



# State Nutrition Action Plan Reporting Form

State \_\_\_\_\_ Region \_\_\_\_\_

Contact Person (Name and Phone) \_\_\_\_\_

If any modifications or updates are made to the existing plan, or if new goals are selected, please **complete the State Nutrition Action Plan Chart** on the next page. Clearly indicate if the changes are modifications or additions to the plan.

How can FNS support you in accomplishing your goals?

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Are there additional SNAP accomplishments that should be added to your SNAP web site?

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What are the follow-up plans for the group? When will you meet next?

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# STATE NUTRITION ACTION PLAN CHART

<b>State:</b>	<b>Contact Name</b>	<b>Phone</b>	<b>Email</b>
<b>State Goal</b>			
<b>Type of Change (Modification or Addition)</b>			
<b>Objective #1</b>	<b>Tactics</b>	<b>Lead Agency/Staff</b>	<b>Expected Completion Dates</b>
<b>Objective #2</b>	<b>Tactics</b>	<b>Lead Agency/Staff</b>	<b>Expected Completion Dates</b>
<b>Objective #3</b>	<b>Tactics</b>	<b>Lead Agency/Staff</b>	<b>Expected Completion Dates</b>
<b>Objective #4</b>	<b>Tactics</b>	<b>Lead Agency/Staff</b>	<b>Expected Completion Dates</b>

# STATE NUTRITION ACTION PLAN CHART

## Example

### Develop Action Plans for Your State

- **STEP 1** - Determine your State goal(s). Select one goal from the list of “Potential State Goals” and record it on the chart.
- **STEP 2** - Set SMART objectives for the goal and record them on the chart. (See the handout on SMART Objectives.)
- **STEP 3** - Determine HOW you will achieve your goals and objectives. Record your specific tactics and the timeline for each on the chart. See the sample below for guidance.

<b>State:</b> XYZ	<b>Contact Name</b> Donna Evans	<b>Phone</b> XXX-XXX-XXXX	<b>Email</b> XXX@XXX.com
<b>State Goal</b> Educate parents, teachers, coaches, staff and other adults in the community about the importance they hold as role models for children, and teach them how to be models for healthy eating and regular physical activity.			
<b>Type of Change (Modification or Addition)</b> We have revised and updated existing objectives under this goal to reflect new tactics.			
<b>Objective #1</b> (Revised) By September 30, 2006, 80% of the WIC clinics in our State will have information on the importance of parents and caregivers as role models for children.	<b>Tactics</b> (All new) 1. Locate information on parents/caregivers as role models.  2. Develop a sheet of “talking points” for WIC nutritionists.  3. Invite a speaker on the importance of role models to State WIC meeting.  4. Distribute talking points to WIC clinics and ask staff to review with clients.  5. Evaluate the effectiveness/reach of the program via a WIC participant survey.	<b>Lead Agency/Staff</b> DOH/John Smith  DOH/Sue Brown  DOH/Jeff Johnson  DOH/Sue Brown  DOH/John Smith	<b>Completion Dates</b> By 4/1/06  By 6/1/06  By 6/1/06  By 9/1/06  By 11/30/06