Memorandum

#19-039

TO: WIC Local Agency Directors

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

DATE: May 21, 2019

SUBJECT: New WIC Directors’ Orientation

The next WIC Directors’ Orientation is scheduled for June 24, 2019 and June 25, 2019. This orientation 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 attending the financial training specific to the WIC Program should plan to attend the last day of the orientation. WIC Directors, Assistant Directors, and other staff are strongly encouraged to attend the orientation in its entirety.

Please mark your calendar for the orientation dates and times as follows:
   Monday, June 24th, 8:30am - 5:00 p.m.
   Tuesday, June 25th, 8:30 a.m. - 5:30 p.m. (Financial/ Fiscal Session)

The orientation will take place in the Montgomery room at 4616 West Howard Lane, Building 8, Suite 840 in Austin, TX 78728.

Please register online for WIC Directors’ Orientation at the WIC website, https://www.dshs.texas.gov/wichd/tng/on-site_new_wic_director.shtm or Allison Mayer at Allison.mayer@hhsc.state.tx.us or (512) 341-4516.

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