



Memorandum

#15- 050

TO: WIC Regional Directors
WIC Local Agency Directors

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

DATE: April 20, 2015

SUBJECT: FY 2016 Annual Plan to Allocate Direct Costs (PADC)

In accordance with Accounting Policy AC:03.0, Plan to Allocate Direct Costs (PADC), the Local Agency submission of the FY 2016 PADC is due to the State Agency by June 15, 2015. An electronic submission should be sent to:

WICPADC@dshs.state.tx.us

Please include: Agency Name, LA (#), and correct fiscal year in the subject line of the email and on the PADC form. Please include whether each submission is a PADC or an amendment, as applicable.

Example: **Subject:** **Agency Name (LA #) PADC FY2016 or**
 Subject: **Agency Name (LA #) Amendment to PADC FY 2015**

If you have any questions or require additional information, please contact Ponna Sambasivan, RD, LD, WIC Group Manager, Quality Management Branch, at (512) 776-3798, or ponna.sambasivan@dshs.state.tx.us .