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**#15- 070**

**TO:** WIC Regional Directors  
WIC Local Agency Directors

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

**DATE:** June 11, 2015

**SUBJECT:** Prenatal Education Bag Ordering Process

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In the near future you will be able to order Prenatal Education Bags through the WIC Staff Apps website. While this functionality is still in the development stage, some preparation work is needed at the Local Agency level. Clinic sites need to be added in the Admin Tab under Agency Clinics. Some Local Agencies already include Clinics, in which case we ask that you review and make edits as needed.

Clinic information needs to be added or updated by COB June 26, 2015.

Required action:

- Log in to <http://wicstaffapps.dshs.texas.gov>.
- Select "Admin" Tab at the top right corner
- Click on "Agency Clinics"
- If adding new clinic, select "Create New" and fill out the boxes and click on save. You will need to do this for each clinic including the admin office.
- If editing, click on "Edit" at the right hand side of each listed clinic. Make the changes and save. You will need to do this for each clinic

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