

General Volume  
Funding Accountability Section

Local Agency Plan (1.02700)

ER# 1.02700

Authority 2008 7CFR 246.5(b) & (f), 246.6(b), 246.11(c)(1) & (7), (d) & (e)  
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**POLICY:** The local WIC provider (LWP) shall complete a Local Agency Plan (LAP) using the current LAP tool and submit the plan to the state WIC office by the required due date each fiscal year. Amendments to the plan must also be approved by the State WIC office.

**PROCEDURES:**

- A. The LWP must attend the annual LAP training. Exemptions can be granted by the State WIC program or the State technical assistance (TA) team if there are limited changes in the LAP tool, program policy changes and when previous LAPs have been completed correctly.
- B. During the annual planning process, the LWP must conduct an assessment of the WIC program using the appropriate reports and other data 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 LWP'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 State WIC office.
- C. The LWP shall complete the LAP according to instructions.
  1. Prepare a written evaluation of the accomplishments of the current fiscal year.
  2. Develop/revise goals and objectives that meet the needs of the service area population and federal/state requirements for the next fiscal year. Determine the need to continue an objective into the next fiscal year. If the objective is continued, determine if changes are needed in the strategies utilized during the current evaluation period.
  3. Develop the operations and nutrition budget based on:
    - a. Proposed goals and objectives for next fiscal year.
    - b. Adequate and appropriate personnel to deliver program services.
    - c. Direct WIC service costs for other budget line items related to nutrition, breastfeeding and administrative expenses.
    - d. Identify costs related to nutrition education, which must be a minimum of 1/6 of

the total administrative budget. Nutrition education costs are limited to activities that are distinct and separate from the assessment process, prescribing and issuing of supplemental food, screening for drugs and other harmful substance use, and referrals. Allowable nutrition education costs include:

- i. Salary and related costs for time spent on nutrition education preparation and consultation (either group or individual).
  - ii. Costs related to the development and evaluation of the nutrition education component of the local agency plan.
  - iii. Costs related to the promotion of physical activities (Refer to [ER# 1.04000](#)) and breastfeeding (Refer to [ER# 1.04600](#)).
  - iv. Costs to purchase or produce nutrition education materials. Costs related to specifically requested training and continuing education for nutritionists and nutrition educators. Prior approval must be given, either through the local agency plan or written correspondence from a member of the state nutrition staff.
  - v. Costs for nutrition education and physical activity incentive items which convey nutrition education message and reinforce nutrition education contacts.
- e. Facility costs for space utilization. Refer to [ER# 1.04400](#).
  - f. Indirect costs if the agency meets the authorization provisions. Refer to [ER# 1.04500](#).
  - g. If the total costs to deliver services at the LWP exceed the statewide allowable unit cost, the LWP shall show in-kind services in the budget proposal. In-kind services must be allowable, proven and documentable.
- D. Submit the completed LAP to the district technical assistance (TA) team by the required date.
  - E. The TA team reviews the LAP and negotiates any changes necessary. The final approved version of the LAP will be returned to the LWP. The State WIC office will mail the prepared contract to the LWP.
  - F. The LWP shall retain the final approved LAP as documentation of approved expenses.