



Memorandum

#10-001

TO: Regional Medical Directors for
Health Service Regions 4/5, 6 & 5 South, 9/10 and 11
WIC Local Agency Directors

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

DATE: January 13, 2010

SUBJECT: Updated Drop Ship Procedures and Training

Drop Ship IDL

The Drop Ship IDL procedures were revised and updated in November 2009. If your agency drop ships formula, please have all staff view the Drop Ship IDL version with the PowerPoint presentation dated November 2009. This training was updated to provide step-by-step instructions and to highlight pitfalls to avoid when drop shipping formula. The following documents were also updated. Please use the versions indicated and discard all others.

Drop Ship Procedures (dated December 2009)

<http://www.dshs.state.tx.us/wichd/nut/Pdf/DropShipProceduresDecember12-21-09.pdf>

Drop Ship Order Form (dated November 2009)

<http://www.dshs.state.tx.us/wichd/nut/Pdf/DropShipOrderForm11-09.pdf>

Drop Ship Checklist (New)

<http://www.dshs.state.tx.us/wichd/nut/Pdf/DropShipChecklist.pdf>

The updated Drop Ship IDL class was offered in November and December 2009 and is scheduled next on the following dates:

January 26, 2010 at 11:00am

February 24, 2010 at 1:00pm

This IDL is typically offered once per month. If your agency is unable to view or tape the IDL at a scheduled time, please contact one of us to arrange for an alternative type of training.

Shopping Lists and Drop Ship Orders

Do not fax participant shopping lists to the drop ship vendors. The vendor does not need to receive a copy of the shopping list. The vendors have been instructed to use the Drop Ship order form to determine the formula type, form and amount to ship. It is also the only document used to pay for the formula ordered.

If you have any questions or require additional information, please contact Cathy Plyler, Clinical Nutrition Specialist, Nutrition Education/Clinic Services Unit, at (512) 341-4577 or cathy.plyler@dshs.state.tx.us, or Maricela Montoya, Clinical Nutrition Specialist, Nutrition Education/Clinic Services Unit at (512) 341-4578 or maricela.montoya@dshs.state.tx.us.

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