

## Instructions for Writing your FY09 County(s) FSNE Narrative Plan

Use the “Template” Word document for preparing your county’s FY09 FSNE Narrative Plan. The Template includes each of the headings below. Refer to the instructions below and the related resources (links) as you do your needs assessment and write your Plan.

FY09 Narrative Plans are **due on April 18, 2008**. Send your completed Narrative Plan as a Word document email attachment to Bev Phillips. If you would like comments and suggestions on a draft of your Narrative Plan, send draft documents to your WNEP Advisor in late March or early April in order to allow sufficient time to obtain and incorporate feedback you receive. (Eastern District colleagues: send drafts to Bev and she will forward to another Advisor as available).

### **Overview of Food Stamp Nutrition Education in \_\_\_\_\_ County(s)**

When (and why) the Nutrition Education program started in the county(s), trends in the types of projects and/or audiences over the years.

### **Characteristics of the low income residents in the \_\_\_\_\_ County(s)**

This section should be a short, straight-forward summary of the relevant needs that have been documented in your county or counties that will directly affect the types or topics of nutrition education you will plan to do and the audiences you plan to reach.

#### **Answer the question:**

What do you know about your county(s) and the residents that determines and provides direction for your nutrition education program planning? Include some information about each of the following: demographics of the county(s), trends or recent changes in demographic/population/ethnic groups, and indicators of food insecurity in the county(s).

- **Demographics of your county(s)**

- Use data from the US Census and other reliable sources to describe the residents of your county(s). Pay special attention to the low-income or food stamp-eligible residents. Include information that may be relevant to the types and location of educational programming you plan: race and ethnicity numbers and trends (ie. Latino population growing?), trends in age groups (ie. Aging population growing?), and specific pockets of lower income persons in the county (ie. Certain rural areas or portions of the inner city?).
- **NEED HELP?** Refer to the document entitled “Data Sources for the Demographics of your County(s)” (<http://www.uwex.edu/ces/wnep/plan/index.cfm>) for more specific data ideas and links.

- **Food Insecurity in your county(s)**

Briefly describe the nature and extent of food insecurity in your county(s).

- **NEED HELP?** Refer to the research summary on Food Insecurity (<http://www.uwex.edu/ces/wnep/overview/research.cfm>) for more information about this topic and implications for educational programming.
- **NEED HELP?** For HELP with Food Security Indicators:
  - Go to the Wisconsin Food Security Project website (<http://www.uwex.edu/ces/flp/cfs/>) for many types of data that can help you.
  - Refer to the document entitled “Indicators of Food Insecurity by County” (<http://www.uwex.edu/ces/wnep/plan/index.cfm>) for more specific directions for using the Food Security Project website to prepare a useful Custom report about your county(s).
  - Review and print the “Hunger Close to Home” material that is specific to your county(s) from the following web site: [www.uwex.edu/ces/flp/demographics/hunger/index.cfm](http://www.uwex.edu/ces/flp/demographics/hunger/index.cfm)

## **Nutrition and nutrition education needs of Food Stamp Program recipients and other low-income residents of \_\_\_\_\_ County(s)**

Do a needs assessment to help you plan your nutrition education programming. This section should be a summary of relevant information that can help you decide such things as: specific audiences to be reached, topics to teach, teaching methods and educational resources to use, and partners that are most helpful.

Include information about what you have learned from nutrition education programming that WNEP has done in past years—How will efforts in FY09 build on the past? Are there some educational programs that are fruitful and rewarding with lots of impact and therefore will be continued? Are there some educational programs that seem to be yielding little real impact for the participants?

- Briefly describe the nutrition and nutrition education needs of the food stamp population in your county(s). Include information that you have learned over the past several years from impact evaluations that you have conducted in your county(s). What do you know about what participants have learned and what do they still need to learn or do differently?
  - **NEED HELP?** For HELP with general descriptions of nutrition and nutrition education needs of the residents of Wisconsin or of the US: Refer to research summaries for each WNEP content area on the WNEP web site: [www.uwex.edu/ces/wnep/overview/research.cfm](http://www.uwex.edu/ces/wnep/overview/research.cfm)
  - **NEED HELP?** For specific information about the nutrition-related health of the residents in your county(s), refer to the document “Dietary Quality Research and Data Summary” at (<http://www.uwex.edu/ces/wnep/overview/research.cfm>).
- **Local Data Sources:** For other specific information relevant to residents of your county(s), local sources of information will be necessary. Check with your local health department and/or WIC office about what they see as particular nutrition education needs of their clients. Survey your local senior services providers for information that they may have about the needs of their elderly clients. Connect with colleagues in your partner agencies about their sources of data, their observations, or their assessments of the nutrition needs in the community. Briefly describe what you learn.

## **Educational Projects planned for FY09**

- Select and describe each Educational Project that will be a priority in the County(s) for FY09. The Educational Projects selected should be based on the information compiled and summarized in the previous sections—*there should be a direct match between the nutrition and nutrition education needs in your County(s) and the Educational Projects selected.*

**NEED HELP?** Review the handouts and/or listen to the tape of the Wisline of 2/12/04 on Planning Programs linked to needs and impacts. Go to: <http://www.uwex.edu/ces/wnep/specialist/wisline/2-12-04/index.cfm>

- Statewide Educational Projects for FY09 from which you can select:

A. In School	F. WIC Clinics	K. Food Pantries, etc
B. After School/Summer Programs	G. Gardens	L. Other Programs for Adults
C. HeadStart/Pre-K classes	H. Health Clinics	M. Home visits/Individual lessons
D. Parent meetings/Family Resource Centers	I. Group Homes/Centers for Disabled Adults	N. Other
E. Job Centers/FoodShare	J. Senior Dining sites/Senior Centers	

**NEED HELP?** For descriptions of each of the Statewide Educational Projects for FY09 go to: <http://www.uwex.edu/ces/wnep/plan/index.cfm>

- For **each** Educational Project selected for the County(s), write a brief summary of the educational programming that will take place. (You may find it helpful to refer to the information that has been collected on copies of Form B-09 “Educational Plan for WNEP Programming at Partner Agency.”) Include some or all of the following in your description: where the programming will happen (and when, if not for the entire year), learners to be reached, what the teaching will look like and educational resources that will be used.

### **Food Security Programming Efforts Planned**

- Describe methods planned to **raise awareness** of hunger/food insecurity in the community (e.g., press releases, “Hunger Close to Home” materials, \$14/Day Challenge, Poverty Simulation, Hunger Summit) Who will be your intended audience for this effort? (e.g., general public, local officials) Who will be your collaborators, if any?
- Describe the methods planned to **compile data and assess status** of food security in your county or counties
- Describe plans to **increase involvement of community groups** in efforts to address food insecurity (e.g., facilitate hunger task force, improve enrollment in school breakfast)