



Memorandum

#16-003

TO: WIC Regional Directors
WIC Local Agency Directors

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

DATE: January 7, 2016

SUBJECT: WIC Directors' Orientation –February 23- 25, 2016

The next WIC Directors' Orientation is scheduled for February 23-25, 2016. Please mark your calendar for the orientation dates and times as follows:

Tuesday, February 23, 1:30-5:30 p.m.
Wednesday, February 24, 8:30 a.m.-5:00 p.m.
Thursday, February 25, 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/, 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 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 or (512) 341-4450 with questions related to WIN systems trainings.