Memorandum

#21-013

TO: WIC Regional Directors
    WIC Local Agency Directors

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

DATE: February 4, 2021

SUBJECT: 2021 Texas WIC Dietetic Internship Application Process

The application period for the Texas WIC Dietetic Internship (DI) 2022 class will open March 1st, 2021.

All applications must be completed online by May 1st, 2021 including all required transcripts. Transcripts for classes in-progress for the Spring 2020 semester are required by June 1st, 2021.

Applications are accepted through the Dietetic Internship Centralized Application system (DICAS). The application can be accessed here: https://portal.dicas.org. The fee is $50.

If you have questions about the DICAS application, contact the DICAS help desk at 617-612-2855. Be sure to tell the customer service person that you are applying for the Texas WIC Dietetic Internship, program ID 2309.

The following items must be uploaded into the DICAS application:

1. Reference letters (3): When completing the online application form, applicants must include the name and an email address for each reference. This will trigger an email message requesting the completion of a reference form. The form will be completed online by the person writing the reference letter. You should have at least one academic reference. A reference from your WIC director is highly encouraged.
2. **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.

3. **Transcripts**: Official transcripts from all colleges and universities attended.

4. **Verification Statement**: Complete the requested information on the application and DICAS will email your DPD Program Director for your verification statement. Students currently enrolled in DPD 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.

5. **Work History/Volunteer/Extracurricular experiences**: This section **must** be filled out with applicable information even though some of the information may be on your resume.

6. **Resume**: A current summary of your academic, employment and professional activities. Please include your email address. Applicant must upload the resume to their DICAS application.

7. **Texas WIC DI Supplement**: You must email melissa.mouton@hhs.texas.gov for this form. Applicant must upload the completed supplement to their DICAS application by May 1st 2021. Please allow plenty of time to get the forms signed by your local agency CEO.

Be sure to read the **Prospective Student Brochure** located here: https://hhs.texas.gov/doing-business-hhs/provider-portals/wic-providers/wic-dietetic-internship

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@hhs.texas.gov.

*This institution is an equal opportunity provider.*