



2026 Coordinator's Calendar - Year at a Glance



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January 2026

Quarterly Jan-Mar	Complete a minimum of one file review per staff person per quarter (Volume 2, Chapter 6 - Monitors and Audits, page 8)
	Submit clinic changes for clinic email, address, phone, and fax number changes using the WIC Staff and Clinic Change Form
	Add/change/remove staff accounts from the Learning Center using the WIC Staff and Clinic Change Form
	Complete time studies for January (Memo 2025-95)
	Review the monthly caseload and Cascades No Activity Report
	Open Cascades schedule to ensure 90 days are available for booking
1	State WIC office closed - New Year's Day
1	Language Link no longer available for use. Use only LionBridge for interpreter services (Memo 2025-126)
8	Quarterly WIC Budget Webinar 1:00- 2:30 pm (Memo 2026-01)
19	State office closed – Martin Luther King Jr. Day
28	Last day to complete the FMNP 2026 Season - Interest and Issuance Survey (Memo 2026-05)
31	Submit your breast pump inventory per FFY 2026 Nutrition Service Plan
31	Submit December A19 billing to WICBudgets@doh.wa.gov (Memo 2025-95)

February 2026

	Submit clinic changes for clinic email, address, phone, and fax number changes using the WIC Staff and Clinic Change Form
	Add/change/remove staff accounts from the Learning Center using the WIC Staff and Clinic Change Form
	Update agency, clinic, and users in Cascades. Staff who are no longer employed need to have their account inactivated. See Cascades Steps - Inactivate Staff in Cascades
	Review the monthly caseload and Cascades No Activity Report
2-6	Core WIC Training, 8:30 am – 12:30 pm (Memo 2026-03)
12	WIC Update Webinar 1:00-2:30 pm (Memo 2026-01)
16	State office closed – Presidents' Day

Note: **Red items are contract deliverables**

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28	Submit January A19 billing to WICBudgets@doh.wa.gov (Memo 2025-95)
28	Submit October and November A19 billing to WICBudgets@doh.wa.gov (Memo 2025-124)

March 2026

	National Nutrition Month
	Submit clinic changes for clinic email, address, phone, and fax number changes using the WIC Staff and Clinic Change Form
	Add/change/remove staff accounts from the Learning Center using the WIC Staff and Clinic Change Form
	Review the monthly caseload and Cascades No Activity Report
11	Registered Dietitian Nutritionist Day
16	Temporary increase to milk maximum monthly allowance effective (Memo 2026-15)
16-20	Core WIC Training, 8:30 am – 12:30 pm (Memo 2026-03)
20	Last day to complete the Designated Breastfeeding Expert (DBE) 2026 Survey (Memo 2026-19)
20	Last day to complete the Farmers Market Nutrition Program Participation Survey (Memo 2026-17)
12	WIC Update Webinar 1:00-2:30 pm (Memo 2026-01)
31	Submit February A19 billing to WICBudgets@doh.wa.gov (Memo 2025-95)

April 2026

Quarterly April - June	Complete a minimum of one file review per staff person per quarter (Volume 2, Chapter 6 - Monitors and Audits, page 8)
	Submit clinic changes for clinic email, address, phone, and fax number changes using the WIC Staff and Clinic Change Form
	Add/change/remove staff accounts from the Learning Center using the WIC Staff and Clinic Change Form
	Update agency, clinic, and users in Cascades. Staff who are no longer employed need to have their account inactivated. See Cascades Steps - Inactivate Staff in Cascades
	Complete time studies for April (Memo 2025-95)
	Watch for new Income Eligibility Guidelines memo
	Review the monthly caseload and Cascades No Activity Report
	Open Cascades schedule to ensure 90 days are available for booking
9	Quarterly WIC Budget Webinar 1:00-2:30 pm (Memo 2026-01)

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20-24	Core WIC Training, 8:30 am – 12:30 pm
30	Submit March A19 billing to WICBudgets@doh.wa.gov (Memo 2025-95)

May 2026

	Submit clinic changes for clinic email, address, phone, and fax number changes using the WIC Staff and Clinic Change Form
	Add/change/remove staff accounts from the Learning Center using the WIC Staff and Clinic Change Form
	Review the monthly caseload and Cascades No Activity Report
14	WIC Update Webinar 1:00-2:30 pm (Memo 2026-01)
20	FMNP Training Office Hours (Memo 2026-20)
25	State WIC office closed - Memorial Day
27-30	2026 NWA Annual Education and Training Conference
31	Submit April A19 billing to WICBudgets@doh.wa.gov (Memo 2025-95)

June 2026

	Submit clinic changes for clinic email, address, phone, and fax number changes using the WIC Staff and Clinic Change Form
	Add/change/remove staff accounts from the Learning Center using the WIC Staff and Clinic Change Form
	Update agency, clinic, and users in Cascades. Staff who are no longer employed need to have their account inactivated. See Cascades Steps - Inactivate Staff in Cascades
	Review the monthly caseload and Cascades No Activity Report
1	Farmers Market Nutrition Program (FMNP) season starts. Staff may begin issuing FMNP benefits.
1	2026-2027 Income Eligibility Guidelines implemented (tentative)
9	FMNP Training Office Hours (Memo 2026-20)
11	WIC Update Webinar 1:00-2:30 pm (Memo 2026-01)
19	State WIC office closed- Juneteenth Day
30	Submit May A19 billing to WICBudgets@doh.wa.gov (Memo 2025-95)

July 2026

2026 Coordinator's Calendar - Year at a Glance



Quarterly July-Sept.	Complete a minimum of one file review per staff person per quarter (Volume 2, Chapter 6 - Monitors and Audits, page 8)
	Submit clinic changes for clinic email, address, phone, and fax number changes using the WIC Staff and Clinic Change Form
	Add/change/remove staff accounts from the Learning Center using the WIC Staff and Clinic Change Form
	Complete time studies for July (Memo 2025-95)
	Review the monthly caseload and Cascades No Activity Report
	Notify state office if your agency won't be able to issue all the FMNP benefits
4	State WIC office closed - Independence Day
9	Quarterly WIC Budget Webinar 1:00-2:30 pm (Memo 2025-122)
31	Submit June A19 billing to WICBudgets@doh.wa.gov (Memo 2025-95)

August 2026

	Submit clinic changes for clinic email, address, phone, and fax number changes using the WIC Staff and Clinic Change Form
	Add/change/remove staff accounts from the Learning Center using the WIC Staff and Clinic Change Form
	Remind fiscal staff to bill for FMNP Administrative funds
	Update agency, clinic, and users in Cascades. Staff who are no longer employed need to have their account inactivated. See Cascades Steps - Inactivate Staff in Cascades
	Complete annual inventory in preparation for the FFY27 WIC Budget Workbook. (See instructions on FFY27 WIC Budget Workbook)
	Review the monthly caseload and Cascades No Activity Report
	Open Cascades schedule to ensure 90 days are available for booking.
1	International Board Certified Lactation Consultant (IBCLC) Appreciation Day
1	Last day to notify state FMNP team if agency won't be able to issue all their FMNP benefits
13	WIC Update Webinar 1:00-2:30 pm (Memo 2025-102)
31	Submit July A19 billing to WICBudgets@doh.wa.gov (Memo 2025-95)

September 2026

	Submit clinic changes for clinic email, address, phone, and fax number changes using the WIC Staff and Clinic Change Form
	Add/change/remove staff accounts from the Learning Center using the WIC Staff and Clinic Change Form
	Add 2027 Holidays into the Cascades calendar

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	Review the monthly caseload and Cascades No Activity Report
7	State WIC office closed - Labor Day
10	WIC Update Webinar 1:00-2:30 pm (Memo 2025-102)
30	Last day to issue temporary increase in milk MMA (Memo 2026-15)
30	Last day to issue Farmers Market benefits
30	Last day of Federal Fiscal Year 2026
30	Submit Federal Fiscal Year 2027 budget workbook
30	NSP: Last day to complete required NSP activities. Report on all activities at the end of the fiscal year
30	Submit August A19 billing to WICBudgets@doh.wa.gov (Memo 2025-95)

October 2026

Quarterly Oct.-Dec.	Complete a minimum of one file review per staff person per quarter (Volume 2, Chapter 6 - Monitors and Audits, page 8)
	Submit clinic changes for clinic email, address, phone, and fax number changes using the WIC Staff and Clinic Change Form
	Add/change/remove staff accounts from the Learning Center using the WIC Staff and Clinic Change Form .
	Complete time studies for October.
	Update agency, clinic, and users in Cascades. Staff who are no longer employed need to have their account inactivated. See Cascades Steps - Inactivate Staff in Cascades
	Review the monthly caseload and Cascades No Activity Report
1	First day of Federal Fiscal Year 2027
8	Quarterly WIC Budget Webinar 1:00-2:30 pm (Memo 2025-122)
31	Last day for participants to use FMNP benefits
31	FFY 2026 Nutrition Services Plan Reporting Form Due
31	Submit September A19 billing to WICBudgets@doh.wa.gov (Memo 2025-95)

November 2026

	Submit clinic changes for clinic email, address, phone, and fax number changes using the WIC Staff and Clinic Change Form
	Add/change/remove staff accounts from the Learning Center using the WIC Staff and Clinic Change Form
	Review the monthly caseload and Cascades No Activity Report
	Open Cascades schedule to ensure 90 days are available for booking.
11	State WIC office closed - Veteran's Day
12	WIC Update Webinar 1:00-2:30 pm (Memo 2025-102)
26	State WIC office closed - Thanksgiving Day
27	State WIC office closed - Native American Heritage Day

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30	Submit October A19 billing to WICBudgets@doh.wa.gov
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December 2026

	Submit clinic changes for clinic email, address, phone, and fax number changes using the WIC Staff and Clinic Change Form
	Add/change/remove staff accounts from the Learning Center using the WIC Staff and Clinic Change Form
	Update agency, clinic, and users in Cascades. Staff who are no longer employed need to have their account inactivated. See Cascades Steps - Inactivate Staff in Cascades
	Review the monthly caseload and Cascades No Activity Report
10	WIC Update Webinar 1:00-2:30 pm (Memo 2025-102)
25	State WIC office closed – State observed holiday
31	Submit November A19 billing to WICBudgets@doh.wa.gov

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Activities to complete (not time specific)

Complete Civil Rights training annually: <ul style="list-style-type: none"> • WA WIC Civil Rights Training or • Agency training if you have alternate (Volume 1, Chapter 20 - Notifications, Fair Hearings, and Civil Rights)
Notify by calling Cascades Support of any unexpected clinic closures (1-800-841-1410, press 0)
Complete local agency yearly self-evaluation (Volume 2, Chapter 6 - Monitors and Audits, page 8)
For each staff who provide WIC services, the coordinator or designated staff must complete a minimum of 2 observations per year and one participant file review per quarter (Vol 2, Chapter 6, Monitoring and Audits, page 9)
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
Review and update agency policies and protocols (Required Local Agency Policies, Approvals and Permissions)
Review and have staff complete Agreement For Clinic Staff (Fillable) or Agreement for Clinic Staff (Blank to Print)
Review inventory of breast pumps to check for lost, stolen or missing pumps
Send in lost-stolen-damaged pump forms to wicbreastpumps@doh.wa.gov
Review weather related emergencies – Volume 1, Chapter 22 Issue WIC Food Benefits , page 38

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