



Memorandum

14-023

TO: WIC Regional Directors
WIC Local Agency Directors

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

DATE: February 17, 2014

SUBJECT: 2014 State Agency Holiday Schedule

The table below shows the 2014 State Agency Holiday Schedule showing when the Automation Service Desk, IRM Liaisons, and Formula Approval Staff will not be available to answer calls.

2014 State Agency Holiday Schedule	
Martin Luther King, Jr. (Monday)	1/20/14
President's Day **	2/17/14
Memorial Day (Saturday and Monday)	5/24/14 and 5/26/14
Independence Day (Friday and Saturday)	7/4/14 and 7/5/14
Labor Day (Monday)	9/1/14
Veterans Day (Tuesday)	11/11/14
Thanksgiving Day (Thursday)	11/27/14
Days after Thanksgiving Day (Friday and Saturday)	11/28/14 and 11/29/14
Christmas Eve (Wednesday)	12/24/14
Christmas Day and day after Christmas (Thursday and Friday)	12/25/14 and 12/26/14
New Year's Day(Thursday)	1/1/15

**** On February 17, President's Day, only Formula approval and Automation Services Desk staff will be available.**

If you have any questions or require additional information, please contact Rachel Edwards, Manager, Information Response Management Group, at (512) 341-4763 or rachel.edwards@dshs.state.tx.us, or Jim Wieland, Manager, WIC Service Desk at (512) 341-4408 or jim.wieland@dshs.state.tx.us.