

Section III: State Agency Procedure Manual

IV. State Organization and Management

B. WIC Trainings/Meetings/Conferences

Purpose

To ensure participation in regional and/or national WIC-related meetings and conferences.

Policy

Public Law 111-296 requires that Federal/State agreements include a provision supporting full use of Federal funds and excluding such funds from State budget restrictions or limitations including hiring freezes, work furloughs, and travel restriction.

1. Participate in the Mountain Plains Region WIC Directors meeting.
 - Send the WIC Director, and any other staff (vendor coordinator, nutrition coordinator, administrative coordinator, etc.) as requested, to the Mountain Plains Region WIC Director's meeting annually.
2. Participate in the National WIC Association Leadership Conference in Washington, D.C.
 - Send appropriate staff to attend the conference and meet with Montana Representatives and Senators to provide a program update as appropriate.
 - Sponsor one local agency staff to attend annually, with priority given to the MAWA (Montana Association of WIC Agencies) president or their designee.
3. Participate in the National WIC Association Annual Education and Training Conference.
 - Send appropriate staff to attend the conference and cover various tracks offered.
 - There are specific events/meetings for WIC Directors and WIC Nutrition Coordinators annually, these staff will be priority for attendance.
 - Additional staff may attend if conference sessions are appropriate to their area of work and funding is available.
4. Participate in the National WIC Association Technology Conference.
 - Send appropriate staff to the Technology Conference to cover tracks related to programmatic work.
5. Attend conferences related to WIC functions, such as Nutrition/Dietetics practice, counseling techniques, and customer service.
6. Training for new state staff.
 - Send new state staff to the Mountain Plains Regional Office to receive training in their specific targeted area of the WIC Program (administration, management, funding, breastfeeding, nutrition, and vendor).
7. Participate in all SPIRIT Users Group and Executive Steering Committee (ESC) Meetings

- Send appropriate staff to attend face to face SPIRIT Users Group meeting and face to face ESC meetings as scheduled during the year.
- 8. In-State Programmatic Travel**
 - Appropriate staff will conduct on-site monitoring evaluations of each local agency at least every 2 years (visit about half each year)
 - Staff may travel to local agencies to provide training or technical assistance
 - Appropriate staff will travel as needed to facilitate WIC conferences and other trainings as scheduled
 - 9. Attend the Food and Nutrition Services Integrity conference.**
 - Send appropriate WIC staff to attend the conference and cover various tracks offered.
 - 10. Facilitate technical assistance and educational visits as needed to other states.**
 - 11. Send WIC Nutrition Coordinator to participation in the Western Maternal and Child Health Nutrition Training held annually.**
 - This training/meeting is funded primarily by the host through a grant and is designated specifically for training RDs in each state who work with the MCH population.
 - 12. Attend meetings and/or conferences related to WIC technology, such as Electronic Benefits Transfer (EBT), to include the EBT Next Gen conference held annually or The FNS EBT conference.**
 - Send appropriate staff (management, technical, retail services, others as appropriate) to obtain necessary information on EBT topics, network and collaborate with partners, contractors and stakeholders, and obtain federal updates.