



Memorandum

#14-141

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Amanda Hovis, Director
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: December 5, 2014

SUBJECT: 2015 State Agency Holiday Schedule

The table below shows 2015 State Agency Holiday Schedule showing when the Automation Service Desk, IRM Liaisons and Formula Approval Staff will not be available to answer calls.

2015 State Agency Holiday Schedule	
Martin Luther King, Jr. (Monday)	1/19/15
President's Day **	2/16/15
Memorial Day (Saturday and Monday)	5/23/15 AND 5/25/15
Independence Day (Saturday)	7/4/15
Labor Day (Monday)	9/7/15
Veterans Day (Wednesday)	11/11/15
Thanksgiving Day (Thursday)	11/26/15
Days after Thanksgiving (Friday and Saturday)	11/27/15 and 11/28/14
Christmas Eve (Thursday)	12/24/15
Christmas Day and day after (Friday and Saturday)	12/25/15 and 12/26/15
New Year's Day (Friday)	1/1/16

**On February 16, President's Day, only Formula approval and the Automation Service Desk staff will be available.

If you have any question or require additional information, please contact Marissa Acosta, Group Supervisor, Information Response Management Group, at (512) 341-4649 or marissa.acosta@dshs.texas.gov, or Jim Wieland, Manager, WIC Service Desk at (512) 341-4408 or jim.wieland@dshs.texas.gov.