



## Memorandum

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**16-051**

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

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

**DATE:** May 23, 2016

**SUBJECT:** WIC Directors' Orientation June 21 - 23, 2016

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The next WIC Directors' Orientation is scheduled for June 21-23, 2016. Please mark your calendar for the following orientation dates and times:

Tuesday, June 21, 1:30-5:30 p.m.  
Wednesday, June 22, 8:30 a.m.-5:30 p.m.  
Thursday, June 23, 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 in the Montgomery room, Building 8, Suite 840, located at 4616 West Howard Lane, Austin, TX 78728.

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

To register for orientation or if you require additional information related to the orientation contact Lisa Rankine, Clinic Services Program Coordinator, at [Lisa.Rankine@dshs.state.tx.us](mailto:Lisa.Rankine@dshs.state.tx.us) or (512) 341-4582. For questions related to WIN systems trainings contact Jessica Crawford at [Jessica.Crawford@dshs.state.tx.us](mailto:Jessica.Crawford@dshs.state.tx.us) or (512) 341-4450.