



## Fresh Choices Implementation

### WIC Staff Training Plan

WIC staff will need to have the right information at the right time in order to assure that staff and participants from your agency are able to successfully implement Fresh Choices. This training plan supports this through a combination of in-services, training on food package specifics and attendance at the statewide meeting (June 22-23). The state will provide the training materials for all required training and financial support for staff to attend the statewide meeting.

### Required training and documentation of completion

Completion of specific components of Fresh Choices training is required. Coordinators must assure that staff complete these elements by the date identified. For each required element, coordinators must follow this process.

1. Review required elements on the attached list.
2. Plan time for staff presenting in-services to review the information sent from the state.
3. Schedule time for staff to complete the required training by the due date.
4. Identify times for staff discussions and decisions about how your agency will implement that particular item.
5. Have staff sign the attendance roster provided with the training materials.
6. Keep the signed roster on file with other training documents.
7. Submit the list of names of staff who have completed the training to the state by the due date.
8. Staff completing all the required training elements by the completion date will receive a certificate of completion.

## Training List

Required trainings are in yellow

Training	Required for	Send to LA's	Completion due date	Notes
Lower fat milk in-service	Recommended for CPA's	December		
Infant feeding in-service	All WIC staff	End of January	4/30/2009	Required sections only
Medical documentation in-service	CPA's, all RD's (including contract RDs)	February	4/30/2009	
Whole grains in-service	Recommended for CPA's	March		
Anticipatory guidance to participants in-service	Recommended for CPA's	March		
Fresh Choices Statewide meeting	Minimum- 1 representative from each agency + plan to train staff who do not attend		6/22-23/2009	Strongly recommended that all WIC staff attend
TWIST training	All WIC staff	June	7/31/2009	
Food Package Assignment module	All WIC staff	June	7/31/2009	Required sections only
Training on participant food packages and shopper education	All WIC staff	June	7/31/2009	