

Name of WIC Staff:

Date of Hire:

WIC Coordinator Orientation Checklist

This WIC Coordinator Orientation Checklist must be completed within six months of hire. With the completion of this checklist, the WIC Coordinator will be able to:

- Identify the WIC program policies and Federal Regulations, working in the role as a WIC Coordinator.
- Provide WIC staff with staff training as directed; state and regional WIC communications; and oversee the daily WIC clinic operations.
- Conduct WIC Coordinator activities, per state policies, including but not limited to quality assurance and self-monitoring activities, outreach and caseload management, WIC staffing, etc.

The IL WIC Policy Manual, associated addenda*, and handouts referenced throughout the training checklist can be found on the Community Health Training Center website: www.springfieldul.org/chtc/resources/wic-policy-and-procedure-manual . Other documents referenced can be found by clicking on the link, copying the shortened link or by asking your RNC. *Nutrition Practice Standard = NPS. *Policy Practice Standard = PPS.

Illinois New WIC Coordinator Training

Date Completed	Activities
	Complete WIC CPA Orientation Checklist (Completion prior to attending WIC Coordinator Training)
	Complete WIC Frontline Orientation Checklist (Completion prior to attending WIC Coordinator Training)
Review the following documents provided by your RNC:	
	New WIC Coordinator Responsibilities
	Illinois WIC Coordinator Resources
	WIC Sample Planning Calendar
	Current year MEQA Guidance Tool
	Past/current year NEP
Complete New WIC Coordinator Training via Community Health Training Center: https://bit.ly/3TD0B9x	
	Day 1 WIC Coordinator Training
	Day 2 WIC Coordinator Training
	Day 3 WIC Coordinator Training
	Meet with your agency's fiscal liaison to review: <ul style="list-style-type: none">• WIC Coordinator's role with grant• Allowable grant costs and purchase procedure (prior approval)• Budget amendment process• Staffing FTE allocations for the WIC grant
	Review WIC Contract and Exhibits with local agency (administration/fiscal)

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Illinois WIC Management Information System (MIS)

Date Completed	Activities
	Review WIC Coordinator Skill Building Training: https://bit.ly/3yoYYEN <ul style="list-style-type: none">• This training will provide instruction on adding office closures, creating templates (schedules), generating schedules, mass rescheduling and undoing a schedule in IWIC.
	Review IWIC Reports resources: https://bit.ly/3WrFaLI <ul style="list-style-type: none">• Over Issuance Report Guidance and Training module.• IWIC Breastfeeding Reports Guidance• If you have a Peer Counselor Program, review the IWIC PC Contact First Week Summary Breastfeeding Report Guidance.

Additional WIC Nutrition Education Resources/Training

Date Completed	Activities
	Review the Centralized Resource Library resources for information on how to order DHS nutrition materials, https://rb.gy/epm14 : <ul style="list-style-type: none">• WIC Centralized Resource Library PowerPoint• WIC Material Order Form
	WIC Online Nutrition Education - wichealth.org <ul style="list-style-type: none">• Refer to Frontline and CPA Orientation Checklists.• Log in and review the Data Reports section and any other areas not already explored.

I have been trained on the information above and have completed this list to the best of my ability and will follow up with my RNC with any questions.

WIC Coordinator Signature

Supervisor/Administrator Signature
