



Memorandum

#10-002

TO: Regional Medical Directors for
Health Service Regions 4/5, 6 & 5 South, 9/10 and 11
WIC Local Agency Directors

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

DATE: January 13, 2010

SUBJECT: 2010 State Agency Holiday Schedule

State Agency staff has composed a holiday staff availability schedule for 2010.

No State Agency staff will be available on the following holidays:

Martin Luther King, Jr. (Monday)	1/18/10
Memorial Day (Saturday and Monday)	5/29/10 and 5/31/10
Labor Day	9/6/10
Thanksgiving Day (Thursday)	11/25/10
Days after Thanksgiving Day (Friday and Saturday)	11/26/10 and 11/27/10
Christmas Eve (Friday)	12/24/10
Christmas Day (Saturday)	12/25/10

The Information Response Management Group (IRM), which includes the policy liaisons and 1-800-WIC-FORU staff, will not be available on the following additional holidays:

Presidents' Day (Monday)	2/15/10
Veterans Day (Thursday)	11/11/10

Formula support staff and the automation helpdesk will be available on these days:

Presidents' Day (Monday)	2/15/10
Veterans Day (Thursday)	11/11/10

If you have any questions or require additional information, please contact Rachel Edwards, Manager, Information Response Management Group, at 1-877-341-4491, press 1, extension 2263, or Rachel.edwards@dshs.state.tx.us, or Jim Wieland, Manager, WIC Automation Helpdesk, at (512) 341-4408 or jim.wieland@dshs.state.tx.us.