



Memorandum

#13-071

TO: WIC Local Agency Directors

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

DATE: June 20, 2013

SUBJECT: Upcoming Bi-Annual RD Sharing Session

Please join us for the upcoming Bi-Annual RD Sharing Session. The session will focus on high-risk policy development. We will discuss policy requirements, key components, and overall suggestions to improve your agency's high-risk policy. This overview will provide individuals with the background needed to identify risk conditions specific to their client population. This training is ideal for those who develop agency high-risk policies and need additional guidance.

The Sharing Session will be held twice during one week to accommodate varying schedules. You are welcome to attend one or both of the sessions schedule on:

- ◆ Monday, July 15, 2013, 12:00 – 1:00 p.m. CST
- ◆ Wednesday, July 17, 2013: 12:00 – 1:00 p.m. CST

Instructions for logging into the sessions:

1. You will need a telephone and Internet access.
2. Open your internet browser. Go to <https://stateoftx-dshs.centurylinkccc.com/CenturylinkWeb/RDSharingSession>.
3. Select the "Guest" tab.
4. Enter your name and email address, then select "Join Meeting."
5. To join audio, type your phone number and select "Let the Meeting Call Me." The program will automatically dial your phone. You may also dial toll free **1-877-820-7831**. Enter the participant passcode **5123414512#** when prompted.
6. For help logging in, contact CenturyLink Customer Support at 1-800-485-0844.

If you have questions or require additional information, please contact Kaylene Thompson, RD, LD, Nutrition Education Consultant, at 512-341-4512, kaylene.thompson@dshs.state.tx.us or Leona Duong, RD, LD, at 512-341-4520, leona.duong@dshs.state.tx.us.