

New Hampshire WIC Policy & Procedure Manual

Chapter Number 2. NUTRITION & BREASTFEEDING SERVICES

A. Nutrition Education

Nutrition Education Materials

Purpose	To assure nutrition and breastfeeding materials are accurate, appealing, up-to-date and incorporate principles of low literacy design. To assure that the nutrition and breastfeeding materials created are available and a benefit to all NH WIC local agencies.
Policy	Local agency shall forward all local developed materials to the State office for approval prior to use with participants.
Authority	Nutrition Education Guidance-01/19/2006 Nutrition Services Standards-Standard 7
Procedure	<p>The local agency shall consult with the State Nutrition and Breastfeeding Coordinator and peers at the regularly scheduled WIC Nutritionists or Breastfeeding Coordinators' meetings prior to the development of nutrition or breastfeeding education materials. Once a need is determined and the material is developed, the local agencies shall gather WIC participant's feedback on the material for acceptability and clarity of information, adjusting as needed. Peer review of the local agency developed education materials shall be done at the regularly scheduled WIC Nutritionists or Breastfeeding Coordinators' meetings.</p> <p>Local agencies shall send a FINAL copy of the local agency produced nutrition and breastfeeding education material to the State office Nutrition and Breastfeeding Coordinator for approval prior to use with NH WIC families.</p> <p>Local agencies shall send any local agency produced WIC newsletter to the State office.</p>
Exception	Local agency do not need approval by the State office prior to use for LA produced recipes, FUN scripts, and newsletters however, this may be a stipulation should the materials submitted for sharing indicate a need to monitor the content.
Best Practice	Local agency shall share all materials including recipes, FUN scripts, and newsletters, forms, and letter templates developed by the local agency for the greater good of the NH WIC Program.