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
2. Civil Rights Training; Breastfeeding Training; and WIC job specific Training
   - Completed at orientation and annually