



## Memorandum

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# 14-047

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

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

**DATE:** April 18, 2014

**SUBJECT:** WIC Directors Orientation – June 3 – 5, 2014

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The next WIC Directors' Orientation is scheduled for June 3 – 5, 2014. Please mark your calendars for the orientation dates and times as follows:

Tuesday, June 3, 1:30 – 5:30 p.m.  
Wednesday, June 4, 8:30 a.m. – 5:00 p.m.  
Thursday, June 5, 9:00 a.m. – 4:15 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. WIC Directors, Assistant Directors, and other staff are strongly encouraged to attend the orientation in its entirety.

The orientation will be held at 4616 West Howard Lane, Building 8, Suite 840, Austin, Texas 78728, and will begin in the Lone Star Conference Room.

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

- Administrative 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 for the WIC Directors Orientation at the WIC website Training page under On-site Trainings at [www.dshs.state.tx.us/wichd/](http://www.dshs.state.tx.us/wichd/) or contact Liz Bruns, Nutrition Training Specialist, Nutrition Education/ Clinic Services Unit, at [Elizabeth.Bruns@dshs.state.tx.us](mailto:Elizabeth.Bruns@dshs.state.tx.us) or (512) 341-4585. Also, contact Liz if you have any questions or require additional information related to the orientation. Contact Denisha Cox at [Denisha.Cox@dshs.state.tx.us](mailto:Denisha.Cox@dshs.state.tx.us) or (512) 341-4400 X2305 with questions related to WIN systems CenturyLink trainings.