

2022 Coordinator's Calendar - Year at a Glance

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Activities to complete (not time specific)

January

	Submit clinic staff changes for email distribution lists, clinic address, phone and fax number changes to WICaddress@doh.wa.gov
	Complete time studies for January (Memo 2021-115)
	WIC Shopping Guide Distribution Plan (Memo 2021-140) <ul style="list-style-type: none"> • Mail materials to 10% of families • Survey participants January – February • Order printed materials
1	No longer have the option of offering a 30-day grace period for a therapeutic formula (Memo 2021-123)
1	Cash Value Benefits extended to March 31, 2022 (Memo 2021-143)
10	2022 WIC Contract arrives at agency (Memo 2021-145)
10	Send request for reallocation funds (Memo 2021-146)
13	WIC Update Webinar- NEW link (Memo 2021-151)
10-14	Sandbox Quarterly Refresh; Sandbox unavailable (Memo 2021-144)
17	State office closed – Martin Luther King, Jr. Day
31	Complete 5% review of December SOD report (Memo 2021-31)

February

	Submit clinic staff changes for email distribution lists, clinic address, phone and fax number changes to WICaddress@doh.wa.gov
	WIC Shopping Guide Distribution Plan: Survey participants (Memo 2021-140)
	Recycle Shopping Guide October 2017 and WIC Shopping Tips for Participants (Memo 2022-09)
	Add/change/remove staff accounts from the learning center using Learning Center Account form ; submit to WAWICTraining@doh.wa.gov
	Update agency, clinic, and users in Cascades. Staff who are no longer employed need to have account disabled.
1	2022 WIC contract due to DOH Contracts Management (Memo 2021-145)
4	National Wear Red Day
10	WIC Update Webinar - (Memo 2021-151)
15	Submit January Time Study Workbook or Time Keeping Information to WICBudgets@doh.wa.gov (Memo 2021-115)

Note: **Red items are contract deliverables**

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22	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 8:00 AM (Memo 2022-02)
18	The Continuing Resolution (CR) funds the federal government
21	State office closed - President's Day
28	Complete 5% review of January SOD report (Memo 2021-31)

March

	National Nutrition Month
	Submit clinic staff changes for email distribution lists, clinic address, phone and fax number changes to WICaddress@doh.wa.gov
3	Formula Recall Questions and Answers Webinar (Memo 2022-26)
9	Registered Dietitian Nutritionist (RDN) Day
9	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 4:00 PM (Memo 2022-02)
10	WIC Update Webinar - (Memo 2021-151)
22	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 8:00 AM (Memo 2022-02)
31	Complete 5% review of February SOD report (Memo 2021-31)

April

	Submit clinic staff changes for email distribution lists, clinic address, phone and fax number changes to WICaddress@doh.wa.gov
	Add/change/remove staff accounts from the learning center using Learning Center Account form ; submit to WAWICTraining@doh.wa.gov
	Update agency, clinic, and users in Cascades. Staff who are no longer employed need to have account disabled.
	Complete time studies for April (Memo 2021-115)
	Review the Required Guidance: Nutrition Education (Memo 2022-44)
	Confirm staff have view the required course, Breaking Through Implicit Bias in Maternal Healthcare
11-15	Sandbox Quarterly Refresh; Sandbox unavailable (Memo 2021-144)
13	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 4:00 PM (Memo 2022-02)
14	Waivers currently expire (additional extensions are expected)
14	WIC Update Webinar - (Memo 2021-151)
14	Working with Afghan Families presented during the WIC Update Webinar at 1:15 – 2:00 PM
18	Posted training materials for Cascades 3.8 Enhancement Release
18	Implement new income guidelines (Memo 2022-50)
26	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 8:00 AM (Memo 2022-02)
30	Complete 5% review of March SOD report (Memo 2021-31)

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May

	Submit clinic staff changes for email distribution lists, clinic address, phone and fax number changes to WICaddress@doh.wa.gov
	Complete Farmers Market training by June 1 st or before issuing FM checks
2	Implement the Required Guidance: Nutrition Education (Memo 2022-44)
2	WIC families can only get sizes listed under "Must Be" in updated Shopping Guide (Memo 2022-09)
4	Public Comment Period open (Memo 2022-64)
11	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 4:00 PM (Memo 2022-02)
12	WIC Update Webinar - (Memo 2021-151)
16	Submit April Time Study Workbook or Time Keeping Information to WICBudgets@doh.wa.gov (Memo 2021-115)
16	Cascades 3.8 implementation date (Production and Sandbox)
24	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 8:00 AM (Memo 2022-02)
30	Memorial Day Observed – State WIC office closed
31	Complete 5% review of April SOD report (Memo 2021-31)

June

	Submit clinic staff changes for email distribution lists, clinic address, phone and fax number changes to WICaddress@doh.wa.gov
	Add/change/remove staff accounts from the learning center using Learning Center Account form ; submit to WAWICTraining@doh.wa.gov
	Update agency, clinic, and users in Cascades. Staff who are no longer employed need to have account disabled.
1	Farmers Market Nutrition Program (FMNP) season starts
1	Effective date for Volume 1, Chapters 8 and 15 policy updates
3	Fourth Quarterly Reallocation Request due (Memo 2022-71)
8	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 4:00 PM (Memo 2022-02)
9	WIC Update Webinar - (Memo 2021-151)
15	Effective date for Volume 2, Chapters 4, 5 and 8 policy updates
20	Juneteenth (day observed) – State WIC office closed; no Cascades or Policy Support
20	Public Comment Period closed (Memo 2022-64)
28	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 8:00 AM (Memo 2022-02)
30	Effective date for Volume 1, Chapters 22, 23, and 24 policy updates (Memo 2022-80)
30	Complete 5% review of May SOD report (Memo 2021-31)

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July

	Submit clinic staff changes for email distribution lists, clinic address, phone and fax number changes to WICaddress@doh.wa.gov
	Complete time studies for July (Memo 2021-115)
	Save the Date – New WIC Breastfeeding Curriculum (Memo 2022-88) (Memo 2022-90)
4	Independence Day – State WIC office closed
6	Breast Pump demonstration for Hygeia PRO (Memo 2022-81)
15	Breast Pump Survey ends (Memo 2022-81)
15	Public Health Emergency Declaration Extended (Memo 2022-98)
16	Updated BF Peer Counseling Consultant Assignment (Memo 2022-85)
11-15	Sandbox Quarterly Refresh; Sandbox unavailable (Memo 2021-144)
13	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 4:00 PM (Memo 2022-02)
14	WIC Update Webinar - (Memo 2021-151)
26	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 8:00 AM (Memo 2022-02)
31	Complete 5% review of June SOD report (Memo 2021-31)

August

	Submit clinic staff changes for email distribution lists, clinic address, phone and fax number changes to WICaddress@doh.wa.gov
	Remind fiscal staff to bill for FMNP Administrative funds
	Add/change/remove staff accounts from the learning center using Learning Center Account form ; submit to WAWICTraining@doh.wa.gov
	Update agency, clinic, and users in Cascades. Staff who are no longer employed need to have account disabled.
1-7	World Breastfeeding Week (Memo 2022-92)
8-14	Indigenous Milk Medicine Week (Memo 2022-92)
10	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 4:00 PM (Memo 2022-02)
11	WIC Update Webinar - (Memo 2021-151)
15	Submit July Time Study Workbook or Time Keeping Information to WICBudgets@doh.wa.gov (Memo 2021-115)
15	FFY 2022 Final Reallocation response due (2022-95)
18	USDA WIC Breastfeeding Policy Inventory II Survey (Memo 2022-102)
15-21	Asian American Native Hawaiian and Pacific Islander Week (Memo 2022-92)
22	Cascades 3.9 Release Training materials on WIC website (Memo 2022-101)
22-28	Black Breastfeeding Week (Memo 2022-92)
23	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 8:00 AM (Memo 2022-02)
24	Budget Workbook Training (Memo 2022-94)

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25	Time Study Training (Memo 2022-94)
31	Complete 5% review of July SOD report (Memo 2021-31)

September

	Submit clinic staff changes for email distribution lists, clinic address, phone and fax number changes to WICaddress@doh.wa.gov
	Add 2023 Holidays into the Cascades calendar
5	Labor Day – State WIC office closed
9	<i>Response due:</i> Request for Additional Funding FFY2023 (Memo 2022-109)
14	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 4:00 PM (Memo 2022-02)
19	Cascades 3.9 implementation (Production and Sandbox) (Memo 2022-101)
27	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 8:00 AM (Memo 2022-02)
30	Cash Value Benefit extension
30	Immunization Webinar for WIC Staff (Memo 2022-111)
30	DUE WIC Budget Workbook
30	DUE Nutrition Service Plan, Breastfeeding Review training
30	DUE Nutrition Service Plan, Breast Pump Inventory training
30	DUE Nutrition Service Plan, Health Equity training
30	Complete 5% review of August SOD report (Memo 2021-31)
30	Last day to issue Farmers Market benefits

October

	Submit clinic staff changes for email distribution lists, clinic address, phone and fax number changes to WICaddress@doh.wa.gov
	Complete time studies for October (Memo 2021-115)
	Add/change/remove staff accounts from the learning center using Learning Center Account form ; submit to WAWICTraining@doh.wa.gov
	Update agency, clinic, and users in Cascades. Staff who are no longer employed need to have account disabled.
10-14	Sandbox Quarterly Refresh; Sandbox unavailable (Memo 2021-144)
12	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 4:00 PM (Memo 2022-02)
13	WIC Update Webinar - (Memo 2021-151)
25	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 8:00 AM (Memo 2022-02)
31	Complete 5% review of September SOD report (Memo 2021-31)
31	Federal Fiscal Year 2022 Nutrition Services Plan Reporting Form (Memo 2022-124)

November

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	Submit clinic staff changes for email distribution lists, clinic address, phone and fax number changes to WICaddress@doh.wa.gov
1	Process for phasing out temporarily added formulas begins (Memo 2022-128)
1	Vol. 1, Chapter 19 and Vol. 2, Chapter 6 go into effect (Memo 2022-133)
9	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 4:00 PM (Memo 2022-02)
10	WIC Update Webinar - (Memo 2021-151)
11	Veteran's Day – State WIC office closed
15	Submit October Time Study Workbook or Time Keeping Information to WICBudgets@doh.wa.gov (Memo 2022-114)
22	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 8:00 AM (Memo 2022-02)
24-25	Thanksgiving Holiday – State WIC office closed
30	Complete 5% review of October SOD report (Memo 2021-31)
30	Submit the annual Nutrition Services Expenditure Report for the contract year ending 9/30/22 by submitting the final WIC Budget Workbook for the FFY22 year.

December

	Submit clinic staff changes for email distribution lists, clinic address, phone and fax number changes to WICaddress@doh.wa.gov
	Add/change/remove staff accounts from the learning center using Learning Center Account form ; submit to WAWICTraining@doh.wa.gov
	Update agency, clinic, and users in Cascades. Staff who are no longer employed need to have account disabled.
8	WIC Update Webinar - (Memo 2021-151)
17	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 4:00 PM (Memo 2022-02)
26	State observed holiday – State WIC office closed
27	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 8:00 AM (Memo 2022-02)
31	Complete 5% review of November SOD report (Memo 2021-31)
31	Cash Value Benefit (CVB) extended (Memo 2022-127)

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Activities to complete (not time specific)

	Complete Civil Rights training (Memo 2019-69)
	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 confidentiality policies and have staff sign a Staff Confidentiality Agreement Fillable or Blank to print (Memo 2022-11)
	Review and update clinic policies and protocols
	Review caseload monthly and work the No Activity Report
	Review inventory of breast pumps to check for lost, stolen or missing pumps
	Send in lost-stolen-damaged pump forms to state office
	Review weather related emergencies – Volume 1, Chapter 22 Issue WIC Food Benefits , page 38

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DOH 960-201 December 2022

