

## “Welcome to WIC” Orientation

The “Welcome to WIC” (W2W) Orientation class was revised (9/2013) and updated (9/2014). The lesson plan and materials are posted for downloading on the WIC website. Do **NOT** use the materials that were posted on the FTP site at <ftp://134.186.105.10> unless you plan on correcting the images and wording as they do not include the updated food instrument visual. Agencies are encouraged to utilize this updated class to orient new WIC participants.

The major changes to the class include:

- The class was streamlined while still covering all required orientation components
- Short video clips are interspersed throughout the lesson plan
- Required *Savvy Shopper* information is incorporated
- The class focus is on using the shopping guide while shopping—rather than on “can” and “cannot” buys for each food group
- New resources
  - PowerPoint with embedded video clips, and customizable slides for agency specific information
  - Individual education guide and a tailored PowerPoint for use with individuals
  - Video clip to verbally review required parts of the Rights and Responsibilities (use is optional)

### Options available for the education and additional instructions:

#### Option #1: Group Class using PowerPoint

1. Customize slide #5 for your agency
2. Add additional agency-specific slides if desired
3. **Print a Facilitator’s guide** containing “thumbnails” of the slides for use with the PowerPoint: (add notes to any customized slides before printing).

#### Instructions (PowerPoint 2010)

- a. Open PowerPoint document
- b. Go to “File” tab
- c. Select “Save and Send”
- d. Select “Create Handouts”
- e. Select “Create Handouts” button
- f. In the “Send to Microsoft Word” box, select “Notes next to slide” option
- g. Press “OK”
- h. A new Word window will open. It takes a few minutes to transfer all of the information.
- i. Once it is done downloading you may save and print the document. If you make any changes to the PowerPoint, you will have to repeat this process

4. **Rights and Responsibilities:** We created a short (2 ½ minute) video to cover all of the required points of the R&R per WPM 270-40. The participant must still be allowed to read, or have read to them, the R&R form and sign it. You do not have to use this video clip. If you do not use the clip you must cover all the required R&R information as described in WPM 270-40. This required information is NOT included in the class outline if the clip is not shown. A few suggestions for using this video clip are:
- a. Play at the end of class (slide and clip are currently in the PowerPoint at the end)
  - b. Play it at the beginning of class for those participants who arrived on time. Those who arrive late can stay after class to watch it.
  - c. Staff play it at their desk with each individual before they sign the R&R
  - d. Play it in the lobby as participants wait to start the Orientation class

**Option #2: Group Class using Posters or other visuals:**

- If you cannot use PowerPoint in your classroom, print out selected slides to use as visuals for the class. We are **NOT** able to supply a DVD of the PowerPoint presentation playable on a DVD player.
- The video clips contain required information. If you do not show the video clips you must include all of the required information covered by the clips in your class (see WPM 270-40). (This information is NOT in the class outline)

**Option #3 Individual Class using Individual PowerPoint or Visuals with video clips:**

We encourage you to conduct group classes for orientation because it is a more efficient use of time, but we realize there are times when you will need to do an individual orientation. We have developed an “**Individual Education Guide**”. You can use this guide with the Individual Education PowerPoint or simply print the designated slides to use as visuals. Again, if the video clips are not shown, you must include all of the required information presented in the video clips as described in WPM 270-40.

**Videos not playing?**

We used the 2010 version of PowerPoint. If you are using an earlier version of PowerPoint, the videos will not play and you will need to re-embed them.

The video clips can be found on the FTP site <ftp://134.186.105.10> in the folder entitled W2W video clips. Download and save the videos to your local drive, and then re-embed them using your current version of PowerPoint.