

SECTION: Administration

SUBJECT: Communications

POLICY

Local agency staff shall communicate via State WIC Office established email account unless otherwise notified of an alternate email business account.

All Program Coordinators shall schedule periodic staff meetings to ensure appropriate and timely dissemination of information i.e. State WIC Office numbered memos or State updates.

Schedule, agenda and/or minutes of staff meetings should be made available to Department of Public Health agents upon request.