

2017 Coordinators Calendar – Year at a Glance

January

Complete time studies for January

- 2 State office closed – New Year’s Day
- 2 Implement policy changes in Volume 1, Chapter 6 Income (Memo 2016-113, 2017-2)
- 10 Complete identification of client records with last name errors (Memo 2016-117)
- 12 Certifier Competency Training and Tools Webinar 9:30 am (Memo 2016-109, 2017-3)
- 16 State office closed – Martin Luther King’s Day
- 24-27 [Core WIC Training](#) – Olympia (Memo 2016-104)
- 26 Pump me up! Webinar at 10:30 am (Memo 2016-90, 2017-4)
- 27 Applications due for 2 Vendor Management Specialists positions at State WIC Office
- 29 Applications due for 3 Local Program Consultant positions at State WIC Office (Memo 2017-5)
- 31 Complete at least one Baby Behavior training or share one case study at staff meeting (Memo-2016-102)

February

- 3 [National Wear Red Day](#)
- 20 State office closed - President’s Day
- 26-28 [National WIC Association 2017 Washington Leadership Conference](#) – Washington DC

2017 Coordinators Calendar – Year at a Glance

March

- 1-31 [National Nutrition Month](#)
- 8 [Registered Dietitian Nutritionist Day](#)
- 12 Daylight Savings Time starts – change clock
- 21-24 [Core WIC Training](#) - Olympia (Memo 2016-104)

April

Complete time studies for April

- 1 Use new income guidelines
- 2-5 [National WIC Association-2017 Annual Education and Training Conference](#) – Philadelphia, PA
- 3-9 [National Public Health Week](#)
- 3-30 [Gold Lactation Conference](#) online training
- 18 Clinic Services Advisory Committee (CSAC) Meeting, DoubleTree Suites – Southcenter
- 18 WIC Breastfeeding Coordinators Meeting, DoubleTree Suites – Southcenter
- 19 WIC Coordinators Meeting, DoubleTree Suites – Southcenter
- 23-25 [Washington State Academy of Nutrition and Dietetics 2017 Education Conference](#) - Yakima
- 24 [Nutrition First Foundation in Lactation Support](#), Shoreline Conference Center - Seattle

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May

Complete Farmer Market Nutrition Program (FMNP) training by June 1st

- 1-31 [Gold Lactation Conference](#) online training
- 9-12 [Core WIC Training](#) - Olympia (Memo 2016-104)
- 9-12 [University of Washington Assuring Pediatric Nutrition in the Hospital and Community](#) - Seattle
- 18 [Nutrition First 4th Annual Health Habits Conference](#), Shoreline Conference Center – Seattle
- 24 [Nutrition First Foundation in Lactation Support](#), Yakima Valley Technical Skills Center - Yakima
- 29 State office closed – Memorial Day

June

Weekly Send completed FMNP check registers to Computer Sciences Corporation (CSC)

- 1 Begin issuing Farmers Market checks
- 2 [Gold Lactation Conference](#) online training
- 12-16 [Bastyr University Foundations for Best Practice in Lactation Care: 5 Day Course](#) - Seattle
- 27 [Nutrition First Building on Foundations in Lactation Support](#), Benton-Franklin County Health Department - Kennewick

2017 Coordinators Calendar – Year at a Glance

July

Complete time studies for July

Weekly **Send completed FMNP check registers to CSC**

- 4 State office closed – Independence Day
- 11-14 [Core WIC Training](#)- Olympia (Memo 2016-104)
- 20-24 [Society for Nutrition Education and Behavior 50th Annual Conference](#) – Washington DC
- 25 [Nutrition First Building on Foundations in Lactation Support](#), Shoreline Conference Center - Seattle
- 25-27 [WIC Nutritionist Training](#)- Olympia (Memo 2016-104)

August

Weekly **Send completed FMNP check registers to CSC**

Remind fiscal staff to bill for FMNP Administrative funds

- 1-7 [World Breastfeeding Week](#)
- 15 Submit Grant Status Review form to tell us if you anticipate spending all of your WIC grant for FFY2016

2017 Coordinators Calendar – Year at a Glance

September

Weekly Send completed FMNP check registers to CSC

- 4 State Office Closed – Labor Day
- 19 [Nutrition First 7th Annual Advances in Lactation Support](#), Shoreline Conference Center - Seattle
- 25-29 [Bastyr University Foundations for Best Practice in Lactation Care: 5 Day Course](#) - Seattle
- 30 Last day to issue Farmers Market checks
- 30 **WIC Budget Workbook DUE**

October

Complete time studies for October

- 1-15 **Send completed FMNP check registers to CSC**
- 15 Last Day to submit FMNP check registers to CSC
- 16-18 [2017 Washington State Public Health Annual Conference](#) – Wenatchee
- 21-24 [Academy of Nutrition and Dietetics - Food and Nutrition Conference and Expo 2017](#) – Chicago, IL
- 24-25 [Nutrition First State WIC Conference](#), DoubleTree - SeaTac
- 31 Last day clients can use Farmers Market checks

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November

- 5 Daylight Savings Time ends – change clock
- 10 State office closed – Veterans Day (observed)
- 23-24 State office closed – Thanksgiving Day and state holiday
- 30 **Nutrition Services Expenditure Report DUE**

December

- 25 State office closed – Christmas
- 31 **Breastfeeding Peer Counseling Annual Report DUE**

Activities to complete in 2017 (not time specific)

- Complete Civil Rights training
- Complete a minimum of 4 WIC Connects activities, one per quarter
- Complete annual inventory of equipment purchased with WIC funds (Call your LPC with questions.)
- Complete local agency yearly self-evaluation
- Conduct annual performance review for staff, include a minimum of four observations per staff person
- Conduct outreach frequently throughout the year
- Check calibration of scales and hematology equipment twice a year
- Review inventory of breast pumps to check for lost, stolen or missing pumps

2017 Coordinators Calendar – Year at a Glance

Activities to complete in 2017 (continued)

Review confidentiality policies and have staff sign a Statement of Confidentiality form
Review and update clinic policies and protocols

This institution is an equal opportunity provider.

Washington State WIC Nutrition Program does not discriminate.

For persons with disabilities, this document is available on request in other formats.

To submit a request, please call 1-800-841-1410 (TDD/TTY 711).



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