



Memorandum

#12-073

TO: WIC Regional Directors
WIC Local Agency Directors

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

DATE: July 24, 2012

SUBJECT: WIC Directors' Orientation – September 18-20, 2012

The next WIC Directors' Orientation is scheduled for September 18-20, 2012. Please mark your calendars for the orientation dates and times as follows:

Tuesday, September 18, 1:30-5:30 p.m.
Wednesday, September 19, 8:30 a.m.-4:30 p.m.
Thursday, September 20, 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. 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 Two: Montgomery Conference Room, 4616 West Howard Lane
Building 8, Suite 840
Austin, TX 78728

Day Three: 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 Century Link conferencing 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 online at the WIC website, www.dshs.state.tx.us/wichd/, on the Training page under On-Site trainings, or contact 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.