

Every 5 Years

Action	Description	SME/Contact
BF Coordinator and all Cas/WCS are required to retake HHSC BF training.	Retain documentation at the LA, including the attendees' names, job titles, training topics and the date the training was completed (BF 04.0).	Safia.Hussain@hhs.texas.gov (BF Coordinator) Paula.kanter@hhs.texas.gov (Cas) Tammy.jimenez@hhs.texas.gov (WCS)

Ongoing

Action	Description	SME/Contact
Complete the 504 Checklist for all new sites, sites that have changed location or have been remodeled.	Retain the documentation at the LA for three years plus current year (CR 06.0).	Paula.kanter@hhs.texas.gov
Email changes to permanent clinic hours by attaching the updated Certification of LA Hours of Operation form .	List the new clinic hours in the body of the email.	AnnualPLanforOPS@hhs.texas.gov
Email changes to temporary clinic hours or closures to the state agency.	Examples: staff meetings, emergency situations, etc.	WICClinics@hhs.texas.gov
Submit the Clinic Site Justification Form for approval when opening, closing or relocating a clinic.	Form found at WIC Directors Texas Health and Human Services Site Justification Forms (GA: 21.0).	ClinicSiteRequests@hhs.texas.gov

Maintain up-to-date local resource list of healthcare/drug/substance abuse counseling/treatment.	Retain documentation at the LA (CS: 21.0).	Leona.duong@hhs.texas.gov
Calibrate scales and hemoglobin/hematocrit equipment as needed per manufacturers' instructions.	Retain documentation of calibration at the LA (CS: 17.0 and Guidelines for Nutrition Assessment).	Tiffany.Brown@hhs.texas.gov
For an existing WCS Program , submit changes to WCS Plan (CS: 16.0).	Submit changes and names of new WCS candidates for SA approval prior to beginning the WCS Training Program.	WCSProgram@hhs.texas.gov
Ensure the LA has designated NE, BF, Training, 504 Coordinators (504 if 15 or more employees) and a NVRA Liaison .	The names of the NE, BF, and training coordinators need to be submitted to Nutrition Services with NE & BF Plans. (NE:02.0, BF:02.0, TR:03.0, CR: 06.0 & GA:19.0).	
Employees complete required trainings. Refer to Training Requirements Chart for ongoing training requirements for all staff based on staff role.	Retain documentation (AUT: 08.0, BF: 01.0, BF: 04.0, CR: 08.0, GA:24.0 and TR: 03.0).	Angela.gil@hhs.texas.gov
Ensure new employees have current registration/licensure and existing employees maintain current licensure.	Retain documentation at the LA. May use these websites for verification: Nurses www.bon.texas.gov/licensure_verification.asp.html ; RDs www.cdrnet.org/ ; LDs https://vo.licensing.tdlr.texas.gov/datamart/login.do and LCs https://iblce.org/public-registry/ .	