

## Guidance for Completing the WIC Agreement Addendum, Local Agency Nutrition Education Plan, and Local Agency Recruitment and Retention 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 as well as a State required Recruitment and Retention 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 Agreement Addenda Data for the State Fiscal Year (SFY) — 2023-2024 accessible through the web link: [NC WIC Agreement Addenda Data](#) on February 15th, 2023.

*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.*

Woman's Prepregnancy BMI Category	Woman's Prepregnancy Weight	Recommended Range of Total Weight Gain in Pregnancy
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 2023-24 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 SFY 2022-23 plan as defined in the Agreement Addendum.
- **Deliverable #8**  
This deliverable relates to the Local Agency WIC Program Recruitment and Retention Plan. It requires staff to attach to the WIC Agreement Addendum, a Recruitment and Retention Plan for SFY 2023-24 to address recruitment and retention of a specific WIC category.
- **Deliverable #9**  
This deliverable relates to the evaluation of the Local Agency WIC Program Recruitment and Retention Plan. It requires staff to write and attach to the WIC Agreement Addendum, a brief

evaluation of the local agency's SFY 2022-2023 plan as defined in the Agreement Addendum.

- **Deliverables #10 - #14**– These 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 are encouraged 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 SFY 2023-2024 (Deliverable #6) has been included as an Attachment to the Agreement Addendum.
- The evaluation of the SFY 2022-2023 Agreement Addendum Nutrition Education Plan, (Deliverable #7), has been included as an attachment to the Agreement Addendum.
- The Recruitment and Retention Plan for SFY 2023-2024 (Deliverable #8) has been included as an Attachment to the Agreement Addendum.
- The evaluation of the SFY 2022-2023 Agreement Addendum Recruitment and Retention Plan, (Deliverable #9) 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.

<https://www.fns.usda.gov/program/nutrition-education> (Nutrition Education information from the United States Department of Agriculture (USDA))

<https://www.fda.gov/food/nutrition-education-resources-materials/health-educators-nutrition-toolkit-setting-table-healthy-eating> (health educator's nutrition toolkit)

<https://www.fda.gov/food/new-nutrition-facts-label/read-label-youth-outreach-materials#parents> (resources on teaching the food label to families)

<https://snaped.fns.usda.gov/nutrition-education/nutrition-education-materials> (SNAP-ED nutrition education materials)

<https://www.nutrition.gov/topics/nutrition-age> (USDA's nutrition resources based on age. Infant, toddler, children)

<https://www.ncdhhs.gov/divisions/child-and-family-well-being/community-nutrition-services-section/wic/participants/nutrition-education-resources#NutritionResources-4012> (Selection of nutrition resources on a variety of topics)

<https://thedairyalliance.com/professional-resources/>

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

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

<https://wicworks.fns.usda.gov/> (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.myplate.gov/>

<https://fruitsandveggies.org/>