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DATE: March 18, 2020
TO: WIC Local Agencies
FROM: WIC State Staff
SUBJECT: Laptop Requests in Response to COVID-19

Due to the need for alternative workplace options in response to COVID-19, we are starting to receive requests from Local Agencies for additional hardware.

Laptop Requests

We currently have a larger number of laptops than usual in stock due to a recently planned hardware roll-out and believe we should be able to meet the majority of the additional laptop needs. However, requests for laptops should only be made if your computer is a desktop and you need to be mobile.

Laptop requests related to COVID-19 are considered a priority **but may require at least one to three days for CSC to image, depending on the volume of requests.** We are planning to overnight laptops once they have been imaged. CSC will email a notification that the laptops have shipped to the person who submitted the request.

Typically, CSC does not provide power cords with laptops so you will have to request a power cord if needed. We are running low on power cords so please make certain it is something you actually need before requesting.

Continue to use the [Request for Equipment/Supplies Form](#) to request laptops. Use “COVID-19” as the justification.

7060 Micro Desktops

We do consider the 7060 “micro” desktop to be “mobile equipment” due to its small size. We are encouraging agencies that have this type of desktop to assess whether this could be used instead of a laptop. They require a wired connection so you would need to use the network cable that currently connects the computer to the Internet.

Peripherals

Staff should be able to use their existing peripherals, including: card readers, signature pads, network cables, and mice. If using “micro” computers, peripherals would also include monitors and keyboards. These items will **not** automatically be sent with a laptop.

Please contact your Regional Consultant if you have any questions.