



Memorandum

#12-132

TO: WIC Regional Directors
WIC Local Agency Directors

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

DATE: December 7, 2012

SUBJECT: 2013 State Agency Holiday Schedule

The table below shows the 2013 State Agency Holiday Schedule when State Agency staff will not be available. It is important to note that the one exception to this schedule is for Automation Helpdesk and Formula Approval Staff since they *will be available* President's Day, Monday, February 18, 2013.

2013 State Agency Holiday Schedule	
Martin Luther King, Jr.	Monday, January 21, 2013
President's Day	Monday, February 18, 2013
Memorial Day	Saturday, May 25, 2013 and Monday, May 27, 2013
Independence Day	Thursday, July 4, 2013
Labor Day	Monday, September 2, 2013
Thanksgiving Day	Thursday, November 28, 2013
Days after Thanksgiving Day	Friday, November 29, 2013 and Saturday, November 30, 2013
Christmas Eve	Tuesday, December 24, 2013
Christmas Day and day after Christmas	Wednesday, December 25, 2013 and Thursday, December 26, 2013
New Year's Day	Wednesday, January 1, 2014

The following guidance should be followed when Formula Approval Staff are available on a limited basis:

Formula Approval Staff are available Monday – Friday, 7:00 a.m. – 6:00 p.m., and Saturdays, 9:00 a.m. – 1:00 p.m. However, at times Local Agency staff may experience limited access to State Agency staff for formula approvals. For example, when State Agency staff are in an all-day meeting or on a conference call, generally they will return calls for formula approvals on a more limited basis during breaks, at their lunch hour, or after 5:00 p.m. At these times, Level 4 formula requests or other situations, normally handled by State staff, may be approved for one month by the local RD to avoid creating a barrier to service. When the local RD makes such approvals, Local Agency staff should contact the Formula Approval Staff the next business day to document the decisions made under these circumstances.

#12-132 2013 State Agency Holiday Schedule
December 7, 2012
Page 2

If you have any questions or require additional information, please contact Rachel Edwards, Manager, Information Response Management Group, by calling 1-877-341-4491, selecting the number one option, and entering extension number 2263, or by email at Rachel.edwards@dshs.state.tx.us. You also may contact Jim Wieland, Manager, WIC Automation Helpdesk, at (512) 341-4408 or by email at jim.wieland@dshs.state.tx.us.