



## Memorandum

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**#11-102**

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

**FROM:** Linda Brumble, Unit Manager  
Nutrition Education/Clinic Services Unit  
Nutrition Services Section

**DATE:** July 22, 2011

**SUBJECT:** *FY 2012 Nutrition Education and Breastfeeding Promotion Plan*

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The *FY 2012 Nutrition Education and Breastfeeding Promotion Plan* will be available online beginning August 1, 2011.

The Nutrition Education and Breastfeeding (NE/BF) Plan has been streamlined and made even more user-friendly. WIC Directors are highly encouraged to attend at least one Qwest training, as it is the WIC Director who establishes the rights and responsibilities for staff who can login to, edit or view the plan.

The due date for the NE/BF Plan is **September 2, 2011**.

Join us on Qwest for *How to Complete Your 2012 Nutrition Education and Breastfeeding Promotion Plan*. The Qwest training will take you step-by-step through the online plan.

**Trainings will be presented on the following dates:**

August 1 <sup>st</sup> at 9:30 am	August 8 <sup>th</sup> at 9:30 am
August 2 <sup>nd</sup> at noon	August 9 <sup>th</sup> at noon
August 3 <sup>rd</sup> at 9:30 am	August 10 <sup>th</sup> at 9:30 am
August 4 <sup>th</sup> at noon	August 11 <sup>th</sup> at noon
August 5 <sup>th</sup> at 9:30 am	August 12 <sup>th</sup> at 9:30 am

**How to log-in to the training(s):**

1. Go to the Qwest site: <http://qwest.conferencing.com/index.asp>.
2. Log-in as a participant. The moderator's meeting number is **9115717** (no star (\*) key required).
3. Call in: Dial in to the meeting at **1(866) 921-2203**.
4. The room number is **\*9115717\***. (Enter the star (\*) key before and after the number.)

If you have questions or require additional information, please contact your nutrition education liaison.