

Monthly

Action	Description	SME/Contact
Submit WIC invoices by the last business day of the month following the reporting month.	Reimbursement invoices (AC: 28.0)	WICInvoices@hhs.texas.gov
Provide monthly staff training/education.	Retain documentation at the LA, including attendees' names, job titles, training topics and the date the training was completed (TR 03.0).	Angela.Gil@hhs.texas.gov
Conduct monthly meetings or trainings for Breastfeeding Peer Counselors.	Retain documentation at the LA, including attendees' names, topics and the date the meeting or training was completed (BF 03.0 and 04.0).	Asia.Sartor@hhs.texas.gov
Reconcile all SA-purchased breast pump inventory against the Texas MIS system breast pump inventory.	The reconciliation should be done monthly, at a minimum (BF 03.0 and BF: 06.0).	Lost or stolen breast pumps Leticia.delaRosa@hhs.texas.gov System issues WICClinics@hhs.texas.gov