Training/Summary*).
6. If the topic covered is specific to a category, infant feeding for example, the WIC staff member assisting the class must have completed the basic nutrition module and the module covering the information presented in the bulletin board lesson (*Policy TR:03.0*.)
7. The WIC Director or NE Coordinator should decide the specific local agency procedures/criteria for using bulletin board lessons within their agency. This includes who decides when to offer bulletin board lessons to participants, where the bulletin boards should be located, and how benefits will be issued following the completion of a lesson.
8. Bulletin board lessons must contain an evaluation component such as an interactive worksheet.
9. When using bulletin board sessions as a nutrition education contact, *Policy NE:01.0 Standards for Nutrition Education Contacts* must be met. After a participant has finished the interactive section of the lesson, a qualified assisting WIC staff member should review the evaluation component with the participant.

If you have any questions or require additional information about the guidelines, please contact your State NE Liaison or Debbie Lehman, Nutrition Education Consultant, Nutrition Education /Clinic Services Unit, at (512) 341-4517 or Debbie.Lehman@dshs.state.tx.us.