

**Quarterly Awards**

FFY Quarter	Announced	Focus
<b>1<sup>st</sup> quarter</b>	Last week of January / Winter WIC Connections	Customer Service
<b>2<sup>nd</sup> quarter</b>	Last week of April / Spring WIC Connections	PCS
<b>3<sup>rd</sup> quarter</b>	Last week of July / Summer WIC Connections	Breastfeeding
<b>4<sup>th</sup> quarter</b>	Last week of October / Fall WIC Connections	Nutrition Education

**Year End Awards**

Announced	Focus
<b>1<sup>st</sup> week of November</b>	Employee of the Year
<b>1<sup>st</sup> week of November</b>	Data based recognition awarded to an agency*
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\*Data based awards will be based off of three main categories; clinic operations, nutrition education, and breastfeeding. These awards will change each FFY. Example: The FFY2016 data based award will be the clinic with the highest increase in participation percentage.

All employees will now have the opportunity to discreetly nominate a co-worker of their choice by utilizing nomination forms found on the WIC Website. These can be directly submitted to the State Agency by clicking on the SUBMIT button (similar to the Data Request and Complaint forms), making this a quick and painless process.

Nominations can be submitted for any category, any time of the year. When the time comes to announce an award winner, the current nominations will be read and tallied, and then disposed of once a winner has been chosen. This means that each nomination is held on to and counted until that award has been announced for the year, and then will start being collected for the following year’s award announcement.

The Employee of the Year award will be chosen by the State Agency staff and based off of the comments received from nominations to other categories and feedback from coordinators.

The State Agency will send each award winner a certificate. The winners will also be highlighted in the WIC Connections, at State Conferences, and on the WIC Website.

Coordinators, you may choose to honor award winners from your clinic however you wish, on top of what the State Agency will do. Options could include a pot luck, social media highlight, employee recognition board, etc.

**\*\*\*IMPORTANT\*\*\***

The quarterly announcements will not begin until January 2017 (announcing the 1<sup>st</sup> quarter winner of FFY17). However, we will begin accepting nominations for the quarterly awards immediately, with awards being presented at the WIC State Conference in August for FFY2016. We will continue with the current Customer Service highlights in the WIC Connections until then.