

# 2026 WIC Staff Training Plan

2026 In-services		
For details about each in-service go to the <a href="#">WIC Staff Training In-Service Page</a>		
Required in-services noted with *		
Training Topic	Facilitator	Audience
Nutrition Services Documentation*  Release date: Quarter 1 Complete by TBD	TBD	<ul style="list-style-type: none"> <li>All CPAs</li> <li>All WIC Nutritionists</li> </ul>
Breastfeeding in-service Breast Pumps Release date: Quarter 1 Complete by 12/31/ 2026	Breastfeeding Coordinator, Coordinator, or Training Supervisor	<ul style="list-style-type: none"> <li>CPAs</li> <li>DBEs</li> <li>RDNs</li> <li>BFPC (?)</li> <li>BF Coordinator</li> <li>BFPC Coordinator</li> </ul>
Health Outcomes TBD		<ul style="list-style-type: none"> <li></li> </ul>
TBD		<ul style="list-style-type: none"> <li></li> </ul>

Annual Training Requirements		
Training Topic	Facilitator	Audience
2026 Civil Rights refresher  <ul style="list-style-type: none"> <li>WIC Civil Rights Refresher Or</li> <li>create your own civil rights topic for your staff</li> <li>Complete by 12/31/2026</li> </ul>	Can be facilitated by a staff member with one of these staff members present for questions: <ul style="list-style-type: none"> <li>Local agency coordinator</li> <li>training supervisor,</li> <li>Breastfeeding coordinator or</li> <li>WIC nutritionist</li> </ul>	<ul style="list-style-type: none"> <li>All staff</li> </ul>

Staff Training and Online Courses		
Training Topic	Facilitator	Audience
<a href="#">FNS Breastfeeding Level 4 Self-Study with CPE</a>  <b>Level four Wrap-Up Webinar</b> 1/28 Breastfeeding Level 4 Wrap-up Webinar 10:30-11:30 am	<ul style="list-style-type: none"> <li>Self-paced module in Workday Learning and</li> <li>Webinar discussion</li> </ul>	<ul style="list-style-type: none"> <li>WIC Nutritionists and Designated Breastfeeding Experts (BF Coordinators and IBCLC)</li> <li>Recommended for WIC Nutritionists</li> </ul>

2025 In-services		
<b>For details about each in-service go to the <a href="#">WIC Staff Training In-Service Page</a></b> Required in-services noted with *		
Training Topic	Facilitator	Audience
Medical Documentation Form Policy Review *  Release date: June 2025 Complete by: 12/31/2025	<ul style="list-style-type: none"> <li>Self-directed or group facilitation by WIC Coordinator or WIC Nutritionist</li> <li>Completion documentation required</li> </ul>	<ul style="list-style-type: none"> <li>All WIC Nutritionists</li> <li>All CPAs</li> </ul>
Medical Documentation Form and Special Food Package Update  Release date: May 2025 Complete by: 12/31/2025	<ul style="list-style-type: none"> <li>LAWN presentation</li> </ul>	<ul style="list-style-type: none"> <li>WIC Nutritionists</li> <li>CPAs (optional)</li> </ul>
Substance Use Disorder and Lead Webinar*  Release Date: October 2025 Complete by 12/31/2025	Erica Johnson and Ellen Hill  <ul style="list-style-type: none"> <li>A recording will be available in Workday Learning for those who miss the webinar</li> </ul>	<ul style="list-style-type: none"> <li>All CPAs</li> <li>All WIC Nutritionists</li> </ul>

<a href="#">New Foods, More Choice...New TWISTs</a> (Food Package Training #2) * <ul style="list-style-type: none"> <li>Release Date: 2/25/2025</li> <li>Complete by 4/1/2025</li> </ul>	WIC Coordinator or Training Supervisor  Staff with TWIST expertise may co-facilitate with Coordinator or Training Supervisor	<ul style="list-style-type: none"> <li>CPAs – anyone issuing food packages in TWIST</li> </ul>
<a href="#">New Foods, More Choice Food Package Training #1*</a> <ul style="list-style-type: none"> <li>Release date: 1/27/2025</li> <li>Complete by 4/1/2025</li> </ul>	WIC Coordinator or Training Supervisor	<ul style="list-style-type: none"> <li>All staff</li> </ul>

Annual Training Requirements		
Training Topic	Facilitator	Audience
2025 Civil Rights refresher <ul style="list-style-type: none"> <li>Released: <b>Coming soon!</b> <ul style="list-style-type: none"> <li>WIC Civil Rights Jeopardy – updated from 2023</li> </ul> </li> <li>Or</li> <li>create your own civil rights topic for your staff</li> <li>Complete by 12/31/2025</li> </ul>	Can be facilitated by a staff member with one of these staff members present for questions: <ul style="list-style-type: none"> <li>Local agency coordinator</li> <li>training supervisor,</li> <li>Breastfeeding coordinator or</li> <li>WIC nutritionist</li> </ul>	<ul style="list-style-type: none"> <li>All staff</li> </ul>
Staff Training and Online Courses		
Training Topic	Facilitator	Audience
<a href="#">FNS Breastfeeding Level 4 Self-Study with CPE</a>  <b>Level four Wrap-Up Webinar July 24, 2024</b>	<ul style="list-style-type: none"> <li>Self-paced module in Workday Learning and</li> <li>Webinar discussion</li> </ul>	<ul style="list-style-type: none"> <li>WIC Nutritionists and Designated Breastfeeding Experts (BF Coordinators and IBCLC)</li> <li>Recommended for WIC Nutritionists</li> </ul>



Quarterly In-services		
2024 In-services		
Required in-services noted with *		
Topic	Who can facilitate the in-service	Target audience
Exit Counseling Release date: <b>Canceled!</b> Complete by: <b>N/A</b> <b>This in-service will not be provided due to changes in FNS requirements</b>	<ul style="list-style-type: none"> <li>Local agency coordinator</li> <li>Training supervisor</li> <li>WIC nutritionist</li> </ul>	Certifiers, Coordinators, and WIC Nutritionists
*Nutrition Risk In-service  Release date: <b>July 2024</b> Complete by <b>9/30/2024</b>	<ul style="list-style-type: none"> <li>Training supervisor or</li> <li>WIC nutritionist</li> </ul>	Certifiers, Coordinators, and WIC Nutritionists
*Can you hear me now? Tips for providing participant-centered services in a hybrid world  This in-service meets Goal 3 of the 2024 Nutrition Services Plan  Release date: <b>August 2024</b> Complete by <b>3/31/2025</b>	<ul style="list-style-type: none"> <li>Local agency coordinator</li> <li>training supervisor or</li> <li>WIC nutritionist</li> </ul>	All staff

<p>2024 Supporting breastfeeding in the fourth trimester</p> <p>*Recommended</p> <p>This could support Goal 1 of the Nutrition Services Plan</p> <p>Release date: 3<sup>rd</sup> Quarter 2024</p>	<ul style="list-style-type: none"> <li>• Local agency coordinator</li> <li>• training supervisor,</li> <li>• Breastfeeding coordinator or</li> <li>• WIC nutritionist</li> </ul>	<p>Breastfeeding Coordinators, Certifiers</p>
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2023 In-services to be completed by March 31, 2024		
Training Topic	Facilitator	Audience
<u><b>2023 Risk Refresher</b></u> <ul style="list-style-type: none"> <li>Release Date: September 2023</li> <li>Due March 31, 2024</li> </ul>	<ul style="list-style-type: none"> <li>Local agency coordinator</li> <li>Training supervisor</li> <li>WIC nutritionist</li> </ul>	<ul style="list-style-type: none"> <li>All CPAs</li> </ul>
<u><b>Preparing for OTIS</b></u> <ul style="list-style-type: none"> <li>Released Date: August 2023.</li> <li>30-minute Video and discussion. Materials available in Workday Learning</li> <li>Staff evaluation form</li> <li>40 – 60 minutes</li> <li>Due March 31, 2024</li> </ul>	<p>Can be done as a self-paced module in Workday</p> <p>If done as a group:</p> <ul style="list-style-type: none"> <li>Local agency coordinator</li> <li>Training Supervisor</li> <li>WIC Nutritionist</li> </ul>	<ul style="list-style-type: none"> <li>All staff</li> </ul>
Annual Training Requirements		
Training Topic	Facilitator	Audience
<b>2024 Civil Rights refresher</b> <ul style="list-style-type: none"> <li>Release December 2023               <ul style="list-style-type: none"> <li>WIC Civil Rights Jeopardy</li> <li>Or create your own civil rights topic for your staff</li> </ul> </li> <li>Complete by 12/31/2024</li> </ul>	<p>Can be facilitated by a staff member with one of these staff members present for questions:</p> <ul style="list-style-type: none"> <li>Local agency coordinator</li> <li>training supervisor,</li> <li>Breastfeeding coordinator or</li> <li>WIC nutritionist</li> </ul>	<ul style="list-style-type: none"> <li>All staff</li> </ul>

Staff Training and Online Courses		
Training Topic	Facilitator	Audience
<ul style="list-style-type: none"> <li>• <a href="#">FNS Breastfeeding Level 4 Self-Study with CPE</a></li> <li>• <b>Level four Wrap-Up Webinar July 24, 2024</b></li> </ul>	<ul style="list-style-type: none"> <li>• Self-paced module in Workday Learning and</li> <li>• Webinar discussion</li> </ul>	<ul style="list-style-type: none"> <li>• WIC Nutritionists and Designated Breastfeeding Experts (BF Coordinators and IBCLC)</li> <li>• Recommended for WIC Nutritionists</li> </ul>



Training for Leadership Positions	
Training Topic	Audience
<b>WIC Fiscal 101</b> <ul style="list-style-type: none"> <li>One-hour webinar or review with assigned nutrition consultant. <ul style="list-style-type: none"> <li>Webinar dates: May 16, 2024 and August 2024</li> </ul> </li> <li><a href="#">Webinar slides</a> are available on our website.</li> <li>Overview of WIC funding and expenditure requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Recommended for all new coordinators or fiscal staff</li> </ul>

Remember to look for other training-related and connection opportunities throughout the year:

- LAWN
- NEWS
- OWCA
- Training Supervisor's Forum
- Breastfeeding Coordinators & BF Peer Counselor Coordinators