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| **WIC Planning Calendar Sample** |
| **Month (Quarter 1):** | **July** | **August** | **September** |
| **WIC MEQA:** | WIC ME/QA Toolupdated 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
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