



Memorandum

#23-083

TO: WIC Regional Directors
WIC Local Agency Directors

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

DATE: December 27, 2023

SUBJECT: Virtual WIC Directors' Orientation

Please mark your calendar for the next Virtual WIC Directors' Orientation, scheduled for February 27-29, 2024. 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 Virtual WIC Directors' Orientation dates and times are as follows:

WIC Directors' Orientation

Tuesday, February 27th, 2024, 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, February 28th, 2024, 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, February 29th, 2024, 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 February 28-29 only.

To register, please contact Doreen La Duca at doreen.laduca@hhs.texas.gov.