

**New Food Choices
Coordinator Check List
Revised July 20 2009**



Training events and materials are bold and italicized

August 2009

- By August 5th send staff travel authorization and lunch selection forms for ***NFC Training for Local Trainers*** to Kathy Hormel at the state office
- Review with staff ***NFC Talking Points for WIC Staff*** – this helps staff to discuss the changes with clients (memo 2009-51)
- Continue to inform clients about upcoming changes to WIC foods by providing ***WIC Will Have New Foods*** client materials
- Provide ***Not Replacing Checks*** flyer to clients
- Order new ***WIC Approved Food*** brochures and ***WIC Approved Food Update*** from DOP Fulfillment Center
- Local staff trainers attend ***NFC Training for Local Trainers***
- Train staff on fresh fruits and vegetables using ***Food for Thought newsletter #6***
- Provide in-service ***Selecting & Purchasing Fresh Fruits and Vegetables***
- Schedule time in September to discuss steps for implementing New Food Choices with staff and read ***Food for Thought newsletter #7***
- Review newsletter articles submitted to three medical provider organizations so you will know what your local medical providers are hearing about NFC

September 2009

- Review with staff ***NFC Talking Points for WIC Staff*** – this helps staff to discuss the changes with clients (memo 2009-51)
- Continue to inform clients about upcoming changes to WIC foods by providing ***WIC Will Have New Foods*** client materials
- Provide ***Not Replacing Checks*** flyer to clients
- Order new ***WIC ID/Appointment*** folders from DOP Fulfillment Center
- Receive new blue check stock and check stock order form (these might be separate mailings)
 - Note: Based on previous orders, state staff will place your first check stock order and have it sent to your agency. You may order additional check stock as needed
- Confirm new check stock has been received by all clinics
- Local staff trainers provide ***New Food Choices Training*** to clinic staff.
 - State staff recommend local trainers provide training to their clinic

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staff soon after attending the *NFC Training for Local Trainers* in September

- Discuss steps for implementing New Food Choices with staff using *Food for Thought newsletter #7*
- Review revised policy chapters - 15, 22, 23, & 24
- Review letter to medical providers
- September 30th - Close clinic and log off computers by 5:00 p.m. on Wednesday, September 30th
- State WIC staff begin deploying Client Services 6.0 and WIC Reports software

October 2009

- On October 1st All Washington WIC clinics are closed
 - Review NFC training materials
 - Review clinic plans for implementation
 - Destroy old salmon colored check stock and document in the check log the cartons have been destroyed
 - Prepare for transition per state office guidance
 - Continue reviewing revised policy chapters - 15, 22, 23, & 24
- On October 2nd
 - Schedule 1 to 2 hours for clinic staff to view new tabs and functionality in Client Services (State will provide guided activity for staff to use)
 - Begin issuing checks for new foods to clients
 - Use new *WIC Approved Foods* brochures and *WIC Approved Foods Update, WIC ID/Appointment Folders* and blue check stock
- Near of the end of October...Celebrate New Food Choices implementation!

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 1-800-833-6388).

