Memorandum

#21-008

TO: WIC Regional Directors
    WIC Local Agency Directors

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

DATE: January 20, 2021

SUBJECT: TXIN Training Available for WIC staff

The State Agency has a new training series for TXIN. This training series consists of 15 hours of virtual live instruction over a two-week span and is geared toward new WIC employees who have not used TXIN, but anyone is welcome. The TXIN training series will be offered monthly.

Course Details:

Day 1:(3 hours)
- Demo/Overview of TXIN Application
- Demonstrations
- Creating New Families, Adding Endorsers and Participants
- Hands-on Practice

Day 2:
- Eligibility and Income Policy overview (1 hour)
- VENA and Health History (2 hours)
- TXIN (3 hours)
  - Income Determination
  - Completing Certification
  - Issuing Benefits & Writing to TX WIC Card
  - Hands-On Practice
Day 3:

TXIN (3 hours)
- Formula Mgmt.: Prescriptions, Drop Ship, Exchange
- Hands-on Practice

Day 4: (3 hours)
- Daily Rider
- Recertification
- Mid-Point/Mid Review
- Scheduling
- Gateway portal
- Hands-on Practice

The training will cover the processes in TXIN from creating records through issuing benefits. The format will be demonstration and explanation followed by hands-on practice time during each class session. The eligibility and income policy instruction will cover information on eligibility, documentation, and benefits. The VENA and Health History training will provide policy information and instruction for completion of the Health History questionnaire and a complete VENA record. Training on the Gateway portal will be included in Day 4 instruction.

- To register for the February training, click: [February 2021 TXIN Application Training](#).
  - Day 1: February 8th
    - 8:30-11:30 (3 hours)
  - Day 2: February 10th
    - 9:00-12:00 AND 1:00-4:00 (6 hours)
  - Day 3: February 16th
    - 1:00-4:00 (3 hours)
  - Day 4: February 18th
    - 8:30-11:30 (3 hours)

- To register for the March training, click: [March 2021 TXIN Application Training](#).
  - Day 1: March 8th
    - 8:30-11:30 (3 hours)
  - Day 2: March 10th
    - 9:00-12:00 AND 1:00-4:00 (6 hours)
  - Day 3: March 16th
    - 1:00-4:00 (3 hours)
Day 4: March 18th
  - 8:30-11:30 (3 hours)

Staff may register for future months through the Texas WIC Training catalog. Registration for future months will be made available within 30 days of that month’s training.

If you have any questions or require additional information, please contact Debra White or Sandi West, TXIN trainers at debra.white1@hhs.texas.gov or sandra.west@hhs.texas.gov.

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