



Memorandum

#11-020

TO: WIC Regional Directors
WIC Local Agency Directors

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

DATE: February 24, 2011

SUBJECT: WIC Wellness Works Electronic *Healthy Living Tips*

The WIC Wellness Works (WWW) program is expanding the weekly electronic WWW *Healthy Living Tip* program by making it available to all WIC staff. Currently, the WWW *Healthy Living Tip* program is a weekly electronic tip distributed to WWW coordinators and they in turn distribute the tips to other WIC staff. In an effort to make these tips available to all staff, the WWW program has set up a new listserve for all WIC staff to voluntarily join. Each tip focuses on healthy eating, physical activity and/or stress management.

WIC staff may voluntarily sign up for the WIC Wellness Works Yahoo group and begin receiving electronic wellness information immediately and they may remove themselves from the list at anytime. Directors may refer to their own agency internet use policy in regards to this voluntary listserve.

How do employees join this listserve?

They send a blank email to: wicwellness-subscribe@yahoogroups.com

Can staff use their personal home email address for this group?

Yes, they can sign up using their own personal email account and receive messages at home. This way they can share the wellness information with family and friends.

Will staff be able to exchange messages with the entire group?

No, this Yahoo group will be a one-way “announcement-only” listserve, which means employees will only receive information and will not be able to email the entire group with comments. They will, however, be able to reply directly to the UT Wellness Team with any questions or concerns.

Will other information in addition to the weekly *Healthy Living Tip* be sent to WIC staff?

Yes, on occasion additional wellness information will be sent to supplement the current wellness initiative. Sending information via email saves paper and staff time while providing information in more timely and efficient manner.

How long has the current electronic *Healthy Living Tip* program been available to wellness coordinators?

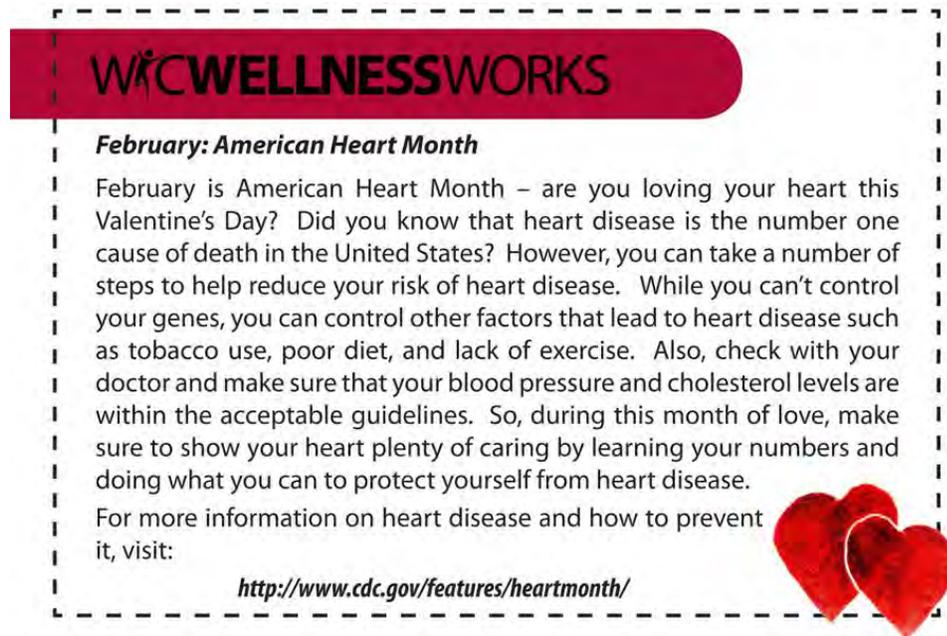
Weekly email messages have been sent to approximately 225 wellness coordinators for two years.

How will the listserve be announced to clinics?

Wellness coordinators will receive a fax announcement and an email message with instructions on how to encourage staff to sign up for the listserve. Additionally, the next employee wellness packet will include sign up information.

What does a *Healthy Living Tip* look like?

Here is an example:



How do employees remove themselves from this listserve?

They send a blank email to: wicwellness-unsubscribe@yahoo.com

If I have more questions, whom do I contact?

Please contact Shellie Shores Nutrition Education/Clinic Services Unit, Nutrition Services Section, at (512) 341-4516 or shellie.shores@dshs.state.tx.us.