



Memorandum

#16-046

TO: WIC Regional Directors
WIC Local Agency Directors

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

DATE: May 11, 2016

SUBJECT: FY 2017 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, 2016. An electronic submission should be sent to:

WICPADC@dshs.state.tx.us

Please include in the subject line of the email and on the PADC form:

- 1.) Agency Name
- 2.) LA (#)
- 3.) Correct fiscal year
- 4.) Whether each submission is a PADC or an amendment.

Ex. Subject: Agency Name (LA #) PADC FY2017 or
Subject: Agency Name (LA #) Amendment to PADC FY 2017

For questions regarding PADC submissions, contact:

Brenda Brown, Administrative Assistant
Performance Management Unit
512-776-2289
Brenda.Brown@dshs.state.tx.us

For questions regarding the content of the PADC, contact:

Elsa Rodriguez, NECS Unit Coordinator
WIC Program
512-341-4595
Elsa.Rodriguez@dshs.state.tx.us