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**#15-067**

**TO:** WIC Regional Directors  
WIC Local Agency Directors

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

**DATE:** May 22, 2015

**SUBJECT:** 2016 Nutrition Education/Breastfeeding Plan Training Schedule

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The 2016 Nutrition Education and Breastfeeding (NE/BF) Plan will be available online beginning June 15 at <http://wicstaffapps.dshs.texas.gov/>. The due date for the completion and submission of the NE/BF Plan is September 1, 2015.

Please join us on CenturyLink for *How to Complete Your 2016 Nutrition Education and Breastfeeding Plan* on the following dates:

June 15<sup>th</sup> – 2:00pm  
June 16<sup>th</sup> – 8:30am  
June 17<sup>th</sup> – 3:00pm  
June 18<sup>th</sup> – 12:00pm  
June 19<sup>th</sup> – 8:30am

While the NE/BF plan is similar to the 2015 plan, NE and BF Coordinators and WIC Directors are encouraged to attend at least one training to become familiar with website security and plan features. This training will show WIC Directors how to manage staff on the WICStaffApps site.

How to login to the training(s):

Go to the CenturyLink web site at <https://stateoftx-dshs.centurylinkccc.com/CenturylinkWeb/NEBFPlan>

2. Number: (877) 820-7831

3. Passcode: 5123414515#

If you have questions or require additional information, contact your nutrition education liaison.