



TEXAS  
JUVENILE JUSTICE  
DEPARTMENT

## Administrative Directive #2 FY 2026

To: TJJJ Staff  
From: Shandra Carter, Executive Director  
Subject: Texas Appleseed  
Date: April 28, 2026

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Effective immediately, all staff are directed to refrain from any contact or engagement with Texas Appleseed, except where such interaction is explicitly required under the Texas Open Meetings Act or other applicable law.

All requests for information from Texas Appleseed must be handled exclusively through formal public information request processes and reviewed through appropriate legal and executive channels prior to any response. No informal communication, including but not limited to emails, phone calls, meetings, or third-party relays, is authorized.

This directive is necessary due to ongoing litigation involving Texas Appleseed. As the matter has progressed to the stage where staff are now subject to depositions, it is critical that all communications are controlled, documented, and conducted in accordance with legal guidance to protect both individual staff members and the agency.

Any questions regarding this directive should be directed to the Office of General Counsel.

A handwritten signature in black ink, appearing to be "S. Carter".