

<p style="text-align: center;"><b>Nutrition Services</b> <b>Department of State Health Services</b></p>
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Effective August 1, 2003

Policy No. NE:03.0

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**The Nutrition Education/Breastfeeding Plan**

**Purpose**

To assure that nutrition education is planned, scheduled and provided to address the nutritional needs of program participants.

**Authority**

7 CFR Part 246.11; State Policy

**Policy**

Each local agency (LA) shall follow an approved Nutrition Education/Breastfeeding Promotion (NE/BF) Plan.

**Procedures**

- I. Each LA shall submit the NE/BF Plan annually according to the instructions from the state agency (SA).
  - A. The plan shall be submitted to the SA by the designated date. The plan shall be in effect October 1 through September 30.
  - B. A complete copy of the plan shall be kept on file at the LA, including portions of the plan not required to be sent to the SA.
  - C. A new LA shall submit an NE/BF Plan no later than the end of the third month of operation.
  - D. See **Policy BF:02.0** for information specific to the BF portion of the NE/BF Plan.
  
- II. Each LA NE/BF Plan shall be reviewed by SA staff.
  - A. Written or oral requests for revisions and additions may be made by SA NE staff during the annual NE/BF Plan review. The LA shall respond to the requests by the date specified.

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- B. When the plan is approved, the LA shall receive final written notification from the SA. The LA shall maintain the approval letter on file with the NE/BF Plan.
  
- III. 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 LA.
  
- IV. LAs shall submit to the SA verbal or written amendments to approved NE/BF Plans.