**Step 1: Identify the objective and target date for completion.** Complete a separate action planning form for each objective.

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| **Objective** | **Target date** |
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**Step 2: Identify the actions needed to meet the objective above.** For each action, identify the materials and resources needed, the staff responsible, and the target date for completion.

| **Actions** | Materials and resources needed | **Staff responsible** | **Target date** |
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This form is available at [https://portal.ct.gov/-/media/sde/nutrition/nslp/specdiet/action\_planning\_form.docx](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/SpecDiet/Action_Planning_Form.docx).

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