The next Virtual WIC Directors’ Orientation is scheduled for February 9\textsuperscript{th} - 11\textsuperscript{th}, 2021. This orientation is intended for new or recently hired Local Agency WIC Directors, Assistant Directors, and Fiscal Officers/Accountants.

Please mark your calendar for the WIC Directors’ Orientation dates and times as follows:

**WIC Directors’ Orientation**
Tuesday, February 9\textsuperscript{th}, 8:30 a.m. - 4:00 p.m.
- State Agency WIC Director, Unit Directors, and Branch Managers-
  Overview of State Agency Units and Branches

**WIC Financial Management Training (2-Days)**
The WIC Financial Management Training is now a two-day event to allow additional time to learn about important financial topics. **Attendance is required for both Part 1 and Part 2.**
Wednesday, February 10\textsuperscript{th}, 8:30 a.m. – 1:00 p.m.
- WIC Financial Management Training-Part 1
  - State Agency Funding Communication
  - WIC Revenue Streams for Local Agencies
  - Administrative Funding-Funding formula, Nutrition Education/Breastfeeding Requirements and Surplus Pages
  - Special Project Funding
  - Invoicing Process and Quarterly Reports
  - WISE Report
Thursday, February 11th, 8:30 a.m. – 1:00 p.m.

- WIC Financial Management Training-Part 2
  - Cost Categories and Allocations-Time Sheets, Non-Professional Services and Facility Allocations
  - Accounting and Policy Updates-Performance Measures, Approvals, Unallowable Costs and Property Management
  - Directors’ Calendar-Reporting Requirements and Due Dates

All are welcome to attend February 9th, 10th and 11th.

- WIC Directors are required to attend all three days of the WIC Directors’ Orientation within the six-months of hire.
- Other WIC staff who wish to attend are strongly encouraged to attend the orientation in its entirety.
- Fiscal Officers interested in learning more about the financial aspect of the WIC Program may attend February 10th – 11th only.

To register, please contact Doreen La Duca at doreen.laduca@hhs.texas.gov or (512) 815-3955.

**Please note:** Once registered for the event, you will receive a link to login to the Virtual WIC Director Orientation and WIC Financial Management Training.