Memorandum

#19-019

TO: WIC Local Agency Directors

FROM: Amanda Hovis, Director
Nutrition Education / Clinic Services Unit
Texas WIC Program

DATE: March 8, 2019

SUBJECT: Change to Breast Pump Ordering Timeline

The breast pump purchasing process has changed which will impact ordering timelines. Effective immediately, ordering will switch from four (4) to three (3) times per year. This will require forecasting for four months at a time.

The transition to this new timeline will include the following unavoidable one-time challenges.

• Delivery of your most recent order will take place in mid-to-late April rather than March. If you anticipate a shortage in stock prior to the delivery, please notify me via email. An effort will be made to shift LAs with shortages to the top of the shipping list.
• In an effort to get back on track and maintain an efficient delivery schedule, the next order will be collected in mid-March prior to the delivery of the last order. Existing inventory quantities plus ordered quantities will need to be considered when forecasting.
  Example:
  • Existing inventory quantities + ordered quantities = total
  • Forecast 4 months based on total quantity

Should you have questions or need assistance, please contact Leticia (Letty) De La Rosa, Breast Pump Coordinator, at (512) 341-4567 or leticia.delarosa@hhsc.state.tx.us

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