



Memorandum

#11-068

TO: WIC Regional Directors
WIC Local Agency Directors

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

DATE: May 24, 2011

SUBJECT: June 2011 Breast Pump Orders

This memo is to announce the June 2011 Breast Pump Orders. Orders should be submitted no later than **Wednesday, June, 15th 2011**, by using the Breast Pump Ordering System (BPOS) at <https://webds.dshs.state.tx.us/nebf/login/>. The BPOS is being enhanced, but changes will not be released until fiscal year 2012.

Upon completing your June breast pump order, please review the order and confirm that it was successfully submitted. Once the June ordering period closes, local agencies will *not* be able to adjust their order. The next ordering opportunity is September 1, 2011.

Important Ordering reminders:

- The Breast Pump Ordering System (BPOS) security system prevents LA staff from placing, revising, or reviewing breast pump orders unless individual access rights have been assigned by the LA Director.
- *If you are unable to log in to the BPOS, and all of the following statements are true,*
 - you have placed breast pump orders in the past,
 - your LA director previously granted you access rights to the BPOS and has not changed those rights or your status,
 - your registered username (assigned email address) has not recently changed,*then you need to click on the red text below the “login” button and follow the instructions to reset your password.*
- *If you are unable to log into the BPOS and the bullets above do not apply to you, then talk to your LA Director about assigning you access rights to the BPOS.*
- Complete your order by *individual items*, not by the case or the box.

If you have any questions, or require additional information, please contact Lindsey Randall, at (512) 341-4594, or lindsey.randall@dshs.state.tx.us.