



## Memorandum

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**# 13-065**

**TO:** WIC Local Agency Directors

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

**DATE:** June 6, 2013

**SUBJECT:** FY 2014 Annual Plan to Allocate Direct Costs (PADC) Due June 15, 2013

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In accordance with *Accounting Policy AC: 03.0*, Local Agency (LA) FY 2014 Annual Plan to Allocate Direct Costs (PADC) is due to the State Agency by June 15, 2013. An electronic submission is the preferred method and should be sent to: [qmb@dshs.state.tx.us](mailto:qmb@dshs.state.tx.us).

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

- Agency name
- LA number
- Correct fiscal year (and amendment, if applicable)

If you have any questions or require additional information, please contact Ponna Sambasivan, RD, LD, WIC Group Manager, Quality Management Branch, at 1888-963-7111 x3798 or 512-776-3798, or [ponna.sambasivan@dshs.state.tx.us](mailto:ponna.sambasivan@dshs.state.tx.us).