



Memorandum

#11-113

TO: WIC Regional Directors
WIC Local Agency Directors

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

DATE: September 1, 2011

SUBJECT: New WIC Directors' Orientation

The next New WIC Directors' Orientation is scheduled for September 20-22, 2011. Please mark your calendars for the following dates and times for the orientation:

Tuesday, September 20, 1:30 - 5:30 p.m.
Wednesday, September 21, 8:30 a.m. - 4:30 p.m.
Thursday, September 22, 9:00 a.m. - 4:30 p.m.

This training is intended for new or recently hired local agency WIC Directors, Assistant Directors, and Fiscal Officers/Accountants. Fiscal Officers and other staff interested in financial training only should plan to attend the last day of the orientation for information on WIC Financials and Contracts. WIC Directors, Assistant Directors, and other staff are strongly encouraged to attend the orientation in its entirety.

To be better prepared for the WIN System presentation, it is recommended that staff attending this orientation take the following trainings via Qwest conferencing in advance:

- Admin Functions
- Dual Participation
- Inventory Reports
- HotCard Reports
- End of Day Processing
- RD-1000 Clinic Backup or Clinic Tape/CDRW/DVD Backup Training

The orientation will be held at two locations:

Day One: Rio Grande Conference Room, Building 2, Suite 275
4616 West Howard Lane
Austin, TX 78728

Days Two and Three: Montgomery Conference Room, Building 8, Suite 840
4616 West Howard Lane
Austin, TX 78728

Due to a technical error, any staff who have previously registered on-line for the WIC Directors' Orientation will need to register again. To register, or for questions or additional information, please contact Liz Bruns, Nutrition Training Specialist, Nutrition Education/Clinic Services Unit, at Elizabeth.Bruns@dshs.state.tx.us or (512) 341-4585.