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**SECTION: Administration****SUBJECT: Local Agency Plan (LAP)**

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**Federal Regulations:** §246.6

See also: WIC Policy 300-08 Participant Feedback

**Nutrition Services Standards:** [Standard 1: State and Local Agency Nutrition Services Plan and Evaluation](#)**POLICY**

Each local program shall prepare and have on file an approved current local agency plan (LAP) which includes all sections specified in the local agency plan template. It is expected that all local agency staff will understand their role as it relates to the implementation of the plan.

The Program Coordinator shall be responsible for the integration of all LAP components into a document that clearly represents the local agency work plan.

The Program Nutritionist shall have primary responsibility for the nutrition services sections. When appropriate, local agency management should include other WIC staff in the development and evaluation of the plan, i.e. local agency breastfeeding coordinator/designated breastfeeding expert (DBE) should be consulted on breastfeeding initiation and duration strategies and objectives.

A summary of the local agency's *annual WIC participant survey* is required to be included in the Local Agency Plan. It is the expectation that participant feedback from both the State and local agency developed surveys, be considered when developing annual goals, objectives and strategies. Refer to WIC Policy 300-08 for more information and a copy of the most recent State developed participant survey.

Refer to the Local Agency Plan template, distributed annually with updates to local agencies by March 30th for format and guidance on the plan process.

Submit the Local Agency Program Plan to the State agency by September 30<sup>th</sup>.