

**380.10****Local Agency Nutrition Education Needs Assessment****Overview**

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**Policy** Local agencies applying for the WIC Program must complete a written nutrition education needs assessment and submit action plans with their grant application.

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**Authors must include a licensed dietitian** At least one of the authors of the needs assessment and WIC action plans must be a licensed dietitian.

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**Needs assessment requirements** The nutrition education needs assessment must summarize pertinent data related to the nutrition education needs of WIC participants. **National, state, and local data shall be used.**

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**Action plan requirements** Applicants for WIC funds must submit a minimum of two action plans. The action plans must address:

- Nutrition education and
- Breastfeeding promotion and support.

All action plans must be related to and derived from the nutrition education needs assessment summary. Additional action plans may be requested at the state WIC office's discretion.

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## Technical Assistance

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### Technical assistance document

The state WIC office has developed the *WIC Nutrition Education Needs Assessment Technical Assistance Tool*, to help local agency personnel work through the needs assessment process. This document includes:

- A series of worksheets to help organize data for review and analysis such as
  - Nutrition personnel,
  - Nutrition service delivery and materials,
  - Health indicators,
  - Program participation data,
  - Participant feedback,
  - Nutrition education priorities,
  - Objectives and action plans, and
  - Evaluation.
- National and state health goals and objectives related to the general maternal and child health population and to the low-income maternal and child health population (when appropriate), and
- Statewide data for various health and nutrition indicators.

Note: Use of this document is at the discretion of the WIC Coordinator. When the document is used, WIC Coordinators are strongly encouraged to keep a copy on file for reference throughout the year.

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### Website

The *WIC Nutrition Education Needs Assessment Technical Assistance Tool* can be found at <https://idph.iowa.gov/WIC-Portal/Resources>.

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### Resources

For additional guidance in needs assessments, planning, evaluation, and Results Based Accountability (RBA) local agency staff may utilize the following resources

- *Moving to the Future: Developing Community-Based Nutrition Services* workbook ([www.movingtothefuture.org](http://www.movingtothefuture.org)).
- Results Based Accountability/Outcomes Based Accountability ([www.raguide.org](http://www.raguide.org))
- The Fiscal Studies Institute ([www.resultsaccountability.com](http://www.resultsaccountability.com))
- “Trying Hard Is Not Good Enough” by Mark Friedman
- Oregon State University Department of Human Development and Family Sciences (<http://health.oregonstate.edu/sbhs/family-policy/results-accountability>)
- United Way of Central Iowa – Getting from talk to action and changing lives using Results Accountability (<https://www.unitedwaydm.org/funded-program-toolkit>)
- City of Durlham, North Carolina RBA - [www.ci.durham.nc.us/rba/](http://www.ci.durham.nc.us/rba/) -