|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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