



TEXAS DEPARTMENT OF STATE HEALTH SERVICES

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DAVID L. LAKEY, M.D.
 COMMISSIONER

September 20, 2010

Norma L. Longoria, WIC Director
 LA#012, Hidalgo County Health & Human Services
 WIC Administrative Office
 3105 West University Drive
 Edinburg, TX 78539

Dear Ms. Longoria:

FY 2011 WIC contracts, effective dates October 1, 2010 through September 30, 2011, are currently being prepared and entered into our system. A breakdown of the total “not to exceed” is outlined in the table below. A copy of the contract will be sent out to agencies for signature once all have been entered in late September.

In order to help your agency with budgeting, we have provided you with the following initial funding amounts:

Project	Project Contact	Initial Amount	Type of Allocation		
			Admin	NE	BF
WIC Funding	Benny Jasso benny.jasso@dshs.state.tx.us (512) 341-4573	\$10,818,593.00	X	X	X
Peer Counselor	Jewell Stremmler jewell.stremmler@dshs.state.tx.us (512) 341-4593	\$542,556.00			X
Registered Dietician	Ponna Sambasivan ponna.sambasivan@dshs.state.tx.us (512) 341-4517	\$45,000.00	X	X	X
Obesity	Ponna Sambasivan ponna.sambasivan@dshs.state.tx.us (512) 341-4517	0		X	
Lactation Services	Tracy Erickson tracy.erickson@dshs.state.tx.us (512) 341-4521	\$60,000.00			X
Vendor Liaison	Ray Krzesniak ray.krzesniak@dshs.state.tx.us (512) 341-2200	\$19,188.00	X		
Total Contract “Not to Exceed” Amount		\$11,485,337.00			

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Please note that these are initial funding amounts. These amounts may be adjusted at any time during the contracting period. Your agency will be notified by Letter of Amendment for any adjustments to your funding. Letters of Amendments for the Clinical Practicum and Dietetic Internship will be sent out separately at a later date.

In order for the State Agency to track these expenditures, please bill for each of these projects on separate *State of Texas Purchase Vouchers (B-13)*. In order to capture all special project expenditures, continue to bill on a separate voucher once you exceed the allocation amount listed above. Any amount over your allocation will be charged appropriately to your regular funding.

Remember to label each voucher with the specific project name you are billing for as well as listing allocations to Administrative, Nutrition Education (NE) and Breast feeding (BF) costs. Vouchers without allocations listed will not be applied toward your NE or BF expenditures. Grants that may only be allocated to one category will be applied to that category.

This letter is approval for funding only. It does not relieve the agency from seeking additional approvals as required by WIC Policy. Requests for purchases should be submitted electronically to the Contract Development and Support Branch email box at: cdsb@dshs.state.tx.us.

If you have any questions or require additional information regarding your special projects, please use the project contact information listed above. Questions concerning billing should be directed to Alisin Genfan at (512)\ 458-7111, extension 3156, or alisin.genfan@dshs.state.tx.us.

Sincerely,

Mike Montgomery, Section Director
Nutrition Services Section

Attachment

AG

Special Projects*

Not all agencies are approved for all special projects. Please refer to cover letter.

Peer Counselor- This funding can be used for training and salaries of peer counselors who assist pregnant and breastfeeding WIC participants. It can also be used for communication equipment you may have requested and travel expenses peer counselors may incur in the course of performing their job duties or attending training and/or conferences.

Please note, the peer counselor allocation in this contract is not your entire FY2011 allocation. The State Agency will make additional peer counseling allocations as soon as we receive the FY2011 Loving Support Special Grant from USDA. Please continue your efforts to maintain your Peer Counselor Program at the staffing level your agency initiated in FY2010.

Allocations are made based upon the following criteria: number of pregnant and breastfeeding women served, retaining counselors established with previous discretionary funding, prevalence of serving rural and remote locations, and breastfeeding rates.

Registered Dietician (RD) - Use this special funding for reimbursement of RD duties such as:

- Assisting with the Quality Assurance Program (i.e., ongoing evaluation of individual counseling, nutrition education classes, clinical procedures, etc.).
- Assisting with the implementation of Value Enhanced Nutrition Assessment (VENA).
- Providing staff training on nutrition-related topics and nutrition assessment procedures.
- Assisting with your local agency's WIC Certification Specialist Program.
- Developing and implementing a quality assurance program.
- Assisting with completion and application of the *Nutrition Education, Breastfeeding and Training Plan*.
- Providing high-risk individual counseling.
- Conducting facilitated discussion nutrition education classes.
- Consultation regarding the appropriate issuance of special formulas.

Please note the following:

- All local agencies are required to have an RD on staff or on contract (*WIC Policy GA:14.0*).
- You must follow *Policy AC: 16.0 – Allowable Costs – Professional Contract Services*, when securing the services of an RD consultant via contract.
- Use a separate *State of Texas Purchase Voucher (form B-13)* to bill the state for RD services funded by this special allocation. Specify on the face of the voucher that this is reimbursement for an RD consultant or to defray the cost of a staff RD.
- Prior to contracting with the RD, the RD should provide you with a copy of his/her registration card from the Commission on Dietetic Registration. This is proof that the consultant is an RD.

The State Agency plans to reallocate any unused RD funds later this fiscal year. At that time, funds will be shifted from local agencies that have not used their funds to local agencies that need additional funding.

Obesity- Obesity Prevention Project funding may be used to pay for staff time and expenses related to the project as detailed in your accepted project budget and to cover travel expenses related to the *Obesity Prevention Project Workshop* in Austin, Texas on September 16-17, 2009. Please be advised that acceptance of your project does not relieve you of the responsibility to seek State Agency approval for a specific dollar threshold related to particular items if State Policy requires it.

Lactation Services- funds are being provided to help your agency provide breastfeeding assistance to WIC participants and WIC staff. This funding can be used for contract or regular WIC employees. You will be reimbursed for the following expenses:

1. To reimburse local agencies for fees paid to:
 - Counsel WIC moms with breastfeeding problems that are beyond the expertise of WIC staff.
 - Provide training to WIC staff, conduct special breastfeeding classes or support group sessions, or assist with WIC-sponsored workshops for health-care professionals.
2. To reimburse local agency staff for fees paid to prepare for (i.e., study materials) or take the International Board of Lactation Consultant Examiners (IBLCE) exam. See www.iblce.org for more information.
3. To pay for equipment that would complement lactation consults such as nipple shields and shells, nursing bras, large and extra large breast pump flanges, and supplemental nursing systems.
4. To pay for staff reference books and teaching aids such as breastfeeding dolls, stuffed breasts, belly balls, flip charts and other teaching tools.
5. To pay for equipment to establish and supply a nursing room to be used for lactation consultations and a private place for WIC moms to nurse and pump. Examples include chairs, pillows, stools, side table, lamps, peer counselor desk and chair, and dividers for privacy.

Clinical Lactation Practicum – These funds are provided to offer scholarship recipients an opportunity for direct observation, instruction, and demonstration of breastfeeding support and counseling. Students examine examples of lactation consultation performed by an experienced board-certified lactation consultant, one-to-one in a dynamic clinic setting. All allowable travel costs will be reimbursed.

Vendor Liaison - Use this special funding for reimbursement of staff time while conducting vendor duties such as:

1. Conducting store reviews for either existing WIC authorized vendors or new vendors requesting authorization
2. Addressing vendor complaints
3. Serving as liaison between your local vendors and state agency (SA)
4. Other vendor activities