



Memorandum

#12-069

TO: WIC Regional Directors
WIC Local Agency Directors

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

DATE: June 29, 2012

SUBJECT: FY 2013 Nutrition Education and Breastfeeding Plan – Follow-up Guidance

As mentioned in memo **#12-064**, the FY 2012 NEBF plan will carry over through FY 2013. There is no need to update the existing Nutrition Education and Breastfeeding Plan online. However, Local Agencies will still need to work with their Nutrition Education liaison to address the following three issues:

- 1) Class schedules for FY 2013 should be completed by NE/BF coordinators and sent, via e-mail, to your agency's liaison for approval. Use the attached schedule template, or create your own, to complete your schedule. The due date for class schedules for FY 2013 is **August 7, 2012**. A formal letter of approval will follow.

The FY 2012 class schedule will remain available online through the end of September 30th. NE/BF coordinators will be able to input data to the FY 2013 online class schedule on October 1, 2012.

A list of lesson deletions will be sent to Local Agencies via memo in July. Until then, NE/BF coordinators should work with their liaison to pick classes for the schedule.

- 2) Each Local Agency should review and update their breastfeeding Staff Referral Protocol and Client Referral form. If there have been changes since last year's submissions, please resubmit to your liaison along with your FY 13 class schedule.
- 3) As a reminder, Local Agencies should update and maintain contact information and staff profile on TexasWICStaff <http://texaswic.dshs.state.tx.us:4554/Home/Security/LogOn>.

If you have any questions or require assistance logging on to TexasWIC Staff or to find your agency's liaison, please contact Matt Harrington, Nutrition Education Coordinator, Nutrition Education/Clinic Services Unit, at (512) 341-4515 or matt.harrington@dshs.state.tx.us.

Attachment: Class Schedule Template

