



## Idaho WIC Program: Local Agency Coordinator Important Dates

### *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)	Nutrition Services Compliance Manager Quarterly Report Protocol
End of the Month	Completed 625 Report Review: Unmatched Check Redemptions	Technical Records Specialist 2
<b>FEBRUARY</b>		<i>Resource/Policy</i>
2nd Thursday	Coordinator conference call (2:00-3:00 MT)	Nutrition Services Compliance Manager
2nd week	Forms order due to State Office	Administrative Assistant / IWPPM Chapter 1, Section D
End of the Month	Completed 625 Report Review: Unmatched Check Redemptions	Technical Records Specialist 2
<b>MARCH</b>		<i>Resource/Policy</i>
2nd week	Quarterly forms orders shipped	Administrative Assistant
End of the Month	Completed 625 Report Review: Unmatched Check Redemptions	Technical Records Specialist 2
<b>APRIL</b>		<i>Resource/Policy</i>
2nd Thursday	Coordinator conference call (2:00-3:00 MT)	Nutrition Services Compliance Manager
30	Semi-annual certification due (Keep records onsite)	Nutrition Services Compliance Manager
30	Quarterly Report due (2nd quarter)	Nutrition Services Compliance Manager Quarterly Report Protocol
End of the Month	Completed 625 Report Review: Unmatched Check Redemptions	Technical Records Specialist 2
<b>MAY</b>		<i>Resource/Policy</i>
2nd week	Forms order due to State Office	Administrative Assistant / IWPPM Chapter 1, Section D
End of the Month	Completed 625 Report Review: Unmatched Check Redemptions	Technical Records Specialist 2

<b>JUNE</b>		<b>Resource/Policy</b>
2nd Thursday	Coordinator conference call (2:00-3:00 MT)	Nutrition Services Compliance Manager
2nd week	Quarterly forms orders shipped	Administrative Assistant
End of the Month	Completed 625 Report Review: Unmatched Check Redemptions	Technical Records Specialist 2
<b>JULY</b>		<b>Resource/Policy</b>
1	Revised income eligibility guidelines go into effect (new trigger cards)	Nutrition Services Compliance Manager/ IWPPM Chapter 4, Section B)
	Contract negotiations (State and District liaisons)	Fiscal and Vendor Compliance Manager /State WIC Manager
	Budgets due	Fiscal and Vendor Compliance Manager
31	Quarterly Report due (3rd quarter)	Nutrition Services Compliance Manager Quarterly Report Protocol
End of the Month	Completed 625 Report Review: Unmatched Check Redemptions	Technical Records Specialist 2
<b>AUGUST *</b>		<b>Resource/Policy</b>
2nd Thursday	Coordinator conference call (2:00-3:00 MT)	Nutrition Services Compliance Manager
2nd week	Forms order due to State Office	Administrative Assistant / IWPPM Ch. 1, Section D
End of the Month	Completed 625 Report Review: Unmatched Check Redemptions	Technical Records Specialist 2
<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)	Nutrition Services Compliance Manager / IWPPM Ch. 10, Section A
End of the Month	Completed 625 Report Review: Unmatched Check Redemptions	Technical Records Specialist 2
<b>OCTOBER</b>		<b>Resource/Policy</b>
1	New contract goes into effect	Fiscal and Vendor Compliance Manager
1	New Food List goes into effect	Fiscal and Vendor Compliance Manager or Health Program Specialist-Vendor/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)	Nutrition Services Compliance Manager
31	Semi-annual certification due (Keep records onsite)	Nutrition Services Compliance Manager
31	Quarterly Report due (4th quarter)	Nutrition Services Compliance Manager Quarterly Report Protocol
End of the Month	Completed 625 Report Review: Unmatched Check Redemptions	Technical Records Specialist 2
<b>NOVEMBER</b>		<b>Resource/Policy</b>
1st week	Forms order due to State Office	Administrative Assistant / IWPPM Ch. 1, Section D
End of the Month	Completed 625 Report Review: Unmatched Check Redemptions	Technical Records Specialist 2
<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)	Nutrition Services Compliance Manager
End of the Month	Completed 625 Report Review: Unmatched Check Redemptions	Technical Records Specialist 2
<b>Variable by Agency</b>		<b>Resource/Policy</b>
Bi-annually	Onsite monitoring by State (every 2 years)	Nutrition Services Compliance Manager/ IWPPM Ch. 10, Section A
Annually	Corrective Action Plans for Caseload (if applicable, only if caseload is < 97%).	Nutrition Services Compliance Manager / LA Contract, Scope of Work, Contract Services and Activities
Annually	Outreach	Outreach Lead / IWPPM Ch. 3, Section C
Annually	Submit annual training with Quarterly Report: (Civil Rights/nondiscrimination, Breastfeeding, Customer service and Immunizations)	IWPPM Ch. 8, Section B
Summer	Train staff on revised Nutrition Risk Criteria (going in effect Oct. 1)	Nutrition Education Coordinator / IWPPM Ch. 8, Sect. B
Summer/Annually (Typically Aug *)	Nutrition Education Plan	Nutrition Education Coordinator / IWPPM Ch. 1, Sect. E
Summer/Annually (Typically Aug *)	Peer Counseling Year Plan due	Local Agency Peer Counseling Coordinator; State Breastfeeding Coordinator