

Guidance for Completing the WIC Agreement Addendum & Local Agency Nutrition Education Plan

The consolidated planning process allows all budgets and agreement addenda for local public health programs receiving funding from the State to be submitted at one time in a consolidated manner. The WIC agreement addendum also serves as the federally-required Local Agency Nutrition Education Plan.

Completing the WIC Agreement Addendum

Section III: Scope of Work and Deliverables

- Deliverables #1 - #3 - These three deliverables do not require staff to complete or to write anything. Instead, local WIC agencies are agreeing to improve the percentage for each of the listed indicators. To assess performance levels and to determine actions for improving performance, staff should refer to the “Trend Data” under Agreement Addenda Data for SCY — 2017-2018 accessible through the web link: <http://nutritionnc.com/wic/wicLAR.htm> after February 17th, 2017.

*NOTE: The table below provides information related to Deliverable #2. Increase the percent of women with live term singleton births who gain weight within the 2009 guidelines from the Institute of Medicine (IOM) (as adapted from National Academy of Sciences. *Weight Gain During Pregnancy: Reexamining the Guidelines*. Washington, DC: National Academy Press, 2009). This information is also on the “Trend Data Reports” associated with the WIC Agreement Addendum.*

<i>Woman's Prepregnancy BMI Category</i>	<i>Woman's Prepregnancy Weight</i>	<i>Recommended Range of Total Weight Gain in Pregnancy</i>
Below 18.5	Underweight	28 to 40 Pounds
18.5 - 24.9	Normal Weight	25 to 35 pounds
25.0 - 29.9	Overweight	15 to 25 Pounds
30.0 and Above	Obese	11 to 20 Pounds

- Deliverables #4 and #5 - Do not require staff to write anything, however, the agency agrees to comply with these requirements throughout the year.
- Deliverables #6 and #7
 - These two deliverables relate to the Local Agency Nutrition Education Plan.
 - Deliverable #6 requires staff to attach to the WIC Agreement Addendum, a Nutrition Education Plan for SFY 2017-18 for at least one of the focus areas listed, as defined in the Agreement Addendum.
 - Deliverable #7 requires staff to attach to the WIC Agreement Addendum, a brief evaluation of the local agency's 2016-17 plan as defined in the Agreement Addendum.
- Deliverables #8, #9, #10 and #11 – These four deliverables do not require staff to write anything, however, the agency agrees to comply with these requirements throughout the year.

Section IV: Performance Measures/Reporting Requirements

Local agencies are agreeing to maintain an average monthly participation of at least 97% of their assigned monthly base caseload. The minimum average monthly participation for the SFY can be determined by multiplying the assigned base caseload by 97%.

Assuring the WIC Agreement Addendum and Budget are Complete

Prior to submission, local staff may wish to use the checklist below to ensure that their WIC agreement addendum and budget are complete.

Agreement Addendum

- The Health Director has signed and dated the first page.
- Contact information for the Local Health Department is placed on the first page.
- The Nutrition Education Plan for 2017-2018 (Deliverable #6) has been included as an Attachment to the Agreement Addendum.
- The evaluation of the 2016-2017 Agreement Addendum Nutrition Education Plan, (Deliverable #7), has been included as an attachment to the Agreement Addendum.

Budget

- Figures are added correctly and rounded to the nearest whole dollar (no cents!).
- At least 20% of the total WIC allocation is budgeted in Nutrition Education (5404).
Note: The minimum amount for Nutrition Education is listed on your budget page.
- No more than 10% of the total WIC allocation is budgeted in General Administration (5405).
- The amount budgeted for Breastfeeding (5409) equals or exceeds the minimum amount for Breastfeeding listed on your budget page.
- Total budget does not exceed assigned WIC allocation.
- Submitted budget is the original document (not a photocopy).

Resources for Nutrition Education Activities

The following list of websites offer ideas that staff may consider as they develop their nutrition education plans. This list of websites is by no means all inclusive.

<http://www.cdc.gov/physicalactivity/> (ideas for physical activity)

<http://www.surgeongeneral.gov/library/calls/breastfeeding/index.html> (ideas for breastfeeding education and support)

<http://www.fruitsandveggiesmorematters.org/> (ideas for eating more fruits & vegetables)

<http://www.nutritionnc.com/moveMilk.htm> (ideas for promoting consumption of 1% or less milk)

<https://wicworks.fns.usda.gov/> (overall good website for ideas and resources for nutrition & breastfeeding education activities in the WIC Program)

<http://www.eatsmartmovemorenc.com/> and <http://www.myeatsmartmovemore.com> (ideas for physical activity and nutrition activities)

<http://www.colormehealthy.com/> (ideas for getting preschoolers to move more and eat healthy)

<https://www.choosemyplate.gov/> ([graphics](#), [social media](#) and [guidelines for using MyPlate](#))