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#23-077

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

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

**DATE:** December 12, 2023

**SUBJECT: 2024 Texas WIC Dietetic Internship Application Process**

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The application period for the Texas WIC Dietetic Internship (DI) 2025 class will open on February 1, 2024.

All applications must be completed online by **April 26, 2024**, including all required transcripts. Transcripts for classes in-progress for the spring 2024 semester are required by June 1, 2024.

Graduate degree requirement:

- A minimum of a graduate degree or enrollment in a graduate program at time of application, and on track to complete the degree by the end of the internship, is required. Only 1 to 2 classes or thesis/research/capstone project should be remaining by the start of the pre-internship preparation phase which begins September 2, 2024.

Applications are accepted through the new Dietetics Inclusive Centralized Application system (DICAS). The application can be accessed at: <https://dicas.liasoncas.com/>. The fee is \$50.

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, **program ID 2309**.

The following items must be uploaded into the DICAS application:

1. **Reference letters (3):** When completing the online application form, applicants must include the name and 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. You should have at least one academic reference. A reference from your WIC director is highly encouraged.
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. For spring 2024 classes, transcripts should be uploaded to DICAS by June 1, 2024.
4. **Verification of DPD completion:** Complete the requested information on the application and DICAS will email your DPD Program Director for verification that you completed a DPD program. Students currently enrolled in DPD classes must submit a "Declaration of Intent" listing courses in progress. All successful applicants must supply a **signed DPD verification statement** and final transcripts to the Texas WIC DI prior to the start of the internship.
5. **Work History/Volunteer/Extracurricular experiences:** This section **must** be filled out with applicable information even though some of the information may be on your resume.
6. **Resume:** A current summary of your academic, employment and professional activities. Please include your email address. Applicant must upload the resume to DICAS.
7. **Texas:** WIC DI Supplement: You must email [melissa.mouton@hhs.texas.gov](mailto:melissa.mouton@hhs.texas.gov) for this form. Applicant must upload the completed supplement to their DICAS application by April 26, 2024. **Please allow plenty of time to get the forms signed by your local agency CEO.**

Be sure to read the **Prospective Student Brochure** located at:  
<https://www.hhs.texas.gov/providers/wic-providers/wic-dietetic-internship>.

If you have questions or require additional information, please contact the internship director at [melissa.mouton@hhs.texas.gov](mailto:melissa.mouton@hhs.texas.gov).