



Memorandum

#11-160

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: December 30, 2011

SUBJECT: WIC Directors' Orientation – February 28-March 1, 2012

The next WIC Directors' Orientation is scheduled for February 28-March 1, 2012. Please mark your calendars for the orientation dates and times as follows:

Tuesday, February 28, 1:30-5:30 p.m.
Wednesday, February 29, 8:30 a.m.-4:30 p.m.
Thursday, March 1, 9:00 a.m.-4:30 p.m.

This training is intended for new or recently hired Local Agency WIC Directors, Assistant Directors, and Fiscal Officers/Accountants. Fiscal Officers and other staff interested in financial training only should plan to attend the last day of the orientation for information on WIC Financials and Contracts. WIC Directors, Assistant Directors, and other staff are strongly encouraged to attend the orientation in its entirety.

The orientation will be held at two locations:

Days One and Three: Montgomery Conference Room, 4616 West Howard Lane
Building 8, Suite 840
Austin, TX 78728

Day Two: Rio Grande Conference Room, 4616 West Howard Lane
Building 2, Suite 275
Austin, TX 78728

To be better prepared for the WIN System presentation, it is recommended that staff attending this orientation take the following trainings via Online Staff Training in advance:

- Admin Functions
- Dual Participation
- Inventory Reports
- Hot Card Reports
- End of Day Processing
- RD-1000 Clinic Backup or Clinic Tape/CDRW/DVD Backup Training

Please register for the orientation online on the WIC website, www.dshs.state.tx.us/wichd/, on the Training page, or by contacting Liz Bruns, Nutrition Training Specialist, Nutrition Education/Clinic Services Unit, at Elizabeth.Bruns@dshs.state.tx.us or (512) 341-4585. Also, contact Liz if you have any questions or require additional information.