



Memorandum

#11-059

TO: WIC Regional Directors
WIC Local Agency Directors

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

DATE: May 6, 2011

SUBJECT: New ordering instructions - *WHITE TYVEK CARD GUARD SLEEVES*

This memo is to announce a change in the way you order the white *White Tyvek Card Guard Sleeves* used to protect EBT cards that you give to clients if they lose their initial cardholder booklet. You previously ordered them from Cynthia Pryor through email or phone call. The sleeves have been moved to Business Ink. You will now order them through the Business Ink Online Ordering System. Here is the description and stock number from that system:

13-06-13616 *WHITE TYVEK CARD GUARD SLEEVES*

251 Boxes of 500 count Sleeves/Envelopes

Restricted for WIC Use Only

White Tyvek Card Guard Sleeves – sleeves are issued to participants to hold their EBT card

The sleeves should be ordered in boxes of 500. Business Ink currently has 251 boxes and more have been ordered.

If you have any questions, please contact WICmaterials@dshs.state.tx.us or Jackie Hilburn, Manager, Quality Management, Program Development and Process Improvement Branch at (512) 341-4530, or jackie.hilburn@dshs.state.tx.us, or Hilda Tijerina, Publications Coordinator, at (512) 341-4522 or hilda.tijerina@dshs.state.tx.us.