|  |  |  |
| --- | --- | --- |
|  **Checklist Overall –** **Local Agency Plan** **FY2025** | **LA Name:** |  |
| **WIC Director:** |  |
| **Plan Period:** | **10.1.24 – 9.30.2025** |
| **Directions:** place a X when document has been submitted in the left column; add any comments in column on the right**Green shaded categories >** the documents have been saved in your FY2025 folder on the BP site**Gray shaded categories >** documents that you may need to upload from your computer (if there were changes in those documents since your last submission) |
| **Checklist** LA Comments: |
|  | * Checklist Overall FY2025
 |  |
|  | * Checklist Procedure Tracking FY2025
 |  |
| **Administration Information**  |
|  | * Local Agency Board Members List FY2025
 |  |
|  | * Organizational Chart FY2025
 |  |
| **Goals & Action Plan Steps**  |
|  | * Data Goal
 |  |
|  | * Modernize Services Goal
 |  |
|  | * Outreach, Recruitment, Retention Goal
 |  |
|  | * Breastfeeding Goal
 |  |
| **Job Descriptions** |
|  | * WIC Job Descriptions FY2025
 |  |
| **Narratives & Reports** |
|  | * Narrative Summary FY2025
 |  |
|  | * Breastfeeding Report FY2025
 |  |
|  | * Outreach Report FY2025
 |  |
| **Procedures - Financial Management** |
|  | * Financial Management Procedures
 |  |
| **Procedures – WIC Operations** |
|  | * WIC Operations Procedures
 |  |

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| --- |
| **All plan components are due January 31, 2025** |
| Date Completed & Submitted: | Signature –  | Comments  |
|  |  |  |

10.30.24 version