



2025 Coordinator’s Calendar - Year at a Glance



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Activities to complete (not time specific)

January 2025

Quarterly Jan-Mar	Complete a minimum of one file review per staff person per quarter (Volume 2, Chapter 6 - Monitors and Audits, page 8)
	Submit clinic changes for clinic email, address, phone, and fax number changes using the WIC Staff and Clinic Change Form
	Add/change/remove staff accounts from the Learning Center using the WIC Staff and Clinic Change Form
	Complete time studies for January (Memo 2024-86)
	Review the monthly caseload and Cascades No Activity Report
1	State WIC office closed- New Year’s Day
2	First day to implement new learning and concepts from the DOH State WIC Nutrition Education Training (Memo 2024-99)
2	First day to implement DOH STATE WIC Breastfeeding Aids Training (Memo 2024-111)
6	New foods added to Approved Product List (APL). Updated Shopping Guide available online only (Memo 2024-115) (Memo 2025-01)
8	Food Rule Office Hours 9:00-10:00 am (Memo 2024-100)
9	WIC Update Webinar 1:00- 2:30 pm (Memo 2024-121). Register here.
15	Breastfeeding Peer Counselor Program Webinar for Peer Counselors 9:00-10:00 am
17	Stay Healthy Counseling Policy rescinded and no longer required (Memo 2025-10)
20	State office closed – Martin Luther King Jr. Day
21	Quarterly WIChealth Office Hours 11:00 am-12:00 pm
23	Mila’s Keeper Pump Supply Update Event 11:00-11:30 am. Register here.
28	Program Monitoring Q&A for local agencies 1:00 – 2:00 pm
31	Submit your breast pump inventory per FFY 2025 Nutrition Service Plan (Memo 2024-106)
31	Complete DOH STATE WIC Food Rule Update training on the January 2025 Shopping Guide and New Foods (Memo 2024-115)
31	Submit November A19 Billing to WICBudgets@doh.wa.gov (Memo 2024-86)



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February 2025

	Submit clinic changes for clinic email, address, phone, and fax number changes using the WIC Staff and Clinic Change Form
	Add/change/remove staff accounts from the Learning Center using the WIC Staff and Clinic Change Form
	Update agency, clinic, and users in Cascades. Staff who are no longer employed need to have their account inactivated. See Cascades Steps - Inactivate Staff in Cascades
	Review the monthly caseload and Cascades No Activity Report
5	WIC Training Office Hours 1:00-2:00 pm (Memo 2025-02)
5	DOH STATE WIC Drug and Harmful Substance Training viewing. Register here. (Memo 2025-07)
10	Cascades 3.12 Release (Memo 2025-09)
10	Revised Volume 1, Chapter 14 – Nutrition Risk Criteria Policy effective (Memo 2025-09)
11	DOH STATE WIC Drug and Harmful Substance Training viewing. Register here. (Memo 2025-07)
6	Breastfeeding Coordinator’s Resource Toolkit Training 9:00-10:00 am (Memo 2024-109)
10	Cascades 3.12 release (Memo 2024-116)
12	Food Rule Office Hours 9:00-10:00 am (Memo 2024-100)
13	WIC Update Webinar 1:00-2:30 pm (Memo 2024-121). Register here.
17	State office closed – Presidents’ Day
20	Breastfeeding Peer Counselor Program Webinar for Peer Counselors and Leads 9:00-10:00 am
20	DOH STATE WIC Drug and Harmful Substance Training viewing. Register here. (Memo 2025-07)
28	Last day to complete DOH STATE WIC Drug and Harmful Substance Training (Memo 2025-07)
28	Submit December A19 Billing to WICBudgets@doh.wa.gov (Memo 2024-86)

March 2025

	National Nutrition Month
	Submit clinic changes for clinic email, address, phone, and fax number changes using the WIC Staff and Clinic Change Form
	Add/change/remove staff accounts from the Learning Center using the WIC Staff and Clinic Change Form

Note: **Red items are contract deliverables**



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	Review the monthly caseload and Cascades No Activity Report
1	Deadline to submit Program Monitoring documents (for agencies being monitored in 2025)
3	First day to implement Drug and Other Harmful Substance Information policy (Memo 2025-07)
5	WIC Training Office Hours 1:00-2:00 pm (Memo 2025-02)
12	Registered Dietitian Nutritionist Day
12	Food Rule Office Hours 9:00-10:00 am (Memo 2024-100)
13	WIC Update Webinar 1:00-2:30 pm (Memo 2024-121). Register here.
20	Breastfeeding Peer Counselor Program Webinar for Leads 9:00-10:00 am
31	Last day to complete DOH STATE WIC Drug and Harmful Substance Training Survey (Memo 2025-07)
31	Submit January A19 Billing to WICBudgets@doh.wa.gov (Memo 2024-86)

April 2025

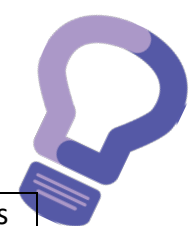
Quarterly April - June	Complete a minimum of one file review per staff person per quarter (Volume 2, Chapter 6 - Monitors and Audits, page 8)
	Submit clinic changes for clinic email, address, phone, and fax number changes using the WIC Staff and Clinic Change Form
	Add/change/remove staff accounts from the Learning Center using the WIC Staff and Clinic Change Form
	Update agency, clinic, and users in Cascades. Staff who are no longer employed need to have their account inactivated. See Cascades Steps - Inactivate Staff in Cascades
	Complete time studies for April (Memo 2024-86)
	Watch for new Income Eligibility Guidelines memo
	Review the monthly caseload and Cascades No Activity Report
2	WIC Training Office Hours 1:00-2:00 pm (Memo 2025-02)
9	Food Rule Office Hours 9:00-10:00 am (Memo 2024-100)
10	WIC Update Webinar 1:00-2:30 pm (Memo 2024-121). Register here.
15	Quarterly WIChealth Office Hours 11:00 am-12:00 pm
17	Breastfeeding Peer Counselor Program Webinar for Leads 9:00-10:00 am
22	Program Monitoring Q&A for local agencies 1:00 – 2:00 pm
22-25	2025 NWA Annual Education and Training Conference
30	Submit February A19 Billing to WICBudgets@doh.wa.gov (Memo 2024-86)

May 2025

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	Submit clinic changes for clinic email, address, phone, and fax number changes using the WIC Staff and Clinic Change Form
	Add/change/remove staff accounts from the Learning Center using the WIC Staff and Clinic Change Form
	Review the monthly caseload and Cascades No Activity Report
7	WIC Training Office Hours 1:00-2:00 pm (Memo 2025-02)
8	WIC Update Webinar 1:00-2:30 pm (Memo 2024-121). Register here.
14	Food Rule Office Hours 9:00-10:00 am (Memo 2024-100)
21	Breastfeeding Peer Counselor Program Webinar for Peer Counselors 9:00-10:00 am
26	State WIC office closed - Memorial Day
31	Submit March A19 Billing to WICBudgets@doh.wa.gov (Memo 2024-86)

June 2025

	Submit clinic changes for clinic email, address, phone, and fax number changes using the WIC Staff and Clinic Change Form
	Add/change/remove staff accounts from the Learning Center using the WIC Staff and Clinic Change Form
	Update agency, clinic, and users in Cascades. Staff who are no longer employed need to have their account inactivated. See Cascades Steps - Inactivate Staff in Cascades
	Review the monthly caseload and Cascades No Activity Report
1	Farmers Market Nutrition Program (FMNP) season starts. Staff may begin issuing FMNP benefits
4	WIC Training Office Hours 1:00-2:00 pm (Memo 2025-02)
11	Food Rule Office Hours 9:00-10:00 am (Memo 2024-100)
12	WIC Update Webinar 1:00-2:30 pm (Memo 2024-121). Register here.
19	State WIC office closed- Juneteenth Day
30	Submit April A19 Billing to WICBudgets@doh.wa.gov (Memo 2024-86)

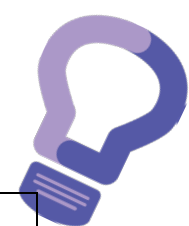
July 2025

Quarterly July-Sept.	Complete a minimum of one file review per staff person per quarter (Volume 2, Chapter 6 - Monitors and Audits, page 8)
	Submit clinic changes for clinic email, address, phone, and fax number changes using the WIC Staff and Clinic Change Form

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	Add/change/remove staff accounts from the Learning Center using the WIC Staff and Clinic Change Form
	Complete time studies for July (Memo 2024-86)
	Review the monthly caseload and Cascades No Activity Report
	Notify state office if your agency won’t be able to issue all the FMNP benefits
2	WIC Training Office Hours 1:00-2:00 pm (Memo 2025-02)
4	State WIC office closed - Independence Day
9	Food Rule Office Hours 9:00-10:00 am (Memo 2024-100)
10	WIC Update Webinar 1:00-2:30 pm (Memo 2024-121). Register here.
15	Quarterly WIChealth Office Hours 11:00 am-12:00 pm
17	Breastfeeding Peer Counselor Program Webinar for Leads 9:00-10:00 am
22	Program Monitoring Q&A for local agencies 1:00 – 2:00 pm
31	Submit May A19 Billing to WICBudgets@doh.wa.gov (Memo 2024-86)

August 2025

	Submit clinic changes for clinic email, address, phone, and fax number changes using the WIC Staff and Clinic Change Form
	Add/change/remove staff accounts from the Learning Center using the WIC Staff and Clinic Change Form
	Remind fiscal staff to bill for FMNP Administrative funds
	Update agency, clinic, and users in Cascades. Staff who are no longer employed need to have their account inactivated. See Cascades Steps - Inactivate Staff in Cascades
	Complete annual inventory in preparation for the FFY25 WIC Budget Workbook. (See instructions on FFY25 WIC Budget Workbook)
	Review the monthly caseload and Cascades No Activity Report
1	IBCLC Appreciation Day
1	Last day to notify state FMNP team if agency won’t be able to issue all their FMNP benefits
6	WIC Training Office Hours 1:00-2:00 pm (Memo 2025-02)
13	Food Rule Office Hours 9:00-10:00 am (Memo 2024-100)
14	WIC Update Webinar 1:00-2:30 pm (Memo 2024-121). Register here.
28	Breastfeeding Peer Counselor Program Webinar for Peer Counselors and Leads 9:00-11:00 am
31	Submit June A19 Billing to WICBudgets@doh.wa.gov (Memo 2024-86)

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September 2025

	Submit clinic changes for clinic email, address, phone, and fax number changes using the WIC Staff and Clinic Change Form
	Add/change/remove staff accounts from the Learning Center using the WIC Staff and Clinic Change Form
	Add 2026 Holidays into the Cascades calendar
	Review the monthly caseload and Cascades No Activity Report
1	State WIC office closed - Labor Day
3	WIC Training Office Hours 1:00-2:00 pm (Memo 2025-02)
10	Food Rule Office Hours 9:00-10:00 am (Memo 2024-100)
11	WIC Update Webinar 1:00-2:30 pm (Memo 2024-121). Register here.
17	Breastfeeding Peer Counselor Program Webinar for Peer Counselors 9:00-10:00 am
30	Last day to issue Farmers Market benefits
30	Last day for Breastfeeding Coordinators to complete the FFY 2025 Breastfeeding Coordinator’s Resource Toolkit training (Memo 2024-106)
30	Last day to complete training on October 2025 Shopping Guide and New Foods (Memo 2024-106)
30	Last day of Federal Fiscal Year 2025
30	NSP: Last day to complete breastfeeding partnership activities. Report on activities at the end of the fiscal year (Memo 2024-106)
30	Submit July A19 Billing to WICBudgets@doh.wa.gov (Memo 2024-86)

October 2025

Quarterly Oct.-Dec.	Complete a minimum of one file review per staff person per quarter (Volume 2, Chapter 6 - Monitors and Audits, page 8)
	Submit clinic changes for clinic email, address, phone, and fax number changes using the WIC Staff and Clinic Change Form
	Add/change/remove staff accounts from the Learning Center using the WIC Staff and Clinic Change Form.
	Complete time studies for October (Memo 2024-86)
	Update agency, clinic, and users in Cascades. Staff who are no longer employed need to have their account inactivated. See Cascades Steps - Inactivate Staff in Cascades
	Review the monthly caseload and Cascades No Activity Report
8	Food Rule Office Hours 9:00-10:00 am (Memo 2024-100)
9	WIC Update Webinar 1:00-2:30 pm (Memo 2024-121). Register here.

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14	Quarterly WIChealth Office Hours 11:00 am-12:00 pm
16	Breastfeeding Peer Counselor Program Webinar for Leads 9:00-10:00 am
28	Program Monitoring Q&A for local agencies 1:00 – 2:00 pm
31	Last day for participants to use FMNP benefits
31	FFY 2024 Nutrition Services Plan Reporting Form Due
31	Submit August A19 Billing to WICBudgets@doh.wa.gov (Memo 2024-86)

November 2025

	Submit clinic changes for clinic email, address, phone, and fax number changes using the WIC Staff and Clinic Change Form
	Add/change/remove staff accounts from the Learning Center using the WIC Staff and Clinic Change Form
	Review the monthly caseload and Cascades No Activity Report
11	State WIC office closed - Veteran’s Day
12	Food Rule Office Hours 9:00-10:00 am (Memo 2024-100)
13	Breastfeeding Peer Counselor Program Webinar for Leads 9:00-10:00 am
13	WIC Update Webinar 1:00-2:30 pm (Memo 2024-121). Register here.
27	State WIC office closed - Thanksgiving Day
28	State WIC office closed - Native American Heritage Day
30	Submit September A19 Billing to WICBudgets@doh.wa.gov (Memo 2024-86)

December 2025

	Submit clinic changes for clinic email, address, phone, and fax number changes using the WIC Staff and Clinic Change Form
	Add/change/remove staff accounts from the Learning Center using the WIC Staff and Clinic Change Form
	Update agency, clinic, and users in Cascades. Staff who are no longer employed need to have their account inactivated. See Cascades Steps - Inactivate Staff in Cascades
	Review the monthly caseload and Cascades No Activity Report
11	Breastfeeding Peer Counselor Program Webinar for Peer Counselors and Leads 9:00-10:00 am
11	WIC Update Webinar 1:00-2:30 pm (Memo 2024-121). Register here.
25	State WIC office closed – State observed holiday
31	Submit October A19 Billing to WICBudgets@doh.wa.gov (Memo 2024-86)



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Activities to complete (not time specific)	
	Complete Civil Rights training annually (Volume 1, Chapter 20 - Notifications, Fair Hearings, and Civil Rights)
	Notify by calling Cascades Support of any unexpected clinic closures (1-800-841-1410, press 0)
	Complete local agency yearly self-evaluation (Volume 2, Chapter 6 - Monitors and Audits, page 8)
	Complete one observation for each staff person including contractors who provide WIC services during participant interactions. An additional staff observation must be completed for each staff and contractor either by the coordinator, designated staff, or staff peer. These observation requirements must be met annually.
	Conduct outreach frequently throughout the year.
	Check calibration of scales and hematology equipment twice a year
	Review confidentiality policies and have staff sign a Staff Confidentiality Agreement Fillable or Blank to print
	Review and update clinic policies and protocols
	Review and have staff complete Agreement For Clinic Staff (Fillable) or Agreement for Clinic Staff (Blank to Print)
	Review inventory of breast pumps to check for lost, stolen or missing pumps
	Send in lost-stolen-damaged pump forms to wicbreastpumps@doh.wa.gov
	Review weather related emergencies – Volume 1, Chapter 22 Issue WIC Food Benefits , page 38

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