



Memorandum

#11-107

TO: WIC Regional Directors
WIC Local Agency Directors

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

DATE: August 17, 2011

SUBJECT: Important Changes to September 2011 Breast Pump Orders

This announcement is to prompt local agencies (LAs) to place their orders for breast-pump products without delay. The ordering system is currently open, but it will only remain open until close of business on **Friday, September 9**.

There are several factors that the State Agency (SA) would like LAs to take into consideration before placing breast pump orders this quarter. Please review the following information and share with staff accordingly.

- The Breast Pump Ordering application was recently enhanced and is now the Breastfeeding Ordering System (BOS) located at, <<http://texaswic.dshs.state.tx.us:4554>>.
- The BOS security system will not allow LA staff members to place orders unless their LA WIC Director has granted them access rights to the BOS in August 2011.

Other factors that LAs should consider carefully:

- It is anticipated that breast-pump funding for FY12 may not be as plentiful as it has been in recent years. Ordering opportunities in FY12 may not be available through the SA, or they may be reduced.
- The September order will be the last breast pump order placed before entering FY12. LAs should prepare accordingly by increasing the number of breast pumps ordered in September.
- LAs should utilize existing storage space to increase breast-pump inventory. If LAs do not currently have storage space available, lactation funding can be used to rent or purchase additional storage or warehouse space.

Once the September ordering period closes, LAs **will not** be able to increase their orders. Access to the ordering system will be restricted to reviewing order history and verifying estimated dates of arrival. Therefore, LAs should review their September orders after placing them and confirm that they were successfully submitted.

#11-107, Important Changes to September 2011 Breast Pump Orders

August 17, 2011

Page 2

Please complete and fax all breast-pump receiving reports to Scott Nelson at (512) 341-4422 within 10 business days after pump shipments are received and accounted for. If you receive a delivery without a receiving report, please contact the WIC Warehouse without delay.

In addition, all breast-pump inventory should be added to the corresponding inventory logs and placed into locked storage areas with current stock.

If you have any questions or require additional information, please contact Lindsey Randall, Breast Pump Coordinator, Nutrition Education/Clinic Services Unit, at (512) 341-4594, or lindsey.randall@dshs.state.tx.us.