



Memorandum

#16-066

TO: WIC Regional Directors
WIC Local Agency Directors

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

DATE: July 5, 2016

SUBJECT: 2017 Nutrition Education and Breastfeeding Plans

The 2017 Nutrition Education Plan and Breastfeeding Plan (NE & BF Plans) will be available online beginning Friday, July 8, 2016.

Step 1: FILL IN THE NE & BF PLANS

The NE & BF Plans have been streamlined and are now located on Survey Monkey. Previews of the NE & BF Plans are attached. It may be helpful to draft your answers in Word format prior to submitting them via Survey Monkey.

Please disregard the NE & BF plan (located under the NEBF tab) on WICStaffApps website. The Plans are from previous years and are archived for review-only.

Click on the links below when ready to complete the Plans:

Nutrition Education Plan <https://www.surveymonkey.com/r/FY17NEPlan>

Breastfeeding Plan <https://www.surveymonkey.com/r/FY17BFPlan>

Step 2: UPDATE CLASS SCHEDULE & LOCAL AGENCY INFO IN WICSTAFFAPPS

The WICStaffApps website <http://wicstaffapps.dshs.texas.gov/> will no longer be used to administer the NE & BF Plan.

However, the WICStaffApps website will still be used to update and maintain local agency information, local agency contact information (located under the Admin tab) and the class schedule (located under the NEBF tab). It is important to log in and update this information, and to modify the class schedule to reflect your FY17 class selections.

Step 3: UPDATE AND SUBMIT CLIENT REFERRAL HANDOUT AND STAFF REFERRAL PROTOCOL

As part of the BF Plan, local agencies also need to email their nutrition education liaison updated breastfeeding referral lists for staff and clients (Client Referral Handout and Staff Referral Protocol). Please note that the phone number for the Lactation Foundation in Houston has changed to 713-500-2800, so this number will need to be updated on the lists.

Step 4: REQUEST A COPY OF THE NE & BF PLANS (OPTIONAL)

After submitting the NE & BF Plans, there is no easy way to print a copy within Survey Monkey. Please contact your nutrition education liaison if you would like to request a PDF copy of your submitted NE and BF Plans.

The due date for the completion and submission of the NE and BF Plans and for updating your class schedule is **Friday, August 19, 2016.**

- ✓ Fill in the NE & BF Plans in Survey Monkey
- ✓ Update class schedule with FY17 class selections in WICStaffApps
- ✓ Update local agency information and contacts in WICStaffApps
- ✓ Submit updated BF referral lists via email to state nutrition education liaison
- ✓ Request a copy of the NE & BF Plans (Optional)

If you have questions or require additional information, contact your nutrition education liaison.