

IV. Organization and Management

4.1.050 Local Agency Plan

Authority 2018 7 CFR 246.5(b) & (f), 246.6(b), 246.11(c)(1) & (7), (d) & (e)(1)

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POLICY: The local agency (LA) shall complete a Local Agency Plan (LAP) using the current LAP tool and submit the plan to the state agency (SA) by the required due date each fiscal year. Amendments to the plan must also be approved by the SA.

PROCEDURES:

- A. The SA strongly recommends the LA attend the annual LAP training. The SA may require specific LAs to attend LAP training as part of a corrective action plan (CAP).
- B. During the annual planning process, the LA must conduct an assessment of the WIC program using the appropriate reports referenced in the LAP instructions and other reliable sources of information available to the LA to:
 1. Determine current critical community needs.
 2. Determine nutritionally high-risk groups.
 3. Prioritize services to meet the most critical community needs.
 4. Define the LA's program direction.
 5. Coordinate services with other programs and resources in the community.
 6. Provide data for future evaluations.
 7. Collect or identify needed data.
 8. Obtain annual caseload and cost-per-participant from the SA.
- C. The LA shall complete the LAP according to the WIC LAP Training Manual. Allowable WIC costs are defined in policies [5.1.010](#) through [5.1.150](#).
- D. The LA shall submit the completed LAP by the required date.
- E. The technical assistance (TA) team will review the LAP and negotiate any changes necessary. The final approved version of the LAP will be posted to the LAP web page.
- F. The LA may access the LAP online at any time.