



Memorandum

#13-082

TO: WIC Local Agency Directors

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

DATE: August 14, 2013

SUBJECT: WIC Directors' Orientation, September 17-19, 2013

The next WIC Directors' Orientation is scheduled for September 17-19, 2013. The orientation will be held in the Montgomery Conference Room, 4616 West Howard Lane, Building 8, Suite 840, Austin, Texas 78728. Please mark your calendars for the orientation dates and times as follows:

- Tuesday, September 17, 1:30-5:30 p.m.
- Wednesday, September 18, 8:30 a.m.-4:30 p.m.
- Thursday, September 19, 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 only the financial training 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.

To be better prepared for the WIN System presentation, we recommended that staff attending the orientation take the following trainings via CenturyLink 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 for the WIC Directors' Orientation on the WIC website at https://www.dshs.state.tx.us/wichd/tng/on-site_new_wic_director.shtm, or contact Liz Bruns, Nutrition Training Specialist, Nutrition Education/ Clinic Services Unit, at Elizabeth.Bruns@dshs.state.tx.us or (512) 341-4585. Also, you may contact Liz if you have any questions or require additional information related to the orientation.