

2024 Coordinator's Calendar - Year at a Glance

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January 2024

Quarterly Jan-Mar	Complete a minimum of one file review per staff person, including contractors and peer counselors, as applicable. Include all participant categories, high risk care plans, medical documentation, and breastfeeding support.
	Submit clinic staff changes for email distribution lists, clinic address, phone, and fax number changes using the WIC Staff and Clinic Change Form (Memo 2023-132)
	Complete time studies for January (Memo 2023-93)
	Review the monthly caseload and No Activity Report as soon as the state publishes the reports.
1	State WIC office closed- New Year's Day
1	Washington law now requiring all eggs sold in Washington be cage free (Memo 2023-136)
11	WIC Update Webinar (Memo 2023-123)
15	State office closed – Martin Luther King, Jr. Day
15-19	All 2024 WIC Program Monitoring Team notifications delivered
31	Submit November A19 Billing to WICBudgets@doh.wa.gov (Memo 2023-93)

February 2024

	Submit clinic staff changes for email distribution lists, clinic address, phone, and fax number changes using the WIC Staff and Clinic Change Form (Memo 2023-132)
	Add/change/remove staff accounts from the Learning Center using the WIC Staff and Clinic Change Form (Memo 2023-132)
	Update agency, clinic, and users in Cascades. Staff who are no longer employed need to have account disabled.
	Review the monthly caseload and No Activity Report as soon as the state publishes the reports.
8	WIC Update Webinar (Memo 2023-123)
15	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 1:00 pm Avoidant/Restrictive Food Intake Disorder (ARFID)
15	Breastfeeding Peer Counselor Webinar
19	State office closed - President's Day
20	WIChealth Office Hours 11:00 am-12:00 pm

Note: **Red items are contract deliverables**

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22	Program Monitoring Q&A for local agencies 1:00 – 2:00 pm
24	Submit Nominations for 2024 Martha Tapia Award (Memo 2024-09)
29	Submit January Time Study to WICBudgets@doh.wa.gov (Memo 2023-93)
29	Submit December A19 Billing to WICBudgets@doh.wa.gov (Memo 2023-93)

March 2024

	National Nutrition Month
	Submit clinic staff changes for email distribution lists, clinic address, phone, and fax number changes using the WIC Staff and Clinic Change Form (Memo 2023-132)
	Meet with WIC staff to go over the time study documentation process, including using the correct WIC costs, and generalized versus actual time recording.
	Review the monthly caseload and No Activity Report as soon as the state publishes the reports.
1	Deadline to submit Program Monitoring Documents.
8	Last day to request funding to attend NWA conferences (Memo 2024-26)
14	WIC Update Webinar (Memo 2023-123)
19-21	Washington WIC Conference (Memo 2024-21)
20	All Washington State Walgreens locations now accept WIC Cards (Memo 2024-34)
21	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 1:00 pm Folic Acid
22	Response due for Federal Fiscal Year (FFY) 2024 Third Quarter Reallocation for WIC and BFPC Program (Memo 2024-28)
28	Program Monitoring Q&A for local agencies 1:00 – 2:00 pm
31	Last day for WIC Coordinators, Nutritionists, and Certifiers to complete the lead screening and referral training (Memo 2023-135) (Memo 2024-11)
31	Submit January A19 Billing to WICBudgets@doh.wa.gov (Memo 2023-93)

April 2024

Quarterly April - June	Complete a minimum of one file review per staff person, including contractors and peer counselors, as applicable. Include all participant categories, high risk care plans, medical documentation, and breastfeeding support.
	Submit clinic staff changes for email distribution lists, clinic address, phone, and fax number changes using the WIC Staff and Clinic Change Form (Memo 2023-132)
	Add/change/remove staff accounts from the Learning Center using the WIC Staff and Clinic Change Form (Memo 2023-132)
	Update agency, clinic, and users in Cascades. Staff who are no longer employed need to have account disabled.

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	Complete time studies for April (Memo 2023-93)
	New income guidelines
	Review the monthly caseload and No Activity Report as soon as the state publishes the reports.
1	New WIC Income Eligibility Guidelines go into effect (Memo 2024-36)
1	First day to integrate the lead screening assessment questions and provide appropriate referral during all initial and subsequent certifications for children (Memo 2023-135)
1	Do not issue temporarily added hypoallergenic formulas (Memo 2024-32)
11	WIC Update Webinar (Memo 2023-123)
11	Quarterly CYSHCN Communication meeting 9:00 am – 12:00 pm (Memo 2024-08)
11	Last day to complete the 2024 Farmers Market Nutrition Program (FMNP) Participation and Feedback Survey (Memo 2024-39)
16	WICHealth Office Hours 11:00 am-12:00 pm
18	Breastfeeding Leads Webinar
25	Program Monitoring Q&A for local agencies 1:00 – 2:00 pm
30	Last day for WIC Coordinators, Nutritionists, and Certifiers to complete the immunization screening and referral training (Memo 2023-135)
30	Pumpin Pal Demonstration 11:00 am-12:00 pm (Memo 2024-15) (Memo 2024-52)
30	Last day to complete QA Fiscal Staff Survey (Memo 2024-41)
30	Submit February A19 Billing to WICBudgets@doh.wa.gov (Memo 2023-93)

May 2024

	Submit clinic staff changes for email distribution lists, clinic address, phone, and fax number changes using the WIC Staff and Clinic Change Form (Memo 2023-132)
	Review the monthly caseload and No Activity Report as soon as the state publishes the reports.
1	First day to integrate immunization screening, provide appropriate referrals, and share immunization schedule when indicated during all initial and subsequent certifications for infants and children up to age two (Memo 2023-135)
1	Last day to begin using updated materials with the new NDS (Memo 2024-13)
1	New Separation of Duties (SOD) waiver policy goes into effect for all file reviews (Memo 2024-49)
9	WIC Update Webinar (Memo 2023-123)
14	Lansinoh Wearable Pump Preview & Updates Presentation (Memo 2024-52)
15	Breastfeeding Peer Counselor Webinar
15	2024 Farmers Market Nutrition Program Training Office Hours 1:10-2:30 PM (Memo 2024-51)
16	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 1:00 pm Obesity

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21	WIChealth Office Hours 11:00 am-12:00 pm
23	Program Monitoring Q&A for local agencies 1:00 – 2:00 pm
23	Ceres Chill Pump Supply Preview (Memo 2024-52)
27	State WIC office closed-Memorial Day Observed
30	Spectra pump follow-up and Q&A (Memo 2024-52)
31	Submit April Time Study to WICBudgets@doh.wa.gov (Memo 2023-93)
31	Submit March A19 Billing to WICBudgets@doh.wa.gov (Memo 2023-93)

June 2024

	Submit clinic staff changes for email distribution lists, clinic address, phone, and fax number changes using the WIC Staff and Clinic Change Form (Memo 2023-132)
	Add/change/remove staff accounts from the Learning Center using the WIC Staff and Clinic Change Form (Memo 2023-132)
	Update agency, clinic, and users in Cascades. Staff who are no longer employed need to have account disabled.
	Meet with WIC staff to go over the time study documentation process, including using the correct WIC costs, and generalized versus actual time recording.
	Review the monthly caseload and No Activity Report as soon as the state publishes the reports.
1	Farmers Market Nutrition Program (FMNP) season starts. Staff may begin issuing FMNP benefits (Memo 2024-59)
5	Stay Healthy Counseling ME Training Follow Up – Office Hours 1:00-2:00 pm (Memo 2024-51)
13	WIC Update Webinar (Memo 2023-123)
15	Deadline to complete WIC Program Monitoring Team onsite visits and observations
18	WIChealth Office Hours 11:00 am-12:00 pm
18	Last day to request WIC or Breastfeeding Peer Counseling Program (BFPC) funds (Memo 2024-60)
19	State WIC office closed- Juneteenth
20	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 1:00 PM Food Allergies- The Basics CANCELLED (Memo 2024-46)
20	Breastfeeding Leads Webinar
27	Program Monitoring Q&A for local agencies 1:00 – 2:00 pm
30	Last day for WIC Coordinators, Nutritionists, and Certifiers to complete statewide training on how to incorporate Stay Healthy counseling (Memo 2023-135) (Memo 2024-42)
30	Submit April A19 Billing to WICBudgets@doh.wa.gov (Memo 2023-93)

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July 2024

Quarterly July-Sept.	Complete a minimum of one file review per staff person, including contractors and peer counselors, as applicable. Include all participant categories, high risk care plans, medical documentation, and breastfeeding support.
	Submit clinic staff changes for email distribution lists, clinic address, phone, and fax number changes using the WIC Staff and Clinic Change Form (Memo 2023-132)
	Complete time studies for July (Memo 2023-93)
	Review the monthly caseload and No Activity Report as soon as the state publishes the reports.
1	First day to incorporate Stay Healthy (exit) counseling for pregnant, breastfeeding, and non-breastfeeding postpartum participants (Memo 2023-135)
3	Nutrition Assessment ME Training Follow Up – Office Hours 1:00-2:00 pm (Memo 2024-51)
4	State WIC office closed- Independence Day
9	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 12:00 pm ADHD & Autism
11	WIC Update Webinar (Memo 2023-123)
16	WIChealth Office Hours 11:00 am-12:00 pm
18	Breastfeeding Leads Webinar
25	Program Monitoring Q&A for local agencies 1:00 – 2:00 pm
31	Submit May A19 Billing to WICBudgets@doh.wa.gov (Memo 2023-93)

August 2024

	Submit clinic staff changes for email distribution lists, clinic address, phone, and fax number changes using the WIC Staff and Clinic Change Form (Memo 2023-132)
	Remind fiscal staff to bill for FMNP Administrative funds
	Add/change/remove staff accounts from the Learning Center using the WIC Staff and Clinic Change Form (Memo 2023-132)
	Update agency, clinic, and users in Cascades. Staff who are no longer employed need to have account disabled.
	Complete annual inventory in preparation for the FFY24 WIC Budget Workbook. (See instructions on FFY24 WIC Budget Workbook.)
	Review the monthly caseload and No Activity Report as soon as the state publishes the reports.
1	Deadline for completing exit debrief with monitor staff
1	Go live date for Online Ordering Pilot (Memo 2024-45)
7	Nutrition Risk Factors ME Training Follow Up – Office Hours 1:00-2:00 pm (Memo 2024-51)

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8	WIC Update Webinar (Memo 2023-123)
15	Breastfeeding Peer Counselor and Leads Webinar
20	WICHealth Office Hours 11:00 am-12:00 pm
22	Program Monitoring Q&A for local agencies 1:00 – 2:00 pm
31	Last day for WIC Coordinators, Nutritionists, and Certifiers to complete the nutrition assessment training and nutrition risk assignment training (Memo 2023-135)
31	Submit July Time Study to WICBudgets@doh.wa.gov (Memo 2023-93)
31	Submit June A19 Billing to WICBudgets@doh.wa.gov (Memo 2023-93)

September 2024

	Submit clinic staff changes for email distribution lists, clinic address, phone, and fax number changes using the WIC Staff and Clinic Change Form (Memo 2023-132)
	Add 2025 Holidays into the Cascades calendar
	Meet with WIC staff to go over the time study documentation process, including using the correct WIC costs, and generalized versus actual time recording.
	Review the monthly caseload and No Activity Report as soon as the state publishes the reports.
2	State WIC office closed- Labor Day
3	First day to implement the revised nutrition assessment questions during all certifications and mid-certification health assessments to assure a comprehensive nutrition assessment and risk assignment (Memo 2023-135)
4	Nutrition Education ME Training Follow Up – Office Hours 1:00-2:00 pm (Memo 2024-51)
10	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 12:00 PM Pediatric Feeding Disorders & Restricted Diets
12	WIC Update Webinar (Memo 2023-123)
17	WICHealth Office Hours 11:00 am-12:00 pm
18	Breastfeeding Peer Counselor Webinar
30	Deadline for all WIC Program Monitoring Team action plans to be finalized
30	Last day to issue Farmers Market benefits
30	Last day for all Peer Counselor Leads and other staff who provide training using the Breastfeeding Curriculum to complete the Train the Trainer program (Memo 2023-135)
30	Last day to complete breastfeeding partnership activities. Report on activities at the end of the fiscal year (Memo 2023-135)
30	Due FFY2024 Nutrition Service Plan, staff complete a nutrition education material assessment survey
30	Due Nutrition Service Plan, all WIC staff who provide direct services to WIC participants are required to complete the new USDA Breastfeeding Curriculum training

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30	Due Nutrition Service Plan, submit breastfeeding partnership activities
30	Submit July A19 Billing to WICBudgets@doh.wa.gov (Memo 2023-93)

October 2024

Quarterly Oct.-Dec.	Complete a minimum of one file review per staff person, including contractors and peer counselors, as applicable. Include all participant categories, high risk care plans, medical documentation, and breastfeeding support.
	Submit clinic staff changes for email distribution lists, clinic address, phone, and fax number changes using the WIC Staff and Clinic Change Form (Memo 2023-132)
	Complete time studies for October (Memo 2023-93)
	Add/change/remove staff accounts from the Learning Center using the WIC Staff and Clinic Change Form (Memo 2023-132)
	Update agency, clinic, and users in Cascades. Staff who are no longer employed need to have account disabled.
	Review the monthly caseload and No Activity Report as soon as the state publishes the reports.
2	Drug and Harmful Substances ME Training Follow Up – Office Hours 1:00-2:00 pm (Memo 2024-51)
8	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 12:00 pm Growth Faltering (FTT)
10	WIC Update Webinar (Memo 2023-123)
15	WIChealth Office Hours 11:00 am-12:00 pm
17	Breastfeeding Leads Webinar
24	Program Monitoring Q&A for local agencies 1:00 – 2:00 pm
31	FFY2025-Last day for WIC Coordinators and all staff who provide nutrition education to complete training on nutrition education and required documentation (Memo 2023-135)
31	Submit August A19 Billing to WICBudgets@doh.wa.gov (Memo 2023-93)

November 2024

	Submit clinic staff changes for email distribution lists, clinic address, phone, and fax number changes using the WIC Staff and Clinic Change Form (Memo 2023-132)
	Review the monthly caseload and No Activity Report as soon as the state publishes the reports.
1	FFY2025-First day for staff to use participant centered skills to provide nutrition education and document nutrition education per policy (Memo 2023-135)
6	Breastfeeding Aids ME Training Follow Up – Office Hours 1:00-2:00 pm (Memo 2024-51)

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12	CYSHCN Nutrition Office Hours – Khimberly Schoenacker 12:00 pm Neonatal Abstinence Syndrome (NAS)
14	WIC Update Webinar (Memo 2023-123)
19	WIChealth Office Hours 11:00 am-12:00 pm
21	Breastfeeding Leads webinar
21-22	State WIC office closed- Thanksgiving Holiday
30	FFY2025-Last day for WIC Coordinators, Nutritionists, and Certifiers to complete training on integrating drug and other harmful substance information at the initial certification (Memo 2023-135)
30	Submit October Time Study to WICBudgets@doh.wa.gov (Memo 2023-93)
30	Submit the annual Nutrition Services Expenditure Report for the contract year ending 9/30/24 by submitting the final WIC Budget Workbook.
30	Submit September A19 Billing to WICBudgets@doh.wa.gov (Memo 2023-93)

December 2024

	Submit clinic staff changes for email distribution lists, clinic address, phone, and fax number changes using the WIC Staff and Clinic Change Form (Memo 2023-132)
	Add/change/remove staff accounts from the Learning Center using the WIC Staff and Clinic Change Form (Memo 2023-132)
	Update agency, clinic, and users in Cascades. Staff who are no longer employed need to have account disabled.
	Meet with WIC staff to go over the time study documentation process, including using the correct WIC costs, and generalized versus actual time recording.
	Review the monthly caseload and No Activity Report as soon as the state publishes the reports.
2	FFY2025- First day for staff to integrate drug and other harmful substance information into initial certifications for all participants (Memo 2023-135)
12	WIC Update Webinar (Memo 2023-123)
19	Breastfeeding Peer Counselor and Leads Webinar
19	WIChealth Office Hours 11:00 am-12:00 pm
25	State WIC office closed– State observed holiday
26	Program Monitoring Q&A for local agencies 1:00 – 2:00 pm
31	Submit October A19 Billing to WICBudgets@doh.wa.gov (Memo 2023-93)

2024 Coordinator's Calendar - Year at a Glance

Activities to complete (not time specific)	
	Complete Civil Rights training (Memo 2019-69).
	Notify by calling Cascades Support of any unexpected clinic closures (1-800-841-1410, select 3, select 2).
	Complete local agency yearly self-evaluation
	Complete a minimum of two staff and WIC contractor observations.
	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 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 (Memo 2022-149).

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