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### 6. NUTRITION SERVICES

#### 6.08 Nutrition Education Collaboration Between WIC and EFNEP/FNP

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**PURPOSE:** The WIC Program and MSU Extension's Expanded Food and Nutrition Education Program (EFNEP) and Food and Nutrition program (FNP) all target services to the same population. (See Exhibit A for description of EFNEP and FNP services.) Nutrition education provided by either EFNEP or FNP may count toward the nutrition education requirement of the WIC Program. This policy outlines options for local collaboration between WIC and EFNEP/FNP.

#### A. POLICY:

1. Nutrition education provided by EFNEP and FNP may be counted toward the WIC nutrition education requirement if the education is appropriate for the individual's needs, the encounter is within the current WIC certification period and the education is documented and forwarded to WIC (see Policy 6.05 for documentation requirements).
2. If EFNEP and/or FNP is available in the county, WIC shall refer interested WIC participants to these programs. WIC participant names shall not be given directly to EFNEP/FNP staff unless WIC participants have signed a consent form authorizing their name be forwarded. A signed consent form is not needed if a WIC participant self-refers or signs-up directly with the EFNEP/FNP staff.
3. If a WIC agency arranges for EFNEP or FNP to provide general education classes, an annual written cooperative agreement shall be signed by each agency and retained in the local agency WIC Procedure Manual. (See Exhibit B for sample agreements.) If the WIC Coordinator, Director/Health Officer, Family and Consumer Science Agent or County Extension Director changes, the agreement must be initialed and dated by the new personnel and a copy sent to the other three parties.
  - a. Services arranged from MSU Extension staff must be within their scope of practice. (Refer to local MSU Extension Office for most current scope of practice for EFNEP/FNP program assistants in the document "Guidelines for Working with Individuals on Modified Diets.")
  - b. Lesson plans used by EFNEP/FNP are approved by the Extension Home Economist responsible for the county. It is the responsibility of WIC to determine which of the approved lesson plans can be used in the WIC setting.
  - c. If mutually agreed upon between WIC and EFNEP/FNP, topics may be covered other than those listed in WIC Policy 6.05 with nutrition education module code numbers, as long as they meet the WIC definition of nutrition education (Policy 6.02).

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- d. The annual cooperative agreement shall address the following roles/expectations:
- 1) Time period the agreement covers.
  - 2) EFNEP/FNP/Extension responsibilities (e.g. day(s) of month will provide classes, number of classes, topic(s), length of class(es); if staff is unable to teach a scheduled group nutrition education class, who will back-up.)
  - 3) WIC responsibilities (e.g. providing space; setting up room; communication re: schedule changes and materials; Nutrition staff present to answer participant questions.)

#### B. GUIDANCE:

Steps to establish a working relationship between MSU Extension (EFNEP/FNP and WIC:

1. Contact MSU-Extension person.
2. Share information and materials to help each other learn about the other program.
3. Discuss how referrals can be made to each program.
4. WIC to discuss with EFNEP/FNP new emerging issues appropriate for class discussion and cooperatively identify class objectives.
5. Review lesson plan(s) to determine which are appropriate for general WIC participant classes.
6. Mutually agree on the classes.
7. Agree upon schedule: determine classes to be taught; days of month; number of classes/day; class length; class size.
8. Agree upon documentation procedure.
9. Discuss who will cover the scheduled class if the EFNEP/FNP staff is unable to teach a scheduled class.
10. Discuss the space WIC will provide; how room will be set up by WIC; how WIC will communicate changes in schedules/materials; which WIC staff will be available to answer participant questions on nutrition material beyond the EFNEP/FNP staff person's scope of practice.
11. Create, sign and date the written cooperative agreement. Recommended signatures include: WIC Coordinator, Agency Director/Health Officer, Family and Consumer Science Agent and County Extension Director.
12. Put copy of the written cooperative agreement in local agency WIC procedure manual.

#### Cross References:

- Policy 6.02 Content of Nutrition Education  
Policy 6.05 Documentation of Nutrition Services

#### Exhibits:

- 6.08A Description of EFNEP and FNP  
6.08B Sample Written Cooperative Agreements Between WIC and MSU Extension - "No Funds Exchanged" and "Funds Exchanged for Services"