

10.17.22 version

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| **Checklist Overall –** **Local Agency Plan****FY2023** |  | **LA Name:** |  |
|  | **WIC Director:** |  |
|  | **Plan Period:** | **10.1.22 – 9.30.2023** |

 **Part 1 LA Plan Components: Due December 16, 2022**

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| “X” if sub-mitted | Reminders: These templates (under sections in green) have already been saved in your FY 2023 folder on the business partner site for you and are ready for you to complete.  | LA Comments or notes: |

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| **Checklist**  |
|  | * **Checklist Overall FY2023**
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| **Administration Information** |
|  | * **Local Agency Board Members List FY2023**
 |  |
|  | * **Organizational Chart FY2023**
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| **Clinic Information** |
|  | * **Clinic List FY2023**
 |  |
|  | * **Staff List FY2023**
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| **Part 1 –** **Date Completed** | **Signature – sign here when Part 1 is complete**Be sure to “check in” all documents | **Comments** |
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 **Part 2 Components: Due January 31, 2023**

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| **Checklist** |
|  | * **Checklist Overall FY2023**
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|  | * **Checklist Procedure Tracking FY2023 - ie minimum procedure listing tracking sheet for Financial Procedures & WIC Operations Procedures**
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| **Narratives & Reports** |
|  | * **Narrative Summary FY2023**
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|  | * **Breastfeeding Report FY2023**
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|  | * **Outreach Report FY2023**
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| **Goals & Action Plan Steps:** Updates & progress |
|  | * **Data Goal:** Identify and use data consistently to drive evidence-based and participant-centered decisions within WIC; (3 strategies)
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|  | * **Modernize Services Goal:** Develop flexible options for participants and modernize services; (3 strategies)
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|  | * **Outreach, Recruitment, Retention Goal:** Revive the value of WIC through outreach, recruitment and retention; (3 strategies)
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|  | * **Breastfeeding Goal:** by September 30, 2026, the percentage of WIC infants who are breastfed at 6 months of age will be greater than or equal to 35%.
* Action plan for 2 LA Strategies + 4 joint strategies
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|  | * **Local Agency Specific Goals (Optional)**
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| **Job Descriptions** |
|  | * **WIC Job Descriptions FY2023 (all)**
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| **Procedures – Financial Management** |
|  | * **Financial Management Procedures FY2023**
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| **Procedures – WIC Operations** |
|  | * **WIC Operations Procedures FY2023**
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| **Entire Plan****Date Completed & Submitted** | **Signature** – sign here when your entire LA plan is complete. (Part 1 & Part 2) Be sure to “check in” all documents. | **Comments** |
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