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**#15-094**

**TO:** WIC Regional Directors  
WIC Local Agency Directors

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

**DATE:** August 31, 2015

**SUBJECT:** WIC Directors' Orientation –September 29-October1, 2015

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The next WIC Directors' Orientation is scheduled for September 29-October 1, 2015. Please mark your calendar for the orientation dates and times as follows:

Tuesday, September 29, 1:30-5:30 p.m.  
Wednesday, September 30, 8:30 a.m.-5:00 p.m.  
Thursday, October 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. WIC Directors, Assistant Directors, and other staff are strongly encouraged to attend the orientation in its entirety.

The orientation will meet 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 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/](http://www.dshs.state.tx.us/wichd/), on the Training page under On-Site trainings, or contact Lisa Rankine, Clinic Services Program Coordinator, Nutrition Education/ Clinic Services Unit, at [Lisa.Rankine@dshs.state.tx.us](mailto:Lisa.Rankine@dshs.state.tx.us) or (512) 341-4582. Also, contact Lisa if you have any questions or require additional information related to the orientation.

Contact Jessica Crawford at [Jessica.Crawford@dshs.state.tx.us](mailto:Jessica.Crawford@dshs.state.tx.us) or (512) 341-4450 with questions related to WIN systems trainings.