Memorandum

#19-023

TO: WIC Local Agency Directors

FROM: Amanda Hovis, Director
Nutrition Education / Clinic Services Unit
Texas WIC Program

DATE: March 21, 2019

SUBJECT: 2019 Texas WIC Dietetic Internship Application

The application period for the Texas WIC Dietetic Internship (DI) will open April 1\textsuperscript{st}, 2019.

**Please note, beginning with the 2023 application year, applicants will be required to have a graduate degree to be considered for the internship.**

Applications are accepted through the Dietetic Internship Centralized Application system (DICAS). All applications must be completed online by June 1\textsuperscript{st}, 2019. The application can be accessed here: [https://portal.dicas.org](https://portal.dicas.org). The fee is $45.

DICAS requires a personal statement, online application, official transcripts and 3 letters of recommendation. In addition, WIC requires you to upload a resume and a Texas WIC DI Supplement to DICAS.

If you have questions about the DICAS application, contact the DICAS help desk at **617-612-2855**. Be sure to tell the customer service representative that you are applying for the Texas WIC Dietetic Internship.
The DICAS application includes the following:

**Reference letters:** Applicants must include the name and email address for each reference. This will trigger an email message requesting the completion of a reference form. A video for reference letter writers is available here: [Video-submitting reference letter to DICAS](#).

**Personal Statement:** Include content about personal and professional goals, interests, experience, continuing education, strengths, weaknesses, and reasons for pursuing the Texas WIC Dietetic Internship and any other information helpful to the selection process. If you previously applied, indicate what you have been doing since your last application period to further your dietetics skills and how you have improved your candidacy.

**Transcripts:** Official transcripts from all colleges and universities attended must be provided to DICAS directly. Follow instructions in the DICAS portal.

**Verification Statement:** Once you complete the requested information on the application, DICAS will email your DPD Program Director for your verification statement. Students currently enrolled in classes must submit a “Declaration of Intent” listing courses in progress. Successful applicants must supply signed verification statements and final transcripts to the Texas WIC DI prior to the start of the internship.

**Resume:** A current summary of your academic, employment and professional activities. Applicant must upload the resume to their DICAS application. The resume is not a substitute for completing work and volunteer experience, awards, recognitions, etc. on the DICAS application. Those fields must still be filled in on the online application.

**Texas WIC DI Supplement:** You must email melissa.mouton@hhsc.state.tx.us for this form. Applicant must upload the completed supplement to their DICAS application.

Be sure to read the Prospective Student Brochure:


If you have questions or require additional information, please contact Melissa Mouton, Texas WIC Dietetic Internship Director, Texas WIC - Nutrition Education Branch, at (512) 709-6278 or melissa.mouton@hhsc.state.tx.us.

This institution is an equal opportunity provider.