

## ***A Year in the Life of a WIC Coordinator***

- Please note this is not an all-inclusive list of activities. Ongoing correspondence from the State office occurs throughout the year.
- WIC follows the federal fiscal year, October 1st – September 30th while the State Fiscal Year is July 1st – June 30th.

<b>JANUARY</b>		<i>Resource/Policy</i>
31	Quarterly Report due (1st quarter)	Clinic Operations Coordinator Quarterly Report Protocol
<b>FEBRUARY</b>		<i>Resource/Policy</i>
2nd Thursday	Coordinator conference call (2:00-3:00 MT)	Clinic Operations Coordinator
2nd week	Forms order due to State Office	Administrative Assistant / IWPPM Chapter 1, Section D
<b>MARCH</b>		<i>Resource/Policy</i>
2nd week	Quarterly forms orders shipped	Administrative Assistant
<b>APRIL</b>		<i>Resource/Policy</i>
2nd Thursday	Coordinator conference call (2:00-3:00 MT)	Clinic Operations Coordinator
30	Semi-annual certification due (Keep records onsite)	Clinic Operations Coordinator
30	Quarterly Report due (2nd quarter)	Clinic Operations Coordinator Quarterly Report Protocol
<b>MAY</b>		<i>Resource/Policy</i>
2nd week	Forms order due to State Office	Administrative Assistant / IWPPM Chapter 1, Section D
<b>JUNE</b>		<i>Resource/Policy</i>
2nd Thursday	Coordinator conference call (2:00-3:00 MT)	Clinic Operations Coordinator
2nd week	Quarterly forms orders shipped	Administrative Assistant
<b>JULY</b>		<i>Resource/Policy</i>
1	Revised income eligibility guidelines go into effect (new trigger cards)	Clinic Operations Coordinator / IWPPM Chapter 4, Section B)
	Contract negotiations (State and District liaisons)	State Manager
	Budgets due	State Manager
	Nutrition Education Plan due	Nutrition Education Coordinator / IWPPM Ch. 1, Section E
31	Quarterly Report due (3rd quarter)	Clinic Operations Coordinator Quarterly Report Protocol
<b>AUGUST</b>		<i>Resource/Policy</i>

2nd Thursday	Coordinator conference call (2:00-3:00 MT)	Clinic Operations Coordinator
2nd week	Forms order due to State Office	Administrative Assistant / IWPPM Ch. 1, Section D
<b>SEPTEMBER</b>		<b>Resource/Policy</b>
	New contracts sent to local agency Directors for signature	Administrative Assistant
2nd week	Quarterly forms orders shipped	Administrative Assistant
30	Self-monitoring due for clinics the State does not review (every 2 years)	Clinic Operations Coordinator / IWPPM Ch. 10, Section A
<b>OCTOBER</b>		<b>Resource/Policy</b>
1	New contract goes into effect	State Manager
1	New Food List goes into effect	Vendor Manager or Vendor Coordinator/ IWPPM Ch. 7, Section A
1	Revised Nutrition Risk Criteria go into effect	Nutrition Education Coordinator / IWPPM: Nutrition Risk Criteria
2nd Thursday	Coordinator conference call (2:00-3:00 MT)	Clinic Operations Coordinator
31	Semi-annual certification due (Keep records onsite)	Clinic Operations Coordinator
31	Quarterly Report due (4th quarter)	Clinic Operations Coordinator Quarterly Report Protocol
<b>NOVEMBER</b>		<b>Resource/Policy</b>
1st week	Forms order due to State Office	Administrative Assistant / IWPPM Ch. 1, Section D
<b>DECEMBER</b>		<b>Resource/Policy</b>
1st week	Quarterly forms orders shipped	Administrative Assistant
2nd Thursday	Coordinator conference call (2:00-3:00 MT)	Clinic Operations Coordinator
<b>Variable by Agency</b>		<b>Resource/Policy</b>
Bi-annually	Onsite monitoring by State (every 2 years)	Clinic Operations Coordinator / IWPPM Ch. 10, Section A
Annually	Outreach	Outreach Lead / IWPPM Ch. 3, Section C
Annually	Submit annual training with Quarterly Report: (Civil Rights/nondiscrimination, Breastfeeding, Customer service and Immunizations)	Training Lead / IWPPM Ch. 8, Section B
Summer	Train staff on revised Nutrition Risk Criteria (going in effect Oct. 1)	Nutrition Education Coordinator / IWPPM Ch. 8, Section B