Memorandum

#21-081

TO: WIC Regional Directors
    WIC Local Agency Directors

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

DATE: September 3, 2021

SUBJECT: Virtual WIC Directors’ Orientation

Please mark your calendar for the next Virtual WIC Directors’ Orientation, scheduled for October 19th -21st, 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, October 19th, 8:30 a.m. – 3:30 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, October 20th, 8:30 a.m. – 1:00 p.m.
- WIC Financial Management Training - Part 1
  - State Agency Funding Communication
  - WIC Revenue Streams for Local Agencies

This institution is an equal opportunity provider.
Administrative Funding - Funding formula, Nutrition Education/Breastfeeding Requirements and Surplus Pages

Special Project Funding

Invoicing Process and Quarterly Reports

WISE Report

Thursday, October 21st, 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 WIC staff and Fiscal Officers for WIC are welcome to attend on October 19, 20th and 21st

- 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 October 20th and 21st only.

To register, please contact Doreen La Duca at doreen.laduca@hhs.texas.gov

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.

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