



## Memorandum

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#22-088

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

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

**DATE:** November 8, 2022

**SUBJECT: Virtual WIC Directors' Orientation**

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Please mark your calendar for the next Virtual WIC Directors' Orientation, scheduled for March 7<sup>th</sup> – 9<sup>th</sup>, 2023. This orientation is primarily intended for new or recently hired Local Agency WIC Directors, Assistant Directors, and/or WIC Fiscal Officers. Others interested in reattending the event are also welcome.

The WIC Directors' Orientation dates and times are as follows:

### **WIC Directors' Orientation**

Tuesday, March 7<sup>th</sup>, 8:30 a.m. – 4:00 p.m.

- State Agency WIC Director, Unit Directors, and Branch Managers present an overview of their State Agency Units and Branches

### **WIC Financial Management Training (Two-Days)**

The WIC Financial Management Training is a two-day event to allow additional time to learn about important financial topics. Attendance is highly recommended for both Part 1 and Part 2.

Wednesday, March 8<sup>th</sup>, 2023, 8:30 a.m. – 1:00 p.m.

- WIC Financial Management Training - Part 1
  - State Agency Funding Communication
  - WIC Revenue Streams for Local Agencies
  - Administrative Funding-Funding formula, Nutrition Education/Breastfeeding Requirements and Surplus Pages

- Special Project Funding
- Invoicing Process and Quarterly Reports
- WISE Report

Thursday, March 9<sup>th</sup>, 2023, 8:30 a.m. – 12:00 p.m.

- WIC Financial Management Training - Part 2
  - Plan to Allocate Direct Costs
  - Cost Categories and Allocations
  - Accounting and Policy Updates - Performance Measures, Approvals, Unallowable Costs and Property Management
  - Directors' Calendar-Reporting Requirements and Due Dates
  - In-State and Out-of-State Travel
  - Property Management
  - Opening, Closing and Relocating Clinics
  - TALWD Presentation

**Please note:**

- New WIC Directors are required to attend the entire WIC Directors' Orientation within six-months of hire.
- Other WIC staff and WIC Fiscal Officers who are interested in learning more about the financial aspect of the WIC Program may choose to attend March 8<sup>th</sup> – 9<sup>th</sup> only.

To register, please contact Doreen La Duca at [doreen.laduca@hhs.texas.gov](mailto:doreen.laduca@hhs.texas.gov)