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| **WIC Planning Calendar Sample** | | | | |
| **Month (Quarter 1):** | **July** | **August** | | **September** |
| **WIC MEQA:** | WIC ME/QA Tool  updated SFY |  | | QA: Cert. Observation  (Frontline and CPA) |
| **NEP & Outreach:** |  |  | |  |
| **Formula QA:** | WIC Formulary,  if updated SFY |  | | QA: Formula |
| **Staff Trainings:** |  |  | |  |
| **PM:** | WIC Income Guidelines effective |  | |  |
| **BF/BFPC:** | BFPC Annual Survey | World BF Week/Month | |  |
| **FMNP & Other:** | Farmers' Market Starts,  if offered | Farmers' Market Review | | |
| **Month (Quarter 2):** | **October** | **November** | | **December** |
| **WIC MEQA:** |  |  | |  |
| **NEP & Outreach:** | New Plan shared | Nutrition Education Plan released and/or Progress/Summary Reports Due | | |
| **Formula QA:** |  |  | |  |
| **Staff Trainings:** |  |  | |  |
| **PM:** |  | DCFS Consent memo | |  |
| **BF/BFPC:** |  |  | | QA: BFPC Observation |
| **FMNP & Other:** | Farmers' Market Done |  | |  |
| **Month (Quarter 3):** | **January** | **February** | | **March** |
| **WIC MEQA:** | QA: Cert. Observation (Frontline and CPA) |  | | QA: Cert. Observation  (Frontline and CPA) |
| **NEP & Outreach:** |  |  | |  |
| **Formula QA:** |  |  | |  |
| **Staff Trainings:** |  |  | |  |
| **PM:** |  | WIC Food List - Update | | Destruction of Records Memo |
| **BF/BFPC:** |  |  | |  |
| **FMNP & Other:** |  |  | |  |
| **Month (Quarter 4):** | **April** | **May** | | **June** |
| **WIC MEQA:** |  | QA: Cert. Observation  (Frontline and CPA) | |  |
| **NEP & Outreach:** |  |  | |  |
| **Formula QA:** | MP Formula QA |  | | QA: Formula |
| **Staff Trainings:** |  |  | |  |
| **PM:** |  |  | | WIC Income Guidelines,  shared for next SFY |
| **BF/BFPC:** | WIC budget amendment last submission due |  | |  |
| **FMNP & Other:** |  |  | |  |
| **WIC Coordinator Summary of Responsibilities:** | | | | |
| Weekly/Monthly/Quarterly Responsibilities, review:   1. The WIC MIS *Resolve Dual Enrollment* screen; resolve in WIC MIS (Weekly) 2. WIC Program Contractual Goals (Monthly) 3. Over issuance by following IWIC Over Issuance Report Guidance (Monthly) 4. EBT card Inventory (Quarterly) | | | Annual/On-going Responsibilities:   1. Local Agency MEQA Prog. Operations Review  * Includes Observations of WIC/BFPC staff * Review/update Local Agency Procedures and Referral List  1. Civil Rights Training; Breastfeeding Training; and WIC job specific Training  * Completed at orientation and annually | |