

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: [WIC Policy Manual - Springfield Urban League](#). 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 | Estimated Time | Activities |
|----------------|--|---|
| | | Complete WIC CPA Orientation Checklist (Prioritize Employee Confidentiality and Civil Rights Training) (Completion prior to attending WIC Coordinator Training) |
| | | Complete WIC Frontline Orientation Checklist (Completion prior to attending WIC Coordinator Training) |
| | | Review the following documents located on the CHTC website: WIC Coordinator Training - Springfield Urban League |
| | 30 minutes | New WIC Coordinator Responsibilities & Resources |
| | 15 minutes | WIC Sample Planning Calendar |
| | 1 hour | Current year MEQA Guidance Tool |
| | 1 hour | Past and Current Year Nutrition Education Plan |
| | | Complete New WIC Coordinator Training via Community Health Training Center: WIC Coordinator Training - Springfield Urban League |
| | 3 hours for training + 1 hour for pre-work assignments | Day 1 WIC Coordinator Training |
| | 3 hours for training + 1 hour for pre-work assignments | Day 2 WIC Coordinator Training |
| | 3 hours | Day 3 WIC Coordinator Training |
| | 1 hour | 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 |
| | 1 hour | Review WIC Contract and Exhibits with local agency (administration/fiscal) |

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Illinois WIC Management Information System (MIS)

Please note WIC MIS Training is covered in Frontline and CPA Orientation Checklists, the following is specific to WIC Coordinator Role in MIS and as Local Agency WIC Coordinator

| Date Completed | Estimated Time | Activities |
|----------------|----------------|--|
| | 30 minutes | Review IL WIC PM AD 2.7 WIC MIS Guidance for adding and terminating staff WIC MIS Access: Addendum PPS WIC MIS Access Guidance |
| | 15 minutes | Review IL WIC PM AD 1.1 Vendor Issue Incident Reporting Form: IL444-3212.pdf (state.il.us) and Vendor Issue Reporting Process Details and copy RNC when submitting form |
| | 15 minutes | Review IWIC Issue Reporting Form (available from RNC) and copy RNC when submitting form |
| | 30 minutes | Review WIC Coordinator Skill Building Training: https://bit.ly/3yoYYEN This training will provide instruction on adding office closures, creating templates (schedules), generating schedules, mass rescheduling and undoing a schedule in IWIC |
| | 1 hour | Practice any of these items in the Training environment and/or prior to making any changes or generating schedule in the Production environment |
| | 1 hour | Discuss with RNC regarding agency WIC schedules |
| | 1 hour | Review IWIC Reports resources: https://bit.ly/3WrFaLI <ul style="list-style-type: none">• Over Issuance Report Guidance 10.22.docx and Training module.• IWIC Breastfeeding Reports Guidance If you have a Peer Counselor Program, review the Peer Counselor Program - Springfield Urban League |

Civil Rights Compliance

| Date Completed | Estimated Time | Activities |
|----------------|----------------|---|
| | 1 hour | Review policy IL WIC PM AD 7.1, General Information. Be familiar with local agency responsibilities to ensure discrimination does not occur and compliance with civil rights laws and regulations. |
| | 1 hour | Review policy IL WIC PM AD 7.4 Public Notification Addendum PPS Civil Rights Public Notification & Social Media: 13) AD Addendum PPS Civil Rights Public Notification & Social Media Guidance 7.22.pdf This provides details on Nondiscrimination Statement (NDS) requirements for agency websites and other social media sites. <i>Ensure agency developed materials meet these policies.</i> |

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Annual Outreach Plan and Log

| Date Completed | Estimated Time | Activities |
|----------------|----------------|---|
| | 30 minutes | Review IL WIC PM AD 8: Outreach Addendum WIC Outreach Plan and Log (IL WIC PM AD 8.1) and FY25-26 NEP Addendum 1: Documenting Outreach in IWIC on how to complete plan and log (ask your RNC for NEP Addendum) |

Additional WIC Nutrition Education Resources/Training

| Date Completed | Estimated Time | Activities |
|----------------|----------------|---|
| | 30 minutes | Access the Centralized Resource Library for information on how to order DHS nutrition DHS nutrition materials: https://rb.gy/epm14: <ul style="list-style-type: none">• WIC Centralized Resource Library PowerPoint• WIC Material Order Form |
| | 1 hour | Review 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. |

Evaluation

| Date Completed | Estimated Time | Activities |
|----------------|----------------|--|
| | 10 minutes | Complete Coordinator Evaluation: https://forms.office.com/g/Xi1haRYEEe |

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

Date

Supervisor/Administrator Signature

Date

**After reviewing, Coordinator should keep orientation checklist on file.*