

	TGIF	(G)IF	General	Staff Alert
Purpose	Document certifications, mid certifications, category changes, and breastfeeding assessments.	Document individual nutrition education appointments	Document non-urgent matters for other staff members to see or to keep a record of interactions.	Document immediate concerns or urgent matters to alert all WIC staff members.
Contents	Thoughts Goals Information Follow Up	Goals (When Applicable) Information Follow Up	Summaries of Contact for: <ul style="list-style-type: none"> • Benefit/food package changes • Participant outreach • Non-contract formula approval • Documentation of self-paced online nutrition education 	Immediate concerns
Reference Materials	TGIF EZ Template AZ WIC Policy and Procedure Manual Approved Abbreviation List	TGIF EZ Template AZ WIC Policy and Procedure Manual Approved Abbreviation List	AZ WIC Policy and Procedure Manual Approved Abbreviation List	AZ WIC Policy and Procedure Manual Approved Abbreviation List