

A Year in the Life of a WIC Coordinator

ITEM	WHEN	RESOURCE	WIC Policy
Budget*	Funding award letter by May 15	Budget due June 30	Policy 310
Civil Rights Training	Annually (new employees within 30 days)	Must keep staff training log	Policy 452
Income Guidelines	Annual update – May 1	State Fiscal Coordinator	Policy 614
Local Agency Review	Every 2 years	WIC Compliance Reviewer	Policy 215
Local Agency Self-Review	Every 2 years when state does not review	LA Review Tools	Policy 215
Quarterly Revenue and Expenditure Report	Quarterly sent to Financial Services	State WIC Fiscal Coordinator	Policy 315
Nutrition Services Plan	Annually	Due December 1	Policy 850
Oregon WIC Coordinator's Association (OWCA) Meetings	Quarterly (January, April, July, October)	OWCA Chairperson	
Outreach	Annual media event and at every opportunity	State Outreach Coordinator – maintain local log of activities	Policy 470
Quarterly Time Studies	October, January, April and July	State Fiscal Coordinator	Policy 316
eWIC card inventory	Monthly	Monthly eWIC Card Inventory Log	Policy 501
Separation of Duties Audit Review	Every 2 weeks	TWIST report: Separation of Duties Audit	Policy 595
Farmers Market Physical Inventory of FDNP Checks	Once per season- midseason		Policy 1100
Caseload	Monthly	Caseload Management Resource Webpage	Policy 325

*WIC follows the federal fiscal year, October 1st – September 30th, while the State Fiscal Year is July 1st – June 30th.

Ongoing correspondence from the state occurs throughout the year. It is important to review these emails/faxes/mailings and act on any items that require attention or action.