



Memorandum

TO: WIC Regional Directors #08-017
WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: February 6, 2008

SUBJECT: Electronic Benefit Transfer (EBT) rollout

I am pleased to announce that we will continue to transition local agencies (LAs) from a voucher system to Electronic Benefit Transfer (EBT) statewide starting April 7, 2008. The attached map shows tentative dates for rollout. This map has **changed** since our last statewide meeting so be sure to check when your LA is scheduled to roll out. Each local agency will receive an EBT checklist and the State Agency (SA) staff and EBT mentors will help each local agency prepare for the new system.

It is essential for a successful transition to EBT that each LA schedule participants to come in with benefits in hand. If your agency has not begun this process, it is important that you begin this practice immediately. If you need further information regarding scheduling participants in hand we are offering an Interactive Distance Learning (IDL) class each month entitled "*Scheduling 101, Scheduling in preparation for EBT.*" Please check the IDL calendar on the WIC website for the time and dates of the class.

An EBT mentor or SA staff will be in contact with you regarding clinic flow in an EBT system. Since both participants and staff will need to use the EBT reader/writer for the participant to receive benefits, the clinic flow may need to change at certain clinic sites. This usually involves only minor changes and rearrangement of the clinic. Any renovations to a clinic must receive SA approval.

Each Local Agency Director will receive a letter from the SA several months prior to rollout that will guarantee participation for the month prior and the three months during the transition to EBT based on the highest of the LA's last six months of participation. The letter will also guarantee extra funding for expenses associated with the implementation of the EBT system in your area, including travel, clinic renovations, supplies, etc. that have been approved after consultation with personnel from the State Agency WIC office.

The next 18 months will be an exciting time in Texas WIC. If you have any questions regarding EBT rollout please contact, Ellen Larkin, Program Specialist, at (512) 341-4400 x 2205 or ellen.larkin@dshs.state.tx.us.

