



Memorandum

#14-121

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Amanda Hovis, Director
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: **October 17, 2014**

SUBJECT: WIC Directors' Orientation –November 18-20, 2014 – Change in date

The next WIC Directors' Orientation is scheduled for November 18-20, 2014. This is a change from the previous online date of October 14-16, 2014. Please mark your calendars for the orientation dates and times as follows:

Tuesday, November 18, 1:30-5:30 p.m.
Wednesday, November 19, 8:30 a.m.-5:00 p.m.
Thursday, November 20, 9:00 a.m.-4:15 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 in the Montgomery Room at 4616 West Howard Lane, Austin, TX 78728, Building 8, Suite 840.

To be better prepared for the WIN System presentation, it is recommended that staff attending the 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 for WIC Directors' Orientation 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 related to the orientation. Contact Karen Charles at Karen.Charles@dshs.state.tx.us or (512) 341-4711 with questions related to WIN systems Century Link trainings.