KANSAS WIC INFORMATION MEMORANDUM
KANSAS-WIC-I-2018-06

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: March 26, 2018

RE: State Agency Nutritionist/Breastfeeding Coordinator Vacancy
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State Agency Nutritionist/Breastfeeding Coordinator Vacancy

The State Agency has an opening for a nutritionist to serve as a local agency lead contact, conduct management evaluations and be the State WIC Breastfeeding Coordinator. (This position requires that candidates be a registered dietitian at the time of hire, but does not require an IBCLC credential.)

As the Breastfeeding Coordinator for the Kansas WIC Program, this person provides leadership and direction to WIC’s breastfeeding initiatives. Also develops goals, tracks progress and uses data to report on accomplishments as well as develops training materials for local WIC agency personnel including orientation and continuing education. Other tasks include program planning, evaluation, policy development, and collaboration with state and local programs, particularly related to breastfeeding promotion and support.

Additionally, this person serves as the lead contact for assigned local WIC agencies. As part of a two-person evaluation team, tasks include conducting evaluations of assigned local WIC agencies, assessing compliance with State policies and Federal regulations governing the operation of the WIC program and preparing reports of findings/recommendations. Additional related tasks include determining if the local agency’s proposed resolution will result in compliance, and providing technical assistance as needed.
For details about this position and information on how to apply, click here and look for Req. # 189132. Applications accepted through April 18, 2018. For more information about duties and requirements, contact Patrice Thomsen, Patrice.thomsen@ks.gov 785-296-1189. E.O.E.

**ACTION REQUIRED:** Apply yourself or spread the word!

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**Coffective Note**

Are you talking about Coffective at each WIC or Health Department Staff Meeting? Regular ten-minute staff huddles about Coffective implementation can ensure that your breastfeeding promotion action plan is proceeding as planned. Ask staff to bring stories to the staff huddle and record them. When reporting on Coffective implementation for the 2019 Nutrition Services Plan a story about Coffective implementation is required – it can be a good or not-so-good story as all are welcome.

**ACTION REQUIRED:** All staff should be implementing Coffective action steps. A report including the steps selected, a first quarter report, and short-term evaluation of the implementation of one step is due to your SA Nutrition Lead by April 30, 2018.

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**Division of Responsibility Tidbit**

The 2018 Nutrition Services Plan Guidance included an optional Action Plan on the theme of the Division of Responsibility (DOR) in eating. Many LAs are using this Plan.

When the list of potential resources for this theme was originally developed, we could not locate any free posters. One from Ellyn Satter has been found.

The poster is attached to this email. It is in English and Spanish and in 8.5” x 11” or 11” x 17”. This might provide something new for your walls, whether you are using the DOR theme this year or not.

**ACTION REQUIRED:** Print and use the attached DOR posters as desired. If you haven’t already done so, have a staff meeting no later than 3/31/18 to determine your planned DOR activities (minimum of 3). Create timelines and staff assignments for each activity. Then implement your activities. No later than 4/30/18, submit to your SA Nutrition lead the finalized list of planned activities and progress at that time on your Plan.

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**Nutrition Education – Brush Art Materials Update**

Three of the EGLH series brochures have been updated with a new look and uploaded onto the WIC ordering site:

1. Child Series 2.5 to 3 Years Old
2. Child Series 3 to 3.5 Years Old
3. Mother Series Tips For New Moms

If you have the old version of materials left, the plan is to use those until they run out. The only updates to the brochures are the design elements and photographs so the copy will be the same on the old versions as the new. We want to provide materials to our participants that are beautiful and effective so that is the reason for the updated look.
All EGLH brochures and the Baby Behavior magazine will be updated in time. However, since there is inventory left of most of the materials you will not receive the updated versions all at once. They will slowly replace your inventory over the next couple months as you order more.

**ACTION REQUIRED:** Share this information with all staff.

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**Register for Statewide BFPC/Supervisor eMeeting**

This is a reminder for the upcoming BFPC/Supervisor eMeeting on April 12\(^{th}\) from 9-10 am. We’ll be learning about establishing a BF coalition as well as “hands-on breastfeeding” techniques.

**ACTION REQUIRED:** If you are a BFPC or a BFPC supervisor, please register at [https://attendee.gotowebinar.com/register/8968800299221453313](https://attendee.gotowebinar.com/register/8968800299221453313)

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**Kansas eWIC News**

The March issue of *Kansas eWIC News* is included with this memo and also is available on the website at [http://www.kansaswic.org/local_agencies/eWIC.htm](http://www.kansaswic.org/local_agencies/eWIC.htm).

**ACTION REQUIRED:** Have all staff read *Kansas eWIC News*.

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**New Employee Training – Reviewers Needed!**

Thanks to those of you who completed the recent survey to provide input as the New Employee Training Plan is under development. There were many people who expressed interest in reviewing training modules as they are developed, yet few provided an email address. If you are interested in reviewing training modules and providing feedback, please email Lisa Medrow, RDN, LD WIC Training Coordinator at lisa.medrow@ks.gov.

**ACTION REQUIRED:** Email Lisa Medrow if interested lisa.medrow@ks.gov.

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**Vendor Contract Renewal Visits, Monitoring and Training**

**Group 3 Vendor Monitoring and Training**

Contracts for WIC Vendors in Management Group 3 will end this federal fiscal year. (See policy [Ven 06.00.00](#).) Therefore, all vendors in Group 3 (see chart on the next page) must be monitored and receive face-to-face training during this fiscal year. Local Agency staff may begin this process immediately. Training will be updated to include eWIC. All monitor visits and face-to-face training must be completed, documented in the KWIC Local Vendor application, and the associated paperwork must be sent to the state office no later than August 1, 2018.

TIP: manage the monitoring visits and training over the course of the year so you will not have to do them all at once.
Group 1 and 2 Monitoring and non-face-to-face Training

Ten percent of the WIC Vendors in groups 1 and 2 (all counties outside of Group 3 – boxed in red above) must receive a monitoring visit. Monitoring can begin immediately and must be completed no later than August 1, 2018.

The SA will provide non-face-to-face training via a vendor newsletter to be mailed later during the federal fiscal year. However, LA may provide face-to-face training to any vendor as deemed necessary by the LA. Please notify the SA if you plan to conduct face-to-face training.

**ACTION REQUIRED:** Local Agency Vendor staff should review monitoring and training policies, associated training materials and complete store visits, training and submission of documentation as required. If staff are not going to the store(s) to complete the face-to-face training at the store site, then the Local Agency must provide two different training dates and times for stores to receive face-to-face training at a central location.

**TIP:** Thursdays are the best days for vendors to free up staff to attend a training. Monitoring and training must be completed and entered into KWIC no later than August 1, 2018.

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**WIC Advisory Committee: Call for Agenda Items for 4/17/18**

The next WIC Advisory Committee conference call is Tuesday, April 17, 2018 at 10:00 AM. As previously announced, please submit agenda items to your WAC representative or Patrice Thomsen by April 3, 2018. You can find your representative name and contact information on the WIC Advisory Committee page of the Kansas WIC website. As a reminder, questions about policy implementation should be directed to your agency’s assigned state staff member.
Current agenda items include:

- 2019 Kansas WIC Conference Planning
- Update on New Employee Training Plan (see February I-Memo)
- Ideas about how to track if benefits are planned to be loaded remotely
- Ideas about how to reduce 30-day temps
- Policy revision – NWA Local agency representative
- Standing updates from WIC Director, KWIC/eWIC, and NWA Local Agency representative

**ACTION REQUIRED:** Submit agenda items by April 3, 2018.

**Training: Additional Educational Opportunities**

- **Kansas WIC New Employee Breastfeeding Training**—“Using Loving Support to Grow and Glow in WIC” All new employees are required to attend Loving Support training. WIC Coordinators may choose to wait and send new employees to the nearest training, as long as the person will have been employed in WIC for less than one year by the time they attend.
  - Topeka – June 19, 2018 (see details in December I-Memo)
  - Wichita – Oct./Nov. 2018 (exact date to be determined)

- **Breastfeeding Webinar for Working Moms** (Recorded, 50-minute video) by Judy Harris, MPH, RD, CD, IBCLC at Utah Dept of Health.
  - [http://urspehp.adobeconnect.com/pxa3qja7p8zh/output/PEHP+Wellness+Webinar_72_0.mp4?download=PEHP+Wellness+Webinar_72_0.mp4&OWASP_CSRFTOKEN=740e74af38f3846a65180a029be357cde30f03bb62321db578262f57b09db1dc](http://urspehp.adobeconnect.com/pxa3qja7p8zh/output/PEHP+Wellness+Webinar_72_0.mp4?download=PEHP+Wellness+Webinar_72_0.mp4&OWASP_CSRFTOKEN=740e74af38f3846a65180a029be357cde30f03bb62321db578262f57b09db1dc)

- **Certified Lactation Counselor (CLC) training**—April 2018 in Junction City. Register at [www.centerforbreastfeeding.org](http://www.centerforbreastfeeding.org). See below for details.
Certified Lactation Counselor Training Course & Testing

April 16 - April 20, 2018
8:15 a.m. to 4:30 p.m.

Courtyard By Marriott-Geary County Convention Center
310 Hammons Dr.
Junction City, KS 66441
785-210-1500

Registration/Questions:
508-888-8044
www.centerforbreastfeeding.org
info@centerforbreastfeeding.org

- **Register Now** - National WIC Association: **NWA 2018 Annual Education and Training Conference & Exhibits will be held at the Chicago Marriott Downtown Magnificent Mile in Chicago, IL April 22-25, 2018.** [Click for information](#). Cutoff for the hotel rate is April 6, but in the past, rooms have sold out well in advance.

The theme of this year’s conference is **Lifting WIC Voices to Engage & Inspire.** This Conference will offer an excellent opportunity to acquire new skills and to network with an estimated 1,000 of your peers and colleagues, along with exhibitors who provide WIC related products and services for your participants. The conference will also offer an opportunity for attendees to hear from USDA officials and to dialogue on relevant updates and challenges that the program faces. For the rest of the conference, you will have the opportunity to choose from 27 general and concurrent sessions that are sure to expand your professional skills and knowledge base to equip you to face coming WIC challenges and to take advantage of current and future WIC opportunities.

- **Save the Date** - The NWA Biennial Nutrition Education and Breastfeeding Conference will be held at the Sheraton New Orleans in New Orleans from September 24-27, 2018. [Click for information](#). This conference is the most popular gathering of WIC nutrition and breastfeeding professionals in the US, attracting more than 1,200 staff from USDA, state and local WIC agencies. Education sessions will cover current and emerging nutrition and breastfeeding science, research, policy and best practices. Poster Sessions and special forums will offer additional learning and networking opportunities and offers an exhibit hall of over 50 exhibitors ready to provide the latest on WIC-related products, technology and services.

- Free 8-hour **Mental Health First Aid** Course. Find a location near you: [https://www.mentalhealthfirstaid.org/take-a-course/find-a-course/](https://www.mentalhealthfirstaid.org/take-a-course/find-a-course/)
• **Public Health Nutrition Certificate of Training** – Provided by the Academy of Nutrition and Dietetics (Academy) and planned with the Association of State Public Health Nutritionists (ASPHN). The Public Health Nutrition Certificate of Training consists of five 2-hour modules that provide fundamental information relevant to public health nutrition, ideal for new WIC registered dietitians. (FYI-The modules mentioned WIC seven times, and breastfeeding eight times!) The Certificate of Training is an affordable self-study training option at $120 for Academy members (or $270 for non-members). Module titles include: Foundations of Public Health Nutrition, Public Health Nutrition Work, Developing a Public Health Nutrition Plan, Implementing and Evaluating a Public Health Nutrition Plan, and Building Partnerships and Collaborations. [http://www.eatrightstore.org/collections/public-health-nutrition](http://www.eatrightstore.org/collections/public-health-nutrition)

• **Online RN-to-BSN Program**

If you are an RN with an associate’s degree or diploma and have been considering obtaining your bachelor’s degree, Washburn University offers an online RN-to-BSN program that you could complete in 18 months as a part-time student. Start dates are available at various times, but Washburn is currently offering a $1,500 scholarship to RNs who would like to start the program in May. Learn more: [http://washburn.edu/academics/college-schools/nursing/undergrad/rn-bsn/index.html](http://washburn.edu/academics/college-schools/nursing/undergrad/rn-bsn/index.html).

**ACTION REQUIRED:** Share information with appropriate WIC staff about these continuing education opportunities. WIC staff is encouraged to attend additional nutrition and breastfeeding trainings and conferences. Consider sending appropriate WIC staff to trainings and conferences according to your local agency training needs and as the local agency budget allows. The SA encourages WIC staff, if appropriate, to also obtain funding through - ADM 11.02.00 Financial Support for Local Agency On-Going Training.

If you have any questions regarding this memo, please contact the state staff member assigned to your agency.

**Items included below and/or provided separately as pdf documents:**

March 2018 eWIC News  
Division of Responsibility poster