



Memorandum

#15-099

TO: WIC Regional Directors
WIC Local Agency Directors

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

DATE: September 18, 2015

SUBJECT: Prenatal Breastfeeding Education Bag Order Opportunity

The new Prenatal Education Bag Ordering System is ready for our first order. The opportunity to place orders opens September 18, 2015 thru October 5, 2015 COB. Please order a 2-month supply of bags (enough bags to issue one to every pregnant participant for two months regardless of her intent to breastfeed as indicated by policy BF:01.0).

You are encouraged to place your orders sooner rather than later to allow time to address any issues that may pop up when using a new system/process. Also, all orders need to be captured thru this system, emails will not be accepted. Please submit your orders no later than COB on October 5, 2015.

Current estimated time of arrival for this order is late October 2015. The next opportunity to order bags will be November 2015. Please report delivery discrepancies promptly.

Ordering instructions:

- Log in to <http://wicstaffapps.dshs.texas.gov>
- Click on the "Prenatal Bag" tab on the top right corner.
 - You must be set up as a User with approval rights to the Prenatal Bag Security Role. If you're not seeing the "Prenatal Bag" tab you will need to complete the action steps listed in memo #15-092.
- Click on "place order"

You are now on the products ordering page.

- Indicate the quantities to be ordered by filling out the "Units Ordered" boxes next to each product listed. As always order in Units/Each in quantities of 25.
- Fill out the shipping contact information.
- The shipping address will automatically appear below the contact information.
- Fill in shipping instructions.
- Click Submit. You're done.

Note: The Admin Office can view Clinic orders within their LA by going to the ordering (place order) page and clicking on the drop down menu in the Clinic box. You will have the option to view "All" clinics at once or select from the clinic list to view each clinic individually.

If you have questions or need additional information, please contact Leticia De La Rosa, at Leticia.delarosa@dshs.state.tx.us or 512-341-4567.