



MEMORANDUM

24-016

To: WIC Regional Directors
WIC Local Agency Directors

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

Date: March 19, 2024

Subject: **Texas WIC Policy Revision Summary Tool**

Texas WIC has created the WIC Policy Revision Summary tool for Local Agency WIC Directors and clinic staff to keep track of WIC policy revisions.

The WIC Policy Revision Summary tool includes:

- The Published Date of Memo
- Related Memo #
- Abbreviated Summary of policy revision
- WIC Policy
- Effective Date of Policy
- Monitoring/TA Date of Policy

The Texas WIC Policy Revision Summary Tool is located on Egnyte at the following link: [WIC Policy Revision Summary Tool](#)

Local Agencies must begin implementing the policy revision as of the effective date listed in the policy memo. During the implementation period, Local Agencies will be given technical assistance by QMB, which will be noted on the Quality Assurance report. Findings will not be issued until the monitoring tool is revised for the following year (typically October).

Policies that are revised due to a USDA or State Agency mandate may require a shorter implementation period. In these instances, a specific monitoring date will be provided in the policy memo.

If you have any questions, please contact IRM at IRM-Policy@hhs.texas.gov