

<p style="text-align: center;">Nutrition Services Department of State Health Services</p>

Effective: March 1, 2014

Policy No. NE: 02.0

**Local Agency Nutrition Education Coordinator Responsibilities and
Nutrition Education/Breastfeeding Plan**

Purpose

To ensure that a qualified, designated staff administers (plans, implements and evaluates) nutrition education. To assure that nutrition education is planned, scheduled and provided to address the nutritional needs of the program participants.

Authority

7 CFR Part 246.11; State Agency

Policy

All staff providing Nutrition Education (NE) shall have appropriate qualifications and complete required training. Each local agency (LA) shall follow an approved Nutrition Education/Breastfeeding Promotion (NE/BF) Plan. The LA Nutrition Education coordinator shall ensure that lessons and materials presented to WIC participants contain accurate, current, culturally appropriate, and professionally recognized nutrition information.

Procedure

Each LA shall designate a NE Coordinator to oversee NE activities. All staff providing NE shall have appropriate qualifications and complete required training (Refer to TR:03.0).

- I. The designated LA NE coordinator shall be a registered dietitian (RD) licensed dietitian (LD), or a certifying authority (CA), preferably a degreed nutritionist with 24 semester hours of food and nutrition (CS: 15.0, CS: 16.0).

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- II. The NE coordinator shall complete all the required trainings (TR:03.0) within specified timeframes. Documentation of the completion shall be kept on file at the LA for review.

- III. The NE coordinator shall attend the Texas WIC Program's Nutrition/Breastfeeding Conference every year. Other conferences or trainings may be accepted in lieu of this conference, with the approval of the state agency (SA).

- IV. The NE coordinator is responsible for planning, implementing and evaluating NE at the LA.
 - A. Planning Nutrition Education
 - 1. The NE/BF Plan shall be submitted to the SA by the designated date. The plan shall be in effect October 1 through September 30.
 - 2. 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 local agency.
 - 3. A new LA shall submit a NE/BF Plan no later than the end of the third month of operation.
 - 4. When the NE/BF plan is approved, the LA shall receive final notification from the SA. The LA shall maintain the approval letter on file with the NE/BF Plan.
 - 5. Changes to the class schedule shall be submitted electronically to SA NE liaison prior to teaching the class.
 - 6. The NE coordinator shall work with the BF coordinator to submit the NE/BF Plan. See policy BF 02.0 for information specific to the breastfeeding portion of the NE/BF Plan.
 - B. Implementing Nutrition Education
 - 1. Nutrition education materials used at the LA shall:
 - a. be accurate, current, and relevant in content.
 - b. be based on sound, established and scientific evidence.
 - c. meet the cultural and language needs of the participants.

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- d. Be provided by SA or approved by SA or LA registered dietitian.
 - 2. All clinic sites must have current NE resources such as pamphlets, videos, lesson outlines, and other materials required for effective delivery of nutrition education.
 - 3. The LA shall maintain a current inventory of NE and BF lessons and materials provided by the state agency. Deleted and out-of-date materials shall not be used for participant education.
- C. Evaluating Nutrition Education
- 1. Quality management activities related to NE shall be conducted annually (at minimum) by the LA and:
 - a. Shall include observation of group and individual nutrition education sessions to ensure accurate and appropriate delivery of information in a client-centered way.
 - b. Results should be used to determine and plan staff training.
 - 2. Participant feedback related to NE should be used to plan future education activities.