



Memorandum

#15-125

TO: WIC Regional Directors
WIC Local Agency Directors

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

DATE: December 17, 2015

SUBJECT: 2016 State Agency Holiday Schedule

The table below shows the 2016 State Agency Holiday Schedule listing when the Automation Service Desk, IRM Liaisons and Formula Approval Staff will not be available to answer calls.

2016 State Agency Holiday Schedule	
Martin Luther King, Jr. (Monday)	1/18/16
President's Day (Monday)	2/15/16
Memorial Day (Saturday and Monday)	5/28/16 AND 5/30/16
Independence Day (Monday)	7/4/16
Labor Day (Monday)	9/5/16
Veterans Day (Friday)	11/11/16
Thanksgiving Day (Thursday)	11/24/16
Days after Thanksgiving (Friday and Saturday)	11/25/16 and 11/26/16
Christmas Eve (Saturday)	12/24/16
Christmas Day and day after (Sunday and Monday)	12/25/16 and 12/26/16
New Year's Day (Sunday)	1/1/17

If you have any question or require additional information, please contact Rachel Edwards, Clinic Services Branch Manager at (512) 341-4763 or rachel.edwards@dshs.texas.gov, or Jim Wieland, Manager, WIC Service Desk at (512) 341-4408 or jim.wieland@dshs.texas.gov.