

Training

Provides guidelines and training plan for orientation of new WIC staff and ongoing training guidelines to assure all WIC staff have the necessary knowledge to administer the WIC Program and carry out nutrition education, civil rights, certification and retailer activities.

Program/Policy Training and Updates

- The State Office is responsible for providing program/policy updates and training.
- WIC numbered memos will be the primary method of informing staff of policy changes and updates. Staff will receive these updates through ICDS or email.
- A quarterly WIC Talks document is sent out electronically and accessible in the WIC Manual to provide Local Agencies with additional technical support, answer policy questions, and to reinforce policies. Local Agency staff are encouraged to send questions to their Regional Managers/Nurse Consultant per a format chosen by the Regional Manager. Local Agency staff can also contact the State Office when immediate technical support is needed.
- The State Office will hold policy updates/trainings periodically as needed, including WIC All Staff Trainings.
- WIC State Office staff will attend Regional Manager/Nurse Consultant staff meetings as requested to conduct program/policy training.