

2026 WIC Staff Training Plan

2026 In-services		
For details about each in-service go to the WIC Staff Training In-Service Page		
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"> • All CPAs • All WIC Nutritionists
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"> • CPAs • DBEs • RDNs • BFPC (?) • BF Coordinator • BFPC Coordinator
Health Outcomes TBD		<ul style="list-style-type: none"> • All CPAs • DBEs • RDNs
Division of Responsibility and food TBD		<ul style="list-style-type: none"> • All CPAs • RDNs • DBEs

Annual Training Requirements		
Training Topic	Facilitator	Audience
2026 Civil Rights refresher <ul style="list-style-type: none"> • WIC Civil Rights Refresher Or <ul style="list-style-type: none"> • create your own civil rights topic for your staff <ul style="list-style-type: none"> • Complete by 12/31/2026 	Can be facilitated by a staff member with one of these staff members present for questions: <ul style="list-style-type: none"> • Local agency coordinator • training supervisor, • Breastfeeding coordinator or • WIC nutritionist 	<ul style="list-style-type: none"> • All staff
Staff Training and Online Courses		
Training Topic	Facilitator	Audience
FNS Breastfeeding Level 4 Self-Study with CPE Level four Wrap-Up Webinar 1/28 Breastfeeding Level 4 Wrap-up Webinar 10:30-11:30 am	<ul style="list-style-type: none"> • Self-paced module in Workday Learning and • Webinar discussion 	<ul style="list-style-type: none"> • WIC Nutritionists and Designated Breastfeeding Experts (BF Coordinators and IBCLC) • Recommended for WIC Nutritionists

2025 In-services

For details about each in-service go to the [WIC Staff Training In-Service Page](#)

Required in-services noted with *

Training Topic	Facilitator	Audience
Medical Documentation Form Policy Review * Release date: June 2025 Complete by: 12/31/2025	Self-directed or group facilitation by WIC Coordinator or WIC Nutritionist Completion documentation required	All WIC Nutritionists All CPAs
Medical Documentation Form and Special Food Package Update Release date: May 2025 Complete by: 12/31/2025	<ul style="list-style-type: none"> LAWN presentation 	<ul style="list-style-type: none"> WIC Nutritionists CPAs (optional)
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"> A recording will be available in Workday Learning for those who miss the webinar 	<ul style="list-style-type: none"> All CPAs All WIC Nutritionists
New Foods, More Choice...New TWISTs (Food Package Training #2) * <ul style="list-style-type: none"> Release Date: 2/25/2025 Complete by 4/1/2025 	WIC Coordinator or Training Supervisor Staff with TWIST expertise may co-facilitate with Coordinator or Training Supervisor	<ul style="list-style-type: none"> CPAs – anyone issuing food packages in TWIST
New Foods, More Choice Food Package Training #1 *	WIC Coordinator or Training Supervisor	<ul style="list-style-type: none"> All staff

<ul style="list-style-type: none"> • Release date:1/27/2025 • Complete by 4/1/2025 		
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Annual Training Requirements		
Training Topic	Facilitator	Audience
2025 Civil Rights refresher <ul style="list-style-type: none"> • Released: Coming soon! <ul style="list-style-type: none"> • WIC Civil Rights Jeopardy – updated from 2023 Or • create your own civil rights topic for your staff <ul style="list-style-type: none"> • Complete by 12/31/2025 	Can be facilitated by a staff member with one of these staff members present for questions: <ul style="list-style-type: none"> • Local agency coordinator • training supervisor, • Breastfeeding coordinator or • WIC nutritionist 	<ul style="list-style-type: none"> • All staff

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

Quarterly In-services

2024 In-services

Required in-services noted with *

Topic	Who can facilitate the in-service	Target audience
Exit Counseling Release date: Canceled! Complete by: N/A This in-service will not be provided due to changes in FNS requirements	<ul style="list-style-type: none"> • Local agency coordinator • Training supervisor • WIC nutritionist 	Certifiers, Coordinators, and WIC Nutritionists
*Nutrition Risk In-service Release date: July 2024 Complete by 9/30/2024	<ul style="list-style-type: none"> • Training supervisor or • WIC nutritionist 	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: August 2024 Complete by 3/31/2025	<ul style="list-style-type: none"> • Local agency coordinator • training supervisor or • WIC nutritionist 	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: 3rd Quarter 2024</p>	<ul style="list-style-type: none"> • Local agency coordinator • training supervisor, • Breastfeeding coordinator or • WIC nutritionist 	<p>Breastfeeding Coordinators, Certifiers</p>
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<p align="center">2023 In-services to be completed by March 31, 2024</p>		
<p align="center">Training Topic</p>	<p align="center">Facilitator</p>	<p align="center">Audience</p>
<p><u>2023 Risk Refresher</u></p> <ul style="list-style-type: none"> • Release Date: September 2023 • Due March 31, 2024 	<ul style="list-style-type: none"> • Local agency coordinator • Training supervisor • WIC nutritionist 	<ul style="list-style-type: none"> • All CPAs
<p><u>Preparing for OTIS</u></p> <ul style="list-style-type: none"> • Released Date: August 2023. • 30-minute Video and discussion. Materials available in Workday Learning • Staff evaluation form • 40 – 60 minutes • Due March 31, 2024 	<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"> • Local agency coordinator • Training Supervisor • WIC Nutritionist 	<ul style="list-style-type: none"> • All staff

Annual Training Requirements		
Training Topic	Facilitator	Audience
2024 Civil Rights refresher <ul style="list-style-type: none"> • Release December 2023 <ul style="list-style-type: none"> • WIC Civil Rights Jeopardy • Or create your own civil rights topic for your staff • Complete by 12/31/2024 	Can be facilitated by a staff member with one of these staff members present for questions: <ul style="list-style-type: none"> • Local agency coordinator • training supervisor, • Breastfeeding coordinator or • WIC nutritionist 	<ul style="list-style-type: none"> • All staff

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

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

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