



Memorandum

#15-002

TO: WIC Local Agency Directors

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

DATE: January 7, 2015

SUBJECT: 2016 Texas WIC Dietetic Internship Application Process

The application period for the Texas WIC Dietetic Internship (DI) is now open. Applications are accepted through the Dietetic Internship Centralized Application system (DICAS). All applications must be completed online by June 9, 2015. The application can be accessed at <https://portal.dicas.org> (e-mail DICASinfo@DICAS.org). The fee is \$40.

DICAS requires a personal statement, online application, official transcripts and 3 letters of recommendation. In addition, WIC requires you to upload a resume and a Texas WIC DI Supplement to DICAS.

If you have questions about the DICAS application, contact the DICAS help desk at **617-612-2855**. Be sure to tell the customer service person that you are applying for the Texas WIC Dietetic Internship.

The DICAS application includes the following:

- 1. Reference letters:** When completing the online application form, applicants must include the name and contact information (specifically an email address) for each reference. This will trigger an email message requesting the completion of a reference form. The form will be completed online by the person writing the reference letter (video for reference letter writers is available at <http://www.eatright.org/ACEND/content.aspx?id=186>).
- 2. Personal Statement:** Include content about personal and professional goals, interests, experience, continuing education, strengths, weaknesses, and reasons for pursuing the Texas WIC Dietetic Internship, and any other information helpful to the selection process.
- 3. Transcripts:** Official transcripts from all colleges and universities attended must be sent to:
DICAS – Transcript Dept, P.O. Box 9118, Watertown, Ma 02472.

4. **Verification Statement:** Complete the requested information on the application and your DPD Program Director will be emailed by DICAS for your verification statement. Students currently enrolled in classes must submit a “Declaration of Intent” listing courses in progress. Successful applicants must supply signed verification statements and final transcripts to the Texas WIC DI prior to the start of the internship.

5. ***Resume:** A current summary of your academic, employment and professional activities.

Please include your email address. Applicant must upload to DICAS application.

6. ***Texas WIC DI Supplement:** You must email mary.vaneck@dshs.state.tx.us for a these forms. Applicant must upload to DICAS application.

Be sure to read the *2016 Texas WIC Dietetic Handbook for Prospective Interns and Texas WIC Questions and Answers*. That and other information is found at <http://www.dshs.state.tx.us/wichd/interns/intern-brochure.shtm>.

Watch a helpful video about DICAS at <http://www.eatright.org/ACEND/content.aspx?id=186>

If you have questions or require additional information, please contact Mary Van Eck, Texas WIC Dietetic Internship Director, Nutrition Education/Clinic Services Unit, Nutrition Services Section, at (512) 413-7320 or mary.vaneck@dshs.state.tx.us.