



Memorandum

#13-010

TO: WIC Regional Directors
WIC Local Agency Directors

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

DATE: February 8, 2013

SUBJECT: WIC Directors' Orientation – March 19-21, 2013

The next WIC Directors' Orientation is scheduled for March 19-21, 2013. Please mark your calendars for the orientation dates and times as follows:

Tuesday, March 19, 1:30-5:30 p.m.
Wednesday, March 20, 8:30 a.m.-4:30 p.m.
Thursday, March 21, 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 should plan to attend only the last day of the orientation for information on WIC Financials. WIC Directors, Assistant Directors, and other staff are strongly encouraged to attend the orientation in its entirety.

The orientation will be held in:

Montgomery Conference Room
4616 West Howard Lane
Building 8, Suite 840
Austin, Texas 78728

To be better prepared for the WIN System presentation, it is recommended that staff attending this orientation take the following trainings via CenturyLink Qwest conferencing in advance. For more information on IT training, contact Denisha Cox by email at denisha.cox@dshs.state.tx.us or by phone at (512) 341-4400 X 2305.

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

Please register online at the WIC website, www.dshs.state.tx.us/wichd/, on the Training page under On-Site trainings, or contact Liz Bruns, Nutrition Training Specialist, Nutrition Education/ Clinic Services Unit, at Elizabeth.Bruns@dshs.state.tx.us or (512) 341-4585. Also, contact Liz if you have any questions or require additional information.