#21-055

**TO:** WIC Regional Directors  
WIC Local Agency Directors

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

**DATE:** June 7, 2021

**SUBJECT:** Virtual WIC Directors’ Orientation

Please mark your calendar for the next Virtual WIC Directors’ Orientation, scheduled for July 13th-15th, 2021. This orientation is primarily intended for new or recently hired Local Agency WIC Directors, Assistant Directors, and/or Fiscal Officers for WIC. Other WIC staff and Fiscal Officers for WIC may attend as a refresher.

The WIC Directors’ Orientation dates and times are as follows:

**WIC Directors’ Orientation**
Tuesday, July 13th, 8:30 a.m. - 4:00 p.m.

- State Agency WIC Director, Unit Directors, and Branch Managers present an overview of their State Agency Units and Branches

**WIC Financial Management Training (Two-Days)**
The WIC Financial Management Training is now a two-day event to allow additional time to learn about important financial topics. **Attendance is highly recommended for both Part 1 and Part 2.**

Wednesday, July 14th, 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, July 15th, 8:30 a.m. – 1:00 p.m.

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

All WIC staff and Fiscal Officers for WIC are welcome to attend on July 13th, 14th and 15th.

• New WIC Directors are required to attend all three days of the WIC Directors’ Orientation within six-months of hire.
• Other WIC staff and Fiscal Officers for WIC who are interested in learning more about the financial aspect of the WIC Program may attend July 14th and 15th 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.