



Memorandum

#09-152

TO: Regional Medical Directors for
Health Service Regions 4/5, 6 & 5 South, 9/10 and 11
WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: November 1, 2009

SUBJECT: Clinic Services Branch Staff Training

A Clinic Services Branch Staff Training has been planned for the Clinic Services Branch for **December 7th through December 9th, 2009**. We request that on these days you have appropriate local staff available to handle as many formula approvals as possible. It would be helpful if local dietitians and nutritionists or contract dietitians are available to approve formulas on these days. We will have beeper coverage available for emergency assistance if local approval is not possible. We will return calls from 12:00 p.m. – 1:00 p.m. and 4:30 p.m. – 6:00 p.m. If an emergency situation occurs, and you must get assistance immediately, you may call Shirley Ellis, Nutrition Education Branch Manager, at (512) 341-4420.

In addition, we would like to remind you that the Holidays are fast approaching and that we will be adhering to the memo sent out at the beginning of the year concerning State Holidays (Memo #09-032). The formula support staff will not be available on the following days:

Thanksgiving Day Holidays

Thursday - Saturday November 26 thru November 28, 2009

Christmas Holidays

Thursday – Saturday December 24 thru December 26, 2009

The formula approval pager number is: (512) 499-6814

The Formula Support Staff Normal Working Hours are:

Monday – Friday	7:00 a.m. – 6:00 p.m.
Saturday	9:00 a.m. – 5:00 p.m.

Direct phone numbers to the Formula Support Staff are:

Sandra Brown	(512) 341-4576
Cathy Plyler	(512) 341-4577
Maricela Montoya	(512) 341-4578

If you have any questions or require additional information, please contact Cathy Plyler, Clinical Nutrition Specialist, Nutrition Education/Clinic Services Unit, at (512) 341-4577 or cathy.plyler@dshs.state.tx.us.

<http://www.dshs.state.tx.us>

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