



Policy 850 – Nutrition Services Plan

Revised April 01,2026

Policy

Local programs complete an annual Nutrition Services Plan consistent with the State’s goals and objectives.

Purpose

To support high quality nutrition and breastfeeding services provided by local agencies.

Relevant Regulations

7 CFR §246.11 ¶(d)(2)—Nutrition Education: Local agency responsibilities

Oregon WIC PPM References

◆ [440 – Staff Training Requirements](#)

Definitions

Activity: A method that provides further detail on how an objective will be achieved by listing specifically what will be completed in a specific time period.

Evaluation: Assessment of the progress, process and methods used in meeting program objectives and activities to determine quality and effectiveness.

Goal: Broad general statement that describes what the program plans to accomplish. A goal establishes the overall direction and scope of the program and serves as the foundation for developing program objectives.

Nutrition Services: The WIC Nutrition Service Standards describe quality nutrition services for State and local agencies regardless of the setting in which agencies provide services. The WIC Nutrition Service Standards assist State and local agencies in setting expectations for WIC Program performance that are reasonable, achievable, and measurable. Nutrition services include nutrition assessment, nutrition education, referrals, food package prescriptions, as well as breastfeeding education, promotion, and support.

Objective: A specific step for achieving a goal. Objectives are usually precise and measurable statements that explain how the goal will be accomplished.

Background

Federal regulations require local WIC agencies to complete a Nutrition Services Plan annually. In Oregon, the Nutrition Services Plan follows the calendar year, January 1 -December 31.

The Food and Nutrition Service (FNS) and the National WIC Association (NWA) jointly developed the WIC Nutrition Service Standards (NSS) in 1988. These standards were updated and expanded in 2013, and although not mandatory, they provide a foundation and framework for providing quality nutrition services in the WIC program, including specific guidance on the development of the annual Nutrition Services Plan.

WIC Nutrition Service Standard 1: The Nutrition Services Plan establishes nutrition priorities, including breastfeeding promotion and support, and focuses activities to improve participant health and nutrition outcomes and serves as a basis for allocating nutrition services resources.

Procedure

1. Overview

- 1.1 Local programs complete an annual Nutrition Services Plan that is consistent with statewide nutrition education goals and objectives as described in the annual guidance provided by the State agency. Local agencies submit an evaluation of their Nutrition Services Plan at the conclusion of the plan year.

2. Components of the Nutrition Services Plan

- 2.1 The Nutrition Services Plan contains the following components:
 - 2.1.1 Evaluation of the previous year's plan.
 - 2.1.2 Goals as determined by the State agency or based on identified needs at the local level.
 - 2.1.3 Measurable objectives designed to meet each goal.
 - 2.1.4 Specific methods or activities to achieve each objective.
 - 2.1.5 Evaluation plan.

3. Timeline

- 3.1 Each year, guidance for completing the Nutrition Services Plan will be provided on the following schedule:
 - 3.1.1 The Nutrition Services Plan document and supporting guidance for the following calendar year will be emailed to local programs in October and must be completed and returned to the State agency by the end of December.

- 3.1.2 Evaluation of the previous year's Nutrition Services Plan will be submitted to the State agency by January 31.

4. Extension

- 4.1 Local Programs may ask the State agency for an extension to complete their Nutrition Services Plans in extenuating circumstances.

5. On-going Monitoring

- 5.1 The State agency recommends that local programs evaluate their nutrition services on an ongoing basis to ensure that they are providing effective and needed services.

References

United States Department of Agriculture, Food and Nutrition Service, WIC Nutrition Services Standards, August 2013.

https://wicworks.fns.usda.gov/sites/default/files/media/document/wic-nutrition-services-standards_0.pdf

Policy History

Policy History Table

Date	Revised, Reviewed, or Released
07/13/2018	Released
04/01/2026	Minor Revision

The date at the top of the policy is the date of the most recent release. Policies become effective on the release date. Policy changes become compliance findings 6 months from the release date.

Major Revision: Policies with content changes that impact local agency functions. Please review all policies with major revisions. The Food and Nutrition Service (FNS) reviewed and approved these changes.

Minor Revision: Changes in policy that have small impacts on local agency functions. Minor edits, grammatical updates, clarifications, and/or formatting changes have occurred in these policies.

Reviewed: The policy was checked for accuracy. Minor formatting changes may have been made.

Date of Origin: Date policy was initially released.

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