

**Subject: Nutrition Education Requirements****Item: Frequency of Nutrition Education Contacts (NECs)**

---

**PURPOSE:**

To outline the requirements for frequency of participant nutrition education.

**POLICY:**

- I. The Competent Professional Authority (CPA) must offer and document nutrition education to participants according to the following required frequency.

**PROCEDURE(S):**

- I. Nutrition Education Contacts (NECs)
  - A. The minimum required number of NECs per certification depends on the length of the certification period. NECs should be scheduled periodically but do not necessarily need to take place in each quarter of the certification period. See chart below:

<b>Number of Months in Certification Period</b>	<b>Number of Required NECs In Certification Period</b>
10-12 months	4
7-9 months	3
4-6 months	2
1-3 Months	1

- B. The total number of required NECs must be offered on separate days within the certification period. To be counted as a NEC, the nutrition education offered must be category based and documented in the participant's record (WPPM 400-07).
      - C. NECs must be made available to all adult participants, to the parent, guardian, caretaker of an infant or child, and to the child when appropriate (WPPM 290-10).
      - D. Completing program orientation does not meet the requirements for a NEC (WPPM 270-40). A complete nutrition assessment must be completed at the initial certification appointment. Nutrition education can be offered either at the initial certification or the next month. If the program orientation and the nutrition education occur in two different months (i.e., a two-step certification process), the contacts must be documented separately.
-

**Subject: Nutrition Education Requirements**

**Item: Frequency of Nutrition Education Contacts (NECs)**

---

**AUTHORITY:**

[7 CFR §246.11\(e\)\(2\) and \(3\)](#)

WRO Policy Memo 8/29/2011: Guidance for Providing Quality WIC Nutrition Services During Extended Certification Periods

**CROSS-REFERENCE:**

WPPM 270-40 Program Orientation

WPPM 290-10 Designation of Alternate

WPPM 400-07 Documentation of Nutrition Education Contacts (NECs)