



Memorandum

#16-024

TO: WIC Regional Directors
WIC Local Agency Directors

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

DATE: March 9, 2016

SUBJECT: Secure Portal Update

A few changes have been made to the Secure Portal Online Tools and will become effective on Monday, March 14, 2016.

- A couple of accessibility changes were made on the Client Search and Income Calculator. These are noticeable if staff use the “screen reader”.
- Behind the scenes, the Income Calculator calculates income to several places past the decimal. This has been corrected to calculate to two places past the decimal, to the hundredth place.
- Some clinic staff were having issues printing the income summary page. This has been corrected.

These changes will be available when staff login to the Secure Portal on Monday morning. If staff have any questions or problems, please call the WIC Service Desk for assistance at 1-800-650-1328 from 7:00 am to 6:30 pm Monday through Thursday, 7:00 am to 5:30 pm on Friday, and 8:00 am to 1:00 pm on Saturday.

For questions about the changes, please contact Anita Ramos, Clinic Services Training Specialist, anita.ramos@dshs.state.tx.us or 512-341-4581.