



## Memorandum

---

---

**#14-109**

**TO:** WIC Regional Directors  
WIC Local Agency Directors

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

**DATE:** September 29, 2014

**SUBJECT:** Breast Pump Ordering Opportunity

---

---

The purpose of this memo is to announce that we are moving towards a quarterly breast pump ordering schedule effective immediately. The first quarter ordering period will open Monday September 29, 2014 through Saturday, October 11, 2014. All orders must be entered into the Breastfeeding Ordering System (BOS) by **5:00 p.m., Saturday, October 11, 2014** with no exceptions. BOS can be found on the Texas WIC Staff web site at <http://texaswic.dshs.state.tx.us.4554>. After the October 11<sup>th</sup> deadline, access to the ordering system will be limited to reviewing your order history and reconciling orders.

For this ordering opportunity, Local Agencies are advised to forecast enough quantities to last **3 months** (through February). Please be advised the August order is scheduled to be delivered beginning late September thru mid-October. Note: all orders are subject to adjustments; as a result your Local Agency may receive fewer pumps than were ordered.

Please record your deliveries within three (3) business days of receiving your breast pumps online at <http://texaswic.dshs.state.tx.us.4554> to avoid a possible penalty. Should you have questions or need assistance, please contact Leticia (Letty) De La Rosa, Breast Pump Coordinator, at (512) 341-4567 or [leticia.delarosa@dshs.state.tx.us](mailto:leticia.delarosa@dshs.state.tx.us).