

<p style="text-align: center;"><b>Texas WIC</b> <b>Health and Human Services Commission</b></p>
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Effective June 1, 2002

Policy No. TR:01.0

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## **In-Service Orientation to New Local Agencies**

### **Purpose**

To effectively provide the local agencies (LAs) with the most current information on the operation of WIC at the local level as required by federal and state regulations and/or guidelines.

### **Authority**

State Policy

### **Policy**

Prior to the start-up of any new LA, the LA staff shall attend an orientation by state agency (SA) personnel. The orientation shall cover topics on clinic operations, financial management, nutrition education, food delivery requirements, and automation.

### **Definitions**

New LA is defined as an agency with a new contract and/or a new LA number.

### **Procedures**

- I. No less than one week prior to the start-up date of any LA, LA staff shall attend a WIC orientation conducted by a core group of SA staff representing the certification process, clinical services, nutrition education, financial management, food delivery, and automation.
- II. New LA staff that shall attend an orientation include the following:
  - A. a new LA with staff that has never provided WIC services; and

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- B. a new LA with staff with some WIC experience that requests an orientation.
  
- III. A new LA that has staff with some WIC experience but doesn't request an orientation shall be offered one and encouraged to attend the New Staff Certification Training, as deemed appropriate.
  
- IV. The orientation shall be scheduled jointly by the SA and the LA.