AI-38833 **County Judge's Office 6. B.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Recognition of Hidalgo County BETA Interns

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	05/17/2013 11:39 AM
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Monica Badillo Started On: 05/17/2013 09:31 AM

Final Approval Date: 05/17/2013

AI-38851 **County Judge's Office 6. C.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted For: Jaime Longoria **Submitted By:** SANDRA DELEON, COUNTY JUDGE

Department: COUNTY JUDGE

Information

CAPTION

Update on legislative efforts to secure medical school in Hidalgo/Cameron Counties

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: SANDRA DELEON Started On: 05/17/2013 04:55 PM

Final Approval Date: 05/17/2013

AI-38764 **Comm. Court Executive Office 7. C.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted For: Valde Guerra **Submitted By:** Aida Alvarez, SAFETY DIVISION

Department: SAFETY DIVISION

Information

CAPTION

Approval to accept settlement check from The Hartford Fire General Agency, Inc. in the amount of $507.82 to settle auto accident with County vehicle. (Precinct 2)

BACKGROUND

DOL: 04/10/13

Acct #: 3-1100-360-00-000-005-0-000

Attachments

The Hartford Settlement Check

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	05/14/2013 04:08 PM
Obdett Calzada	Obdett Calzada	05/17/2013 03:39 PM
Olga Garza	Olga Garza	05/17/2013 04:59 PM
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Aida Alvarez Started On: 05/14/2013 03:48 PM

Final Approval Date: 05/17/2013

Southwest Auto Center
P.O. Box 14261
Lexington, KY 40512-4261
800-236-0398 x 2303661

THE HARTFORD

003424
COUNTY OF HIDALGO
PO Box 1356
Attn Safety Dept
EDINBURG, TX 78540

03567

Attention: This remittance incorporates 1 claim payments

Special Handling ID: RM 00

Explanation of Benefits

Invoice Number	Claim Number/ Date of Loss	Insured Name/ Claimant Name	Amount Paid
	Y07AP 55903 04-10-13	DOROTHY DILLARD COUNTY OF HIDALGO	$507.82

Nature of Payment: PROPERTY DAMAGE SETTLEMENT

Service Dates

Additional Comments:

Paid on behalf of: Southern County Mutual
Claim Handler: Shawna Kelly 800-236-0398 x 2303661
Claim Center: Southwest Auto Center
P.O. Box 14261
Lexington, KY 40512-4261

Please contact the claim handler listed above if you have any questions on this particular claim.

Issue Date	05-06-13	Check Number	107545041 1	Total Amount of Check	$507.82

Please keep the above information for your records.

102045846

HAR-100-2

FOLD AT DOTTED LINE AND DETACH

THE HARTFORD

SOUTHERN COUNTY MUTUAL INSURANCE COMPANY
BY HARTFORD FIRE GENERAL AGENCY, INC.

56-1544
441

Check Number: 107545041 1

Issue Date: 05-06-13

$**********507.82

JPMorgan Chase Bank, N.A.
Columbus, OH 43085

Pay

FIVE HUNDRED SEVEN DOLLARS AND 82/100

TO THE ORDER OF
COUNTY OF HIDALGO
PO Box 1356Attn Safety Dept
EDINBURG, TX 78540

Authorized Signature

102045846

⑈107545041⑈ ⑆044115443⑆ 64903545 8⑈

BOGGUS FORD-MC ALLEN

1400 E US HIGHWAY 83, MC ALLEN, TX 78501
Phone: (956) 686-0911
FAX: (956) 686-0974

Workfile ID: 3e09f249
Federal ID: 275381820

Preliminary Estimate

Customer: HIDALGO COUNTY PUT #2 **Job Number:**

Written By: RICK MENDOZA

Insured:	HIDALGO COUNTY PUT #2	Policy #:	Claim #:
Type of Loss:		Date of Loss:	Days to Repair: 0
Point of Impact:	06 Rear		

Owner:	Inspection Location:	Insurance Company:
HIDALGO COUNTY PUT #2	BOGGUS FORD-MC ALLEN	
301E STATE ST	1400 E US HIGHWAY 83	
PHARR, TX 78577	MC ALLEN, TX 78501	
(956) 787-1891 Business	Repair Facility	
(111) 111-1111 x1 Cell	(956) 686-0911 Day	

VEHICLE

Year:	2004	Body Style:	4D SHORT	VIN:	1FTNX20P54EC24514	Mileage In:	
Make:	FORD	Engine:	8-6.0L-TD	License:		Mileage Out:	
Model:	F250 4X2 SUPERCAB	Production Date:		State:		Vehicle Out:	
Color:	Int:	Condition:		Job #:			

TRANSMISSION
6 Speed Transmission
Overdrive

POWER
Power Steering
Power Brakes

DECOR
Dual Mirrors

CONVENIENCE
Intermittent Wipers

RADIO
AM Radio
FM Radio
Stereo

SAFETY
Anti-Lock Brakes (4)
Driver Air Bag
Passenger Air Bag
4 Wheel Disc Brakes

WHEELS
Styled Steel Wheels

PAINT
Clear Coat Paint

TRUCK
Rear Step Bumper

Customer: HIDALGO COUNTY PUT #2

Job Number:

Vehicle: 2004 FORD F250 4X2 SUPERCAB 4D SHORT 8-6.0L-TD

Line		Oper	Description	Part Number	Qty	Extended Price $	Labor	Paint
1	**REAR BUMPER**							
2			O/H rear bumper				1.5	
3		R&I	R&I bumper assy				Incl.	
4	*	Rpr	Bumper painted				2.0	1.3
5			Add for Clear Coat					0.5
6		Repl	RT Step pad upper	F81Z17B807AB	1	30.25	Incl.	
7		Repl	LT Step pad upper	F81Z17B807AA	1	30.25	Incl.	
8		Repl	Step pad lower	XL3Z17B807AAA	1	24.50	Incl.	
9	#	Repl	ELECTRICAL PLUG		1	100.00	1.0	
				SUBTOTALS		**185.00**	**4.5**	**1.8**

ESTIMATE TOTALS

Category	Basis		Rate	Cost $
Parts				185.00
Body Labor	4.5 hrs	@	$ 40.00 /hr	180.00
Paint Labor	1.8 hrs	@	$ 40.00 /hr	72.00
Paint Supplies	1.8 hrs	@	$ 28.00 /hr	50.40
Subtotal				487.40
Sales Tax	$ 235.40	@	8.2500 %	19.42
Grand Total				**506.82**
Deductible				0.00
CUSTOMER PAY				**0.00**
INSURANCE PAY				**506.82**

AI-38843 **Comm. Court Executive Office 7. D.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted For: Valde Guerra **Submitted By:** Olga Garza, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

Presentation, discussion, and action as applicable regarding House Bill 2123 and House Bill 1127.

BACKGROUND

Attachments

House Bill 1127

House Bill 2123

analysis

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	05/17/2013 02:57 PM
Manuel Chapa	Manuel Chapa	05/17/2013 04:29 PM
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Olga Garza Started On: 05/17/2013 01:39 PM

Final Approval Date: 05/17/2013

BILL ANALYSIS

Senate Research Center
83R29129 GCB-D

C.S.H.B. 1127
By: Smith et al. (Patrick)
Intergovernmental Relations
5/15/2013
Committee Report (Substituted)

AUTHOR'S / SPONSOR'S STATEMENT OF INTENT

Interested parties contend that some amusement redemption machine operators have set up their machines to provide cash prizes in violation of the law. These parties observe that in order to circumvent undercover investigations that generally have allowed law enforcement agencies to shut down such illegal operations, operators have changed their business model by restricting access to allow only members or known referrals. C.S.H.B. 1127 seeks to promote public health, safety, and welfare by providing the commissioners court in a populous county the necessary authority to regulate game rooms.

C.S.H.B. 1127 amends current law relating to the regulation of game rooms in certain counties; providing penalties, and authorizes a fee.

RULEMAKING AUTHORITY

This bill does not expressly grant any additional rulemaking authority to a state officer, institution, or agency.

SECTION BY SECTION ANALYSIS

SECTION 1. Amends Chapter 234, Local Government Code, by adding Subchapter E, as follows:

SUBCHAPTER E. GAME ROOMS

Sec. 234.131. DEFINITIONS. Defines, in this subchapter, "amusement redemption machine," "game room," "game room owner," and "operator."

Sec. 234.132. APPLICABILITY. Provides that this subchapter applies only to a county with a population of four million or more.

Sec. 234.133. AUTHORITY TO REGULATE. Authorizes the commissioners court of a county, to promote the public health, safety, and welfare, to regulate the operation of game rooms and to restrict the location of game rooms to specified areas of the county, including the unincorporated area of the county; prohibit the location of a game room within the distance prescribed by the commissioners court of a school, regular place of religious worship, or residential neighborhood; or restrict the number of game rooms that are authorized to operate in a specified area of the county.

Sec. 234.134. LICENSES OR PERMITS. (a) Authorizes a county to require that an owner or operator of a game room obtain a license or permit or renew a license or permit on a periodic basis to operate a game room in the county. Requires that an application for a license or permit be made in accordance with regulations adopted by the county.

(b) Authorizes regulations adopted under this section to provide for the denial, suspension, or revocation of a license or permit.

(c) Provides that a district court has jurisdiction of a suit that arises from the denial, suspension, or revocation of a license or other permit by a county.

Sec. 234.135. FEES. Authorizes a county to impose a fee not to exceed $1,000 on an applicant for a license or permit or for the renewal of the license or permit required under this subchapter. Requires that the fee be based on the cost of processing the application and investigating the applicant.

Sec. 234.136. INSPECTION. (a) Authorizes a peace officer or county employee to inspect a business in the county to determine how many gambling devices or amusement redemption machines that are subject to regulation under this subchapter are located on the premises of the business.

(b) Authorizes a peace officer or county employee to inspect any business in which six or more amusement redemption machines are located to determine whether the business is in compliance with this subchapter or regulations adopted under this subchapter.

(c) Provides that a person violates this subchapter if the person fails to allow a peace officer or county employee to conduct an inspection under this section.

Sec. 234.137. INJUNCTION; CIVIL PENALTY. (a) Authorizes a county to sue in district court for an injunction to prohibit the violation or threatened violation of this subchapter or a regulation adopted under Section 234.133.

(b) Provides that a person who violates this subchapter or a regulation adopted under Section 234.133 is liable to the county for a civil penalty of not more than $10,000 for each violation. Provides that each day a violation continues is considered a separate violation for purposes of assessing the civil penalty under this subsection. Authorizes a county to bring suit in district court to recover a civil penalty authorized by this subsection.

(c) Entitles the county to recover reasonable expenses incurred in obtaining injunctive relief, civil penalties, or both, under this section, including reasonable attorney's fees, court costs, and investigatory costs.

Sec. 234.138. CRIMINAL PENALTY. (a) Provides that a person commits an offense if the person intentionally or knowingly operates a game room in violation of a regulation adopted under Section 234.133.

(b) Provides that an offense under this section is a Class A misdemeanor.

Sec. 234.139. CUMULATIVE EFFECT. Provides that authority under this subchapter is cumulative of other authority that a county has to regulate game rooms and does not limit that authority.

Sec. 234.140. EFFECT ON OTHER LAWS. (a) Provides that this subchapter does not legalize any activity prohibited under the Penal Code or other state law.

(b) Provides that a person's compliance with this subchapter, including operating a game room under a license or permit issued under this chapter, is not a defense to prosecution for an offense under Chapter 47 (Gambling), Penal Code.

(c) Authorizes a person who is subject to prosecution under Section 234.138 and any other law to be prosecuted under either or both laws.

SECTION 2. Effective date: upon passage or September 1, 2013.

BILL ANALYSIS

Senate Research Center

H.B. 2123
By: Guillen (Lucio)
Intergovernmental Relations
5/15/2013
Engrossed

AUTHOR'S / SPONSOR'S STATEMENT OF INTENT

Interested parties contend that some amusement redemption machine operators have set up their machines to provide cash prizes in violation of the law. These parties observe that in order to circumvent undercover investigations that generally have allowed law enforcement agencies to shut down such illegal operations, operators have changed their business model by restricting access to allow only members or known referrals. H.B. 2123 seeks to promote public health, safety, and welfare by providing the commissioners court in a lesser populated county the necessary authority to regulate game rooms.

H.B. 2123 amends current law relating to the regulation of game rooms in certain counties, provides penalties, and authorizes a fee.

RULEMAKING AUTHORITY

This bill does not expressly grant any additional rulemaking authority to a state officer, institution, or agency.

SECTION BY SECTION ANALYSIS

SECTION 1. Amends Chapter 234, Local Government Code, by adding Subchapter E, as follows:

SUBCHAPTER E. GAME ROOMS

Sec. 234.131. DEFINITIONS. Defines, in this subchapter, "amusement redemption machine," "game room," "game room owner," and "operator."

Sec. 234.132. APPLICABILITY. Provides that this subchapter applies only to a county with a population of less than 25,000 that borders the Gulf of Mexico and is adjacent to two or more counties each with a population of more than 400,000.

Sec. 234.133. AUTHORITY TO REGULATE. Authorizes the commissioners court of a county, to promote the public health, safety, and welfare, to regulate the operation of game rooms and to:

(1) restrict the location of game rooms to specified areas of the county, including the unincorporated area of the county;

(2) prohibit the location of a game room within the distance prescribed by the commissioners court of a school, regular place of religious worship, residential neighborhood, or other specified land use the commissioners court finds inconsistent with the operation of a game room; or

(3) restrict the number of game rooms that are authorized to operate in a specified area of the county.

Sec. 234.134. LICENSES OR PERMITS. (a) Authorizes a county to require that an owner or operator of a game room obtain a license or permit or renew a license or permit

on a periodic basis to operate a game room in the county. Requires that an application for a license or permit be made in accordance with regulations adopted by the county.

(b) Authorizes regulations adopted under this section to provide for the denial, suspension, or revocation of a license or permit.

(c) Provides that a district court has jurisdiction of a suit that arises from the denial, suspension, or revocation of a license or other permit by a county.

Sec. 234.135. FEES. Authorizes a county to impose a fee on an applicant for a license or permit or for the renewal of the license or permit required under this subchapter. Requires that the fee be based on the cost of processing the application and investigating the applicant.

Sec. 234.136. INSPECTION. Authorizes a county to inspect any business that contains one or more amusement redemption machines to determine whether the business is in compliance with this subchapter or regulations adopted under this subchapter.

Sec. 234.137. INJUNCTION; CIVIL PENALTY. (a) Authorizes a county to sue in district court for an injunction to prohibit the violation or threatened violation of a regulation adopted under Section 234.133.

(b) Provides that a person who violates a regulation adopted under Section 234.133 is liable to the county for a civil penalty of not more than $10,000 for each violation. Provides that each day a violation continues is considered a separate violation for purposes of assessing the civil penalty under this subsection. Authorizes a county to bring suit in district court to recover a civil penalty authorized by this subsection.

(c) Entitles the county to recover reasonable expenses incurred in obtaining injunctive relief, civil penalties, or both, under this section, including reasonable attorney's fees, court costs, and investigatory costs.

Sec. 234.138. CRIMINAL PENALTY. (a) Provides that a person commits an offense if the person intentionally or knowingly operates a game room in violation of a regulation adopted under Section 234.133.

(b) Provides that an offense under this section is a Class A misdemeanor.

Sec. 234.139. CUMULATIVE EFFECT. Provides that authority under this subchapter is cumulative of other authority that a county has to regulate game rooms and does not limit that authority.

Sec. 234.140. EFFECT ON OTHER LAWS. (a) Provides that this subchapter does not legalize any activity prohibited under the Penal Code or other state law.

(b) Authorizes a person who is subject to prosecution under Section 234.138 and any other law to be prosecuted under either or both laws.

SECTION 2. Effective date: upon passage or September 1, 2013.

Analysis of House Bills 1127 and 2123

HB No. 1127: Relating to the regulation of game rooms by certain counties; providing penalties; authorizing a fee. **Authors:** Smith | Bohac | Allen | Harless | Guillen **Coauthors:** Fletcher | Hernandez Luna | Murphy | Riddle | Vo | Wu **Sponsors:** Patrick **Effective Date:** upon passage or September 1, 2013. **Stage:** Bill was filed on 02/08/2013, was approved by the House Committee on Licensing & Administrative Procedures (04/02/2013), and voted on by the House (04/19/2013) and out of Senate Committee on Intergovernmental Relations (05/16/2013). **Last Action:** *05/21/2013 S Placed on local & uncontested calendar*	**HB No. 2123** relating to the regulation of game rooms in certain counties; providing penalties; authorizing a fee. **Authors:** Guillen **Sponsors:** Lucio **Effective Day:** Upon passage, or, if the Act does not receive the necessary vote, the Act takes effect September 1, 2013. **Stage**: Bill was filed on 03/01/2013, out of House Committee on Licensing & Administrative Procedures (05/02/2013), voted on by House (5/9/2013) and is out of the Senate Committee on Intergovernmental Relations (5/17/2013). **Last Action:** *05/17/2013 S Committee report printed and distributed*
Fiscal Impact: No fiscal implication to the State is anticipated. Because the bill would not have statewide impact on units of local government of the same type or class, no comment from Legislative Budget Board is required by the rules of the House/Senate as to its probable fiscal implication on units of local government.	
SUMMARY	
Version approved by the Senate Intergovernmental Relations	**Version approved by the Senate Intergovernmental Relations (05/17/2013)**
C.S.H.B. 1127 amends Chapter 234, Local Government Code by adding a Subchapter E. Game Rooms that authorizes the commissioners' court of a county with a population of four million or more, or with a population of less than 25,000 that is adjacent to the Gulf of Mexico and is within 50 miles of an international border, to regulate the operation of game rooms. The bill authorizes the C**ommissioners' Court** to: • Restrict the location of game rooms to specified areas of the county, including the unincorporated area of the county; • Prohibit the location of a game room within the distance prescribed by the commissioners court of a school, regular place of religious worship, or residential neighborhood; or • Restrict the number of game rooms that may operate in a specified area of the county. The bill authorizes a county to require the owner or operator of a game	**C.S.H.B. 2123 amends Chapter 234, Local Government** Code by adding a Subchapter E. Game Rooms that authorizes the commissioners' court of a county with a population of less than 25,000 that borders the Gulf of Mexico and is adjacent to two or more counties each with a population of more than 400,000, to regulate the operation of game rooms. The bill authorizes the **Commissioners' Court** to: • Restrict the location of game rooms to specified areas of the county, including the unincorporated area of the county; • Prohibit the location of a game room within the distance prescribed by the commissioners court of a school, regular place of religious worship, residential neighborhood, or other specified land use the commissioners court finds inconsistent with the operation of a game room; or • Restrict the number of game rooms that may operate in a specified area of the county. The bill authorizes a county to require the owner or operator of a game

Analysis of House Bills 1127 and 2123

room to obtain a **license or permit or renew a license or permit** on a periodic basis to operate a game room in the county. It also requires an application for a license or permit to be made in accordance with regulations adopted by the county and authorizes such regulations to provide for the denial, suspension, or revocation of a license or permit. It establishes that a **district court has jurisdiction of a suit** that arises from a county's denial, suspension, or revocation of a license or other permit. The bill authorizes the county to impose a fee of up to $1,000 on an applicant for a license or permit or for the renewal of the license or permit and requires the fee to be based on the cost of processing the application and investigating the applicant. It authorizes a **peace officer or county employee** to inspect a business in the county to determine how many gambling devices or amusement redemption machines that are subject to regulation are located on the premises of the business and authorizes a peace officer or county employee to inspect any business in which one or more gambling devices or six or more amusement redemption machines are located to determine whether the business is in compliance with the bill's provisions and regulations adopted under the bill's provisions. It establishes that a person violates its provisions if one or more gambling devices or six or more amusement redemption machines are located on the premises of the business and the person fails to allow a peace officer or county employee to conduct an inspection. The bill authorizes **the county to sue in district court for an injunction** to prohibit the violation or threatened violation of the bill's provisions or a game room regulation adopted by the commissioners' court. The bill establishes that a person who violates the bill's provisions or such a regulation is liable to the county for **a civil penalty of not more than $10,000 for each violation** and specifies that each day a violation	room to obtain a **license or permit or renew a license or permit** on a periodic basis to operate a game room in the county. It also requires an application for a license or permit to be made in accordance with regulations adopted by the county and authorizes such regulations to provide for the denial, suspension, or revocation of a license or permit. The bill establishes that a **district court has jurisdiction of a suit** that arises from a county's denial, suspension, or revocation of a license or other permit. The bill authorizes the county to impose a fee on an applicant for a license or permit or for the renewal of the license or permit and requires the fee to be based on the cost of processing the application and investigating the applicant. It authorizes **a county** to inspect any business that contains one or more amusement redemption machines to determine whether the business is in compliance with the bill's provisions and regulations adopted under the bill's provisions. The bill authorizes **the county to sue in district court for an injunction** to prohibit the violation or threatened violation of the bill's provisions or a game room regulation adopted by the commissioners' court. The bill establishes that a person who violates the bill's provisions or such a regulation is liable to the county for **a civil penalty of not more than $10,000 for each violation** and specifies that each day a violation continues is considered a separate violation for purposes of assessing the

Analysis of House Bills 1127 and 2123

continues is considered a separate violation for purposes of assessing the civil penalty. The bill authorizes **the county to bring suit in district court** to recover the civil penalty and entitles the county to recover reasonable expenses incurred in obtaining injunctive relief, civil penalties, or both, including reasonable attorney's fees, court costs, and investigatory costs. The bill makes it a **Class A misdemeanor offense** to intentionally or knowingly operate a game room in violation of a regulation adopted under the bill's provisions. The bill specifies that a person who is subject to prosecution for such an offense and any other law may be prosecuted under either or both laws. It establishes that authority under the bill's provisions is cumulative of other authority that a county has to regulate game rooms and does not limit that authority. The bill's provisions do not legalize any activity prohibited under the Penal Code or other state law. The bill establishes that a person's compliance with the bill's provisions, including operating a game room under a license or permit issued under the bill's provisions, is not a defense to prosecution for a gambling offense. **BACKGROUND AND PURPOSE** Interested parties contend that some amusement redemption machine operators have set up their machines to provide cash prizes in violation of the law. These parties observe that in order to circumvent undercover investigations that generally have allowed law enforcement agencies to shut down such illegal operations, operators have changed their business model by restricting access to allow only members or known referrals. **C.S.H.B. 1127** seeks to promote public health, safety, and welfare by providing the commissioners court in a populous county the necessary authority to regulate game rooms.	civil penalty. The bill authorizes **the county to bring suit in district court** to recover the civil penalty and entitles the county to recover reasonable expenses incurred in obtaining injunctive relief, civil penalties, or both, including reasonable attorney's fees, court costs, and investigatory costs. The bill makes it a **Class A misdemeanor offense** to intentionally or knowingly operate a game room in violation of a regulation adopted under the bill's provisions. The bill specifies that a person who is subject to prosecution for such an offense and any other law may be prosecuted under either or both laws. It establishes that authority under the bill's provisions is cumulative of other authority that a county has to regulate game rooms and does not limit that authority. The bill's provisions do not legalize any activity prohibited under the Penal Code or other state law. **BACKGROUND AND PURPOSE** Interested parties contend that some amusement redemption machine operators have set up their machines to provide cash prizes in violation of the law. These parties observe that in order to circumvent undercover investigations that generally have allowed law enforcement agencies to shut down such illegal operations, operators have changed their business model by restricting access to allow only members or known referrals. **H.B. 2123** seeks to promote public health, safety, and welfare by providing the commissioners court in a lesser populated county the necessary authority to regulate game rooms. **H.B. 2123** amends current law relating to the regulation of game rooms in

Analysis of House Bills 1127 and 2123

C.S.H.B. 1127 amends current law relating to the regulation of game rooms in certain counties; providing penalties, and authorizes a fee. **RULEMAKING AUTHORITY** This bill does not expressly grant any additional rulemaking authority to a state officer, institution, or agency	certain counties; providing penalties; authorizing a fee. **RULEMAKING AUTHORITY** It is the committee's opinion that this bill does not expressly grant any additional rulemaking authority to a state officer, department, agency, or institution.
Sec. 234.131. DEFINITIONS. (1)"**Amusement redemption machine**" means any electronic, electromechanical, or mechanical contrivance designed, made, and adopted for bona fide amusement purposes that rewards the player exclusively with noncash merchandise, prizes, toys, or novelties, or a representation of value redeemable for those items, that have a wholesale value available from a single play of the game or device of not more than 10 times the amount charged to play the game or device once or $5, whichever amount is less. (2)"**Game room"** means a for-profit business located in a building or place that contains six or more amusement redemption machines. (3)"**Game room owner"** means a person who: (A) has an ownership interest in, or receives the profits from, a game room or an amusement redemption machine located in a game room; (B) is a partner, director, or officer of a business, company, or corporation that has an ownership interest in a game room or in an amusement redemption machine located in a game room; (C) is a shareholder that holds more than 10 percent of the outstanding shares of a business, company, or corporation that has an ownership interest in a game room or in an amusement redemption machine located in a game room; (D) has been issued by the county clerk an assumed name	**Sec.234.131.DEFINITIONS.** (1**)"Amusement redemption machine"** means a recreational machine that provides a user of the machine with an opportunity to receive something of value, other than a right of replay on the machine, based solely or partially on chance and that accumulates credits or the equivalent of credits when the machine: (A) displays a winning configuration of like symbols randomly selected by the machine; (B) matches a winning combination of symbols or numbers to symbols or numbers randomly selected by the machine; (C) displays a winning combination of cards that is valued in a traditional hierarchy for a poker card game; or (D) displays a winning combination of cards and points assigned in a traditional blackjack card game. (2**)"Game room"** means a for-profit business located in a building or place that contains five or more amusement redemption machines. (3)**"Game room owner"** means a person who: (A) has an ownership interest in, or receives the profits from, a game room or an amusement redemption machine located in a game room; (B) is a partner, director, or officer of a business, company, or corporation that has an ownership interest in a game room or an amusement redemption machine located in a game room; (C) is a shareholder that holds more than 50 percent of the outstanding shares of a business, company, or corporation that has an ownership interest in a game room or an amusement redemption machine located in a game room; (D) has been issued by the county clerk an assumed name certificate

Analysis of House Bills 1127 and 2123

certificate for a business that owns a game room or an amusement redemption machine located in a game room; (E) signs a lease for a game room; (F) opens an account for utilities for a game room; (G) receives a certificate of occupancy or certificate of compliance for a game room; (H) pays for advertising for a game room; or (I) signs and alarm permit for a game room.	for a business that owns a game room or an amusement redemption machine located in a game room; (E) signs a lease for a game room; (F) opens an account for utilities for a game room; (G) receives a certificate of occupancy or certificate of compliance for a game room; (H) pays for advertising for a game room; or (I) signs and alarm permit for a game room.
(4) "**Operator**" means an individual who: (A) operates a cash register, cash drawer, or other depository on the premises of a game room or of a business where the money earned or the records of credit card transactions or other credit transactions generated in any manner by the operation of a game room or activities conducted in a game room are kept; (B) displays, delivers, or provides to a customer of a game room merchandise, goods, entertainment, or other services offered on the premises of a game room; (C) takes orders from a customer of a game room for merchandise, goods, entertainment, or other services offered on the premises of a game room; (D) acts as a door attendant to regulate entry of customers or other persons into a game room; or (E) supervises or manages other persons at a game room in the performance of an activity listed in this subdivision.	(4)**"Operator"** means an individual who: (A) operates a cash register, cash drawer, or other depository on the premises of a game room or of a business where the money earned or the records of credit card transactions or other credit transactions generated in any manner by the operation of a game room or activities conducted in a game room are kept; (B) displays, delivers, or provides to, or takes orders from, a customer of a game room for merchandise, goods, entertainment, or other services offered on the premises of a game room; (C) acts as a door attendant to regulate entry of customers or other persons into a game room; or (D) supervises or manages other persons at a game room in the performance of an activity listed in this subdivision.
Sec. 234.132. APPLICABILITY. This subchapter applies only to a county with a population of four million or more.	**Sec.234.132.APPLICABILITY**. This subchapter applies only to a county with a population of less than 25,000 that borders the Gulf of Mexico and is adjacent to two or more counties each with a population of more than 400,000.
Sec. 234.133. AUTHORITY TO REGULATE. To promote the public health, safety, and welfare, the commissioners court of a county may regulate the operation of game rooms and may: 1) restrict the location of game rooms to specified areas of the county, including the unincorporated area of the county; 2) prohibit the location of a game room within the distance prescribed by the commissioners court of a school, regular place	**Sec.234.133.AUTHORITY TO REGULATE.** To promote the public health, safety, and welfare, the commissioners court of a county may regulate the operation of game rooms and may: 1) restrict the location of game rooms to specified areas of the county, including the unincorporated area of the county; 2) prohibit the location of a game room within the distance prescribed by the commissioners court of a school, regular place of religious

Analysis of House Bills 1127 and 2123

of religious worship, or residential neighborhood; or 3) restrict the number of game rooms that may operate in a specified area of the county.	worship, residential neighborhood, or other specified land use the commissioners court finds inconsistent with the operation of a game room; or 3) restrict the number of game rooms that may operate in a specified area of the county.
Sec. 234.134. LICENSES OR PERMITS. (a) A county may require that an owner or operator of a game room obtain a license or permit or renew a license or permit on a periodic basis to operate a game room in the county. An application for a license or permit must be made in accordance with regulations adopted by the county. (b) Regulations adopted under this section may provide for the denial, suspension, or revocation of a license or permit. (c) A district court has jurisdiction of a suit that arises from the denial, suspension, or revocation of a license or other permit by a county.	**Sec.234.134.LICENSES OR PERMITS.** (a) A county may require that an owner or operator of a game room obtain a license or permit or renew a license or permit on a periodic basis to operate a game room in the county. An application for a license or permit must be made in accordance with regulations adopted by the county. (b) Regulations adopted under this section may provide for the denial, suspension, or revocation of a license or permit. (c) A district court has jurisdiction of a suit that arises from the denial, suspension, or revocation of a license or other permit by a county.
Sec. 234.135. FEES. A county may impose a fee not to exceed $1,000 on an applicant for a license or permit or for the renewal of the license or permit required under this subchapter. The fee must be based on the cost of processing the application and investigating the applicant.	**Sec. 234.135.FEES**. A county may impose a fee on an applicant for a license or permit or for the renewal of the license or permit required under this subchapter. The fee must be based on the cost of processing the application and investigating the applicant.
Sec. 234.136. INSPECTION. (a) A peace officer or county employee may inspect a business in the county to determine how many amusement redemption machines that are subject to regulation under this subchapter are located on the premises of the business. (b) A peace officer or county employee may inspect any business in which six or more amusement redemption machines are located to determine whether the business is in compliance with this subchapter or regulations adopted under this subchapter. (c) A person violates this subchapter if the person fails to allow a peace officer or county employee to conduct an inspection under this section.	**Sec.234.136.INSPECTION**. A county may inspect any business that contains one or more amusement redemption machines to determine whether the business is in compliance with this subchapter or regulations adopted under this subchapter.
Sec. 234.137. INJUNCTION; CIVIL PENALTY. (a) A county may sue in district court for an injunction to prohibit the violation or threatened violation of this subchapter or a	**Sec.234.137.INJUNCTION; CIVIL PENALTY**. (a) A county may sue in district court for an injunction to prohibit the violation or threatened violation of a regulation adopted under

Analysis of House Bills 1127 and 2123

regulation adopted under Section 234.133. (b) A person who violates this subchapter or a regulation adopted under Section 234.133 is liable to the county for a civil penalty of not more than $10,000 for each violation. Each day a violation continues is considered a separate violation for purposes of assessing the civil penalty under this subsection. A county may bring suit in district court to recover a civil penalty authorized by this subsection. (c) The county is entitled to recover reasonable expenses incurred in obtaining injunctive relief, civil penalties, or both, under this section, including reasonable attorney's fees, court costs, and investigatory costs.	Section 234.133. (b) A person who violates a regulation adopted under Section 234.133 is liable to the county for a civil penalty of not more than $10,000 for each violation. Each day a violation continues is considered a separate violation for purposes of assessing the civil penalty under this subsection. A county may bring suit in district court to recover a civil penalty authorized by this subsection. (c) The county is entitled to recover reasonable expenses incurred in obtaining injunctive relief, civil penalties, or both, under this section, including reasonable attorney's fees, court costs, and investigatory costs.
Sec. 234.138. CRIMINAL PENALTY. (a) A person commits an offense if the person intentionally or knowingly operates a game room in violation of a regulation adopted under Section 234.133. (b) An offense under this section is a Class A misdemeanor.	**Sec.234.138.CRIMINAL PENALTY.** (a) A person commits an offense if the person intentionally or knowingly operates a game room in violation of a regulation adopted under Section 234.133. (b) An offense under this section is a Class A misdemeanor.
Sec. 234.139. CUMULATIVE EFFECT. Authority under this subchapter is cumulative of other authority that a county has to regulate game rooms and does not limit that authority.	**Sec.234.139.CUMULATIVE EFFECT.** Authority under this subchapter is cumulative of other authority that a county has to regulate game rooms and does not limit that authority.
Sec. 234.140. EFFECT ON OTHER LAWS. (a) This subchapter does not legalize any activity prohibited under the Penal Code or other state law. (b) A person's compliance with this subchapter, including operating a game room under a license or permit issued under this chapter, is not a defense to prosecution for an offense under Chapter 47, Penal Code. (c) A person who is subject to prosecution under Section 234.138 and any other law may be prosecuted under either or both laws.	**Sec.234.140.EFFECT ON OTHER LAWS.** (a) This subchapter does not legalize any activity prohibited under the Penal Code or other state law. (b) A person who is subject to prosecution under Section 234.138 and any other law may be prosecuted under either or both laws.
SECTION 2. This Act takes effect immediately if it receives a vote of two-thirds of all the members elected to each house, as provided by Section 39, Article III, Texas Constitution. If this Act does not receive the vote necessary for immediate effect, this Act takes effect September 1, 2013.	**SECTION 2.** This Act takes effect immediately if it receives a vote of two-thirds of all the members elected to each house, as provided by Section 39, Article III, Texas Constitution. If this Act does not receive the vote necessary for immediate effect, this Act takes effect September 1, 2013.

AI-38850 **Comm. Court Executive Office 7. E.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted By: Monica Badillo,
EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Request permission by Linebarger, Goggan, Blair & Sampson, LLP (tax attorneys) to use the Courthouse Auditorium for Public Auction of Properties on Saturday, June 22, 2013 and not June 01, 2013 as originally approved on 2/5/13.

BACKGROUND

original request was approved on 2/5/13 for 6/1/13

Attachments

REQUEST

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Monica Badillo Started On: 05/17/2013

Final Approval Date: 05/17/2013

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP
ATTORNEYS AT LAW
205 SOUTH PIN OAK AVENUE
EDINBURG, TEXAS 78539

Telephone: (956) 383-4500
Facsimile: (956) 383-7820

RECEIVED
MAY 15 2013
COUNTY JUDGE

May 13, 2013

Honorable Ramon Garcia
County Judge
Hidalgo County Courthouse
Edinburg, Texas 78539

RE: Use of County Building – Auditorium for Public Auction of Properties
Dates: Saturday June 22, 2013

Dear Judge Garcia:

The Hidalgo County Commissioners Court approved our request to use the County Auditorium for Saturday, June 1, 2013 for our tax resale auction. We would like to reschedule this tax resale to **June 22, 2013**. We are, therefore, cancelling our request for use of the County Auditorium for Saturday, June 1, 2013 and are respectfully submitting this request for **Saturday, June 22, 2013** for the public auction of these struck-off properties.

Additionally, we will require your assistance with the following:

1. Personnel (Custodian) to open premises for my staff on **Saturday, June 22, 2013 at 7:30 AM.** Firm staff will be setting up equipment and supplies for registration.

2. Will require tables and chairs to set up for registration area and for an area for cashier inside the building.

Please direct me to the person who would assist me with this request so we may discuss this matter and resolve any problems/issues which may arise (e.g. setting up of the different tables for registration and parking areas for bidders, etc.).

As in the past years, our firm sincerely appreciates the use of the Hidalgo County Courthouse Auditorium for our "**Tax Resale Property Auction**".

Sincerely,

Tito Salinas

Tito Salinas
Operations Manager

RECEIVED
MAY 15 2019
COUNTY JUDGE

TS/eh

cc: Mr. Valde Guerra
Commissioner's Court Executive Officer

Ms. Monica Badillo
Commissioner's Court Administrator

AI-38831 **Human Resources 8. A.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted By: Nereida Garza, HUMAN RESOURCES/CIVIL SERVICE

Department: HUMAN RESOURCES/CIVIL SERVICE

Information

CAPTION

Pct #4 Rd. Maint (1200):

1. Approval of the following personnel actions:

Action	Slot No.	Position Title	Budgeted Salary
Delete	0073	Budget Analyst II	$ 42,354.00
Create	0077	Coordinator III	$ 42,354.00

2. Approval of revised salary schedule.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013 **ACCT. #:** 3-1200-431-00-124-007-0-xxx

FUNDS AVAILABLE Y/N?: y **MATCHING FUNDS Y/N?:** n

BUDGETARY IMPACT:

No budgetary impact.

Attachments

JOB DESCRIPTION

Fiscal Note

Revised Salary Schedule

PARs

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	05/17/2013 11:56 AM
Rosalinda Cantu	Rosie Cantu	05/17/2013 04:42 PM
Obdett Calzada	Obdett Calzada	05/17/2013 05:27 PM
Rosalinda Cantu	Rosie Cantu	05/17/2013 05:38 PM
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Nereida Garza Started On: 05/17/2013 08:50 AM

Final Approval Date: 05/17/2013

COORDINATOR III

GRADE: 13

GENERAL DESCRIPTION

Performs advanced (senior-level) program/department coordination work planning, developing, evaluating, and overseeing program or service activities and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, or the public. May plan, assign, and/or supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Plans, develops, evaluates, and oversees department programs and/or services offered

Develops, implements, and measures the outcomes of department initiatives

Develops policy and procedure manuals and implements rules and regulations for the department

Evaluates the applications and variations of programs to develop an action plan to improve the department

Evaluates research findings relative to department projects being developed

Evaluates information on service delivery system methods, outputs, and activities to identify gaps in resources, and recommends improvements

Oversees and evaluates surveys, inspections, or reviews to determine compliance with requirements, laws, regulations, policies, and procedures

Oversees the analysis of operations and reviews reports, recommendations, and justifications

Reviews performance reports and implements appropriate changes

Provides consultative services and technical assistance to plan, implement, and monitor effective programs and services

Act as a department liaison to community and professional groups to coordinate, improve, and stimulate interest in the assigned program or activities

May assign and/or supervise the work of others

Performs all other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Four to five (4-5) years of experience in department coordination, business management, or a related field related to the specific program or department. Graduation from an accredited four-year college or university with a Bachelor's degree in public administration, management, or a field relevant to the assignment is required. Two (2) years of experience may be substituted for one (1) year of education.

Bilingual preferred (English/Spanish)

Certificates, Licenses & Registration

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

Knowledge, Skills, and Abilities

Knowledge of local, state, and federal laws related to the program area; of public administration and management techniques; of statistical analysis processes; and of program planning and implementation.

Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to prepare reports; to develop and evaluate policies and procedures; to communicate effectively; and to supervise the work of others.

Good verbal and written communication and presentation skills

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY
DEPARTMENT OF BUDGET & MANAGEMENT
FISCAL NOTE

•Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

To: **Commissioner' Court**
From: **Sergio Cruz, Budget Officer**
CC Date: **Tuesday, May 21, 2013** **Agenda Item:** 38831

Summary of request/proposal:
PCT. 4 RD MAINTENANCE (1200):
Approval to delete and/or create the following regular full-time position(s):

Fund	Position	Slot#	Obj	Current Budgeted Salary	Proposed Budgeted Salary	Total Requested
1200	BUDGET ANALYST II	0073	113	42,354.00	0.00	(42,354.00)
1200	COORDINATOR III	0077	113	0.00	42,354.00	42,354.00
				42,354.00	42,354.00	0.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
3-1200-431-00-124-007-0	113	PCT 4 ROAD MAINTENANCE	REG F/T EMPLOYEES	$0.00
3-1200-431-00-124-007-0	211	PCT 4 ROAD MAINTENANCE	HEALTH INSURANCE	$0.00
3-1200-431-00-124-007-0	212	PCT 4 ROAD MAINTENANCE	LIFE INSURANCE	$0.00
3-1200-431-00-124-007-0	220	PCT 4 ROAD MAINTENANCE	FICA	$0.00
3-1200-431-00-124-007-0	230	PCT 4 ROAD MAINTENANCE	RETIREMENT	$0.00
3-1200-431-00-124-007-0	250	PCT 4 ROAD MAINTENANCE	UNEMPLOYMENT COMP	$0.00
3-1200-431-00-124-007-0	260	PCT 4 ROAD MAINTENANCE	WORKER'S COMP	$0.00
			2013 Budgetary Impact	$0.00

2014 Budgetary Impact: $0.00

Possible Funding Sources: No Budgetary Impact.

Comments:

Hidalgo Co. Budget Office
2/3/2005

HIDALGO COUNTY
COMMISSIONER COURT
2013 SALARY SCHEDULE

3-1200-431-00-124-007-0

AI - 38831

PCT 4 ROAD MAINTENANCE

Slot #	Obj Code	POSITION TITLE	2012 BUDGETED SALARY	2013 ADJUSTED SALARY	2013 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2013 BUDGETED SALARY APPROVED	2013 ACTUAL SALARY	Other Allowances					2013 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	EXECUTIVE ASSISTANT IV	$76,955.00	$0.00	$76,955.00	0.03	$2,308.65	$0.00	$79,264.00	$79,264.00	$1,860.00	$0.00	$0.00	$0.00	$0.00	$81,124.00
0002	113	FIXED ASSET MANAGER	$48,106.00	$0.00	$48,106.00	0.03	$1,443.18	$0.00	$49,549.00	$49,549.00	$780.09	$0.00	$4,000.00	$0.00	$0.00	$54,329.09
0004	113	ACCOUNTS PAYABLE SPECIALIST III	$42,428.00	$0.00	$42,428.00	0.03	$1,273.00	$0.00	$43,701.00	$43,701.00	$278.60	$0.00	$0.00	$0.00	$0.00	$43,980.00
0006	113	CHIEF ADMINISTRATOR	$37,500.00	$0.00	$37,500.00	0.03	$1,125.00	$0.00	$38,625.00	$38,625.00	$0.00	$0.00	$0.00	$5,000.00	$0.00	$43,625.00
0007	113	HEAVY EQUIPMENT OPERATOR III	$42,588.00	$0.00	$42,588.00	0.03	$1,277.64	$0.00	$43,866.00	$43,866.00	$720.00	$0.00	$0.00	$0.00	$0.00	$44,586.00
0008	113	HEAVY EQUIPMENT OPERATOR III	$37,659.00	$0.00	$37,659.00	0.03	$1,129.77	$0.00	$38,789.00	$38,789.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$39,929.00
0009	113	MECHANIC III	$34,433.00	$0.00	$34,433.00	0.03	$1,032.99	$0.00	$35,466.00	$35,466.00	$780.00	$0.00	$0.00	$0.00	$0.00	$36,246.00
0010	113	HEAVY EQUIPMENT OPERATOR II	$32,837.00	$0.00	$32,837.00	0.03	$985.11	$0.00	$33,822.00	$33,822.00	$1,620.00	$0.00	$0.00	$0.00	$0.00	$35,442.00
0012	113	TRUCK DRIVER III	$29,615.00	$0.00	$29,615.00	0.03	$888.45	$0.00	$30,503.00	$30,503.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,503.00
0013	113	TRUCK DRIVER III	$29,615.00	$0.00	$29,615.00	0.03	$888.45	$0.00	$30,503.00	$30,503.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,503.00
0014	113	TRUCK DRIVER III	$29,615.00	$0.00	$29,615.00	0.03	$888.45	$0.00	$30,503.00	$30,503.00	$1,200.00	$0.00	$0.00	$0.00	$0.00	$31,703.00
0015	113	CLERK/RECEPTIONIST	$29,242.00	$0.00	$29,242.00	0.03	$877.26	$0.00	$30,119.00	$30,119.00	$600.00	$0.00	$1,500.00	$0.00	$0.00	$32,219.00
0016	113	TRUCK DRIVER II	$28,812.00	$0.00	$28,812.00	0.03	$864.36	$0.00	$29,676.00	$29,676.00	$420.00	$0.00	$0.00	$0.00	$0.00	$30,096.00
0017	113	TRF SA/SPC III	$28,771.00	$0.00	$28,771.00	0.03	$863.13	$0.00	$29,634.00	$29,634.00	$300.00	$0.00	$0.00	$0.00	$0.00	$29,934.00
0018	113	TRUCK DRIVER III	$28,529.00	$0.00	$28,529.00	0.03	$855.87	$0.00	$29,385.00	$29,385.00	$360.00	$0.00	$0.00	$0.00	$0.00	$29,745.00
0019	113	HEAVY EQUIPMENT OPERATOR I	$28,487.00	$0.00	$28,487.00	0.03	$854.61	$0.00	$29,342.00	$29,342.00	$720.00	$0.00	$0.00	$0.00	$0.00	$30,062.00
0020	113	HEAVY EQUIPMENT OPERATOR II	$28,398.00	$0.00	$28,398.00	0.03	$851.94	$0.00	$29,250.00	$29,250.00	$720.00	$0.00	$0.00	$0.00	$0.00	$29,970.00
0021	113	TRUCK DRIVER III	$28,320.00	$0.00	$28,320.00	0.03	$849.60	$0.00	$29,170.00	$29,170.00	$660.00	$0.00	$0.00	$0.00	$0.00	$29,830.00
0022	113	HEAVY EQUIPMENT OPERATOR II	$28,140.00	$0.00	$28,140.00	0.03	$844.20	$0.00	$28,984.00	$28,984.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$30,124.00
0023	113	HEAVY EQUIPMENT OPERATOR II	$27,706.00	$0.00	$27,706.00	0.03	$831.18	$0.00	$28,537.00	$28,537.00	$720.00	$0.00	$0.00	$0.00	$0.00	$29,257.00
0024	113	HEAVY EQUIPMENT OPERATOR II	$30,294.00	$0.00	$30,294.00	0.03	$908.82	$0.00	$31,203.00	$31,203.00	$300.00	$0.00	$0.00	$0.00	$0.00	$31,503.00
0025	113	MAINTENANCE III	$27,706.00	$0.00	$27,706.00	0.03	$831.18	$0.00	$28,537.00	$28,537.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,537.00
0026	113	MECHANIC I	$27,706.00	$0.00	$27,706.00	0.03	$831.00	$0.00	$28,537.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0027	113	TIRE REPAIR	$27,706.00	$0.00	$27,706.00	0.03	$831.18	$0.00	$28,537.00	$28,537.00	$420.00	$0.00	$0.00	$0.00	$0.00	$28,957.00
0028	113	HEAVY EQUIPMENT OPERATOR II	$27,413.00	$0.00	$27,413.00	0.03	$822.39	$0.00	$28,235.00	$28,235.00	$1,260.00	$0.00	$0.00	$0.00	$0.00	$29,495.00
0030	113	HEAVY EQUIPMENT OPERATOR II	$25,647.00	$0.00	$25,647.00	0.03	$769.41	$0.00	$26,416.00	$26,416.00	$600.00	$0.00	$0.00	$0.00	$0.00	$27,016.00
0031	113	MAINTENANCE II	$25,556.00	$0.00	$25,556.00	0.03	$767.00	$0.00	$26,323.00	$26,323.00	$720.00	$0.00	$0.00	$0.00	$0.00	$27,043.00
0032	113	HEAVY EQUIPMENT OPERATOR II	$24,829.00	$0.00	$24,829.00	0.03	$744.87	$0.00	$25,574.00	$25,574.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,574.00
0034	113	HEAVY EQUIPMENT OPERATOR I	$24,829.00	$0.00	$24,829.00	0.03	$744.87	$0.00	$25,574.00	$25,574.00	$360.00	$0.00	$0.00	$0.00	$0.00	$25,934.00
0035	113	HEAVY EQUIPMENT OPERATOR II	$23,808.00	$0.00	$23,808.00	0.03	$714.24	$0.00	$24,522.00	$24,522.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,522.00
0036	113	HEAVY EQUIPMENT OPERATOR II	$26,308.00	$0.00	$26,308.00	0.03	$789.24	$0.00	$27,097.00	$27,097.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,097.00
0037	113	MAINTENANCE I	$22,345.00	$0.00	$22,345.00	0.03	$670.35	$0.00	$23,015.00	$23,015.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,015.00
0038	113	MAINTENANCE I	$22,345.00	$0.00	$22,345.00	0.03	$670.35	$0.00	$23,015.00	$23,015.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,015.00
0039	113	MAINTENANCE II	$22,345.00	$0.00	$22,345.00	0.03	$670.35	$0.00	$23,015.00	$23,015.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,015.00
0040	113	MAINTENANCE II	$24,845.00	$0.00	$24,845.00	0.03	$745.35	$0.00	$25,590.00	$25,590.00	$300.00	$0.00	$0.00	$0.00	$0.00	$25,890.00
0041	113	MAINTENANCE II	$24,845.00	$0.00	$24,845.00	0.03	$745.35	$0.00	$25,590.00	$25,590.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,590.00
0042	113	HEAVY EQUIPMENT OPERATOR I	$22,345.00	$0.00	$22,345.00	0.03	$670.00	$0.00	$23,015.00	$23,015.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,015.00
0043	113	MAINTENANCE I	$24,845.00	$0.00	$24,845.00	0.03	$745.35	$0.00	$25,590.00	$25,590.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,590.00
0044	113	MAINTENANCE I	$22,345.00	$0.00	$22,345.00	0.03	$670.00	$0.00	$23,015.00	$23,015.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,015.00
0045	113	HEAVY EQUIPMENT OPERATOR II	$22,345.00	$0.00	$22,345.00	0.03	$670.35	$0.00	$23,015.00	$23,015.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,015.00
0046	113	HEAVY EQUIPMENT OPERATOR I	$22,345.00	$0.00	$22,345.00	0.03	$670.35	$0.00	$23,015.00	$23,015.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,015.00
0047	113	HEAVY EQUIPMENT OPERATOR II	$22,345.00	$0.00	$22,345.00	0.03	$670.35	$0.00	$23,015.00	$23,015.00	$300.00	$0.00	$0.00	$0.00	$0.00	$23,315.00
0048	113	TRF SA/SPC II	$25,741.00	$0.00	$25,741.00	0.03	$772.23	$0.00	$26,513.00	$26,513.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$27,593.00
0049	113	TRAFFIC SAFETY SPECIALIST II/MAIN	$25,741.00	$0.00	$25,741.00	0.03	$772.23	$0.00	$26,513.00	$26,513.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,513.00
0050	113	CUSTODIAN	$23,030.00	$0.00	$23,030.00	0.03	$690.90	$0.00	$23,721.00	$21,660.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,660.00
0051	113	HEAVY EQUIPMENT OPERATOR II	$27,329.00	$0.00	$27,329.00	0.03	$819.87	$0.00	$28,149.00	$28,149.00	$300.00	$0.00	$0.00	$0.00	$0.00	$28,449.00
0054	113	DIESEL MECHANIC	$42,000.00	$0.00	$42,000.00	0.03	$1,260.00	$0.00	$43,260.00	$43,260.00	$960.00	$0.00	$0.00	$0.00	$0.00	$44,220.00

0055	113	ACCOUNTS PAYABLE SPECIALIST I	$28,000.00	$0.00	$28,000.00	0.03	$840.00	$0.00	$28,840.00	$28,840.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$29,860.00
0056	113	ACCOUNTS PAYABLE SPECIALIST I	$27,276.00	$0.00	$27,276.00	0.03	$818.28	$0.00	$28,094.00	$28,094.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,094.00
0058	113	MECHANIC II	$31,070.00	$0.00	$31,070.00	0.03	$932.00	$0.00	$32,002.00	$32,002.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32,002.00
0059	113	GENERAL OPERATIONS MANAGER	$84,357.00	$0.00	$84,357.00	0.03	$2,530.71	$0.00	$86,888.00	$86,888.00	$540.00	$0.00	$0.00	$0.00	$0.00	$87,428.00
0060	113	TECHNICIAN III	$36,271.00	$0.00	$36,271.00	0.03	$1,088.13	$0.00	$37,359.00	$37,359.00	$300.00	$0.00	$0.00	$0.00	$0.00	$37,659.00
0061	113	DIRECTOR OF ROAD AND BRIDGE	$65,000.00	$0.00	$65,000.00	0.03	$1,950.00	$0.00	$66,950.00	$66,950.00	$1,380.00	$0.00	$0.00	$0.00	$0.00	$68,330.00
0062	113	FIELD OPERATIONS DIRECTOR II	$70,277.00	$0.00	$70,277.00	0.03	$2,108.31	$0.00	$72,385.00	$72,385.00	$0.00	$0.00	$0.00	$0.00	$0.00	$72,385.00
0063	113	ASSISTANT FIELD OPERATIONS DIRE	$65,974.00	$0.00	$65,974.00	0.03	$1,979.22	$0.00	$67,953.00	$67,953.00	$1,740.00	$0.00	$0.00	$0.00	$0.00	$69,693.00
0064	113	ADMINISTRATIVE ASSISTANT IV	$58,434.00	$0.00	$58,434.00	0.03	$1,753.02	$0.00	$60,187.00	$60,187.00	$0.00	$0.00	$0.00	$0.00	$0.00	$60,187.00
0065	113	HEAVY EQUIPMENT OPERATOR II	$31,500.00	$0.00	$31,500.00	0.03	$945.00	$0.00	$32,445.00	$32,445.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32,445.00
0066	113	HEAVY EQUIPMENT OPERATOR II	$31,500.00	$0.00	$31,500.00	0.03	$945.00	$0.00	$32,445.00	$32,445.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32,445.00
0067	113	RIGHT OF WAY AGENT V	$64,066.00	$0.00	$64,066.00	0.03	$1,921.98	$0.00	$65,988.00	$65,988.00	$0.00	$0.00	$0.00	$0.00	$0.00	$65,988.00
0068	113	RIGHT OF WAY AGENT V	$62,475.00	$0.00	$62,475.00	0.03	$1,874.25	$0.00	$64,349.00	$64,349.00	$840.00	$0.00	$0.00	$0.00	$0.00	$65,189.00
0072	113	DIRECTOR OF OPERATIONS	$68,825.00	$0.00	$68,825.00	0.03	$2,064.75	$0.00	$70,890.00	$70,890.00	$0.00	$0.00	$0.00	$0.00	$0.00	$70,890.00
~~0073~~	~~113~~	~~BUDGET ANALYST II~~	~~$41,120.00~~	~~$0.00~~	~~$41,120.00~~	~~0.03~~	~~$1,234.00~~	~~$0.00~~	~~$42,354.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0074	114	CLERK IV	$29,458.00	$0.00	$29,458.00	0.03	$883.74	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0075	113	SAFETY COORDINATOR	$48,500.00	$0.00	$48,500.00	0.03	$1,455.00	$0.00	$49,955.00	$46,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$46,000.00
0076	113	SPECIAL PROJECTS COORDINATOR	$0.00	$49,000.00	$49,000.00	0.03	$0.00	$0.00	$49,000.00	$48,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$48,000.00
0077	113	COORDINATOR III	$0.00	$42,354.00	$42,354.00	0	$0.00	$0.00	$42,354.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
			$2,230,797.00	$49,000.00	$2,279,797.00		$66,923.81	$0.00	$2,346,715.00	$2,268,808.00	$26,438.69	$0.00	$5,500.00	$5,000.00	$0.00	$2,305,747.09

Approval to delete and/or create the above highlighted full time positions.
All personnel actions pending CC approval.

HIDALGO COUNTY
Personnel Adjustment Request Form

RECEIVED
MAY 17 2013
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: **PCT 4 (124-007)**

DATE: **05/16/13**

CURRENT POSITION TITLE: **Budget Analyst II**

CURRENT SLOT. #: **124-007-0073**

REQUESTED POSITION TITLE:

REQUEST FOR: OF POSITION

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other **Delete**

POSITION SALARY REQUEST:

NO. OF POSITIONS	CURRENT SALARY	PROPOSED SALARY	NET CHANGE
1	$ 42,354.00	$ .00	$ ($42,354.00)

Position to be funded from one of the following:

☐ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds

☒ Other

POSITION TYPE:

Full Time Employee Object 113 ☒ Part Time Employee Object 114 ☐

Full Time Temporary Object 121 ☐ Part Time Temporary Object 122 ☐

Enter hourly rate for temp. positions

Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:		FLSA:	
Exempt	☐	Exempt	☐
Non-Exempt	☒	Non-Exempt	☒
N/A	☐		

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Pct 4 no longer has a need for this position.

NEW POSITION: Brief job description and attach a copy of the new job description.

N/A

POSITION RECLASIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	Joseph Palacios / DEPARTMENT HEAD	5/16/13 DATE	FUNDING AVAILABLE IN DEPT. BUDGET:	☑ YES	☐ NO
2.	Estela A. Cortez HAS / HUMAN RESOURCES DIRECTOR	5/17/13 DATE	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	05/17/2013 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY
Personnel Adjustment Request Form

RECEIVED
MAY 17 2013
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: **PCT 4** (124-007)

DATE: **05/16/13**

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: **124-007-0077**

REQUESTED POSITION TITLE: **Coordinator III**

REQUEST FOR: OF POSITION

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other **Create Position**

POSITION SALARY REQUEST:

1	$ .00	$42,354.00	$ $42,354.00
NO. OF POSITIONS	CURRENT SALARY	PROPOSED SALARY	NET CHANGE

Position to be funded from one of the following:

☒ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds

☐ Other _____

POSITION TYPE:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ]

Full Time Temporary Object 121 [ ] Part Time Temporary Object 122 [ ]

_____ Enter hourly rate for temp. positions

_____ Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:		FLSA:	
Exempt	[ ]	Exempt	[ ]
Non-Exempt	[X]	Non-Exempt	[X]
N/A	[ ]		

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

To better serve Pct 4 constituents, other governmental agencies, community organizations and assist in all Pct 4 departments as needed.

NEW POSITION: Brief job description and attach a copy of the new job description.

See Attached

POSITION RECLASIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	Joseph Palacios HAS / DEPARTMENT HEAD	5/16/13 / DATE	FUNDING AVAILABLE IN DEPT. BUDGET:	☑ YES	☐ NO
2.	Estela A. Cantu /hg / HUMAN RESOURCES DIRECTOR	5/17/13 / DATE	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	05/17/2013 / DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

AI-38841 **Human Resources 8. B.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted By: Sylvia Rios, HUMAN RESOURCES/CIVIL SERVICE

Department: HUMAN RESOURCES/CIVIL SERVICE

Information

CAPTION

Sheriff's Office (1100):
1. Approval to remove clothing allowance as follows, effective next full pay period, 05/20/13:

Slot No.	Position Title	Budgeted Amount (Allowance)
0091	Deputy Sheriff	$500.00
0132	Deputy Sheriff	$500.00
0114	(Sr) Deputy Sheriff (Step IV)	$500.00
0198	Deputy Sheriff	$500.00
0055	Deputy Sheriff	$500.00

2. Approval to authorize clothing allowance as follows, effective next full pay period, 05/20/13:

Slot No.	Position Title	Budgeted Amount (Allowance)
0156	Deputy Sheriff (Step II)	$ 500.00
0170	(Sr) Deputy Sheriff (Step III)	$500.00
0200	(Sr) Deputy Sheriff (Step I)	$500.00
0207	(Sr) Deputy Sheriff (Step I)	$500.00
0211	Deputy Sheriff (Step II)	$500.00

3. Approval of revised salary schedule.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013 **ACCT. #:** 3-1100-421-00-280-001-0-119

FUNDS AVAILABLE Y/N?: yes **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

From within department funds.
105 positions have budgeted clothing allowance and only 94 are currently in use.

Attachments

FISCAL NOTE
JOB DESCRIPTION
PARS- AUTHORIZE ALLOW.

REVISED SALARY SCHEDULE

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	05/17/2013 02:56 PM
Rosalinda Cantu	Rosie Cantu	05/17/2013 05:21 PM
Obdett Calzada	Obdett Calzada	05/17/2013 05:45 PM
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Sylvia Rios Started On: 05/17/2013 01:36 PM

Final Approval Date: 05/17/2013

Hidalgo County
Department of Budget & Management
FISCAL NOTE

•Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Tuesday, May 21, 2013 **Agenda Item:** 38841

Summary of request/proposal:

Sheriff's Office (1100):

1. Approval to remove clothing allowance in the amount of $500.00 for the following slots, effective next full pay period, 05/20/13.
2. Approval to authorize clothing allowance in the amount of $500.00 for the following slots, effective next full pay period, 05/20/13.

Fund	Position	Slot#	Obj	Current Budgeted Salary/ Allow.	Proposed Budgeted Salary/ Allow.	Total Requested
1100	Deputy Sheriff	0091	119	500.00	0.00	(500.00)
1100	Deputy Sheriff	0132	119	500.00	0.00	(500.00)
1100	(Sr. Deputy Sheriff (Step IV)	0114	119	500.00	0.00	(500.00)
1100	Deputy Sheriff	0198	119	500.00	0.00	(500.00)
1100	Deputy Sheriff	0055	119	500.00	0.00	(500.00)
1100	Deputy Sheriff (Step II)	0156	119	0.00	500.00	500.00
1100	(Sr) Deputy Sheriff (Step III)	0170	119	0.00	500.00	500.00
1100	(Sr) Deputy Sheriff (Step I)	0200	119	0.00	500.00	500.00
1100	(Sr) Deputy Sheriff (Step I)	0207	119	0.00	500.00	500.00
1100	Deputy Sheriff (Step II)	0211	119	0.00	500.00	500.00
		TOTAL		2,500.00	2,500.00	0.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
3-1100-421-00-280-001-0-	119	SHERIFF'S OFFICE-	CLOTHING ALLOWANCE	$0.00
3-1100-421-00-280-001-0-	211	SHERIFF'S OFFICE-	HEALTH INSURANCE	$0.00
3-1100-421-00-280-001-0-	212	SHERIFF'S OFFICE-	LIFE INSURANCE	$0.00
3-1100-421-00-280-001-0-	220	SHERIFF'S OFFICE-	FICA	$0.00
3-1100-421-00-280-001-0-	230	SHERIFF'S OFFICE-	RETIREMENT	$0.00
3-1100-421-00-280-001-0-	250	SHERIFF'S OFFICE-	UNEMPLOYMENT COMP	$0.00
3-1100-421-00-280-001-0-	260	SHERIFF'S OFFICE-	WORKER'S COMP	$0.00
			2013 Budgetary Impact	$0.00

2014 Budgetary Impact: $0.00

Possible Funding Sources: NO BUDGETARY IMPACT

Comments:

HIDALGO COUNTY
SHERIFF'S DEPARTMENT

DEPUTY SHERIFF

SUMMARY:
May be assigned to patrol, narcotics, civil process, warrants, courthouse security, criminal investigation or school policing. Depending on area to which assigned, may perform primarily undercover and surveillance work, patrol work, civil and criminal process serving or investigative work.

ESSENTIAL DUTIES AND RESPONSIBILITES:
Criminal Enforcement Division
Depending on area to which assigned, may perform any of the following duties:

- Patrol an assigned area, generally by vehicle, to prevent crimes and enforce laws and regulations;
- Respond to emergency calls and routine complaints and take action as necessary;
- Issue traffic citations and direct traffic;
- Investigate traffic accidents and crimes against persons and property and assist federal, state and local law enforcement officials;
- Keep records of activities and make reports concerning crimes, complaints, accidents and investigations;
- File cases with District Attorney or U.S. Attorney;
- Make lawful arrests for violations of laws for the State of Texas and local government ordinance and/or resolution;
- Serve felony, misdemeanor and mental commitment warrants and make arrests;
- Serve court papers including writs, summons, subpoenas, capias, etc.;
- Question witnesses and suspects and take statements and depositions;
- Assist other law enforcement agencies as needed;
- Perform surveillance of suspects and assigned locations;
- Meet with informants and conduct undercover narcotics work;
- Handle and care for dogs involved in narcotics investigations;
- Conduct background investigations on applicants for law enforcements and corrections positions;
- Serve as a bailiff in county and district courts;
- Gather and label evidence, take photographs and fingerprints, guard and transport prisoners and testify in court;
- May address and work with community groups to promote good public relations and to inform citizens of police activities and crime prevention;
- May be responsible for animal control, especially relating to cattle on roadways;

- Return persons who have been arrested to county in other locations in and out of state;
- Regular attendance is a must.
- Ability to work well with others.

In School Policing

- Respond to emergency calls within the school assigned. Handle routine complaints and take action as necessary;
- Issue traffic citations and direct traffic;
- Investigate crimes against persons and property and assists federal, state and local law enforcement officials;
- Keep records of activities and makes reports concerning crimes, complaints, accidents and investigations;
- File cases with District Attorney, U.S. Attorney, or Hidalgo County juvenile authorities;
- Make lawful arrests for violations of laws for the State of Texas and local government ordinance and/or resolution.
- Serve felony, misdemeanor and mental commitment warrants and make arrests;
- Question witnesses and suspects and take statements;
- Assist other law enforcement agencies as needed;
- May handle and care for dogs involved in narcotics investigations;
- Gather and label evidence, take photographs and fingerprints, guard and transport prisoners and testify in court;
- May address and work with community and school groups to promote good public relations and to inform citizens, students, and school faculty of police activities and crime prevention;
- Will interact with students and school faculty on a daily basis;
- Will be involved in participating and providing security for school related activities and functions;
- Will coordinate with Deputy Sheriffs assigned to other schools, criminal enforcement division and other law enforcement agencies for their participating or providing security for school related functions and activities;
- Will report directly to the school assigned rather than the sheriff's department on a daily basis, unless otherwise instructed;
- Perform such other related duties as may be assigned by the Sheriff's Department.

SUPERVISORY RESPONSIBILITIES

- May be asked to oversee special details involving two or more officers.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION and/or EXPERIENCE

- High School diploma or GED;
- At least one (1) year of law enforcement related experience preferred;
- Bilingual is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

- Applicant must possess a current Basic Peace Officer Certification from the Texas Commission on Law Enforcement Officers Standard and Education;
- Employee must have a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's Insurance carrier;

OTHER SKILLS AND ABILITIES

- Ability to understand and follow written and oral instructions, departmental policy, rules, regulations and laws.
- Ability to establish and maintain effective working relationships with other county employees and officials, law enforcement agencies and the general public;
- Ability to analyze situations and adopt a quick, effective and reasonable course of action;
- Ability to write clear and concise reports and to maintain complete records as required;
- Ability to learn the use and care of vehicles, firearms and specialized equipment;
- Ability to communicate effectively orally and in writing.
- Good physical condition.
- Ability to solve basic mathematic problems involving addition, subtraction, multiplication and division;
- Ability to use decimals and percentages in solving such problems.
- Ability to speak, read and write in the English language;
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence;
- Ability to speak effectively before groups of employees or organizations;
- Ability to also speak and write in Spanish preferred.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job;

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel; The employee may have to physically subdue and restrain uncooperative suspects, prisoners and/or inmates.

The employee must regularly lift and/or move up to ten (10) pounds, occasionally lift and/or move up to twenty-five (25) pounds, and in emergency situations, lift persons with body weight ranging from 100 to 250 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;

While performing the duties of this job, the employee regularly works in various types of outside weather conditions. The employee occasionally works nearing moving mechanical parts; in high precarious places; with explosives; and in occasionally exposed to fumes or airborne particles, and toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderate;

SAFETY REQUIREMENTS:
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time;
- operating assigned equipment;

Maintain mental capacity which permits:

- making sound decisions and using good judgment;
- maintaining confidentiality;
- demonstrating intellectual capabilities;

Effectively handle a work environment and conditions which involve:

- working closely with others;
- working in a multi-task environment;

Maintain effective audio-visual discrimination and perception needed for:

- making observations;
- reading and writing;
- operating assigned equipment;
- communicating with others;

ACCIDENT PREVENTION PROGRAM:
Required to follow all departments' safety regulations;

HIDALGO COUNTY
Personnel Adjustment Request Form

RECEIVED
MAY 17 2013
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE (280-001) DATE: 5/17/2013

CURRENT POSITION TITLE: DEPUTY SHERIFF ~~II~~ (step II) CURRENT SLOT #: 001-156

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other ADDING CLOTHING ALLOWANCE

* Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: / Allow. Amt. $ 0.00 Current G&S/ Budgeted Salary $ 500.00 Proposed G&S/ Budgeted Salary $ 500.00 Net Change

Position to be funded from one of the following:

☐ Current Department Budget ☐ Annual Budget Cycle ☒ Will Require Additional Funds

☐ Other _____

POSITION Type:

Full Time Employee Object 113 ☒ Part Time Employee Object 114 ☐ _____ Enter hourly rate for temp. positions

Full Time Employee Object 121 ☐ Part Time Temporary Object 122 ☐ $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:		FLSA:	
Exempt	☐	Exempt	☐
Non-Exempt	☒	Non-Exempt	☒
N/A	☐		

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Requesting Clothing allowance for Deputy Sheriff. Employee will be reassigned to Criminal Investigation Division.

NEW POSITION: Brief job description and attach a copy of the new job description.

POSITION RECLASSIFICATION: Explain change and/or increase in duties and responsibility. (Attach new job description)

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	5/17/13 Date	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☐ NO
2.	Esther A. Cortez /sfn HUMAN RESOURCES DIRECTOR	05.17.13 Date	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	05/17/2013 Date	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS' COURT APPROVAL	Date			

HIDALGO COUNTY
Personnel Adjustment Request Form

RECEIVED
MAY 17 2013
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE (280-001) DATE: 5/17/2013

CURRENT POSITION TITLE: (Sr.)DEPUTY SHERIFF ~~III~~ (Step III) CURRENT SLOT #: 001-170

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other ADDING CLOTHING ALLOWANCE

* Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: Allow. Amt. $ 0.00 (Current G&S/ Budgeted Salary) $ 500.00 (Proposed G&S/ Budgeted Salary) $ 500.00 (Net Change)

Position to be funded from one of the following:

[ ] Current Department Budget [ ] Annual Budget Cycle [X] Will Require Additional Funds

[ ] Other _____

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

Full Time Employee Object 121 [ ] Part Time Temporary Object 122 [ ] $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:		FLSA:	
Exempt	[ ]	Exempt	[ ]
Non-Exempt	[X]	Non-Exempt	[X]
N/A	[ ]		

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Requesting Clothing allowance for Deputy Sheriff. Employee will be reassigned to Criminal Investigation Division.

NEW POSITION: Brief job description and attach a copy of the new job description.

POSITION RECLASSIFICATION: Explain change and/or increase in duties and responsibility. (Attach new job description)

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	5/17/13 Date	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☐ NO
2.	Esther A. Cortez/ape HUMAN RESOURCES DIRECTOR	05-17-13 Date	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	05/17/2013 Date	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS' COURT APPROVAL	Date			

HIDALGO COUNTY
Personnel Adjustment Request Form

RECEIVED
MAY 17 2013
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE (280-001) DATE: 5/17/2013

CURRENT POSITION TITLE: (Sr.) DEPUTY SHERIFF ~~I~~ (Step I) Re CURRENT SLOT #: 001-200

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other ADDING CLOTHING ALLOWANCE

* Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: / Allow. Amt. $ 0.00 (Current G&S/ Budgeted Salary) $ 500.00 (Proposed G&S/ Budgeted Salary) $ 500.00 (Net Change)

Position to be funded from one of the following:

[ ] Current Department Budget [ ] Annual Budget Cycle [x] Will Require Additional Funds

[ ] Other _____

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

Full Time Employee Object 121 [ ] Part Time Temporary Object 122 [ ] $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:
Exempt [ ]
Non-Exempt [x]
N/A [ ]

FLSA:
Exempt [ ]
Non-Exempt [X]

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Requesting Clothing allowance for Deputy Sheriff. Employee will be reassigned to Criminal Investigation Division.

NEW POSITION: Brief job description and attach a copy of the new job description.

POSITION RECLASSIFICATION: Explain change and/or increase in duties and responsibility. (Attach new job description)

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	5/17/13 Date	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☐ NO	
2.	Esther A. Cortez /pfa HUMAN RESOURCES DIRECTOR	05.17.13 Date	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO	
3.	DEPARTMENT OF BUDGET & MANAGEMENT	05/17/2013 Date	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO	
4.	COMMISSIONERS' COURT APPROVAL	Date				

HIDALGO COUNTY
Personnel Adjustment Request Form

RECEIVED
MAY 17 2013
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE (280-001) DATE: 5/17/2013

CURRENT POSITION TITLE: (Sr.) DEPUTY SHERIFF (step I) tc CURRENT SLOT #: 001-207

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other ADDING CLOTHING ALLOWANCE

* Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: Allow. Amt.

$ 0.00 Current G&S/ Budgeted Salary $ 500.00 Proposed G&S/ Budgeted Salary $ 500.00 Net Change

Position to be funded from one of the following:

☐ Current Department Budget ☐ Annual Budget Cycle ☒ Will Require Additional Funds

☐ Other _____

POSITION Type:

Full Time Employee Object 113 ☒ Part Time Employee Object 114 ☐ _____ Enter hourly rate for temp. positions

Full Time Employee Object 121 ☐ Part Time Temporary Object 122 ☐ $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:		FLSA:	
Exempt	☐	Exempt	☐
Non-Exempt	☒	Non-Exempt	☒
N/A	☐		

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Requesting Clothing allowance for Deputy Sheriff. Employee will be reassigned to Criminal Investigation Division.

NEW POSITION: Brief job description and attach a copy of the new job description.

POSITION RECLASSIFICATION: Explain change and/or increase in duties and responsibility. (Attach new job description)

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	5/14/13 Date	FUNDING AVAILABLE IN DEPT. BUDGET	☐	YES	☐ NO
2.	Esther A. Cortez/ajr HUMAN RESOURCES DIRECTOR	05-17-13 Date	PERSONNEL PROCEDURES COMPLETED	☑	YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	05/17/2013 Date	BUDGET PROCEDURES COMPLETED	☑	YES	☐ NO
4.	COMMISSIONERS' COURT APPROVAL	Date				

HIDALGO COUNTY
Personnel Adjustment Request Form

RECEIVED
MAY 17 2013
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE (280-001) DATE: 5/17/2013

CURRENT POSITION TITLE: DEPUTY SHERIFF II (Step II) Re CURRENT SLOT #: 001-211

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other ADDING CLOTHING ALLOWANCE

* Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: / Allow. Amt.

$ 0.00 Current G&S/ Budgeted Salary $ 500.00 Proposed G&S/ Budgeted Salary $ 500.00 Net Change

Position to be funded from one of the following:

[ ] Current Department Budget [ ] Annual Budget Cycle [X] Will Require Additional Funds

[ ] Other _____

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

Full Time Employee Object 121 [ ] Part Time Temporary Object 122 [ ] $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:
Exempt [ ]
Non-Exempt [X]
N/A [ ]

FLSA:
Exempt [ ]
Non-Exempt [X]

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Requesting Clothing allowance for Deputy Sheriff. Employee will be reassigned to Criminal Investigation Division.

NEW POSITION: Brief job description and attach a copy of the new job description.

POSITION RECLASSIFICATION: Explain change and/or increase in duties and responsibility. (Attach new job description)

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	5/17/13 Date	FUNDING AVAILABLE IN DEPT. BUDGET	☐	YES	☐ NO
2.	Esthela Cortez /pfe HUMAN RESOURCES DIRECTOR	05.17.13 Date	PERSONNEL PROCEDURES COMPLETED	☑	YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	05/17/2013 Date	BUDGET PROCEDURES COMPLETED	☑	YES	☐ NO
4.	COMMISSIONERS' COURT APPROVAL	Date				

HIDALGO COUNTY
COMMISSIONER COURT
2013 SALARY SCHEDULE

3-1100-421-00-280-001-0

SHERIFF

AI- 38648

Slot #	Obj Code	POSITION TITLE	2012 BUDGETED BASE SALARY	2013 ADJUSTED AMOUNT	2013 ADJUSTED BASE SALARY	COLA %	COLA AMOUNT	OTHER INCREASE	2013 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	111	COUNTY SHERIFF	$136,500.00	$0.00	$136,500.00	0.03	$4,095.00	$0.00	$140,595.00	$140,595.00	$0.00	$0.00	$3,600.00	$0.00	$500.00	$144,695.00
0003	113	DIVISION COMMANDER	$75,000.00	$0.00	$75,000.00	0.03	$2,250.00	$0.00	$77,250.00	$77,250.00	$1,380.00	$0.00	$1,800.00	$0.00	$500.00	$80,930.00
0004	113	DIVISION COMMANDER	$75,000.00	$0.00	$75,000.00	0.03	$2,250.00	$0.00	$77,250.00	$77,250.00	$1,320.00	$0.00	$1,800.00	$0.00	$500.00	$80,870.00
0005	113	CAPTAIN	$65,000.00	$0.00	$65,000.00	0.03	$1,950.00	$0.00	$66,950.00	$66,950.00	$1,440.00	$0.00	$1,800.00	$0.00	$500.00	$70,690.00
0006	113	CAPTAIN	$65,000.00	$0.00	$65,000.00	0.03	$1,950.00	$0.00	$66,950.00	$66,950.00	$1,380.00	$0.00	$1,800.00	$0.00	$500.00	$70,630.00
0007	113	CAPTAIN	$65,000.00	$0.00	$65,000.00	0.03	$1,950.00	$0.00	$66,950.00	$66,950.00	$1,080.00	$0.00	$1,200.00	$0.00	$500.00	$69,730.00
0008	113	CAPTAIN	$65,000.00	$0.00	$65,000.00	0.03	$1,950.00	$0.00	$66,950.00	$66,950.00	$780.00	$0.00	$3,300.00	$0.00	$0.00	$71,030.00
0010	113	LIEUTENANT STEP IV	$54,180.00	$1,897.00	$56,077.00	0.03	$1,682.31	$0.00	$57,759.00	$57,759.00	$1,860.00	$0.00	$3,300.00	$0.00	$0.00	$62,919.00
0011	113	LIEUTENANT STEP I	$54,180.00	$1,897.00	$56,077.00	0.03	$1,682.00	$0.00	$57,759.00	$52,095.00	$660.00	$0.00	$1,200.00	$0.00	$500.00	$54,455.00
0012	113	LIEUTENANT STEP III	$52,348.00	$1,832.00	$54,180.00	0.03	$1,625.40	$0.00	$55,805.00	$55,805.00	$1,080.00	$0.00	$3,000.00	$0.00	$500.00	$60,385.00
0013	113	LIEUTENANT STEP I	$50,578.00	$1,770.00	$52,348.00	0.03	$1,570.44	$0.00	$53,918.00	$52,095.00	$840.00	$0.00	$3,000.00	$0.00	$500.00	$56,435.00
0014	113	LIEUTENANT STEP III	$52,348.00	$1,832.00	$54,180.00	0.03	$1,625.00	$0.00	$55,805.00	$55,805.00	$840.00	$0.00	$1,800.00	$0.00	$0.00	$58,445.00
0015	113	LIEUTENANT STEP I	$52,348.00	$1,832.00	$54,180.00	0.03	$1,625.00	$0.00	$55,805.00	$52,095.00	$1,020.00	$0.00	$1,800.00	$0.00	$0.00	$54,915.00
0016	113	INFORMATION TECHNOLOGY MANAGER	$54,526.00	$0.00	$54,526.00	0.03	$1,635.78	$0.00	$56,162.00	$56,162.00	$0.00	$0.00	$0.00	$0.00	$500.00	$56,662.00
0018	113	LIEUTENANT STEP III	$52,348.00	$1,832.00	$54,180.00	0.03	$1,625.40	$0.00	$55,805.00	$55,805.00	$840.00	$0.00	$1,800.00	$0.00	$0.00	$58,445.00
0019	113	LIEUTENANT STEP IV	$54,180.00	$1,897.00	$56,077.00	0.03	$1,682.31	$0.00	$57,759.00	$57,759.00	$1,680.00	$0.00	$1,800.00	$0.00	$500.00	$61,739.00
0020	113	LIEUTENANT STEP IV	$54,180.00	$1,897.00	$56,077.00	0.03	$1,682.31	$0.00	$57,759.00	$57,759.00	$1,080.00	$0.00	$1,200.00	$0.00	$500.00	$60,539.00
0021	113	ACCOUNTANT III	$43,284.00	$0.00	$43,284.00	0.03	$1,298.52	$0.00	$44,583.00	$44,583.00	$0.00	$0.00	$0.00	$0.00	$0.00	$44,583.00
0022	113	SERGEANT STEP II	$47,589.00	$1,666.00	$49,255.00	0.03	$1,478.00	$0.00	$50,733.00	$49,017.00	$840.00	$0.00	$1,200.00	$0.00	$0.00	$51,057.00
0023	113	SERGEANT STEP II	$45,980.00	$1,609.00	$47,589.00	0.03	$1,427.67	$0.00	$49,017.00	$49,017.00	$1,080.00	$0.00	$1,200.00	$0.00	$0.00	$51,297.00
0024	113	SERGEANT STEP I	$45,980.00	$1,609.00	$47,589.00	0.03	$1,428.00	$0.00	$49,017.00	$47,359.00	$600.00	$0.00	$1,200.00	$0.00	$0.00	$49,159.00
0025	113	SERGEANT STEP IV	$49,255.00	$1,724.00	$50,979.00	0.03	$1,529.37	$0.00	$52,508.00	$52,508.00	$1,380.00	$0.00	$1,800.00	$0.00	$0.00	$55,688.00
0026	113	SERGEANT STEP I	$45,980.00	$1,609.00	$47,589.00	0.03	$1,427.67	$0.00	$49,017.00	$47,359.00	$420.00	$0.00	$1,200.00	$0.00	$0.00	$48,979.00
0027	113	SERGEANT STEP III	$47,589.00	$1,666.00	$49,255.00	0.03	$1,478.00	$0.00	$50,733.00	$50,733.00	$840.00	$0.00	$1,200.00	$0.00	$0.00	$52,773.00
0028	113	SERGEANT STEP I	$45,980.00	$1,609.00	$47,589.00	0.03	$1,428.00	$0.00	$49,017.00	$47,359.00	$300.00	$0.00	$1,200.00	$0.00	$500.00	$49,359.00
0029	113	SERGEANT STEP I	$49,255.00	($3,275.00)	$45,980.00	0.03	$1,379.40	$1,658.00	$49,017.00	$47,359.00	$480.00	$0.00	$0.00	$0.00	$0.00	$47,839.00
0030	113	SERGEANT STEP I	$49,255.00	($3,275.00)	$45,980.00	0.03	$1,379.40	$1,658.00	$49,017.00	$47,359.00	$600.00	$0.00	$1,200.00	$0.00	$0.00	$49,159.00
0031	113	SERGEANT STEP IV	$49,255.00	$1,724.00	$50,979.00	0.03	$1,529.37	$0.00	$52,508.00	$52,508.00	$780.00	$0.00	$1,200.00	$0.00	$0.00	$54,488.00
0032	113	SERGEANT STEP III	$45,980.00	$1,609.00	$47,589.00	0.03	$1,428.00	$1,716.00	$50,733.00	$50,733.00	$660.00	$0.00	$0.00	$0.00	$0.00	$51,393.00
0033	113	SERGEANT STEP IV	$49,255.00	$1,724.00	$50,979.00	0.03	$1,529.37	$0.00	$52,508.00	$52,508.00	$720.00	$0.00	$600.00	$0.00	$0.00	$53,828.00
0034	113	CRIME SCENE SPECIALIST SUPERVISOR	$46,747.00	$0.00	$46,747.00	0.03	$1,402.41	$0.00	$48,149.00	$48,149.00	$1,620.00	$0.00	$0.00	$0.00	$500.00	$50,269.00
0035	113	SERGEANT STEP I	$45,980.00	$1,609.00	$47,589.00	0.03	$1,427.67	$0.00	$49,017.00	$47,359.00	$420.00	$0.00	$600.00	$0.00	$0.00	$48,379.00
0036	113	SERGEANT STEP III	$47,589.00	$1,666.00	$49,255.00	0.03	$1,478.00	$0.00	$50,733.00	$50,733.00	$1,380.00	$0.00	$1,800.00	$0.00	$0.00	$53,913.00
0037	113	SERGEANT STEP II	$45,980.00	$1,609.00	$47,589.00	0.03	$1,428.00	$0.00	$49,017.00	$49,017.00	$780.00	$0.00	$1,800.00	$0.00	$500.00	$52,097.00
0038	113	SERGEANT STEP III	$49,255.00	$1,724.00	$50,979.00	0.03	$1,529.00	$0.00	$52,508.00	$50,733.00	$780.00	$0.00	$600.00	$0.00	$0.00	$52,113.00
0039	113	SERGEANT STEP I	$45,980.00	$1,609.00	$47,589.00	0.03	$1,428.00	$0.00	$49,017.00	$47,359.00	$240.00	$0.00	$0.00	$0.00	$0.00	$47,599.00
0040	113	SERGEANT STEP II	$45,980.00	$1,609.00	$47,589.00	0.03	$1,427.67	$0.00	$49,017.00	$49,017.00	$360.00	$0.00	$1,200.00	$0.00	$500.00	$51,077.00
0041	113	SERGEANT STEP III	$47,589.00	$1,666.00	$49,255.00	0.03	$1,477.65	$0.00	$50,733.00	$50,733.00	$840.00	$0.00	$1,200.00	$0.00	$0.00	$52,773.00
0042	113	CRIME SCENE SPECIALIST	$44,799.00	$0.00	$44,799.00	0.03	$1,343.97	$0.00	$46,143.00	$46,143.00	$720.00	$0.00	$0.00	$0.00	$500.00	$47,363.00
0043	113	CRIME SCENE SPECIALIST	$44,799.00	$0.00	$44,799.00	0.03	$1,343.97	$0.00	$46,143.00	$46,143.00	$720.00	$0.00	$0.00	$0.00	$500.00	$47,363.00
0044	113	CRIME SCENE SPECIALIST	$44,799.00	$0.00	$44,799.00	0.03	$1,343.97	$0.00	$46,143.00	$46,143.00	$660.00	$0.00	$0.00	$0.00	$500.00	$47,303.00
0045	113	MECHANIC V	$43,284.00	$0.00	$43,284.00	0.03	$1,299.00	$0.00	$44,583.00	$44,583.00	$0.00	$0.00	$0.00	$0.00	$0.00	$44,583.00
0046	113	SR. DEPUTY SHERIFF STEP IV	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.32	$0.00	$47,734.00	$47,734.00	$1,800.00	$0.00	$3,900.00	$0.00	$0.00	$53,434.00

HIDALGO COUNTY
COMMISSIONER COURT
2013 SALARY SCHEDULE

3-1100-421-00-280-001-0

SHERIFF

AI- 38648

Slot #	Obj Code	POSITION TITLE	2012 BUDGETED BASE SALARY	2013 ADJUSTED AMOUNT	2013 ADJUSTED BASE SALARY	COLA %	COLA AMOUNT	OTHER INCREASE	2013 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0047	113	SR. DEPUTY SHERIFF STEP IV	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.32	$0.00	$47,734.00	$47,734.00	$1,560.00	$0.00	$3,900.00	$0.00	$500.00	$53,694.00
0048	113	SR. DEPUTY SHERIFF STEP IV	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.32	$0.00	$47,734.00	$47,734.00	$1,740.00	$0.00	$3,900.00	$0.00	$500.00	$53,874.00
0049	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$540.00	$0.00	$3,900.00	$0.00	$500.00	$51,060.00
0050	113	DEPUTY SHERIFF	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.00	$0.00	$47,734.00	$37,574.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,574.00
0051	113	DEPUTY SHERIFF	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.00	$0.00	$47,734.00	$37,574.00	$120.00	$0.00	$0.00	$0.00	$0.00	$37,694.00
0052	113	SR. DEPUTY SHERIFF STEP II	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.00	$0.00	$47,734.00	$44,561.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$47,701.00
0053	113	SR. DEPUTY SHERIFF STEP IV	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.32	$0.00	$47,734.00	$47,734.00	$1,200.00	$0.00	$3,900.00	$0.00	$500.00	$53,334.00
0054	113	SR. DEPUTY SHERIFF STEP IV	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.32	$0.00	$47,734.00	$47,734.00	$1,140.00	$0.00	$3,300.00	$0.00	$500.00	$52,674.00
0055	**113**	**REMOVE CLOTH ALLOWANCE DEPUTY SHERIFF**	**$44,777.00**	**$1,567.00**	**$46,344.00**	**0.03**	**$1,390.00**	**$0.00**	**$47,734.00**	**$37,574.00**	**$180.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$37,754.00**
0056	113	DEPUTY SHERIFF	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$37,574.00	$60.00	$0.00	$1,500.00	$0.00	$0.00	$39,134.00
0057	113	SR. DEPUTY SHERIFF STEP IV	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.32	$0.00	$47,734.00	$47,734.00	$840.00	$0.00	$3,300.00	$0.00	$500.00	$52,374.00
0058	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$2,100.00	$0.00	$500.00	$43,410.00
0059	113	DEPUTY SHERIFF	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.00	$0.00	$47,734.00	$37,574.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,574.00
0060	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$240.00	$0.00	$3,300.00	$0.00	$0.00	$44,050.00
0061	113	DEPUTY SHERIFF	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.00	$0.00	$46,120.00	$37,574.00	$60.00	$0.00	$1,200.00	$0.00	$0.00	$38,834.00
0062	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$40,510.00	$600.00	$0.00	$3,300.00	$0.00	$500.00	$44,910.00
0063	113	DEPUTY SHERIFF STEP I	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$39,140.00	$480.00	$0.00	$0.00	$0.00	$0.00	$39,620.00
0064	113	DEPUTY SHERIFF	$36,480.00	$2,850.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$37,574.00	$60.00	$0.00	$0.00	$0.00	$0.00	$37,634.00
0065	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$240.00	$0.00	$2,100.00	$0.00	$500.00	$43,350.00
0066	113	DEPUTY SHERIFF	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.00	$0.00	$47,734.00	$37,574.00	$120.00	$0.00	$0.00	$0.00	$0.00	$37,694.00
0067	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$0.00	$0.00	$0.00	$46,720.00
0068	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$240.00	$0.00	$0.00	$0.00	$0.00	$40,750.00
0069	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$40,510.00	$120.00	$0.00	$1,800.00	$0.00	$500.00	$42,930.00
0070	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$40,510.00	$480.00	$0.00	$2,100.00	$0.00	$0.00	$43,090.00
0071	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$720.00	$0.00	$0.00	$0.00	$0.00	$41,230.00
0072	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$540.00	$0.00	$0.00	$0.00	$0.00	$41,050.00
0073	113	SR. DEPUTY SHERIFF STEP IV	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.32	$0.00	$47,734.00	$47,734.00	$780.00	$0.00	$3,300.00	$0.00	$500.00	$52,314.00
0074	113	DEPUTY SHERIFF STEP I	$36,480.00	$2,850.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0075	113	DEPUTY SHERIFF	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.00	$0.00	$47,734.00	$37,574.00	$180.00	$0.00	$0.00	$0.00	$0.00	$37,754.00
0076	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$2,100.00	$0.00	$0.00	$42,910.00
0077	113	SR. DEPUTY SHERIFF STEP IV	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.32	$0.00	$47,734.00	$47,734.00	$720.00	$0.00	$2,700.00	$0.00	$500.00	$51,654.00
0078	113	SR. DEPUTY SHERIFF STEP IV	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.32	$0.00	$47,734.00	$47,734.00	$720.00	$0.00	$3,300.00	$0.00	$500.00	$52,254.00
0079	113	SR. DEPUTY SHERIFF STEP IV	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.32	$0.00	$47,734.00	$47,734.00	$1,200.00	$0.00	$3,300.00	$0.00	$500.00	$52,734.00
0080	113	DEPUTY SHERIFF STEP I	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$39,140.00	$660.00	$0.00	$0.00	$0.00	$0.00	$39,800.00
0081	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$480.00	$0.00	$0.00	$0.00	$0.00	$40,990.00
0082	113	SR. DEPUTY SHERIFF STEP IV	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.32	$0.00	$47,734.00	$47,734.00	$900.00	$0.00	$2,100.00	$0.00	$500.00	$51,234.00
0083	113	SR. DEPUTY SHERIFF STEP IV	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.32	$0.00	$47,734.00	$47,734.00	$840.00	$0.00	$3,300.00	$0.00	$500.00	$52,374.00
0084	113	DEPUTY SHERIFF STEP I	$36,480.00	$2,850.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$39,140.00	$120.00	$0.00	$1,500.00	$0.00	$0.00	$40,760.00
0085	113	SR. DEPUTY SHERIFF STEP IV	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.32	$0.00	$47,734.00	$47,734.00	$780.00	$0.00	$2,100.00	$0.00	$500.00	$51,114.00
0086	113	SR. DEPUTY SHERIFF STEP IV	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.32	$0.00	$47,734.00	$47,734.00	$780.00	$0.00	$3,300.00	$0.00	$500.00	$52,314.00
0087	113	SR. DEPUTY SHERIFF STEP I	$39,330.00	$2,470.00	$41,800.00	0.03	$1,254.00	$0.00	$43,054.00	$43,054.00	$300.00	$0.00	$2,100.00	$0.00	$500.00	$45,954.00
0088	113	SR. DEPUTY SHERIFF STEP IV	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.00	$0.00	$47,734.00	$47,734.00	$720.00	$0.00	$3,300.00	$0.00	$500.00	$52,254.00
0089	113	SR. DEPUTY SHERIFF STEP IV	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.00	$0.00	$47,734.00	$47,734.00	$900.00	$0.00	$3,300.00	$0.00	$0.00	$51,934.00
0090	113	DEPUTY SHERIFF STEP I	$36,480.00	$2,850.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$39,140.00	$240.00	$0.00	$0.00	$0.00	$0.00	$39,380.00

HIDALGO COUNTY
COMMISSIONER COURT
2013 SALARY SCHEDULE

3-1100-421-00-280-001-0

SHERIFF

AI- 38648

Slot #	Obj Code	POSITION TITLE	2012 BUDGETED BASE SALARY	2013 ADJUSTED AMOUNT	2013 ADJUSTED BASE SALARY	COLA %	COLA AMOUNT	OTHER INCREASE	2013 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0091	**113**	**REMOVE CLOTH ALLOWANCE DEPUTY SHERIFF**	**$44,777.00**	**$1,567.00**	**$46,344.00**	**0.03**	**$1,390.00**	**$0.00**	**$47,734.00**	**$37,574.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$37,574.00**
0092	113	DEPUTY SHERIFF STEP I	$36,480.00	$2,850.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0093	113	DEPUTY SHERIFF	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$37,574.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,574.00
0094	113	SR. DEPUTY SHERIFF STEP IV	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.32	$0.00	$47,734.00	$47,734.00	$840.00	$0.00	$3,300.00	$0.00	$0.00	$51,874.00
0095	113	SR. DEPUTY SHERIFF STEP IV	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.32	$0.00	$47,734.00	$47,734.00	$780.00	$0.00	$2,700.00	$0.00	$500.00	$51,714.00
0096	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$2,100.00	$0.00	$500.00	$43,410.00
0097	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$420.00	$0.00	$2,100.00	$0.00	$0.00	$43,030.00
0098	113	SR. DEPUTY SHERIFF STEP IV	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.32	$0.00	$47,734.00	$47,734.00	$1,380.00	$0.00	$1,200.00	$0.00	$0.00	$50,314.00
0099	113	SR. DEPUTY SHERIFF STEP IV	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.32	$0.00	$47,734.00	$47,734.00	$1,500.00	$0.00	$1,200.00	$0.00	$0.00	$50,434.00
0100	113	DEPUTY SHERIFF STEP I	$36,480.00	$2,660.00	$39,140.00	0.03	$1,174.20	$0.00	$40,314.00	$39,140.00	$120.00	$0.00	$0.00	$0.00	$0.00	$39,260.00
0101	113	SR. DEPUTY SHERIFF STEP IV	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.00	$0.00	$47,734.00	$47,734.00	$1,620.00	$0.00	$1,200.00	$0.00	$0.00	$50,554.00
0102	113	DEPUTY SHERIFF	$44,777.00	($2,977.00)	$41,800.00	0.03	$1,254.00	$0.00	$43,054.00	$37,574.00	$0.00	$0.00	$1,800.00	$0.00	$0.00	$39,374.00
0103	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$40,510.00	$240.00	$0.00	$2,100.00	$0.00	$500.00	$43,350.00
0104	113	SR. DEPUTY SHERIFF STEP IV	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.32	$0.00	$47,734.00	$47,734.00	$780.00	$0.00	$1,800.00	$0.00	$0.00	$50,314.00
0105	113	SR. DEPUTY SHERIFF STEP IV	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.32	$0.00	$47,734.00	$47,734.00	$720.00	$0.00	$1,200.00	$0.00	$0.00	$49,654.00
0106	113	SR. DEPUTY SHERIFF STEP IV	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.32	$0.00	$47,734.00	$47,734.00	$840.00	$0.00	$3,000.00	$0.00	$0.00	$51,574.00
0107	113	SR. DEPUTY SHERIFF STEP IV	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.00	$0.00	$47,734.00	$47,734.00	$840.00	$0.00	$1,800.00	$0.00	$0.00	$50,374.00
0108	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$0.00	$0.00	$0.00	$40,810.00
0109	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$43,470.00
0110	113	DEPUTY SHERIFF STEP I	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$39,140.00	$600.00	$0.00	$0.00	$0.00	$0.00	$39,740.00
0111	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$5,100.00	$0.00	$0.00	$51,820.00
0112	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$40,510.00	$240.00	$0.00	$3,000.00	$0.00	$0.00	$43,750.00
0113	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$240.00	$0.00	$0.00	$0.00	$0.00	$40,750.00
0114	**113**	**REMOVE CLOTH ALLOWANCE SR. DEPUTY SHERIFF STEP IV**	**$44,777.00**	**$1,567.00**	**$46,344.00**	**0.03**	**$1,390.00**	**$0.00**	**$47,734.00**	**$47,734.00**	**$780.00**	**$0.00**	**$1,200.00**	**$0.00**	**$0.00**	**$49,714.00**
0115	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$660.00	$0.00	$3,300.00	$0.00	$500.00	$50,580.00
0116	113	DEPUTY SHERIFF	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$37,574.00	$120.00	$0.00	$0.00	$0.00	$0.00	$37,694.00
0117	113	SR. DEPUTY SHERIFF STEP IV	$44,777.00	$1,567.00	$46,344.00	0.03	$1,390.32	$0.00	$47,734.00	$47,734.00	$780.00	$0.00	$1,200.00	$0.00	$0.00	$49,714.00
0118	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$660.00	$0.00	$3,300.00	$0.00	$500.00	$50,580.00
0119	113	DEPUTY SHERIFF	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.00	$0.00	$46,120.00	$37,574.00	$0.00	$0.00	$1,800.00	$0.00	$0.00	$39,374.00
0120	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$240.00	$0.00	$0.00	$0.00	$0.00	$40,750.00
0121	113	SR. DEPUTY SHERIFF STEP II	$41,800.00	$1,463.00	$43,263.00	0.03	$1,297.89	$0.00	$44,561.00	$44,561.00	$420.00	$0.00	$4,800.00	$0.00	$500.00	$50,281.00
0122	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$3,300.00	$0.00	$500.00	$50,520.00
0123	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$1,620.00	$0.00	$3,900.00	$0.00	$0.00	$51,640.00
0124	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$660.00	$0.00	$2,100.00	$0.00	$500.00	$49,380.00
0125	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$900.00	$0.00	$600.00	$0.00	$0.00	$47,620.00
0126	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$540.00	$0.00	$3,300.00	$0.00	$500.00	$50,460.00
0127	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$49,260.00
0128	113	DEPUTY SHERIFF STEP I	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$39,140.00	$120.00	$0.00	$0.00	$0.00	$0.00	$39,260.00
0129	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$540.00	$0.00	$0.00	$0.00	$0.00	$46,660.00
0130	113	DEPUTY SHERIFF	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.00	$0.00	$46,120.00	$37,574.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,574.00
0131	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$720.00	$0.00	$3,300.00	$0.00	$500.00	$50,640.00
0132	**113**	**REMOVE CLOTH ALLOWANCE DEPUTY SHERIFF**	**$43,263.00**	**$1,514.00**	**$44,777.00**	**0.03**	**$1,343.00**	**$0.00**	**$46,120.00**	**$37,574.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$37,574.00**

HIDALGO COUNTY
COMMISSIONER COURT
2013 SALARY SCHEDULE

3-1100-421-00-280-001-0

SHERIFF

AI- 38648

Slot #	Obj Code	POSITION TITLE	2012 BUDGETED BASE SALARY	2013 ADJUSTED AMOUNT	2013 ADJUSTED BASE SALARY	COLA %	COLA AMOUNT	OTHER INCREASE	2013 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0133	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$660.00	$0.00	$2,700.00	$0.00	$0.00	$49,480.00
0134	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$780.00	$0.00	$3,300.00	$0.00	$500.00	$50,700.00
0135	113	DEPUTY SHERIFF	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$37,574.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$39,074.00
0136	113	DEPUTY SHERIFF	$36,480.00	$1,520.00	$38,000.00	0.03	$1,140.00	$0.00	$39,140.00	$37,574.00	$240.00	$0.00	$0.00	$0.00	$0.00	$37,814.00
0137	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$660.00	$0.00	$1,800.00	$0.00	$0.00	$48,580.00
0138	113	DEPUTY SHERIFF	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$37,574.00	$180.00	$0.00	$0.00	$0.00	$0.00	$37,754.00
0139	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$540.00	$0.00	$0.00	$0.00	$0.00	$46,660.00
0140	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$540.00	$0.00	$3,000.00	$0.00	$0.00	$49,660.00
0141	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$540.00	$0.00	$2,700.00	$0.00	$500.00	$49,860.00
0142	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$240.00	$0.00	$2,100.00	$0.00	$0.00	$42,850.00
0143	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$480.00	$0.00	$2,100.00	$0.00	$500.00	$49,200.00
0144	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$480.00	$0.00	$2,100.00	$0.00	$500.00	$49,200.00
0145	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$240.00	$0.00	$2,100.00	$0.00	$500.00	$43,350.00
0146	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.00	$0.00	$46,120.00	$46,120.00	$840.00	$0.00	$1,200.00	$0.00	$0.00	$48,160.00
0147	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$2,100.00	$0.00	$0.00	$42,910.00
0148	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$540.00	$0.00	$2,100.00	$0.00	$0.00	$43,150.00
0149	113	DEPUTY SHERIFF	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$37,574.00	$180.00	$0.00	$0.00	$0.00	$0.00	$37,754.00
0150	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$2,100.00	$0.00	$0.00	$42,970.00
0151	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$540.00	$0.00	$1,200.00	$0.00	$0.00	$47,860.00
0152	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$420.00	$0.00	$1,800.00	$0.00	$0.00	$48,340.00
0153	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.00	$0.00	$46,120.00	$46,120.00	$420.00	$0.00	$1,800.00	$0.00	$0.00	$48,340.00
0154	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$780.00	$0.00	$2,100.00	$0.00	$500.00	$49,500.00
0155	113	DEPUTY SHERIFF STEP I	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$39,140.00	$540.00	$0.00	$0.00	$0.00	$0.00	$39,680.00
		ADD CLOTHING ALLOWANCE													**$500.00**	
0156	**113**	**DEPUTY SHERIFF STEP II**	**$38,000.00**	**$1,330.00**	**$39,330.00**	**0.03**	**$1,179.90**	**$0.00**	**$40,510.00**	**$40,510.00**	**$540.00**	**$0.00**	**$0.00**	**$0.00**	~~**$0.00**~~	**$41,050.00**
0157	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$420.00	$0.00	$3,300.00	$0.00	$500.00	$50,340.00
0158	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$660.00	$0.00	$2,100.00	$0.00	$500.00	$49,380.00
0159	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$660.00	$0.00	$1,200.00	$0.00	$0.00	$47,980.00
0160	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$420.00	$0.00	$1,800.00	$0.00	$0.00	$48,340.00
0161	113	DEPUTY SHERIFF	$41,800.00	$1,463.00	$43,263.00	0.03	$1,298.00	$0.00	$44,561.00	$37,574.00	$420.00	$0.00	$0.00	$0.00	$0.00	$37,994.00
0162	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$2,100.00	$0.00	$0.00	$48,820.00
0163	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$0.00	$0.00	$0.00	$46,720.00
0164	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$3,300.00	$0.00	$0.00	$50,020.00
0165	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$540.00	$0.00	$2,100.00	$0.00	$0.00	$48,760.00
0166	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$2,100.00	$0.00	$500.00	$43,410.00
0167	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.00	$0.00	$46,120.00	$46,120.00	$540.00	$0.00	$0.00	$0.00	$0.00	$46,660.00
0168	113	DEPUTY SHERIFF	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.00	$0.00	$46,120.00	$37,574.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,574.00
0169	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$720.00	$0.00	$2,700.00	$0.00	$500.00	$50,040.00
		ADD CLOTHING ALLOWANCE													**$500.00**	
0170	**113**	**SR. DEPUTY SHERIFF STEP III**	**$43,263.00**	**$1,514.00**	**$44,777.00**	**0.03**	**$1,343.31**	**$0.00**	**$46,120.00**	**$46,120.00**	**$540.00**	**$0.00**	**$1,200.00**	**$0.00**	~~**$0.00**~~	**$47,860.00**
0171	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$540.00	$0.00	$3,300.00	$0.00	$500.00	$50,460.00
0172	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$1,800.00	$0.00	$0.00	$42,670.00
0173	113	DEPUTY SHERIFF	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$37,574.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,574.00
0174	113	DEPUTY SHERIFF STEP I	$36,480.00	$2,850.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$39,140.00	$120.00	$0.00	$1,500.00	$0.00	$0.00	$40,760.00
0175	113	DEPUTY SHERIFF STEP I	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$39,140.00	$600.00	$0.00	$0.00	$0.00	$0.00	$39,740.00

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SHERIFF

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Slot #	Obj Code	POSITION TITLE	2012 BUDGETED BASE SALARY	2013 ADJUSTED AMOUNT	2013 ADJUSTED BASE SALARY	COLA %	COLA AMOUNT	OTHER INCREASE	2013 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0176	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$1,200.00	$0.00	$0.00	$47,920.00
0177	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$420.00	$0.00	$3,300.00	$0.00	$0.00	$49,840.00
0178	113	DEPUTY SHERIFF	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.00	$0.00	$46,120.00	$37,574.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,574.00
0179	113	DEPUTY SHERIFF	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$37,574.00	$120.00	$0.00	$0.00	$0.00	$0.00	$37,694.00
0180	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$3,600.00	$0.00	$500.00	$44,910.00
0181	113	ACCOUNTANT II	$41,006.00	$0.00	$41,006.00	0.03	$1,230.18	$0.00	$42,236.00	$42,236.00	$1,740.00	$0.00	$0.00	$0.00	$0.00	$43,976.00
0182	113	MECHANIC IV	$39,707.00	$233.00	$39,940.00	0.03	$1,198.20	$0.00	$41,138.00	$41,138.00	$900.00	$0.00	$0.00	$0.00	$0.00	$42,038.00
0183	113	MECHANIC IV	$39,707.00	$233.00	$39,940.00	0.03	$1,198.00	$0.00	$41,138.00	$39,492.48	$0.00	$0.00	$0.00	$0.00	$0.00	$39,492.48
0184	113	MECHANIC IV	$39,707.00	$233.00	$39,940.00	0.03	$1,198.20	$0.00	$41,138.00	$41,138.00	$540.00	$0.00	$0.00	$0.00	$0.00	$41,678.00
0185	113	MECHANIC IV	$39,707.00	$233.00	$39,940.00	0.03	$1,198.20	$0.00	$41,138.00	$41,138.00	$660.00	$0.00	$0.00	$0.00	$0.00	$41,798.00
0186	113	MECHANIC IV	$37,109.00	$0.00	$37,109.00	0.03	$1,113.27	$0.00	$38,222.00	$38,222.00	$0.00	$0.00	$0.00	$0.00	$0.00	$38,222.00
0187	113	MECHANIC IV	$39,707.00	$233.00	$39,940.00	0.03	$1,198.20	$0.00	$41,138.00	$41,138.00	$420.00	$0.00	$0.00	$0.00	$0.00	$41,558.00
0188	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$420.00	$0.00	$0.00	$0.00	$0.00	$40,930.00
0189	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$40,510.00	$180.00	$0.00	$0.00	$0.00	$0.00	$40,690.00
0190	113	DEPUTY SHERIFF	$36,480.00	$1,520.00	$38,000.00	0.03	$1,140.00	$0.00	$39,140.00	$37,574.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,574.00
0191	113	SR. DEPUTY SHERIFF STEP II	$41,800.00	$1,463.00	$43,263.00	0.03	$1,297.89	$0.00	$44,561.00	$44,561.00	$420.00	$0.00	$3,600.00	$0.00	$500.00	$49,081.00
0192	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$420.00	$0.00	$0.00	$0.00	$0.00	$40,930.00
0193	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$0.00	$0.00	$0.00	$40,810.00
0194	113	DEPUTY SHERIFF	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$37,574.00	$540.00	$0.00	$0.00	$0.00	$0.00	$38,114.00
0195	113	SR. DEPUTY SHERIFF STEP I	$39,330.00	$2,470.00	$41,800.00	0.03	$1,254.00	$0.00	$43,054.00	$43,054.00	$300.00	$0.00	$1,200.00	$0.00	$0.00	$44,554.00
0196	113	DEPUTY SHERIFF	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$37,574.00	$300.00	$0.00	$0.00	$0.00	$0.00	$37,874.00
0197	113	SR. DEPUTY SHERIFF STEP I	$39,330.00	$2,470.00	$41,800.00	0.03	$1,254.00	$0.00	$43,054.00	$43,054.00	$360.00	$0.00	$3,600.00	$0.00	$500.00	$47,514.00
0198	**113**	**REMOVE CLOTH ALLOWANCE DEPUTY SHERIFF**	**$41,800.00**	**$1,463.00**	**$43,263.00**	**0.03**	**$1,298.00**	**$0.00**	**$44,561.00**	**$37,574.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$37,574.00**
0199	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$660.00	$0.00	$3,300.00	$0.00	$500.00	$44,970.00
0200	**113**	**ADD CLOTHING ALLOWANCE SR. DEPUTY SHERIFF STEP I**	**$39,330.00**	**$2,470.00**	**$41,800.00**	**0.03**	**$1,254.00**	**$0.00**	**$43,054.00**	**$43,054.00**	**$360.00**	**$0.00**	**$1,200.00**	**$0.00**	**$500.00 ~~$0.00~~**	**$44,614.00**
0201	113	DEPUTY SHERIFF STEP I	$36,480.00	$2,850.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$39,140.00	$180.00	$0.00	$0.00	$0.00	$0.00	$39,320.00
0202	113	SR. DEPUTY SHERIFF STEP I	$39,330.00	$2,470.00	$41,800.00	0.03	$1,254.00	$0.00	$43,054.00	$43,054.00	$360.00	$0.00	$1,800.00	$0.00	$0.00	$45,214.00
0203	113	DEPUTY SHERIFF STEP I	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$39,140.00	$240.00	$0.00	$0.00	$0.00	$0.00	$39,380.00
0204	113	SR. DEPUTY SHERIFF STEP I	$39,330.00	$2,470.00	$41,800.00	0.03	$1,254.00	$0.00	$43,054.00	$43,054.00	$840.00	$0.00	$3,300.00	$0.00	$500.00	$47,694.00
0205	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$40,510.00	$540.00	$0.00	$600.00	$0.00	$0.00	$41,650.00
0206	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$1,800.00	$0.00	$0.00	$42,610.00
0207	**113**	**ADD CLOTHING ALLOWANCE SR. DEPUTY SHERIFF STEP I**	**$39,330.00**	**$2,470.00**	**$41,800.00**	**0.03**	**$1,254.00**	**$0.00**	**$43,054.00**	**$43,054.00**	**$360.00**	**$0.00**	**$0.00**	**$0.00**	**$500.00 ~~$0.00~~**	**$43,414.00**
0208	113	SR. DEPUTY SHERIFF STEP II	$41,800.00	$1,463.00	$43,263.00	0.03	$1,297.89	$0.00	$44,561.00	$44,561.00	$420.00	$0.00	$1,800.00	$0.00	$0.00	$46,781.00
0209	113	SR. DEPUTY SHERIFF STEP II	$41,800.00	$1,463.00	$43,263.00	0.03	$1,297.89	$0.00	$44,561.00	$44,561.00	$600.00	$0.00	$2,100.00	$0.00	$500.00	$47,761.00
0210	113	SR. DEPUTY SHERIFF STEP II	$41,800.00	$1,463.00	$43,263.00	0.03	$1,297.89	$0.00	$44,561.00	$44,561.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$47,521.00
0211	**113**	**ADD CLOTHING ALLOWANCE DEPUTY SHERIFF STEP II**	**$38,000.00**	**$1,330.00**	**$39,330.00**	**0.03**	**$1,179.90**	**$0.00**	**$40,510.00**	**$40,510.00**	**$480.00**	**$0.00**	**$0.00**	**$0.00**	**$500.00 ~~$0.00~~**	**$40,990.00**
0212	113	SR. DEPUTY SHERIFF STEP II	$41,800.00	$1,463.00	$43,263.00	0.03	$1,298.00	$0.00	$44,561.00	$44,561.00	$600.00	$0.00	$1,800.00	$0.00	$0.00	$46,961.00
0213	113	SR. DEPUTY SHERIFF STEP II	$41,800.00	$1,463.00	$43,263.00	0.03	$1,298.00	$0.00	$44,561.00	$44,561.00	$480.00	$0.00	$1,800.00	$0.00	$500.00	$47,341.00
0214	113	SR. DEPUTY SHERIFF STEP II	$41,800.00	$1,463.00	$43,263.00	0.03	$1,297.89	$0.00	$44,561.00	$44,561.00	$480.00	$0.00	$1,800.00	$0.00	$0.00	$46,841.00
0215	113	DEPUTY SHERIFF	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$37,574.00	$360.00	$0.00	$0.00	$0.00	$0.00	$37,934.00
0216	113	SR. DEPUTY SHERIFF STEP II	$41,800.00	$1,463.00	$43,263.00	0.03	$1,297.89	$0.00	$44,561.00	$44,561.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$47,701.00

HIDALGO COUNTY
COMMISSIONER COURT
2013 SALARY SCHEDULE

3-1100-421-00-280-001-0

SHERIFF

AI- 38648

Slot #	Obj Code	POSITION TITLE	2012 BUDGETED BASE SALARY	2013 ADJUSTED AMOUNT	2013 ADJUSTED BASE SALARY	COLA %	COLA AMOUNT	OTHER INCREASE	2013 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0217	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$40,510.00	$240.00	$0.00	$2,100.00	$0.00	$500.00	$43,350.00
0218	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$540.00	$0.00	$0.00	$0.00	$0.00	$41,050.00
0219	113	SR. DEPUTY SHERIFF STEP II	$41,800.00	$1,463.00	$43,263.00	0.03	$1,298.00	$0.00	$44,561.00	$44,561.00	$600.00	$0.00	$1,800.00	$0.00	$0.00	$46,961.00
0220	113	SR. DEPUTY SHERIFF STEP I	$39,330.00	$2,470.00	$41,800.00	0.03	$1,254.00	$0.00	$43,054.00	$43,054.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$46,014.00
0221	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$600.00	$0.00	$2,100.00	$0.00	$500.00	$43,710.00
0222	113	SR. DEPUTY SHERIFF STEP II	$41,800.00	$1,463.00	$43,263.00	0.03	$1,298.00	$0.00	$44,561.00	$44,561.00	$360.00	$0.00	$1,800.00	$0.00	$500.00	$47,221.00
0223	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$240.00	$0.00	$0.00	$0.00	$0.00	$40,750.00
0224	113	DEPUTY SHERIFF STEP I	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$39,140.00	$480.00	$0.00	$0.00	$0.00	$0.00	$39,620.00
0225	113	SR. DEPUTY SHERIFF STEP I	$39,330.00	$2,470.00	$41,800.00	0.03	$1,254.00	$0.00	$43,054.00	$43,054.00	$360.00	$0.00	$3,300.00	$0.00	$500.00	$47,214.00
0226	113	DEPUTY SHERIFF STEP I	$36,480.00	$2,850.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$39,140.00	$120.00	$0.00	$0.00	$0.00	$0.00	$39,260.00
0227	113	SR. DEPUTY SHERIFF STEP I	$39,330.00	$2,470.00	$41,800.00	0.03	$1,254.00	$0.00	$43,054.00	$43,054.00	$300.00	$0.00	$0.00	$0.00	$0.00	$43,354.00
0228	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$43,650.00
0229	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$720.00	$0.00	$1,800.00	$0.00	$0.00	$43,030.00
0230	113	SR. DEPUTY SHERIFF STEP I	$39,330.00	$2,470.00	$41,800.00	0.03	$1,254.00	$0.00	$43,054.00	$43,054.00	$360.00	$0.00	$0.00	$0.00	$0.00	$43,414.00
0231	113	DEPUTY SHERIFF STEP I	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$39,140.00	$180.00	$0.00	$0.00	$0.00	$0.00	$39,320.00
0232	113	SR. DEPUTY SHERIFF STEP I	$39,330.00	$2,470.00	$41,800.00	0.03	$1,254.00	$0.00	$43,054.00	$43,054.00	$360.00	$0.00	$1,200.00	$0.00	$0.00	$44,614.00
0233	113	SR. DEPUTY SHERIFF STEP I	$39,330.00	$2,470.00	$41,800.00	0.03	$1,254.00	$0.00	$43,054.00	$43,054.00	$360.00	$0.00	$1,800.00	$0.00	$0.00	$45,214.00
0234	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$40,510.00	$600.00	$0.00	$3,300.00	$0.00	$0.00	$44,410.00
0235	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$2,100.00	$0.00	$500.00	$43,410.00
0236	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$480.00	$0.00	$0.00	$0.00	$0.00	$40,990.00
0237	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$40,510.00	$420.00	$0.00	$0.00	$0.00	$0.00	$40,930.00
0238	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$43,470.00
0239	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$40,510.00	$600.00	$0.00	$0.00	$0.00	$0.00	$41,110.00
0240	113	CRIMINAL INTELLIGENCE RESEARCH ANALYST	$35,563.00	$0.00	$35,563.00	0.03	$1,066.89	$0.00	$36,630.00	$36,630.00	$540.00	$0.00	$0.00	$0.00	$500.00	$37,670.00
0241	113	EVIDENCE TECHNICIAN	$34,360.00	$474.00	$34,834.00	0.03	$1,045.02	$0.00	$35,879.00	$35,879.00	$780.00	$0.00	$0.00	$0.00	$500.00	$37,159.00
0242	113	EVIDENCE TECHNICIAN	$34,360.00	$474.00	$34,834.00	0.03	$1,045.02	$0.00	$35,879.00	$35,879.00	$540.00	$0.00	$0.00	$0.00	$500.00	$36,919.00
0243	113	HUMAN RESOURCES SPECIALIST II	$32,929.00	$212.00	$33,141.00	0.03	$994.23	$0.00	$34,135.00	$34,135.00	$540.00	$0.00	$0.00	$0.00	$0.00	$34,675.00
0244	113	COMMUNICATIONS SUPERVISOR	$34,360.00	$0.00	$34,360.00	0.03	$1,031.00	$0.00	$35,391.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0246	113	COMMUNICATIONS SUPERVISOR	$34,360.00	$0.00	$34,360.00	0.03	$1,030.80	$0.00	$35,391.00	$35,391.00	$0.00	$0.00	$0.00	$0.00	$0.00	$35,391.00
0247	113	QUARTER MASTER	$31,815.00	$0.00	$31,815.00	0.03	$954.45	$0.00	$32,769.00	$32,769.00	$720.00	$0.00	$0.00	$0.00	$0.00	$33,489.00
0248	113	ADMINISTRATIVE ASSISTANT III	$32,929.00	$146.00	$33,075.00	0.03	$992.25	$0.00	$34,067.00	$34,067.00	$1,320.00	$0.00	$0.00	$0.00	$0.00	$35,387.00
0249	113	ACCOUNTANT I	$31,815.00	$0.00	$31,815.00	0.03	$954.45	$0.00	$32,769.00	$32,769.00	$300.00	$0.00	$0.00	$0.00	$0.00	$33,069.00
0250	113	COMMUNICATIONS OFFICER	$29,458.00	$0.00	$29,458.00	0.03	$883.74	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0251	113	COMMUNICATIONS OFFICER	$30,489.00	$0.00	$30,489.00	0.03	$914.67	$0.00	$31,404.00	$31,404.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,404.00
0252	113	COMMUNICATIONS OFFICER	$29,458.00	$0.00	$29,458.00	0.03	$884.00	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0253	113	COMMUNICATIONS OFFICER	$29,458.00	$0.00	$29,458.00	0.03	$883.74	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0254	113	COMMUNICATIONS OFFICER	$30,489.00	$0.00	$30,489.00	0.03	$915.00	$0.00	$31,404.00	$28,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,825.00
0255	113	COMMUNICATIONS OFFICER	$29,458.00	$0.00	$29,458.00	0.03	$884.00	$0.00	$30,342.00	$28,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,825.00
0256	113	COMMUNICATIONS OFFICER	$30,489.00	$0.00	$30,489.00	0.03	$914.67	$0.00	$31,404.00	$31,404.00	$300.00	$0.00	$0.00	$0.00	$0.00	$31,704.00
0257	113	COMMUNICATIONS OFFICER	$29,458.00	$0.00	$29,458.00	0.03	$884.00	$0.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0258	113	COMMUNICATIONS OFFICER	$29,458.00	$0.00	$29,458.00	0.03	$883.74	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0259	113	COMMUNICATIONS OFFICER	$30,489.00	$0.00	$30,489.00	0.03	$915.00	$0.00	$31,404.00	$31,404.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,404.00
0260	113	COMMUNICATIONS OFFICER	$29,458.00	$0.00	$29,458.00	0.03	$884.00	$0.00	$30,342.00	$28,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,825.00
0261	113	COMMUNICATIONS OFFICER	$29,458.00	$0.00	$29,458.00	0.03	$883.74	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0262	113	COMMUNICATIONS OFFICER	$30,489.00	$0.00	$30,489.00	0.03	$914.67	$0.00	$31,404.00	$31,404.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,404.00

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SHERIFF

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Slot #	Obj Code	POSITION TITLE	2012 BUDGETED BASE SALARY	2013 ADJUSTED AMOUNT	2013 ADJUSTED BASE SALARY	COLA %	COLA AMOUNT	OTHER INCREASE	2013 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0263	113	COMMUNICATIONS OFFICER	$30,489.00	$0.00	$30,489.00	0.03	$914.67	$0.00	$31,404.00	$31,404.00	$600.00	$0.00	$0.00	$0.00	$0.00	$32,004.00
0264	113	COMMUNICATIONS OFFICER	$30,489.00	$0.00	$30,489.00	0.03	$914.67	$0.00	$31,404.00	$31,404.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,404.00
0265	113	COMMUNICATIONS OFFICER	$29,458.00	$0.00	$29,458.00	0.03	$884.00	$0.00	$30,342.00	$28,824.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,824.00
0266	113	COMMUNICATIONS OFFICER	$29,458.00	$0.00	$29,458.00	0.03	$884.00	$0.00	$30,342.00	$28,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,825.00
0267	113	COMMUNICATIONS OFFICER	$29,458.00	$0.00	$29,458.00	0.03	$884.00	$0.00	$30,342.00	$28,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,825.00
0268	113	COMMUNICATIONS OFFICER	$29,458.00	$0.00	$29,458.00	0.03	$883.74	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0269	113	COMMUNICATIONS OFFICER	$29,458.00	$0.00	$29,458.00	0.03	$884.00	$0.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0270	113	COMMUNICATIONS OFFICER	$30,489.00	$0.00	$30,489.00	0.03	$914.67	$0.00	$31,404.00	$31,404.00	$540.00	$0.00	$0.00	$0.00	$0.00	$31,944.00
0272	113	ADMINISTRATIVE ASSISTANT II	$31,096.00	$0.00	$31,096.00	0.03	$932.88	$0.00	$32,029.00	$32,029.00	$720.00	$0.00	$0.00	$0.00	$500.00	$33,249.00
0273	113	ASSISTANT QUARTER MASTER	$29,458.00	$0.00	$29,458.00	0.03	$883.74	$0.00	$30,342.00	$30,342.00	$720.00	$0.00	$0.00	$0.00	$0.00	$31,062.00
0274	113	ADMINISTRATIVE ASSISTANT I	$26,657.00	$80.00	$26,737.00	0.03	$802.11	$0.00	$27,539.00	$27,539.00	$1,380.00	$0.00	$0.00	$0.00	$0.00	$28,919.00
0275	113	ADMINISTRATIVE ASSISTANT I	$26,657.00	$80.00	$26,737.00	0.03	$802.11	$0.00	$27,539.00	$27,539.00	$900.00	$0.00	$0.00	$0.00	$0.00	$28,439.00
0276	113	ADMINISTRATIVE ASSISTANT I	$26,657.00	$80.00	$26,737.00	0.03	$802.11	$0.00	$27,539.00	$27,539.00	$1,260.00	$0.00	$0.00	$0.00	$0.00	$28,799.00
0277	113	ADMINISTRATIVE ASSISTANT I	$23,385.00	$0.00	$23,385.00	0.03	$702.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0278	113	ADMINISTRATIVE ASSISTANT I	$26,657.00	$80.00	$26,737.00	0.03	$802.11	$0.00	$27,539.00	$27,539.00	$1,380.00	$0.00	$0.00	$0.00	$0.00	$28,919.00
0279	113	ADMINISTRATIVE ASSISTANT I	$23,385.00	$0.00	$23,385.00	0.03	$701.55	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0280	113	ADMINISTRATIVE ASSISTANT I	$25,839.00	$245.00	$26,084.00	0.03	$782.52	$0.00	$26,867.00	$26,867.00	$960.00	$0.00	$0.00	$0.00	$0.00	$27,827.00
0281	113	ADMINISTRATIVE ASSISTANT I	$25,839.00	$245.00	$26,084.00	0.03	$782.52	$0.00	$26,867.00	$26,867.00	$900.00	$0.00	$0.00	$0.00	$0.00	$27,767.00
0282	113	ADMINISTRATIVE ASSISTANT I	$25,839.00	$245.00	$26,084.00	0.03	$782.52	$0.00	$26,867.00	$26,867.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,867.00
0283	113	ADMINISTRATIVE ASSISTANT I	$25,839.00	$245.00	$26,084.00	0.03	$782.52	$0.00	$26,867.00	$26,867.00	$360.00	$0.00	$0.00	$0.00	$0.00	$27,227.00
0284	113	ADMINISTRATIVE ASSISTANT I	$25,839.00	$245.00	$26,084.00	0.03	$782.52	$0.00	$26,867.00	$26,867.00	$540.00	$0.00	$0.00	$0.00	$0.00	$27,407.00
0285	113	ADMINISTRATIVE ASSISTANT I	$23,385.00	$0.00	$23,385.00	0.03	$702.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0287	113	CUSTODIAN II	$22,411.00	$0.00	$22,411.00	0.03	$672.33	$0.00	$23,083.00	$23,083.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,083.00
0288	113	ADMINISTRATIVE ASSISTANT I	$25,021.00	$0.00	$25,021.00	0.03	$750.63	$0.00	$25,772.00	$25,772.00	$420.00	$0.00	$0.00	$0.00	$0.00	$26,192.00
0289	113	ADMINISTRATIVE ASSISTANT I	$23,385.00	$0.00	$23,385.00	0.03	$702.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0290	113	ADMINISTRATIVE ASSISTANT I	$25,021.00	$0.00	$25,021.00	0.03	$751.00	$0.00	$25,772.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0291	113	ADMINISTRATIVE ASSISTANT I	$23,385.00	$0.00	$23,385.00	0.03	$701.55	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0292	113	ADMINISTRATIVE ASSISTANT I	$25,021.00	$0.00	$25,021.00	0.03	$750.63	$0.00	$25,772.00	$25,772.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,772.00
0293	113	ADMINISTRATIVE ASSISTANT I	$25,021.00	$0.00	$25,021.00	0.03	$751.00	$0.00	$25,772.00	$25,772.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,772.00
0294	113	CUSTODIAN II	$22,411.00	$0.00	$22,411.00	0.03	$672.33	$0.00	$23,083.00	$23,083.00	$420.00	$0.00	$0.00	$0.00	$0.00	$23,503.00
0295	113	CUSTODIAN II	$22,411.00	$0.00	$22,411.00	0.03	$672.33	$0.00	$23,083.00	$23,083.00	$540.00	$0.00	$0.00	$0.00	$0.00	$23,623.00
0296	113	CUSTODIAN II	$22,411.00	$0.00	$22,411.00	0.03	$672.33	$0.00	$23,083.00	$23,083.00	$540.00	$0.00	$0.00	$0.00	$0.00	$23,623.00
0297	113	CUSTODIAN II	$22,411.00	$0.00	$22,411.00	0.03	$672.33	$0.00	$23,083.00	$23,083.00	$420.00	$0.00	$0.00	$0.00	$0.00	$23,503.00
0327	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$0.00	$0.00	$0.00	$40,810.00
0328	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.00	$0.00	$46,120.00	$46,120.00	$540.00	$0.00	$1,200.00	$0.00	$0.00	$47,860.00
0329	113	SR. DEPUTY SHERIFF STEP III	$43,263.00	$1,514.00	$44,777.00	0.03	$1,343.31	$0.00	$46,120.00	$46,120.00	$480.00	$0.00	$600.00	$0.00	$0.00	$47,200.00
0330	113	CRIMINAL INTELLIGENCE RESEARCH ANALYST	$35,563.00	$0.00	$35,563.00	0.03	$1,066.89	$0.00	$36,630.00	$36,630.00	$420.00	$0.00	$0.00	$0.00	$500.00	$37,550.00
0331	113	DEPUTY SHERIFF	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$37,574.00	$540.00	$0.00	$0.00	$0.00	$0.00	$38,114.00
0332	113	DEPUTY SHERIFF	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$37,574.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$38,774.00
0333	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$0.00	$0.00	$0.00	$40,870.00
0334	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$4,800.00	$0.00	$500.00	$46,110.00
0335	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$1,800.00	$0.00	$500.00	$43,170.00
0336	113	DEPUTY SHERIFF	$36,480.00	$1,520.00	$38,000.00	0.03	$1,140.00	$0.00	$39,140.00	$37,574.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$39,074.00
0337	113	DEPUTY SHERIFF	$36,480.00	$1,520.00	$38,000.00	0.03	$1,140.00	$0.00	$39,140.00	$37,574.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,574.00
0338	113	DEPUTY SHERIFF STEP II	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$40,510.00	$120.00	$0.00	$2,100.00	$0.00	$500.00	$43,230.00

HIDALGO COUNTY
COMMISSIONER COURT
2013 SALARY SCHEDULE

3-1100-421-00-280-001-0

SHERIFF

AI- 38648

Slot #	Obj Code	POSITION TITLE	2012 BUDGETED BASE SALARY	2013 ADJUSTED AMOUNT	2013 ADJUSTED BASE SALARY	COLA %	COLA AMOUNT	OTHER INCREASE	2013 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0339	113	SR. DEPUTY SHERIFF STEP II	$41,800.00	$1,463.00	$43,263.00	0.03	$1,297.89	$0.00	$44,561.00	$44,561.00	$600.00	$0.00	$3,900.00	$0.00	$0.00	$49,061.00
0340	113	SR. DEPUTY SHERIFF STEP II	$41,800.00	$1,463.00	$43,263.00	0.03	$1,297.89	$0.00	$44,561.00	$44,561.00	$480.00	$0.00	$2,100.00	$0.00	$500.00	$47,641.00
0341	113	DEPUTY SHERIFF	$41,800.00	$1,463.00	$43,263.00	0.03	$1,298.00	$0.00	$44,561.00	$37,574.00	$120.00	$0.00	$0.00	$0.00	$0.00	$37,694.00
0342	113	DEPUTY SHERIFF STEP I	$38,000.00	$1,330.00	$39,330.00	0.03	$1,179.90	$0.00	$40,510.00	$39,140.00	$600.00	$0.00	$0.00	$0.00	$0.00	$39,740.00
0343	113	SR. DEPUTY SHERIFF STEP II	$41,800.00	$1,463.00	$43,263.00	0.03	$1,298.00	$0.00	$44,561.00	$44,561.00	$600.00	$0.00	$0.00	$0.00	$0.00	$45,161.00
0344	113	SR. DEPUTY SHERIFF STEP II	$41,800.00	$1,463.00	$43,263.00	0.03	$1,297.89	$0.00	$44,561.00	$44,561.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$47,701.00
0345	113	DEPUTY SHERIFF	$38,000.00	$1,330.00	$39,330.00	0.03	$1,180.00	$0.00	$40,510.00	$37,574.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,574.00
0346	113	ADMINISTRATIVE ASSISTANT II	$27,276.00	$0.00	$27,276.00	0.03	$818.28	$0.00	$28,094.00	$28,094.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$29,114.00
0347	113	ADMINISTRATIVE ASSISTANT II	$27,276.00	$0.00	$27,276.00	0.03	$818.28	$0.00	$28,094.00	$28,094.00	$960.00	$0.00	$0.00	$0.00	$0.00	$29,054.00
0361	113	BUDGET MANAGER II	$63,599.00	$0.00	$63,599.00	0.03	$1,907.97	$0.00	$65,507.00	$65,507.00	$1,920.00	$0.00	$0.00	$0.00	$0.00	$67,427.00
0362	113	PROCUREMENT SPECIALIST	$43,284.00	$0.00	$43,284.00	0.03	$1,298.52	$0.00	$44,583.00	$44,583.00	$660.00	$0.00	$0.00	$0.00	$0.00	$45,243.00
0363	113	COMMUNICATIONS SUPERVISOR	$34,360.00	$0.00	$34,360.00	0.03	$1,030.80	$0.00	$35,391.00	$35,391.00	$720.00	$0.00	$0.00	$0.00	$0.00	$36,111.00
0364	113	CRIME VICTIM LIASON	$38,408.00	$3.00	$38,411.00	0.03	$1,152.33	$0.00	$39,563.00	$39,563.00	$780.00	$0.00	$0.00	$0.00	$0.00	$40,343.00
0365	113	CAPTAIN	$65,000.00	$0.00	$65,000.00	0.03	$1,950.00	$0.00	$66,950.00	$66,950.00	$1,620.00	$0.00	$1,800.00	$0.00	$500.00	$70,870.00
0366	113	CAPTAIN	$65,000.00	$0.00	$65,000.00	0.03	$1,950.00	$0.00	$66,950.00	$66,950.00	$1,020.00	$0.00	$1,800.00	$0.00	$500.00	$70,270.00
0367	113	CAPTAIN	$65,000.00	$0.00	$65,000.00	0.03	$1,950.00	$0.00	$66,950.00	$66,950.00	$1,200.00	$0.00	$1,800.00	$0.00	$500.00	$70,450.00
0369	113	DIVISION COMMANDER	$75,000.00	$0.00	$75,000.00	0.03	$2,250.00	$0.00	$77,250.00	$77,250.00	$1,500.00	$0.00	$1,800.00	$0.00	$500.00	$81,050.00
0370	113	CHIEF OF STAFF	$75,000.00	$0.00	$75,000.00	0.03	$2,250.00	$0.00	$77,250.00	$77,250.00	$480.00	$0.00	$0.00	$0.00	$0.00	$77,730.00
0371	113	DEPUTY SHERIFF	$38,000.00	$0.00	$38,000.00	0.03	$1,140.00	$0.00	$39,140.00	$37,574.00	$180.00	$0.00	$1,500.00	$0.00	$0.00	$39,254.00
0372	113	DEPUTY SHERIFF	$38,000.00	$0.00	$38,000.00	0.03	$1,140.00	$0.00	$39,140.00	$37,574.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$38,774.00
0373	113	DEPUTY SHERIFF	$38,000.00	$0.00	$38,000.00	0.03	$1,140.00	$0.00	$39,140.00	$37,574.00	$60.00	$0.00	$0.00	$0.00	$0.00	$37,634.00
0374	113	DEPUTY SHERIFF	$38,000.00	$0.00	$38,000.00	0.03	$1,140.00	$0.00	$39,140.00	$37,574.00	$480.00	$0.00	$0.00	$0.00	$0.00	$38,054.00
0375	113	DEPUTY SHERIFF STEP I	$38,000.00	$0.00	$38,000.00	0.03	$1,140.00	$0.00	$39,140.00	$37,574.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,574.00
0376	113	DEPUTY SHERIFF	$38,000.00	$0.00	$38,000.00	0.03	$1,140.00	$0.00	$39,140.00	$37,574.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$38,774.00
0377	113	DEPUTY SHERIFF	$38,000.00	$0.00	$38,000.00	0.03	$1,140.00	$0.00	$39,140.00	$37,574.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$38,774.00
0378	113	DEPUTY SHERIFF STEP I	$38,000.00	$0.00	$38,000.00	0.03	$1,140.00	$0.00	$39,140.00	$37,574.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,574.00
0379	113	TECHNICIAN IV	$0.00	$37,109.00	$37,109.00	0.03	$1,113.00	$0.00	$38,222.00	$36,693.00	$0.00	$0.00	$0.00	$0.00	$0.00	$36,693.00
0380	113	DEPUTY SHERIFF STEP I	$0.00	$1,180.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0382	113	DEPUTY SHERIFF STEP I	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	$0.00	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
0383	113	DEPUTY SHERIFF STEP II	$0.00	$1,180.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$720.00	$0.00	$0.00	$0.00	$0.00	$720.00
0384	113	DEPUTY SHERIFF STEP II	$0.00	$1,180.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$600.00
0385	113	DEPUTY SHERIFF STEP II	$0.00	$1,180.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$540.00
0386	113	DEPUTY SHERIFF STEP I	$0.00	$1,140.00	$1,140.00	0	$0.00	($1,140.00)	$0.00	$0.00	$480.00	$0.00	$1,200.00	$0.00	$0.00	$1,680.00
0387	113	DEPUTY SHERIFF STEP II	$0.00	$1,180.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$480.00
0388	113	DEPUTY SHERIFF STEP II	$0.00	$1,180.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$480.00
0389	113	DEPUTY SHERIFF STEP II	$0.00	$1,180.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$180.00	$0.00	$0.00	$0.00	$0.00	$180.00
0390	113	DEPUTY SHERIFF STEP II	$0.00	$1,180.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$1,180.00	$120.00	$0.00	$0.00	$0.00	$0.00	$1,300.00
0391	113	DEPUTY SHERIFF STEP II	$0.00	$1,180.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0392	113	DEPUTY SHERIFF STEP II	$0.00	$1,180.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		TOTAL	**$13,347,874.00**	**$409,179.00**	**$13,757,053.00**		**$412,326.24**	**$3,892.00**	**$14,173,260.00**	**$13,785,940.48**	**$168,840.00**	**$0.00**	**$375,300.00**	**$0.00**	**$49,500.00**	**$14,377,080.48**

APPROVAL TO CREATE THE ABOVE HIGHLIGHTED POSITIONS.
PERSONNEL ACTIONS ARE PENDING CC APPROVAL.

AI-38835 **County Clerk 9. A.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Resolution in Honor of Sylvia L. Reyes

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	05/17/2013 11:39 AM
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Monica Badillo Started On: 05/17/2013 09:36 AM

Final Approval Date: 05/17/2013

AI-38836 **County Clerk 9. B.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Recognition of Hidalgo County Clerk's Office for Receiving "Most Innovative Program" Award from The Governmental Collectors Association of Texas

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	05/17/2013 11:41 AM
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Monica Badillo Started On: 05/17/2013 09:37 AM

Final Approval Date: 05/17/2013

AI-38758 **Health & Human Services Dept. 10. B.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted For: Eddie Olivarez **Submitted By:** Mike Escaname, HEALTH & HUMAN SERVICES DEPT.

Department: HEALTH & HUMAN SERVICES DEPT.

Information

CAPTION

Requesting approval of Tuberculosis Funding Letter of Intent and authorization for County Judge to sign letter.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013 **ACCT. #:** 3-1100-441-00-340-003-0-XXX

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:** Y

BUDGETARY IMPACT:

Hidalgo County would be required to provide a 20% cash match of the DSHS award amount which is to be determined. (Tuberculosis FY 14 grant funding). The 20% match will be met with existing HCHHSD staff that that work within the scope of the TB program.

Attachments

Letter of Intent

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	05/14/2013 02:59 PM
Manuel Chapa	Manuel Chapa	05/17/2013 04:00 PM
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Mike Escaname Started On: 05/14/2013 11:41 AM

Final Approval Date: 05/17/2013

TEXAS DEPARTMENT OF STATE HEALTH SERVICES

P.O. Box 149347
Austin, Texas 78714-9347
1-888-963-7111
TTY: 1-800-735-2989
www.dshs.state.tx.us

DAVID L. LAKEY, M.D.
COMMISSIONER

Date:

Re: Funding Allocation Plan & TB Letter of Intent

Department of State Health Services (DSHS) Commissioner David Lakey has approved new eligibility criteria and a funding formula for allocating Tuberculosis (TB) prevention and control funds throughout the State of Texas.[1] DSHS is implementing the eligibility criteria and formula for General Revenue funds beginning September 1, 2013 and for federal funds beginning January 1, 2014. This memorandum explains the actions your health department must take if you wish to be considered for allocation of TB funds.

The new eligibility criteria are:

1) The local health department (LHD) must agree to provide a 20 percent match of the DSHS award amount; and
2) The LHD must meet all of the Centers for Disease Control and Prevention (CDC) "Essential Components of a Tuberculosis Prevention and Control Program".

The new funding formula will use the following variables and weights:

Formula Variable	Weight
TB Cases	38
TB MDR Cases	5
TB Cases Completing Therapy	7
TB Suspects	15
HIV/TB Co-infected Cases and Suspects	10
TB Cases and Suspects from Special Populations	10
Total Population in Funded Area	5
Total Square Miles in Funded Area	5
LTBI as defined above	5

DSHS wishes to make TB funding available to all LHDs interested in providing TB prevention

[1] Both the eligibility criteria and formula were developed and recommended by a broad-based workgroup. The workgroup's recommendations were reviewed and also recommended by the Public Health Funding and Policy Committee (PHFPC).

and control services that meet the eligibility criteria. DSHS has determined that the 20 percent match must be a cash match (local funds used to pay for expenses directly supporting TB activities, e.g. TB staff salaries, travel funds for TB staff, TB supplies). The CDC essential components are as follows:

- Conducting overall planning and development of policy
- Identifying persons who have clinically active TB
- Managing persons who have or who are suspected of having TB
- Identifying and managing persons infected with Mycobacterium tuberculosis
- Providing laboratory and diagnostic services
- Collecting and analyzing data
- Providing training and education

All LHDs interested in being considered for TB funding should complete, electronically sign, and submit the attached Letter of Intent to kathy.sharp@dshs.state.tx.us by May 20, 2013.

If you have further questions or need additional information, please contact Kathy Sharp at kathy.sharp@dshs.state.tx.us or 512.776.2640.

Sincerely,

Janna Zumbrun, M.S.S.W.
Acting Assistant Commissioner
Division for Disease Control and Prevention Services

Tuberculosis Funding Letter of Intent

Date: May 21, 2013

LHD: Hidalgo County

Address: 1304 S. 25th St
Edinburg, TX 78539

By completion of this Letter of Intent, the above-named LHD acknowledges its interest in providing tuberculosis (TB) prevention and control services within its service area and further agrees to meet the following eligibility criteria:

1. Provide a 20 percent cash match of the DSHS award amount, which will be determined by the formula.

2. Provide all of the Centers for Disease Control and Prevention (CDC) "Essential Components of a Tuberculosis Prevention and Control Program". http://www.cdc.gov/mmwr/preview/mmwrhtml/00038823.htm as described below:

   The above-named LHD TB prevention and control program will administer activities that include the following core components. Most components should be administered directly by the LHD, but a few (e.g., X-rays and interpretation, clinical physician services, DOT) may be administered by contract.

   A. Conducting overall planning and development of policy.

   B. Identifying persons who have clinically active TB.
      1. Clinic capacity (to include physician and nurse capacity)
      2. Contact investigation capacity
      3. X-ray services availability and interpretation
      4. Referral system for other medical problems

   C. Managing persons who have or who are suspected of having TB.
      l. Ability to evaluate, treat and monitor confirmed and suspected TB patients.

   D. Identifying and managing persons infected with Mycobacterium tuberculosis.
      1. Directly observed therapy (DOT) capacity
      2. Delivery of twelve (12) dose regimen of Isoniazid-Rifapentine (medications to be provided by DSHS)

   E. Providing laboratory and diagnostic services in collaboration with:
      1. DSHS Laboratory (Austin), or
      2. DSHS Laboratory (South Texas), or

3. Commercial laboratory.

F. Collecting and analyzing data.
   1. TB surveillance (to include registry activities and LTBI tracking)

G. Providing training and education.
   1. At minimum linked to the Heartland National TB Center in San Antonio

3. Additionally, the above-named LHD understands it must provide to DSHS data on the number of person with LTBI who have completed treatment (see detail below) in its jurisdiction to be included in the funding formula. The above named LHD will collaborate with the DSHS Health Service Region (HSR) TB program in its area to review the LHD's LTBI data for calendar year 2010. Once the LHD and HSR agree on verification of the data, the HSR will submit the data to the DSHS central office TB program.

   New LTBI variable definition: number of persons with LTBI who have completed LTBI therapy with a DSHS TB Services Branch approved treatment regimen[1] who were identified as:
   - contacts to a counted case in Texas, or
   - member of a special population, or
   - client of a DSHS-funded refugee resettlement program.

By electronic signature below, I am acknowledging that the above-named LHD meets the requirements stated herein to be considered for funding for the provision of TB prevention and control services in the State of Texas.

X _____

Printed Name: Ramon Garcia

Title of Signatory: Hidalgo County Judge

Date: May 21, 2013

[1] A medication regimen that is in line with DSHS Standards of Performance for the Prevention and Control of Tuberculosis, Section 5, Management of Patients on Treatment for Latent TB Infection (http://www.dshs.state.tx.us/idcu/disease/tb/policies/)

AI-38659 **Health & Human Services Dept. 10. C.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted By: Dairen Sarmiento, HEALTH & HUMAN SERVICES DEPT.

Department: HEALTH & HUMAN SERVICES DEPT.

Information

CAPTION

Approval to process payment of claim for telephone services (Verizon Southwest Inc. Vendor # 251577) for Weslaco Clinic Account # 10 5492 2821135867 03 in the amount of $168.32 for dates of services April 28, 2013 - May 27, 2013.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013 **ACCT. #:** 3-1100-444-00-240-001-0-531

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available balance as of 5-9-13 $6,664.57

Attachments

bill

Form Review

Inbox	Reviewed By	Date
Budget & Management	Angela Garcia	05/08/2013 04:27 PM
Manuel Chapa	Manuel Chapa	05/09/2013 04:30 PM
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Dairen Sarmiento Started On: 05/08/2013 11:26 AM

Final Approval Date: 05/17/2013

COUTNY OF HIDALGO

RECEIVED
MAY 06 2013
Hidalgo County Human Services

Account Summary

Previous Charges	$ 168.56
Payment Received on Apr 29.	– 168.56
Balance	**$ .00**

New Charges	
Verizon (page 3)	$ 168.32
Total New Charges Due May 23, 2013	**$ 168.32**

To avoid a late payment charge of 5.0% or $5.00, whichever is greater, payment must be received before May 28, 2013.

Total Due **$ 168.32**

Invoice Received by: Arlette Date 5-6-13
Goods/Services Received by: Darren Date 4-28-13
13-1100-444-00-240-001-0-531
Payment Amount $ 168.32
PO# N/A

Darren Sumner

Mail Payments To:
VERIZON SOUTHWEST, PO BOX 920041, DALLAS TX 75392-0041

Change of billing address?
Go to verizon.com/billingaddress or call us.

▼ Detach & return payment slip with your check, payable to Verizon.

Account: 10 5492 2821135867 03
210*HBRDA1
00002071 3S0000013527
10-TX 5492
9569694700 20071029

New Charges Due: May 23, 2013

Total Due: $ 168.32 042813

Amount Paid :

$ ☐☐☐.☐☐

00002071 01 AB 0.384 SW042811 0012
COUTNY OF HIDALGO
EDINGENT
1304 S. 25TH AVENUE
EDINBURG TX 78542-7205

VERIZON SOUTHWEST
PO BOX 920041
DALLAS TX 75392-0041

10 5492 2821135867 03N00000000000 00000016832 08

How to Reach Us

Billing Questions	enterprisecenter.verizon.com	1-800-483-6000	8:30 am - 5 pm M-F
Order Questions	enterprisecenter.verizon.com	1-800-483-6000	8:30 am - 5 pm M-F
Online billing and payment	enterprisecenter.verizon.com		24 hours a day
Repair	enterprisecenter.verizon.com	1-888-875-4144	24 hours a day
Pay By Phone Service*	(third party fee applies)	1-800-345-6563	24 hours a day
Payment Arrangements		1-800-440-8052	7:00am-6:00pm CST M-F

* Pay by Phone Service - This service is optional and provided by an independent third party vendor for a fee.

For Your Information

Previous Payments
If you sent a payment that we did not receive in time to be reflected on this bill, please deduct that amount before sending payment. To check whether your payment has been received, call the Billing Questions number above.

Returned Payment
If your payment is returned for any reason, Verizon will resubmit it electronically. A charge may apply for each payment returned.

Past Due Amounts
The due date on your bill only applies to New Charges. Any past due amount should be paid immediately.

Service Suspension for Non-Payment
Based on state regulatory and notice requirements, once your bill is past due, some or all of your service may be suspended. Charges may apply to suspend and reconnect service. A deposit to reestablish service may also be required.

TX Slamming & Cramming
If you think you have been slammed, (your long distance service switched without your permission) or crammed (charged for services that you did not authorize), please contact us. If we do not resolve your problem, you may write the Public Utility Commission of Texas, c/o Office of Consumer Protection, PO Box 13326, Austin, TX 78711-3326, email at (customer@puc.state.tx.us) or call 512-936-7120 (toll free in Texas 1-888-782-8477). TTY service available on 512-936-7136.

Consumer Information
For important consumer information see the Customer Guide in your Verizon White pages.

Automatic Bill Payment Enrollment for Account:

Enroll at verizon.com, or complete 4 steps below to authorize and instruct your financial institution to deduct the amount of your monthly telephone bill from your checking account and remit directly to Verizon. This also enrolls you in Paperless billing. To discontinue Automatic Bill Payment, you must call Verizon.

1. Check box **2. Sign here** **3. Put date here**

☐

4. Print email address here

Go Green! Go Paperless Billing! Pay Electronically!

MONTHLY LOCAL SERVICE - REGULATED (Apr 28 to May 27)

BASIC LOCAL SERVICE CHARGE

	Description	Qty	Unit Rate	
1	Federal Access Recovery Charge	3	.86	2.58
2	Business Line	3	36.95	110.85
3	Federal Subscriber Line Charge	3	7.38	22.14
			Subtotal	135.57

OPTIONAL SERVICE CHARGE

	Description	Qty	Unit Rate	
4	Call Forwarding	2	9.25	18.50
5	Line hunt service	2	3.00	6.00
			Subtotal	24.50
	Total			**$ 160.07**

REGULATED SERVICE TAXES AND SURCHARGES

6	Cost of service surcharge	.24
7	9-1-1 Equalization Fee	.18
8	9-1-1 Fee	1.50
9	Federal Universal Service Fee	6.33
	Total	**$ 8.25**
	Verizon regulated charges	***$ 168.32***
	Total Verizon charges	***$ 168.32***

ITEMIZATION OF TELEPHONE NUMBERS:

Listed below are the telephone numbers included with this billing:

956 969-4700 956 969-8071 956 969-8268

Should you have any questions, please contact Verizon by using the telephone number listed on page two of your bill.

For Your Information

Bankruptcy Information
If you are or were in bankruptcy, this statement may include amounts for pre-bankruptcy service. You should not pay pre-bankruptcy amounts; they are for your information only. Mail bankruptcy-related correspondence to 500 Technology Drive, Suite 550, Weldon Spring, MO 63304.

Payment by Check
Paying by check authorizes check processing or use of the check information for a one-time electronic fund transfer from your account. For all payments using bank account information, we may retain the information to send you electronic refunds or enable your future electronic payments to us (to opt out, call 1-888-500-5358).

Verizon Surcharges
Verizon's Surcharges include (i) a Federal Universal Service Charge applicable to local services that helps pay for the costs of providing and maintaining the local phone network; (ii) a Long Distance Access Charge to help defray the cost of access charges and fees that local exchange companies assess on us or our agents for state to state and international calling; (iii.) a Federal Universal Service Charge applicable to interstate and international services to recover fees imposed on us by the government to support universal service, and; (iv) a Carrier Cost Recovery Charge applicable to long distance customers that helps defray various charges we pay for state to state and international calling such as those for government number administration, local number portability, regulatory fees, and charges we or our agents must pay to terminate calls on other networks. Please note that these are Verizon charges, not taxes. These charges, and what is included in these charges, are subject to change from time to time. For additional information regarding the charges on your Verizon bill, please visit verizon.com or call the number listed on your bill.

For Your Information

April is National Safe Digging Month
Call before you dig! 811 is the FREE nationwide number designated to protect diggers from hitting an underground utility line. Call 811 several days before digging to have underground utilities marked to avoid disrupted service, serious injury or possible fines.

Important Information Regarding Telecommunications Relay Service (TRS)
TRS provides an operator to telephone users who use text telephones (TTY) or web capable devices (WCD) because they are deaf, hard of hearing, or speech disabled. From payphones, TRS local calls are free; toll calls must be billed to calling cards, prepaid cards (PPC), collect or third party billing. PPC information is available online at fcc.gov/cgb/consumerfacts/prepaidcards.html.
Available TRS methods are explained below. TRS is provided 24 hours a day, 365 days per year with no time limits. For further information call TRS, visit TRS web site, or read the explanation available in telephone books.
1. To call a TTY user, dial TRS at 711. A Communications Assistant (CA) will place your call and type your spoken words for the TTY user. The CA will read to you the messages the TTY user sends you. Calls are private, confidential and uncensored. While there is no charge to TRS users for TTY, regular phone charges do apply.
2. Speech-to-Speech Service (STS) is another form of TRS available by calling 711. The CA can assume an active or passive role in repeating the conversation and follows the same guidelines as with TTY calls.
3. IP Relay Service is a form of TRS which relays calls from a WCD. A CA follows the TTY call guidelines.
To use IP Relay:
(a) connect a WCD to an Internet Service Provider;
(b) type in your TRS IP Internet address;
(c) enter your 10 digit presubscribed number; and
(d) select your preferred relay operator's icon.
4. Video Relay Service (VRS) relays calls for those using sign language. VRS information is available at fcc.gov/guides/video-relay-services or by calling TRS.
5. Some TRS providers offer Captioned Telephone Service (CTS) which is accessed with a captioned telephone and available for persons with some residual hearing.

You Can Block Third Party Billing to Your Verizon Bill.
For more information, visit verizon.com/blocking or call us at the number listed on your bill.

AI-38654 **Community Service Agency 12. A.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted By: Maribel Navarro, COMMUNITY SERVICE AGENCY

Department: COMMUNITY SERVICE AGENCY

Information

CAPTION

Requesting approval to accept additional 2013 CEAP [Comprehensive Energy Assistance Program] CONTRACT No. 58120001690.

BACKGROUND

Additional Contract-B, allocates $1,997,280.00 for a period ending July 31,2013. First 2013 CEAP Contract No.58130001631 approved in Court on March 1, 2013 for $4,166,599.00

Attachments

CEAP 2013 Contract-B

Form Review

Inbox	Reviewed By	Date
Budget & Management	Angela Garcia	05/08/2013 02:15 PM
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Maribel Navarro Started On: 05/08/2013 10:35 AM

Final Approval Date: 05/17/2013

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
CONTRACT NO. 58120001690 FOR THE
COMPREHENSIVE ENERGY ASSISTANCE PROGRAM (CEAP)
(CFDA # 93.568)

SECTION 1. PARTIES TO THE CONTRACT

This Comprehensive Energy Assistance Program Contract No. 58120001690 (the "Contract") is made by and between the Texas Department of Housing and Community Affairs, a public and official agency of the State of Texas (the "Department"), and Hidalgo County, Texas, a political subdivision (the "Subrecipient") acting by and through the County of Hidalgo Community Services Agency, a county department of Hidalgo County, Texas, hereinafter the "Parties".

SECTION 2. CONTRACT PERIOD

The period for performance of this Contract, unless earlier terminated, is April 01, 2013 through July 31, 2013 (hereinafter the "Contract Term").

SECTION 3. SUBRECIPIENT PERFORMANCE

Subrecipient shall, on an equitable basis throughout its service area, operate a Comprehensive Energy Assistance Program, (hereinafter the "CEAP"), in accordance with the Economic Opportunity Act of 1964 (Public Law 88-452), the Low-Income Home Energy Assistance Act of 1981 as amended (42 U.S.C. Sec. 8621 et seq.) (Title XXVI of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35, as amended) (hereinafter the "LIHEAP Act"), Chapter 2306 of the Texas Government Code (hereinafter the "State Act"), the implementing State regulations under Title 10, Part 1, Chapter 5, Subchapters A and D of the Texas Administrative Code, as amended or supplemented from time to time (hereinafter the "State Rules"), the LIHEAP State Plan, Subrecipient's Service Delivery Plan as defined in the State Rules, the Department's guidance related to CEAP, all applicable state and federal regulations and the terms of this Contract. Subrecipient shall assist low-income households with priority being given in no particular order to elderly, persons with disabilities, households with a young child 5 years of age or under, households with high energy burden and households with high energy consumption. Subrecipient shall implement the CEAP in accordance with the Certifications attached hereto as Exhibit A, the Budget attached hereto as Exhibit B, the Personal Responsibility and Work Opportunity Act of 1996 ("PRWORA") Requirements for the CEAP attached hereto as Exhibit C, the Documentation of Disability requirements attached hereto as Exhibit D, and all such Exhibits incorporated herein for all relevant purposes; the assurances, certifications, and all other statements made by Subrecipient in its application funding under this Contract; and with all other terms, provisions, and requirements herein set forth.

SECTION 4. DEPARTMENT OBLIGATIONS

A. In consideration of Subrecipient's satisfactory performance of this Contract, Department shall reimburse Subrecipient for the actual allowable costs for administrative expenditures and Assurance 16 activities as defined herein incurred by Subrecipient during the Contract Term and for the actual allowable costs for direct services incurred by Subrecipient in the amount specified in Exhibit B, Budget, of this Contract.

B. Any decision to obligate additional funds or deobligate funds shall be made in writing by Department in its sole discretion based upon factors including, but not limited to, the status of funding under grants to Department, the rate of Subrecipient's utilization of funds under this or previous contracts, the existence of questioned or disallowed costs under this or other contracts between the Parties, and Subrecipient's overall compliance with the terms of this Contract.

C. Department's obligations under this Contract are contingent upon the actual receipt of funds from the U.S. Department of Health and Human Services. If sufficient funds are not available to make payments under this Contract, Department shall notify Subrecipient in writing within a reasonable time after such fact is determined. Department shall then terminate this Contract and will not be liable for the failure to make any payment to Subrecipient under this Contract. Department acknowledges that it has received obligations from those sources which, if paid, will be sufficient to pay the allowable costs incurred by Subrecipient under this Contract.

D. Department is not liable for any cost incurred by Subrecipient which:

1. is subject to reimbursement by a source other than Department;

2. is for performance of services or activities not authorized by the LIHEAP Act, or which is not in accordance with the terms of this Contract;

3. is not incurred during the Contract Term;

4. is not reported to Department on a monthly expenditure or performance report within forty five (45) days following the end of the Contract Term; or

5. is incurred for the purchase or permanent improvement of real property.

E. Subrecipient shall refund, within fifteen (15) days of the Department's request, any sum of money paid to Subrecipient which Department determines has resulted in an overpayment or has not been spent in accordance with the terms of this Contract.

F. Notwithstanding any other provision of this Contract, the total of all payments and other obligations incurred by Department under this Contract shall not exceed the sum of

$1,997,280.00.

SECTION 5. METHOD OF PAYMENT/CASH BALANCES

A. Each month, Subrecipient may request an advance payment of CEAP funds under this Contract. As per the Uniform Grant Management Standards, 34 T.A.C. §20.421 et seq (herein "UGMS"), Subrecipient's requests for advances shall be limited to the amount needed and be timed to be in accordance with actual immediate cash requirements of the Subrecipient in carrying out the purpose of this Contract.

B. Subrecipient shall establish procedures to minimize the time elapsing between the disbursement of funds from Department to Subrecipient and the expenditure of such funds by Subrecipient.

C. Subrecipient must request an advance payment by submitting a properly completed monthly expenditure report to the Department through the electronic reporting system no later than the fifteenth (15th) day of the month prior to the month for which advance payment is sought.

D. Subsection 4(A) notwithstanding, Department reserves the right to utilize a modified cost reimbursement method of payment, whereby reimbursement of costs incurred by a Subrecipient is made only after the Department has reviewed and approved backup documentation provided by the Subrecipient to support such costs for all funds if (1) Subrecipient maintains excessive cash balances or requests advance payments in excess of thirty (30) days need; (2) Department identifies any deficiency in the internal controls or financial management system used by Subrecipient; (3) Subrecipient violates any of the terms of this Contract; (4) Department's funding sources require the use of a cost reimbursement method of payment or (5) Subrecipient owes the Department funds.

E. Department may offset or withhold any amounts otherwise owed to Subrecipient under this Contract against any amount owed by Subrecipient to Department arising under this Contract.

F. All funds paid to Subrecipient under this Contract are paid in trust for the exclusive benefit of the eligible clients of the CEAP and for allowable direct services and for allowable administrative expenditures and Assurance 16 activities defined below incurred during the Contract Term, including but not limited to training/travel expenditures and services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance (hereafter "Assurance 16 activities") as defined in the LIHEAP Act

SECTION 6. COST PRINCIPLES AND ADMINISTRATIVE REQUIREMENTS

A. Except as expressly modified by law or the terms of this Contract, Subrecipient shall comply with the cost principles and uniform administrative requirements set forth in the UGMS. All references therein to "local government" shall be construed to mean Subrecipient.

B. Uniform cost principles for political subdivisions are set forth in OMB Circular A-87 as implemented by 2 C.F.R. Part 225. Uniform administrative requirements for politicall subdivisions are set forth in OMB Circular A-102. OMB Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations," sets forth audit standards for governmental organizations and other organizations expending Federal funds. The expenditure threshold requiring an audit under Circular A-133 is $500,000.

C. Notwithstanding any other provision of this Contract, Department shall only be liable to Subrecipient for costs incurred or performances rendered for activities specified in the LIHEAP Act.

D. Subrecipient may incur costs for activities associated with the closeout of the CEAP Contract for a period not to exceed forty-five (45) days from the end of the Contract Term defined in Section 2 of this Contract.

SECTION 7. TERMINATION AND SUSPENSION

A. Pursuant to §5.17 of the State Rules, Department may terminate this Contract, in whole or in part, at any time Department determines that there is cause for termination. Cause for termination includes, but is not limited to, Subrecipient's failure to comply with any term of this Contract or reasonable belief that Subrecipient cannot or will not comply with the requirements of the Contract. If the Department determines that a Subrecipient has failed to comply with the terms of the Contract, or has failed to provide services that meet appropriate standards, goals, or other requirements established by the Department, Department will notify Subrecipient of the deficiencies to be corrected and require the deficiencies be corrected prior to implementing termination.

B. Subrecipient's failure to expend the funds provided under this Contract in a timely manner may result in either the termination of this Contract or Subrecipient's ineligibility to receive additional funding under CEAP, or a reduction in the original allocation of funds to Subrecipient.

C. Nothing in this Section shall be construed to limit Department's authority to withhold payment and immediately suspend this Contract if Department identifies possible instances of fraud, abuse, waste, fiscal mismanagement, or other deficiencies in Subrecipient's performance including but not limited to, Subreceipient's failure to correct any monitoring findings on this or any state contract or on a single audit review. Suspension shall be a temporary measure pending either corrective action by Subrecipient or a decision by Department to terminate this Contract.

D. Notwithstanding any exercise by Department of its right of termination or suspension, Subrecipient shall not be relieved of any liability to Department for damages by virtue of any breach of this contract by Subrecipient. Department may withhold any payment due to Subrecipient until such time as the exact amount of damages due to Department is agreed upon or is otherwise determined in writing between Parties.

E. Department shall not be liable for any costs incurred by Subrecipient after termination or during suspension of this Contract.

SECTION 8. ALLOWABLE EXPENDITURES

A. The allowability of Subrecipient's costs incurred in the performance of this Contract shall be determined in accordance with the provisions of Section 4 and the regulations set forth in the LIHEAP Act and the State Rules, subject to the limitations and exceptions set forth in this Section.

B. CEAP funds may be used for administrative activities and Assurance 16 activities during the Contract Term as well as other allowable expenditures under this Contract such as direct services until the end of the Contract Term, and include the following:

1. Conducting Assurance 16 activities, to include needs assessment, referrals, budget counseling, energy conservation education and assistance with energy vendors;

2. Providing assistance to low income households in meeting their home energy costs;

3. Intervening in energy crisis situations; or

4. Department-approved travel and training.

C. CEAP funds allow up to 6% of the award amount to be utilized for administrative costs. Administrative costs incurred by Subrecipient in performing this Contract are to be based on actual programmatic expenditures and shall be allowed up to the amount outlined in Exhibit B of this Contract. Eligible administrative costs include costs related to staff performance of management, accounting and reporting activities.

D. Administrative and Assurance 16 Activities funds as defined under and in accordance with the State Rules are earned through provision of direct services to clients. Subrecipient may choose to submit a final budget revision no later than forty-five (45) days prior to the end of the Contract Term to use its administration and Assurance 16 activities funds for direct service categories; however, Subrecipient is still required to perform Assurance 16 activities.

E. Subrecipient shall provide direct services to clients and within sixty (60) days of receipt of funds under this Contract pursuant to §5.406(b) of the State Rules.

SECTION 9. RECORD KEEPING REQUIREMENTS

A. Subrecipient shall maintain fiscal and programmatic records and supporting documentation for all expenditures of funds made under this Contract in accordance with the UGMS, Section III, Common Rule: State Uniform Administrative Requirements for Grants and Cooperative Agreements, Subpart C -Post Award Requirements, _.42.

B. Open Records. Subrecipient acknowledges that all information collected, assembled, or maintained by Subrecipient pertaining to this Contract is subject to the Texas Public Information Act, Chapter 552 of Texas Government Code and must provide citizens, public agencies, and other interested parties with reasonable access to all records pertaining to this Contract subject to and in accordance with the Texas Public Information Act.

C. Subrecipient shall give the U.S. Department of Health and Human Services, the U.S. General Accounting Office, the Texas Comptroller, the State Auditor's Office, and Department, or any of their duly authorized representatives, access to and the right to examine and copy, on or off the premises of Subrecipient, all records pertaining to this Contract. Such right to access shall continue as long as the records are retained by Subrecipient. Subrecipient agrees to maintain such records in an accessible location for the greater of: (i) four (4) years; (ii) if notified by the Department in writing, the date that the final audit is accepted with all audit issues resolved to the Department's satisfaction; (iii) if any litigation claim, negotiation, inspection, or other action has started before the expiration of the required retention period records must be retained until completion of the action and resolution of all issues which arise under it; (iv) a date consistent with any other period required by federal or state law or regulation. Subrecipient agrees to cooperate with any examination conducted pursuant to this Subsection. Upon termination of this Contract, all records are property of the Department.

D. Subrecipient shall maintain a client file system to document direct services rendered. Each client file shall contain the following:

1. Client application containing all Department requirements;

2. Documentation/verification of client income for the thirty (30) days preceding their application for all household members eighteen (18) years and older, or Declaration of Income Statement (DIS) (if applicable). In order to use the DIS form, each subrecipient shall develop and implement a written policy and procedure on the use of the form, including policies requiring a client statement of efforts to obtain documentation of income with a notarized client signature; as outlined in § 5.407(e) of the State Rules.

3. Copy of client's utility bill(s);

4. Energy consumption history for previous twelve (12) months (all fuel types) (not applicable for Household Crisis);

5. Documentation of payment (Documentation of payment may be maintained in a separate file, but must be accessible to the Department.);

6. Documentation of benefits determination;

7. Notice of Denial Form (if applicable);

8. Right of appeal and procedures for denial or termination of services (if applicable);

9. Any documentation required by directives;

10. Priority rating form; and

11. Case notes sufficient to document that Assurance 16 activity has occurred.

E. Subrecipient shall maintain complete client files at all times. Costs associated with incomplete files found at the time of program monitoring may be disallowed.

SECTION 10. REPORTING REQUIREMENTS

A. Subrecipient shall electronically submit to Department, no later than fifteen (15) days after the end of each month of the Contract Term, a Funding Report of all expenditures of funds and clients served under this Contract during the previous month. **These reports are due even if Subrecipient has no new activity to report during the month.**

B. Subrecipient shall submit to Department, no later than forty five (45) days after the end of the Contract Term, an inventory of all vehicles, tools, and equipment with a unit acquisition cost of $5,000 and /or a useful life of more than one year, if purchased in whole or in part with funds received under this Contract or previous CEAP contracts. The inventory shall include the vehicles, tools, equipment, and appliances purchased with Energy Crisis funds on hand as of the last day of the Contract Term. Subrecipient acknowledges that all equipment and supplies purchased with funds from the CEAP are the property of CEAP and as such, stay with the subrecipient which provides CEAP services in the service area.

C. Subrecipient shall electronically submit to Department, no later than forty-five (45) days after the end of the Contract Term, a final report of all expenditures of funds and clients served under this Contract. Failure of Subrecipient to provide a full accounting of funds expended under this Contract may result in the termination of this Contract and ineligibility to receive additional funds. If Subrecipient fails to submit a final expenditure/performance report within 45 days of the end of the Contract Term, Department will use the last report submitted by Subrecipient as the final report.

D. If Subrecipient fails to submit, in a timely and satisfactory manner, any report or response required by this Contract, Department may withhold any or all payments otherwise due or requested by Subrecipient hereunder. Payments may be withheld until such time as the delinquent report or response is received by Department. If the delinquent report or response is not received within forty-five (45) days of its due date, Department may suspend or terminate this Contract. If Subrecipient receives funds from Department over two or more Contract Terms, funds may be withheld or this Contract suspended or terminated for Subrecipient's failure to submit a past due report or response (including an audit report) from a prior contract or Contract Term.

E. Subrecipient shall provide the Department with a Data Universal Numbering System (DUNS) number and a Central Contractor Registration (CCR) System number. The DUNS number must be provided in a document from Dun and Bradstreet and the current CCR number must be submitted from a document retrieved from the https://www.sam.gov/portal/public/SAM/ website. These documents must be provided to the Department prior to the processing first payment to Subrecipient. Subrecipient shall maintain a current DUNS number and CCR number for the entire Contract Term.

SECTION 11. VENDOR AGREEMENTS

For each of Subrecipient's vendors, Subrecipient shall implement and maintain a vendor agreement that contains assurances relating to fair billing practices, delivery procedures, and pricing procedures for business transactions involving CEAP clients. All vendor agreements are subject to monitoring procedures performed by TDHCA. All vendor agreements must be renegotiated every two years.

SECTION 12. CHANGES AND AMENDMENTS

A. Any change, addition or deletion to the terms of this Contract required by a change in federal or state law or regulation is automatically incorporated herein and is effective on the date designated by such law or regulation.

B. Except as specifically provided otherwise in this Contract, any changes, additions, or deletions to the terms of this Contract shall be in writing and executed by both Parties to this Contract. If any Party returns an executed copy by facsimile machine or electronic transmission, the signing party intends the copy of its authorized signature printed by the receiving machine or the electronic transmission, to be its original signature.

C. Written requests for Contract amendment must be received by the Department by no later than forty five (45) days prior to the end of the Contract Term.

SECTION 13. PROGRAM INCOME

Subrecipient shall account for and expend program income derived from activities financed in whole or in part with funds provided under this Contract in accordance with the UGMS, Common Rule, §_.25 and OMB Circular A-102, Attachment, 2e.

SECTION 14. TECHNICAL ASSISTANCE AND MONITORING

Department may issue technical guidance to explain the rules and provide directions on terms of this Contract. Department or its designee may conduct on and off-site monitoring and evaluation of Subrecipient's compliance with the terms of this Contract. Department's monitoring may include a review of the efficiency, economy, and efficacy of Subrecipient's performance. Department will notify Subrecipient in writing of any deficiencies noted during such monitoring. Department may provide training and technical assistance to Subrecipient in correcting the deficiencies noted. Department may require corrective action to remedy deficiencies noted in Subrecipient's accounting, personnel, procurement, and management procedures and systems in order to comply with State or Federal requirements. Department may conduct follow-up visits to review the previously noted deficiencies and to assess the Subrecipient's efforts made to correct them. Repeated deficiencies may result in disallowed costs. Department may terminate or suspend this Contract or invoke other remedies Department determines to be appropriate in the event monitoring reveals material deficiencies in Subrecipient's performance, or Subrecipient fails to correct any deficiency within a reasonable period of time, as determined by the Department. Department or its designee may conduct an ongoing program evaluation throughout the Contract Term.

SECTION 15. INDEPENDENT SUBRECIPIENT

It is agreed that Department is contracting with Subrecipient as an independent contractor. Subrecipient agrees to indemnify Department against any disallowed costs or other claims which may be asserted by any third party in connection with the services to be performed by Subrecipient under this Contract.

SECTION 16. PROCUREMENT STANDARDS

A. For making procurements under this contract, Subrecipient shall comply with 45 C.F.R. Part 92, OMB Circular A-102, 10 T.A.C. §5.10, and all applicable federal, state, and local laws, regulations, and ordinances.

B. Subrecipient may not use funds provided under this Contract to purchase personal property, equipment, goods, or services with a unit acquisition cost (the net invoice unit price of an item of equipment) of more than $5,000 unless Subrecipient has received the prior written approval of Department for such purchase.

C. Upon the termination or non-renewal of this Contract, Department may transfer title to any such property or equipment having a unit acquisition cost (the net invoice unit price of an item of equipment) of $5,000 or more to itself or to any other entity receiving Department funding.

SECTION 17. SUBCONTRACTS

A. Subrecipient may not subcontract the primary performance of this Contract, including but not limited to expenditure and performance reporting and drawing funds through the Community Affairs Contract System, and only may enter into properly procured contractual agreements for consulting and other professional services, if Subrecipient has received Department's prior written approval. Subrecipient may subcontract for the delivery of client assistance without obtaining Department's prior approval. Any subcontract for the delivery of client assistance will be subject to monitoring by the Department as per Section 14.

B. In no event shall any provision of this Section 17, specifically the requirement that Subrecipient obtain Department's prior written approval of a subcontractor, be construed as relieving Subrecipient of the responsibility for ensuring that the performances rendered under all subcontracts are rendered so as to comply with all of the terms of this Contract, as if such performances rendered were rendered by Subrecipient. Department's approval under this section does not constitute adoption, ratification, or acceptance of Subrecipient's or subcontractor's performance hereunder. Department maintains the right to monitor and require Subrecipient's full compliance with the terms of this Contract. Department's approval under this section does not waive any right of action which may exist or which may subsequently accrue to Department under this Contract.

SECTION 18. AUDIT

A. Subrecipient shall arrange for the performance of an annual financial and compliance audit of funds received and performances rendered under this Contract, subject to the following conditions and limitations:

1. Subrecipient expending $500,000 or more in total Federal awards or $500,000 in total state financial assistance shall have an audit performed in accordance with the Single Audit Act Amendments of 1996, 31 U.S.C. 7501, and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations" issued June 30, 1997. For purposes of this Section 18, "Federal financial assistance" means assistance provided by a Federal agency in the form of grants, contracts, loans, loan guarantees, property, cooperative agreements, interest subsidies, insurance or direct appropriations, or other assistance, but does not include amounts received as reimbursement for services rendered to individuals in accordance with OMB guidelines. The term includes awards of Federal financial assistance received directly from Federal agencies, or indirectly through other units of State and local government;

2. Sections 4 D (3) and (4) above notwithstanding, Subrecipient may utilize funds budgeted under this Contract to pay for that portion of the cost of such audit services properly allocable to the activities funded by Department under this Contract.

3. Subrecipient shall submit three (3) copies of such audit report and any associated management letter to the Department, two (2) copies of the audit report to Department's Compliance and Asset Oversight Division and one (1) copy of the audit report to the Department's Community Affairs Division within the earlier of thirty (30) days after receipt of the auditor's report(s), or nine (9) months after the end of the audit period. Subrecipient shall make audit report available for public inspection within thirty (30) days after receipt of the audit report(s). Audits performed under this Section are subject to review and resolution by Department or its authorized representative. Subrecipient shall submit such audit report to the Federal clearinghouse designated by OMB in accordance with OMB A-133.

4. The audit report must include verification of all expenditures by budget category, in accordance with Exhibit B, Budget, of this Contract.

B. The cost of auditing services for a Subrecipient expending less than $500,000 in total Federal awards per fiscal year is not an allowable charge under Federal awards.

C. Subsection A of this Section 18 notwithstanding, Department reserves the right to conduct an annual financial and compliance audit of funds received and performance rendered under this Contract. Subrecipient agrees to permit Department or its authorized representative to audit Subrecipient's records and obtain any documents, materials, or information necessary to facilitate such audit.

D. Subrecipient understands and agrees that it shall be liable to the Department for any costs disallowed pursuant to financial and compliance audit(s) of funds received under this Contract. Subrecipient further understands and agrees that reimbursement to Department of such disallowed costs shall be paid by Subrecipient from funds which were not provided or otherwise made available to Subrecipient under this Contract.

E. Subrecipient shall facilitate the performance of such audit or audits conducted pursuant to this Section 18 as Department may require of Subrecipient.

F. Subrecipient shall procure audit services through an open, competitive process at least once every five years. The auditor shall retain working papers and reports for a minimum of the three years after the date of directive of the auditor's report to the Subrecipient. Audit working papers shall be made available upon request to Department at the completion of the audit, as part of a quality review, to resolve audit findings, or to carry out oversight responsibilities consistent with the purposes of this Section. Access to working papers includes the right to obtain copies of working papers, as is reasonable and necessary.

G. For any fiscal year ending within or immediately after the Contract Term, Subrecipient must submit an "Audit Certification Form" (available from the Department) within sixty (60) days after the Subrecipient's fiscal year end.

SECTION 19. MANAGEMENT OF EQUIPMENT AND INVENTORY

A. Subrecipient shall comply with Subchapter A of the State Rules.

B. Subrecipient may not use funds provided under this Contract to purchase personal property, equipment, goods, or services with a unit acquisition cost (the net invoice unit price of an item of equipment) of more than $5,000 unless Subrecipient has received the prior written approval of Department for such purchase

C. Upon the termination or non-renewal of this Contract, Department may transfer title to any such property or equipment having a useful life of one year or more or a unit acquisition cost (the net invoice unit price of an item of equipment) of $5,000 or more to itself or to any other entity receiving Department funding.

SECTION 20. TRAVEL AND TRAINING

The travel funds are to be used only for Department-approved training events. Subrecipient shall adhere to OMB Circular A-87 and either its board-approved travel policy, or in the absence of such a policy, the State of Texas travel policies.

SECTION 21. BONDING AND INSURANCE REQUIREMENTS

A. If Subrecipient will enter in to a construction or facility improvements contract with a third-party in the amount of $25,000 of greater, Subrecipient must execute with the contractor a payment bond in the full amount of the contract. If the Subrecipient will enter in to contract with a prime contractor in excess of $100,000, a performance bond in the full amount of the contract is also required. These bonds must be executed by a corporate surety authorized to do business in Texas, a list of which may be obtained from the State Insurance Department. Such assurances of completion will run to the Department as obligee and must be documented prior to the start of construction.

B. Subrecipient shall maintain adequate personal injury and property damage liability insurance. Subrecipient is encouraged to obtain pollution occurrence insurance in addition to the general liability insurance. Generally, regular liability insurance policies do not provide coverage for potential effects of many health and safety measures, such as lead disturbances and other pollution occurrence items. Subrecipient should review existing policies to determine if lead contamination is covered. If it is not, Subrecipient should consider securing adequate coverage for all construction projects. Additional liability insurance costs may be paid from administrative funds. The Department strongly recommends the Subrecipient require their contractors to carry pollution occurrence insurance to avoid being liable for any mistakes the contractors may make. Each agency should get a legal opinion regarding the best course to take for implementing the pollution occurrence insurance coverage.

SECTION 22. LITIGATION AND CLAIMS

Subrecipient shall give Department immediate written notice of any claim or action filed with a court or administrative agency against Subrecipient and arising out of the performance of this Contract or any subcontract hereunder. Subrecipient shall furnish to Department copies of all pertinent papers received by Subrecipient with respect to such action or claim.

SECTION 23. LEGAL AUTHORITY

A. Subrecipient assures and guarantees that it possesses the legal authority to enter into this Contract, to receive and manage the funds authorized by this Contract, and to perform the services Subrecipient has obligated itself to perform hereunder. The execution, delivery, and performance of this Contract will not violate Subrecipient's constitutive documents or any requirement to which Subrecipient is subject and represents the legal, valid, and binding agreement of Subrecipient, enforceable in accordance with its terms.

B. The person signing this Contract on behalf of Subrecipient hereby warrants that he/she has been duly authorized by Contract to execute this Contract on behalf of Subrecipient and to validly and legally bind Subrecipient to the terms, provisions and performances herein.

C. Department shall have the right to suspend or terminate this Contract if there is a dispute as to the legal authority of either Subrecipient, or the person signing this Contract on behalf of Subrecipient, to enter into this Contract or to render performances hereunder. Subrecipient is liable to Department for any money it has received from Department for performance of the provisions of this Contract, if the Department has terminated this Contract for reasons enumerated in this Section 23.

SECTION 24. COMPLIANCE WITH LAWS

A. FEDERAL, STATE AND LOCAL LAW. Subrecipient shall comply with the LIHEAP Act, the federal rules and regulations promulgated under the LIHEAP Act, the State Act, the State CEAP Rules, LIHEAP State Plan, and all federal, state, and local laws and regulations applicable to the performance of this Contract.

B. DRUG-FREE WORKPLACE ACT OF 1988. The Subrecipient affirms by signing this contract that it is implementing the Drug-Free Workplace Act of 1988.

C. PRO-CHILDREN ACT OF 1994. Subrecipient shall follow the requirements of the Pro-Children Act of 1994, (20 U.S.C. Sec. 6081 et seq.) which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by Federal programs either directly or through States or local governments by Federal grant, contract, loan or loan guarantee.

D. LIMITED ENGLISH PROFICIENCY (LEP). Subrecipients must provide program applications, forms, and educational materials in English, Spanish, and any appropriate language, based on the needs of the service area and in compliance with the requirements in Executive Order 13166 of August 11, 2000. To ensure compliance, the Subrecipient must take reasonable steps to insure that persons with Limited English Proficiency have meaningful access to the program. Meaningful access may entail provide language assistance services, including oral and written translation, where necessary.

SECTION 25. PREVENTION OF WASTE, FRAUD, AND ABUSE

A. Subrecipient shall establish, maintain, and utilize systems and procedures to prevent, detect, and correct waste, fraud, and abuse in activities funded under this Contract. The systems and procedures shall address possible waste, fraud, and abuse by Subrecipient, its employees, clients, vendors, subcontractors and administering agencies. Subrecipient's internal control systems and all transactions and other significant events are to be clearly documented, and the documentation is to be readily available for monitoring by Department.

B. Subrecipient shall give Department complete access to all of its records, employees, and agents for the purposes of any investigation of the Comprehensive Energy Assistance Program. Subrecipient shall immediately notify Department of any discovery of waste, fraud, or abuse. Subrecipient shall fully cooperate with Department's efforts to detect, investigate, and prevent waste, fraud, and abuse in the Comprehensive Energy Assistance Program.

C. Subrecipient may not discriminate against any employee or other person who reports a violation of the terms of this Contract, or of any law or regulation, to Department or to any appropriate law enforcement authority, if the report is made in good faith.

SECTION 26. CERTIFICATION REGARDING UNDOCUMENTED WORKERS

Pursuant to Chapter 2264 of the Texas Government Code, by execution of this Contract, Subrecipient hereby certifies that Subrecipient/Local Operator, or a branch, division, or department of Subrecipient does not and will not knowingly employ an undocumented worker, where "undocumented worker" means an individual who, at the time of employment, is not lawfully admitted for permanent residence to the United States or authorized under law to be employed in that manner in the United States. If, after receiving a public subsidy, Subrecipient, or a branch, division, or department of Subrecipient is convicted of a violation under 8 U.S.C. Section 1324a(f), Subrecipient shall repay the public subsidy with interest, at a rate of five percent (5%) per annum, not later than the 120th day after the date the Department notifies Subrecipient of the violation..

SECTION 27. CONFLICT OF INTEREST/NEPOTISM

A. Subrecipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts.

B. No employee, officer, or agent of Subrecipient shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the Parties indicated herein, has a financial or other interest in the firm selected for an award.

C. The officers, employees, and agents of the Subrecipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to subagreements. Subrecipients may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the Subrecipient.

D. Subrecipients who are local governmental entities shall, in addition to the requirements of this Section, follow the requirements of Chapter 171 of the Local Government Code regarding conflicts of interest of officers of municipalities, counties, and certain other local governments.

E. Failure to maintain written standards of conduct and to follow and enforce the written standards is a condition of default under this Contract and may result in termination of the Contract or deobligation of funds.

SECTION 28. POLITICAL ACTIVITY PROHIBITED

A. Funds provided under this Contract shall not be used for influencing the outcome of any election, or the passage or defeat of any legislative measure. This prohibition shall not be construed to prevent any official or employee of Subrecipient from furnishing to any member of its governing body upon request, or to any other local or state official or employee, or to any citizen, information in the hands of the employee or official not considered under law to be confidential information. Any action taken against an employee or official for supplying such information shall subject the person initiating the action to immediate dismissal from employment.

B. Funds provided under this Contract may not be used directly or indirectly to hire employees or in any other way fund or support candidates for the legislative, executive, or judicial branches of government of Subrecipient, the State of Texas, or the government of the United States.

SECTION 29. NON-DISCRIMINATION AND EQUAL OPPORTUNITY

A. A person shall not be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of or in connection with any program or activity funded in whole or in part with funds made available under this Contract, on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief.

B. Subrecipient agrees to carry out an Equal Employment Opportunity Program in keeping with the principles as provided in President's Executive Order 11246 of September 24, 1965.

C. Subrecipient will include the substance of this Section 29 in all subcontracts.

SECTION 30. CERTIFICATION REGARDING CERTAIN DISASTER RELIEF CONTRACTS

The Department may not award a Contract that includes proposed financial participation by a person who, during the five year period preceding the date of this Contract, has been convicted of violating a federal law in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005; or assessed a penalty in a federal, civil or administrative enforcement action in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005.

By execution of this Contract, the Subrecipient/Local Operator hereby certifies that it is eligible to participate in this Program and acknowledges that this Contract may be terminated and payment withheld if this certification is inaccurate.

SECTION 31. MAINTENANCE OF EFFORT

Funds provided to Subrecipient under this Contract may not be substituted for funds or resources from any other source nor in any way serve to reduce the funds or resources which would have been available to, or provided through, Subrecipient had this Contract never been executed.

SECTION 32. DEBARRED AND SUSPENDED PARTIES

By signing this Contract, Subrecipient certifies that its principal employees, board members, agents, or contractors agents are not included in the Excluded Parties List System (EPLS) maintained by the General Services Administration (GSA). Subrecipient also certifies that it will not award any funds provided by this Contract to any party that is debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549. Subrecipient agrees that prior to entering into any agreement with a potential subcontractor that the verification process to comply with this requirement will be accomplished by checking the System for Award Management (SAM) at www.sam.gov and including a copy of the results in its project files.

SECTION 33. FAITH BASED AND SECTARIAN ACTIVITY

Funds provided under this Contract may not be used for sectarian or inherently religious activities such as worship, religious instruction or proselytization, and must be for the benefit of persons regardless of religious affiliation. Subrecipient shall comply with the regulations promulgated by the HHS at 45 C.F.R. §87.2.

SECTION 34. COPYRIGHT

Subrecipient may copyright materials developed in the performance of this Contract or with funds expended under this Contract. Department and HHS shall each have a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the copyrighted work for government purposes

SECTION 35. NO WAIVER

Any right or remedy given to Department by this Contract shall not preclude the existence of any other right or remedy, nor shall any action taken in the exercise of any right or remedy be deemed a waiver of any other right or remedy. The failure of Department to exercise any right or remedy on any occasion shall not constitute a waiver of Department's right to exercise that or any other right or remedy at a later time.

SECTION 36. SEVERABILITY

If any section or provision of this Contract is held to be invalid or unenforceable by a court or administrative tribunal of competent jurisdiction, the remainder shall remain valid and binding.

SECTION 37. ORAL AND WRITTEN AGREEMENTS

A. All oral and written agreements between the Parties relating to the subject matter of this Contract have been reduced to writing and are contained in this Contract.

B. The attachments enumerated and denominated below are a part of this Contract and constitute promised performances under this Contract:

1 Exhibit A, Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements

2 Exhibit B, Budget

3 Exhibit C, PRWORA Requirements for the Comprehensive Energy Assistance Program

4 Exhibit D, Documentation of Disability

SECTION 38. SPECIAL CONDITIONS

A. In order to achieve compliance with the LIHEAP Act, Subrecipient must coordinate with other energy related programs. Specifically, Subrecipient must make documented referrals to the local Weatherization Assistance Program subrecipient and the Lite Up Texas program administered by the Public Utility Commission of Texas

B. Subrecipient shall accept applications for CEAP benefits at sites that are geographically accessible to all households in the service area. Subrecipient shall provide elderly and disabled individuals the means to submit applications for CEAP benefits without leaving their residence or by securing transportation for them to the sites that accept such applications.

SECTION 39. APPEALS PROCESS

In compliance with the LIHEAP Act, Subrecipient must provide an opportunity for a fair administrative hearing to individuals whose application for assistance is denied, terminated or not acted upon in a timely manner. Subrecipient must establish a denial of service complaint procedure in accordance with §5.405 the State Rules.

SECTION 40. USE OF ALCOHOLIC BEVERAGES

Funds provided under this Contract may not be used for the payment of salaries to any Subrecipient's employees who use alcoholic beverages while on active duty, for travel expenses expended for alcoholic beverages, or for the purchase of alcoholic beverages.

SECTION 41. FORCE MAJURE

If the obligations are delayed by the following, an equitable adjustment will be made for delay or failure to perform hereunder:

A. Any of the following events: (i) catastrophic weather conditions or other extraordinary elements of nature or acts of God; (ii) acts of war (declared or undeclared), (iii) acts of terrorism, insurrection, riots, civil disorders, rebellion or sabotage; and (iv) quarantines, embargoes and other similar unusual actions of federal, provincial, local or foreign Governmental Authorities; and

B. The non-performing party is without fault in causing or failing to prevent the occurrence of such event, and such occurrence could not have been circumvented by reasonable precautions and could not have been prevented or circumvented through the use of commercially reasonable alternative sources, workaround plans or other means.

SECTION 42. TIME IS OF THE ESSENCE

Time is of the essence with respect to Subrecipient's compliance with all covenants, agreements, terms and conditions of this Contract.

SECTION 43. COUNTERPARTS AND FACSIMILE SIGNATURES

This Contract may be executed in one or more counterparts each of which shall be deemed an original but all of which together shall constitute one and the same instrument. Signed signature pages may be transmitted by facsimile or other electronic transmission, and any such signature shall have the same legal effect as an original.

SECTION 44. NUMBER, GENDER

Unless the context requires otherwise, the words of the masculine gender shall include the feminine, and singular words shall include the plural.

SECTION 45. NOTICE

A. If notice is provided concerning this Contract, notice may be given at the following (herein referred to as "Notice Address"):

As to Department:

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
P. O. Box 13941
Austin, Texas 78711-3941
Attention: Michael DeYoung
Telephone: (512)- 475-3950
Fax: (512) - 475-3935
michael.deyoung@tdhca.state.tx.us

As to Subrecipient:

Hidalgo County, Texas
County of Hidalgo Community Service Agency
P. O. Box 204
Edinburg, TX 78540
Attention: Maribel Navarro-Saenz, Executive Director
Telephone: (956) 383-6250 Fax: (956) 380-4324 Email: Mnsaenz@csa-hidalgo.us

B. All notices or other communications hereunder shall be deemed given when delivered, mailed by overnight service, or five days after mailing by certified or registered mail, postage prepaid, return receipt requested, addressed to the appropriate Notice Address as defined in the above Subsection A of this Section 45.

SECTION 46. VENUE AND JURISDICTION

This Contract is delivered and intended to be performed in the State of Texas. For purposes of litigation pursuant to this Contract, venue shall lie in Travis County, Texas.

EXECUTED to be effective on :4/1/2013

Hidalgo County, Texas

a political subdivision

By:

Title: , County of Hidalgo Community Services Agency

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS,

a public and official agency of the State of Texas

By:

Title: Its duly authorized officer or representative

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

CONTRACT NO. 58120001690 FOR THE FY 2012
COMPREHENSIVE ENERGY ASSISTANCE PROGRAM (CEAP)
(CFDA # 93.568)

EXHIBIT A
CERTIFICATION REGARDING LOBBYING FOR
CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

Hidalgo County, Texas
a political subdivision

The undersigned certifies, to the best of its knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard form -LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is material representation of fact on which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Hidalgo County, Texas
a political subdivision

By:
Title: , County of Hidalgo Community Services Agency

Date:

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

CONTRACT NO. 58120001690 FOR THE FY 2012
COMPREHENSIVE ENERGY ASSISTANCE PROGRAM (CEAP)
(CFDA # 93.568)

EXHIBIT B
BUDGET

Hidalgo County, Texas,
a political subdivision

DEPARTMENT FINANCIAL OBLIGATIONS

$ 1,997,280.00 CEAP FUNDS CURRENTLY AVAILABLE

TRAINING TRAVEL ALLOWANCE FUNDS CURRENTLY AVAILABLE

BUDGET FOR AVAILABLE ALLOCATIONS

BUDGET CATEGORY	FUNDS	%
Administration	$ 124,845.00	-
Assurance 16	$ 201,896.00	-
Direct Services	$ 1,670,539.00	-
TOTAL CEAP BUDGET	$ 1,997,280.00	-

BUDGET CATEGORY	FUNDS	%
Household Crisis	$ 835,270.00	50.00
Utility Assistance	$ 835,269.00	50.00
TOTAL DIRECT SERVICES	$ 1,670,539.00	100.00

Subrecipient's service area consists of the following Texas counties:

HIDALGO

Administrative costs, salaries, fringe benefits, non-training travel, equipment, supplies, audit and office space are limited to 6.2% of the contract expenditures, excluding Training/Travel costs. All other administrative costs, exclusive of administrative costs for Assurance 16 Activities, must be paid with nonfederal funds.

Assurance 16 Activities costs will be the maximum allowable under the total State of Texas LIHEAP award but at least 10% of the contract expenditures excluding Training and Travel costs.

Department's prior written approval for purchase or lease of equipment with an acquisition cost of $5,000 and over is required. Approval of this budget does not constitute prior approval for such purchases.

Funds may not be used for the purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or facility.

Subrecipient is limited to only one budget revision request during the first 2 months of the Contract Term. A second and final budget revision must be received by the Department no later than 45 days prior to the end of the Contract Term.

Subrecipient shall provide outreach services under all components in this category. Failure to do so may result in contract termination. Subrecipient must document outreach, whether the outreach is conducted with CEAP funds or other funds.

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

CONTRACT NO. 58120001690 FOR THE FY 2012
COMPREHENSIVE ENERGY ASSISTANCE PROGRAM (CEAP)
(CFDA # 93.568)

EXHIBIT C
PRWORA REQUIREMENTS

Hidalgo County, Texas ,
a political subdivision

If an individual is applying for LIHEAP funds, a Subrecipient must verify that the individual applying for LIHEAP funds is a qualified recipient for funding under the Personal Responsibility and Work Opportunity Act of 1996, ("PRWORA"), Pub. L. 104-193, 110 Stat. 2105, codified at 8 U.S.C. § 1601 et. seq., as amended by the Omnibus Appropriations Act, 1997, Pub. L. 104-208.

To ensure that a non-qualified applicant does not receive "federal public benefits," a unit of general purpose government that administers "federal public benefit programs" is required to determine, and to verify, the individual's alienage status before granting eligibility. 8 U.S.C. § 1642 (a) and (b). Subrecipient must use the SAVE verification system to verify and document qualified alien eligibility.

An exception to the requirement of verification of alienage status applies when the applicant's eligibility is determined by a non-profit charitable organization. To be eligible for this exemption, an organization must be both "nonprofit" and "charitable." An organization is "nonprofit" if it is organized and operated for purposes other than making gains or profits for the organization, its member or its shareholders, and is precluded from distributing any gains or profits to its members or shareholders. An organization is "charitable" if it is organized and operated for charitable purposes. The term "charitable" should be interpreted in its generally accepted legal sense as developed by judicial decisions. It includes organizations dedicated to relief of the poor and distressed or the underprivileged, as well as religiously-affiliated organizations and educational organizations. Federal Register on November 17, 1997 at 62 Fed. Reg. 61344.

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

CONTRACT NO. 58120001690 FOR THE FY 2012
COMPREHENSIVE ENERGY ASSISTANCE PROGRAM (CEAP)
(CFDA # 93.568)

EXHIBIT D
DOCUMENTATION OF DISABILITY

Hidalgo County, Texas,
a political subdivision

1. All CEAP purchases of portable heating/cooling units are allowable only for households "that include at least one member that is elderly, disabled, or a child aged 5 or younger when Subrecipient has met local weather crisis criteria, pursuant to 10 TAC 5.423(d)(4). No other reason for purchase, including medical reasons, shall be accepted. Notwithstanding the provisions under 10 TAC 10 TAC 5.402, 10 TAC 5.422(c), 10 TAC 5.422(d)(3), and 5.423(d)(4), under NO CIRCUMSTANCES should clients' medical information be collected or kept by Subrecipients.

2. Documentation of Disability must NOT include protected health information as defined in the Texas Health and Safety Code, Subtitle I, Chapter 181.

AI-38594 **Urban County 13. A.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted For: Napoleon D. Coca **Submitted By:** Mary Flores, URBAN COUNTY

Department: URBAN COUNTY

Information

CAPTION

Requesting authorization to amend the subrecipient contract with Catholic Charities of the Rio Grande Valley (CCRGV) under the Emergency Solutions Grant (ESG) Program for FY 2011. The amendment will not change the current budget but will increase additional funds for Homeless Prevention activities. Catholic Charities will be able to assist additional families with financial assistance (i.e. rent, utilities and deposits).

BACKGROUND

The Urban County Program needs to amend the subrecipient contract with Catholic Charities of the Rio Grande Valley (CCRGV) under the Emergency Solutions Grant (ESG) Program for FY 2011 so that they can expend all funds (100%) by June 30, 2013. The amendment will not change the current budget, but will increase funds within the current budget for Homeless Prevention activities. There is a greater need in the Homeless Prevention Category.

ACTIVITY	Current Budget	Increase	Decrease	Revised Budget
Essentials	23,472.00	0.00	0.00	23,472.00
Homeless Prevention	65,472.00	41,647.89	0.00	107,119.89
HP Housing Relocation	26,085.00	0.00	17,964.06	8,120.94
Rapid Re-housing	11,550.00	0.00	530.00	11,020.00
RR Housing Relocation	6,020.00	0.00	5,520.00	500.00
Data Collections	16,052.25	0.00	15,133.83	918.42
Administration	3,000.00	0.00	2,500.00	500.00
TOTAL:	**$ 151,651.25**	**$ 41,647.89**	**$ 41,647.89**	**$ 151,651.25**

Approval is recommended.

Attachments

Amendment (CCRGV)

Form Review

Inbox	Reviewed By	Date
Budget & Management	Angela Garcia	05/03/2013 11:29 AM
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Mary Flores Started On: 05/03/2013 08:52 AM

Final Approval Date: 05/17/2013

AMENDMENT # 3 TO EXHIBIT "A"
PERFORMANCE STATEMENT

Catholic Charities of the Rio Grande Valley (CCRGV), having been certified as a non-profit, has been allocated Emergency Solutions Grant (ESG) Program Funds. The non-profit shall carry out the following activities identified in its ESG Funds Application:

OPERATIONS UNDER HOUSING

Catholic Charities of the Rio Grande Valley (CCRGV) will utilize ESG Funds for the provision of services to persons/families that are at risk of being homeless and those persons that are homeless. Catholic Charities of the Rio Grande Valley (CCRGV) was granted funds in the amount of $151,651.25.

The subrecipient agreement was entered between the Catholic Charities of the Rio Grande Valley (CCRGV) and the Hidalgo County – Urban County Program was approved on July 5, 2011 and will terminate on June 30, 2013.

The Hidalgo County Urban County Program is requesting to amend the contract with Catholic Charities of the Rio Grande Valley (CCRGV) to allow the transfer of funds in the amount of $41,647.89 from the following activity line items: Homeless Prevention Housing Relocation, Rapid Re housing, Data Collections, Rapid Re housing -Housing Relocation & Administration funds; to be transferred to the Homeless Prevention Financial Assistance activity line item. The transfer of funds will allow Catholic Charities of the Rio Grande Valley (CCRGV) to assist additional families with financial assistance (i.e. rent, utilities and deposits).

The ESG contract amount of $151,651.25 with Catholic Charities of the Rio Grande Valley (CCRGV) will remain the same.

AMENDMENT APPROVED BY HIDALGO COUNTY COMMISSIONERS' COURT ON _____ of _____, 2013.

County:
Hidalgo County

_____
Diana R. Serna

Urban County Director
Title

_____
Date

Non-Profit
Catholic Charities of the Rio Grande Valley

_____
Sr. Norma Pimentel

Executive Director
Title

_____
Date

Catholic Charities
Of the Rio Grande Valley

Providing help
Creating hope

May 1, 2013

Ms. Diana Serna, Executive Director
Urban County Program
3304 W. Alberta Rd.
Edinburg, TX 78539

RE: ESG 2011 YR 24 Budget Amendment

Dear Ms. Serna,

We are writing this letter to request a budget amendment to our 2011 existing contract to increase the amount of funds for client services as shown below.

FY 2011				**PROGRAM YEAR: 24**
ACTIVITIES	**Original Budget**	**Increase**	**Decrease**	**Revised Budget**
Essentials	$ 23,472.00	$ 0.00	$ 0.00	$ 23,472.00
Homeless Prevention	$ 65,472.00	$ 41,647.89	$ 0.00	$ 107,119.89
HP-Housing Relo	$ 26,085.00	$ 0.00	$ 17,964.06	$ 8,120.94
Rapid Re-housing	$ 11,550.00	$ 0.00	$ 530.00	$ 11,020.00
RR-Housing Relo	$ 6,020.00	$ 0.00	$ 5,520.00	$ 500.00
Data Collections	$ 16,052.25	$ 0.00	$ 15,133.83	$ 918.42
Administration	$ 3,000.00	$ 0.00	$ 2,500.00	$ 500.00
TOTAL	**$151,651.25**	**$ 41,647.89**	**$ 41,647.89**	**$ 151,651.25**

If you have any questions, please do not hesitate to call me at (956) 702-4088.

Sincerely,

Norma Pimentel

Sr. Norma Pimentel
Executive Director

700 N. Virgen de San Juan Blvd. * San Juan, Texas 78589 * (956) 702-4088 * Fax (956) 782-0418
955 W. Price Rd. * Brownsville, Texas 78520 * (956) 541-0220 * Fax (956) 544-7580

AI-38642 **Urban County 13. B.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted For: Candace Armenta **Submitted By:** Mary Flores, URBAN COUNTY

Department: URBAN COUNTY

Information

CAPTION

Urban County Program, on behalf of the City of Palmview, is requesting approval of a best and final negotiated contract for professional engineering services with SAMES, Inc. in the amount of $22,435.45 utilizing Years 16, 23, & 24 (2003, 2010, & 2011) Urban County funds for street improvements on the Bentsen Palm Bridge in Palmview, Texas.

BACKGROUND

SAMES, Inc. has submitted a best and final offer for the required professional engineering services for the 2011 street improvements project which consists of surveying services, geotechnical and construction material testing services, and engineering and design plans and specifications. SAMES, Inc. was the highest ranked firm by Commissioner's Court on October 16, 2012. Contract approval in the amount of $22,435.45 is being requested for engineering and legal counsel has approved the form contract as of April 26, 2012. See attached contract, letter of best and final offer, scope of services, and certificate of liability insurance.

Engineering Firm: SAMES, Inc.
Contract Amount: $ 22,435.45

Funds Available: $ 2,773.99 – FY 16 (2003) Palmview Street Improvement Funds
$ 62,712.58 – FY 23 (2010) Palmview Street Improvement Funds
$152,000.00 – FY 24 (2011) Palmview Street Improvement Funds
$217,486.57 Total Available

Attachments

Agenda backup

Form Review

Inbox	Reviewed By	Date
Budget & Management	Angela Garcia	05/08/2013 02:17 PM
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Mary Flores Started On: 05/07/2013 04:19 PM

Final Approval Date: 05/17/2013

CITY OF PALMVIEW

Mayor
Jorge G. Garcia

Mayor Pro-Tem
Gerardo Perez

Councilmen
Noe Ruben Munoz
Ricardo Villarreal
Joel Garcia Jr.

Councilwomen
Graciela S. Flores

City Manager
Johnn V. Alaniz

Asst. Manager
Ramon Segovia

City Secretary
Aida Rivas

After review of the best and final offer from Sames Engineering in reference to the Bentsen Palm Bridge Project, the City of Palmview accepts the proposal of $22,435.45 which includes geotechnical testing. We respectfully ask that Urban County go to Commissioners court for approval of the proposal. If there is anything we can do to expedite this, please do not hesitate to ask.

Thank you,

Ramon Segovia
Interim City Manager
City of Palmview

Received
DEC -7 2013
Hidalgo County Urban Programs

400 W. VETERAN'S BLVD. • PALMVIEW, TX 78572

STATE OF TEXAS §
§
COUNTY OF HIDALGO §

Professional Services Agreement

This Agreement, entered into this 21st day of May, 2013 by and between Urban County Program, (hereinafter called the "Party") and SAMES, Inc. dba Sam Engineering & Surveying, duly authorized Engineer, herein acting by Saul D. Maldonado, Principal Engineer (hereinafter called the "Engineer").

WITNESSETH THAT:

WHEREAS, Hidalgo County has received CDBG funds from the U.S. Dept. of Housing and Urban Development to be used by Urban County Participants. It is understood and agreed that the Party's obligation under this Agreement is contingent upon the actual receipt of adequate federal funds to meet the liabilities under this Agreement; and

WHEREAS, the Party is interested in obtaining Engineering Services; and

WHEREAS, the Engineer, duly licensed and registered to practice engineer in the State of Texas, has the professional abilities to undertake the study, evaluation, analysis and recommendations in a manner which shall provide the necessary public service while preserving and enhancing to the greatest degree possible the natural and proposed environment in the Project (as hereinafter defined) area; and

WHEREAS, the Party desires to engage the Engineer to render certain services in connection therewith;

NOW, THEREFORE, the participants do mutually agree as follows:

SECTION I
EMPLOYMENT OF THE ENGINEER

The Party agrees to employ the Engineer to furnish and provide the engineering services as stated in the following sections and upon receipt of such satisfactory services, the Party agrees to pay the Engineer as stated in the sections to follow.

SECTION II
BASIC SERVICES OF THE ENGINEER

The Engineer shall perform the following Basic Services in connection with the proposed Palmview Street Improvements Account(s) 5011-55-0311-5000-5500 *(the "Project') as more particularly described in Exhibit A attached hereto.*

2.1 Preliminary Phase

a. Attend preliminary conferences with the Party and, if requested, with the funding agency and other government agencies or interested parties regarding the project.

b. As may be required, comply and receive from the Party and the funding agencies approval on all work.

c. Prepare preliminary engineering plans on the Project in sufficient detail to indicate clearly the problems involved and solutions recommended with the cost estimates.

d. Obtain the Party's written approval of the work of this Preliminary Phase before proceeding with the next phase.

2.2 Design Phase

a. Attend the respective Party's meetings as requested for the purpose of explaining completed design work activities.

b. Advise the Party of any soil investigations or tests which, in the opinion of the Engineer, may be required for the proper execution of the Project.

c. Provide all field information and surveys required for the design of the Project.

d. Plot field data and other survey information for the design of the Project.

e. Prepare detailed plans, specifications and contract documents and drawings (reproducible tracings) for construction authorized by the Party.

f. Furnish, if requested, the engineering data necessary for the Party to obtain permits required by local, state, and federal authorities.

g. Prepare cost estimates of authorized construction, based on prices for work. If such estimated costs exceed the monies available, the Party shall be consulted so that revisions can be made to reduce the cost as required.

h. Prepare all documents required for the advertisement and bidding of the Project in cooperation with the Party's staff.

i. Preparation of property or easement descriptions.

2.3 Construction Phase

The Construction Phase will commence with the execution of the prime construction contract(s). The Party will issue a ten (10) day commence work notice which will signal the commencement of work under any construction contracts and will terminate upon the Party's approval of the Engineer's written approval of final payment to the Contractor(s). During the Construction Phase, the Engineer will:

a. Assist the Party in opening and tabulating bids for the construction of the Project, and advise the Party in establishing the procedure for entering into construction phase.

b. Prepare the formal Contract Documents for the Contractor.

c. Make periodic visits to the site as required pursuant to the standards of Professional Engineers on projects of this nature, provide project construction supervision, to observe the progress and quality of the executed work and to determine if the work is proceeding in accordance with the contract documents.

d. Consult with and advise the Party and issue all instructions and Change Orders to the Contractor selected by the Party.

e. During the progress of actual construction, Engineer will keep continually the Owner informed with brief and concise information. A monthly progress report will be prepared and delivered to the Party including but limited to monies spent, construction time elapsed, percent of Project completed, a brief narrative of problems encountered and the anticipated completion date.

f. Review shop and working drawings furnished by Contractor(s) for general compliance with design concept and with information given in contract documents.

g. Review and provide a recommendation concerning samples, catalog data, schedules, shop drawings, laboratory, shape and mill tests of material and equipment and other data which the Contractor is required to submit, in compliance with the Contract Documents.

h. Prepare monthly and final estimates for payments to Contractor(s).

i. Engineer shall accompany the Party on the Final Inspection to assure that the total work has been completed in accordance with the Contract Documents.

j. Prior to the Party's dispersal of any retainage of funds, render a written opinion to the Party that the construction has been completed according to the Contract Documents and provide the Party with a certificate of completion and release of liens documents from subcontractors.

k. Provide the Party with bond copies of as-built drawings of the constructed improvements, within sixty (60) days of issuance of certificate of completion.

l. The Engineer will be responsible for interim and final inspection.

m. Furnish to the Party six (6) sets of plans and six (6) sets of specifications and contract documents.

SECTION III
ADDITIONAL SERVICES OF THE ENGINEER

If authorized in writing by the Party, the Engineer will furnish or obtain from others Additional Services of the following types which are not considered normal or customary basic services; these will be paid for by the Party as indicated in Section VI.

3.1 Services of a Resident Project Representative, and other field personnel as required, for on-the-site observations of construction, other than periodic visits covered in Section 2.3 herein.

3.2 Detailed mill, shop and/or laboratory inspection of materials or equipment.

3.3 Major revision of Contract drawings as distinguished from modifications due to change orders, modifications to reduce the cost of the project or modifications requested to meet federal, state, or local regulations.

SECTION IV
REIMBURSABLE EXPENSES

4.1 Travel and subsistence required for the Engineer and authorized by the Party to points other than within Hidalgo County and Project site.

4.2 Additional copies of reports and specifications over six (6) copies and additional prints of drawings over six (6) copies.

4.3 Reimbursable expenses as provided in Section IV herein shall be paid to the Engineer on the basis of 1.1 times the Engineers actual cost.

SECTION V
THE PARTY'S RESPONSIBILITIES

The Party will:

5.1 Provide full information as to requirements for the Project.

5.2 Assist the Engineer by providing all available information pertinent to the Project including reports and any other data relative to design and construction of the Project.

5.3 Furnish the services or data as required such as appropriate professional interpretations of all of the foregoing; property, boundary, easement, right-of-way, zoning, and deed restrictions; all of which the Engineer may rely upon in performing his services under this agreement.

5.4 Guarantee access to and make all provisions for the Engineer to enter upon public and private property as required for the Engineer to perform his services under this Agreement.

5.5 Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by the Engineer.

5.6 Pay for all costs incident to advertising and obtaining bids or proposals from Contractors.

5.7 Provide such legal and accounting services required to discharge the Party's responsibility under the terms of this Agreement and any Agreement with any governmental agency as may be required for the project, and such auditing services as the Party may require to ascertain how or for what purpose any Contractor has used the monies paid to him under the construction contract.

5.8 Give prompt written notice to the Engineer whenever the Party observes or otherwise becomes aware of any defect in the Project.

SECTION VI
PAYMENTS TO THE ENGINEER

The Party agrees to pay the Engineer for completed services as identified by the Party:

6.1 The Engineer shall be paid a total fixed amount of **$ 22,435.45** for services rendered under this contract. Payment shall be based on request for reimbursements with documentation requested by the Party. The Engineer's fee shall be due and payable as outlined in Sections 6.2, 6.3, and 6.4 as follows.

6.2 At Engineer's completion and Party's approval of the Engineer's services under the Preliminary Phase, Section 2.1 of this Agreement, Party shall pay a maximum of 15% of the sum set forth in Section 6.1 above.

6.3 At Engineer's completion and Party's approval of the Engineer's services under the Design Phase, Section 2.2 of this Agreement, Party shall pay a maximum of 60% of the sum set forth in Section 6.1 above.

6.4 At Engineer's completion and Party's approval of the Engineer's services under the Construction Phase, Section 2.3 of this Agreement, Party shall pay a maximum of 25% of the sum set forth in Section 6.1 above. Such sum to be paid periodically proportionately to the percentage of construction completed by the Contractor as determined by Engineer's reports.

6.5 For Additional Services as provided in Section III herein the Engineer shall be paid a sum of 1.1 times the Engineer's actual cost for such services.

SECTION VII
OWNERSHIP OF DOCUMENTS

Original documents, plans, designs and survey notes developed in connection with services performed hereunder belong to, and remain the property of the Party, in consideration of which it is mutually agreed that the Party will use them solely in connection with the Project and as base material for possible future projects.

SECTION VIII
TERMINATION

The Party may terminate this Agreement without cause at any time by a 30-day notice in writing to the Engineer. Upon receipt of such notice, the Engineer shall, unless the notice directs otherwise immediately discontinue all services in connection with the performance of this Agreement and shall proceed to cancel promptly all existing orders and contracts insofar as such orders or contracts are chargeable to this Agreement. As soon as practical after receipt of notice of termination, the Engineer shall submit a statement showing in detail the actual services that were performed under this Agreement to date of termination, the date such services were performed and the length of time spent by each person or party engaged in performing such services on each day,

The Party shall pay the Engineer a sum of money equal to the reasonable value of the professional engineer services rendered by the Engineer to the Party in connection with the services performed under this Contract, less payments previously made by the Party to Engineer on work performed and expenses incurred by Engineer under the provisions of this Agreement. Copies of all completed or partially completed designs, plans, and specifications prepared under this Agreement shall be delivered to the Party when and if this Agreement is terminated, but subject to the restrictions as to their use, as set forth above.

Notwithstanding the above, the Engineer shall not be relieved of liability to the Party for damages sustained by the Party arising from Engineer's negligent acts, errors or omissions related to Engineer's obligations created under this Agreement.

SECTION IX
COUNTY AND CITY OFFICIALS

Engineer agrees that no County or City official or Party employee shall be personally liable for any of the obligation created under this Agreement, or for any matter which may arise out of the Project, or any activities related thereto and hereby holds the Party, its political bodies and its employees harmless from and indemnifies them from any liability from any matter arising from Engineer's negligent acts, errors or omissions related to Engineer's obligations created under this Agreement.

SECTION X
SUCCESSORS AND ASSIGNS

Party and Engineer each binds themselves, their partners, successors, executors, administrators, and assigns to the other party of Agreement in respect to all covenants of this Agreement. Neither the Party nor Engineer shall assign or transfer any interest in this Agreement without the written consent of the other.

SECTION XI
TIME OF PERFORMANCE

The Engineer contracts and agrees to commence work within **ten (10) days** from the date of written authorization to proceed and will complete the preparation of the preliminary phase and estimates by **ninety (90) days** and will proceed upon authorization with final drawings, specifications, and contracts documents and complete same within the earliest practical time from such notice to proceed.

SECTION XII
VENUE

Venue and jurisdiction of any suit, right or cause of action arising under or in connection with this Contract shall lie exclusively in Hidalgo County, Texas.

SECTION XIII
AMENDMENT

This Agreement may be amended only by a written document executed by the parties hereto.

SECTION XIV
COMPLIANCE WITH LOCAL LAWS

The Engineer shall comply with all applicable laws, ordinances, and codes of the State and local governments, and the Engineer shall save the Party harmless with respect to any damages arising from any negligence of the engineer in performing any of the work embraced by this Contract.

SECTION XV
ASSIGNABILITY

The Engineer shall not assign any interest in this Contract, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written consent of the Party thereof; provided however, that claims for money due or to become due to the Engineer from the Party under this Contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Party.

SECTION XVI
GENERAL

16.1 Audit. The Party and/or any of its duly authorized representatives shall have access to any books, documents, papers, and records of the Engineer which are directly pertinent to the Project for the purpose of making the audit, examination, excerpts, and transcriptions.

16.2 The Engineer agrees to comply with the following Executive orders, Titles and Program Regulations, including any additional requirements that may be set forth by the Party.

a. Title VI of the Civil Rights Act - requires that no one may be denied access to benefits from projects which receive federal assistance.

b. Section 109 of the Housing and Community Development Act of 1974 - Nondiscrimination related to benefits from projects funded specifically under Title I of the Act.

c. Section 3 of the HUD Act of 1968 - requires that maximum effort be made to provide employment, training, and business opportunities to low income families and/or residents of the project area.

d. The Engineer shall give the United States Department of Housing and Urban Development, the Inspector General, the Comptroller General of the United States, the Auditor of the State of Texas, access to and the right to examine all books, accounts, records, reports, files, and other papers, things, or property belonging to or in use by Engineer pertaining to this Agreement. Such rights to access shall continue as long as the records are retained by Engineer. Engineer agrees to maintain such records in an accessible location for a period of three (3) years.

e. Executive Order 11246 (paragraph a-c for contracts under $10,000; paragraphs a-g for contracts over $10,000) - Equal Employment Opportunity.

Executive Order 11246. Executive Order 11246 and the regulations issued pursuant thereto (24 CFR Part 130) which provides that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in all phases of employment during the performance of federal or federally assisted contracts. Such consultants or subcontractors shall take affirmative action to ensure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination rates of pay or other forms of compensation and selection for training and apprenticeship.

Equal Employment Opportunity for Activities and Contracts not Subject to Executive Order 11246, as amended. In carrying out the program, the Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Engineer shall take affirmative action to ensure that applicants for employment are employed and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not limited to the following: Employment, upgrading, demotion, or transfer; recruitment or other forms of compensation; and selection for training, including apprenticeship. The Engineer shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Government setting forth the provisions of this paragraph in all of its contracts for program work and will require all of its consultants for such work to incorporate such requirements in all subcontracts for program.

16.3 Interest of Certain Federal Officials: No member of or Delegate to the Congress of the United States and no Resident Commissioner, shall be admitted to any share or part of this Agreement or to any benefit to arise from the same.

16.4 Interest of Members, Officers, or Employees of Public Body, Member of Local Governing Body, or other Public Officials: No member, officer, or employee of the County or City, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his tenure or for one year thereafter, shall have any interest, direct or indirect, to be performed in connection with the program assisted under the Agreement. The Engineer shall incorporate or cause to be incorporated in all such documents in the paragraph in this Section.

SECTION XVII
INSURANCE

The Engineer shall obtain and keep in force during the term of its engagement on the Project, insurance as follows:

17.1 A comprehensive automobile liability policy covering liability exposure to bodily injury and property damages. The Engineer shall furnish Party Certificates of Insurance showing the comprehensive automobile liability insurance policies to be in effect, commencing when Engineers commence operations under this Agreement, in the sum of Three Hundred Thousand Dollars ($300,000.00) for bodily injury and One Hundred Thousand Dollars ($100,000.00) for property damages.

17.2 Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;

17.3 A Five Hundred Thousand Dollar ($500,000.00) Comprehensive General Liability Insurance Policy providing additional coverage to all underlying liabilities of County consistent with potential exposure of County under the Texas Tort Claims Act;

17.4 Workers Compensation Insurance in amount established by Texas law, unless the engineer is specifically exempted from the Texas Worker's Compensation Act, Texas Labor Code Chapter 401, et. seq.

17.5 All insurance policies must be written by an insurance company or companies acceptable to the Party.

SECTION XVIII
WARRANTY

18.1 Engineer represents and warrants to Owner all services rendered to Owner under this Agreement shall, at a minimum, comply with the Texas Engineering Practices Act (Tex. Civ. St. Ann., Article 3271) and rules of the Texas Board of Professional Engineers.

SECTION XIX
EFFECTIVE DATE

The effective date of this contract shall be **May 21st, 2013**. Such date being the date the County Commissioners' Court approved entering into contract with Engineer.

This Agreement is hereby approved this _____ day of _____, 20_____.

Signature:_____
Saul D. Maldonado, Principal Engineer

Firm Name: **SAMES, Inc. dba Sam Engineering & Surveying**
Address: **200 South Cage Road**
City/ST/ZIP: **Pharr, TX 78577**

FED ID #/SS #: **26-2941288**

STATE OF TEXAS §
§
COUNTY OF HIDALGO §

This instrument was acknowledged before me on this the ____ day of _____, 20__, by _____of and on behalf of _____,
(title) (a corporation)(a partnership)(a sole proprietorship)

(seal)

_____
Notary - Signature

County of Hidalgo Urban County Program:

_____
Witness

_____
Diana R. Serna, UCP Director

Revised as to Form:
Atlas & Hall, L.L.P.
By Stephen L. Crain
on April 26, 2012

Exhibit "A"

(Scope of Services)

See Attached

CITY OF PALMVIEW
URBAN COUNTY PROGRAM
2011 STREET IMPROVEMENTS PROJECTS

BENTSEN PALM DRIVE
BRIDGE REPAIR/RECONSTRUCTION

April 22, 2013

SAM Engineering & Surveying, Inc.
200 South Cage Boulevard
Tel 956.702.8880; Fax 956.702.8883
Pharr, Texas 78577
REG #F-10602

RECEIVED 4/22/13

SAM Engineering and **S**urveying, Inc.

SAMES

Reg. # F-10602

200 South Cage Boulevard Ste. A. Pharr, Texas 78577

April 22, 2013

Antonio Barco
Deputy Director
Urban County Project
1916 Tesoro Blvd.
Pharr, Texas 78577

Re: Engineering Proposal – City of Palmview - Urban County Program 2011 Street Improvements Project – Bentsen Palm Bridge

Mr. Barco

We are pleased to provide this proposal, to the Urban County Program, for providing Professional Engineering Services in relation to the proposed City of Palmview 2011 Street Improvements Project. As per our understanding of this project, the improvements consist of repairing/reconstructing the existing Bentsen Palm Drive Bridge which spans the Hidalgo County Irrigation District No. 1 Canal.

We have visited the project site and have generated a complete probable cost package for the proposed construction. Enclosed please find the following exhibits;

Exhibit A: Scope of Services
Exhibit B: Fee Proposal
Exhibit C: Cost Estimate
Exhibit D: Engineering Fee Table
Exhibit E: Geotechnical & CMT Proposal

At your request, we will begin working on the plan design phase for this project. Project coordination meetings with your staff will be established prior to commencement and throughout the life of the project. SAMES highly skilled staff will work diligently with your staff

SAM Engineering and **S**urveying, Inc.

Reg. # F-10602

200 South Cage Boulevard Ste. A, Pharr, Texas 78577

to provide all the necessary documentation and submittals required to successfully execute this project.

The attached engineering cost estimate of $22,435.45 which consists of engineering design fees ($14,540.15) fees and geotechnical/construction material testing fees ($7,895.30) **constitutes our best and final offer to complete this project.** We will commence with this project upon receipt of a written notice to proceed and are available at your earliest convenience to discuss this project.

Respectfully Submitted,

Saul D. Maldonado, P.E.
Principal

Exhibit A
Scope of Services

City of Palmview-Urban County Program
2011 STREET IMPROVEMENTS PROJECT
BENTSEN PALM DRIVE BRIDGE REPAIR/RECONSTRUCTION

This project consists of the removal of deteriorating concrete rails along the bridge deck, and the removal of deteriorating wing walls located on both embankments. The existing piles and new piles will include stone rip-rap around the existing pile base. Additionally, due to the possibility of scour on the face of the existing piles, repairs may be necessary to rehabilitate the concrete face to "like-new" condition. The deteriorating concrete rip-rap along the north and south abutments will require replacement with new concrete rip-rap. Finally, a 2-inch thick layer of hot mixed asphaltic concrete paving will be placed on top of the concrete deck and will serve as the driving surface. Guard rails with traffic delineators shall be installed on the north and south bridge approaches (both sides of street).

The basic services proposed include project planning, geotechnical, engineering design, preparation of bidding documents, bidding and award phase services.

The list below details the major components required for the project, but is not intended to be an all-inclusive list of all the services provided/required to see that the project is completed;

a. Meet with staff to define the project limits and basic project requirements;
b. Perform preliminary engineering design plans;
c. Perform final engineering design plans;
d. Prepare Bidding Documents;
e. Coordinate with vendors for bidding;
f. Coordinate the advertising and bidding phase;
g. Assist the City/ucp with Pre-Bid Meeting and Bid Opening;
h. Provide Bid Tabulation, and recommendation to award;
i. Complete adherence to Urban County Program Protocol and requirements for project;

Exhibit B
Fee Proposal

City of Palmview – Urban County Program
2011 STREET IMPROVEMENTS PROJECT
BENTSEN PALM DRIVE BRIDGE REPAIR/RECONSTRUCTION

We propose to provide the above-mentioned services for a lump sum amount of $22,435.45, which represents an estimate of hourly services to be provided by our staff. It should be noted that the above stated line item includes several related services that are required to complete the proposed improvements and listed as follows:

Task 1: Surveying Phase Services $4,282.65

Task 2: Geotechnical and Construction Material Testing $7,895.30

Task 3: Engineering Design Plans & Specification $10,257.50

Exhibit C

SAMES

PROBABLE COST ESTIMATE
BRIDGE AT BENTSEN PALM DRIVE
INTERSECTION WITH EDINBURG MAIN CANAL

22-Apr-13

Project Location:
Bentsen Palm Drive
0.5 Mile South of
U.S. Espressway 83

BRIDGE IMPROVEMENTS

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	ITEM TOTAL
1	TRAFFIC CONTROL	1	LS	$ 3,500.00	$ 3,500.00
2	REMOVE EXISTING CONC RAIL SECTIONS	120	LF	$ 50.00	$ 6,000.00
3	REMOVE EXISTING CONC WING WALLS	4	EA	$ 1,250.00	$ 5,000.00
4	COFFER DAMS (TEMPORARY)(INCLUDING PUMP SYS)	1	LS	$ 26,000.00	$ 26,000.00
5	NEW RETROFIT SSTR RAIL (PRECAST)	120	LF	$ 400.00	$ 48,000.00
6	NEW CONC WING WALLS (CAST-IN-PLACE)	4	EA	$ 5,000.00	$ 20,000.00
7	NEW CONC RIP-RAP ALONG NORTH AND SOUTH ABUTMENT	20	CY	$ 300.00	$ 6,000.00
8	NEW STONE RIP-RAP AROUND EXIST PILE BASE	18	CY	$ 200.00	$ 3,600.00
9	MISC REPAIRS TO EXISTING PILES	1	LS	$ 10,000.00	$ 10,000.00
10	GUARD RAIL (BRIDGE APPROACH)	100	LF	$ 50.00	$ 5,000.00
11	TRAFFIC DELINEATORS	1	LS	$ 2,000.00	$ 2,000.00
				SUB-TOTAL	**$ 135,100.00**

Total Estimated Construction Cost

CONSTRUCTION	$	135,100.00
CONTINGENCY	$	6,755.00
SUB-TOTAL	**$**	**141,855.00**

Professional Costs

Basic Engineering Services	$	14,540.14
SUB-TOTAL	**$**	**14,540.14**

Other Associated Costs

Geo-Tech & CMT	$	7,895.30
SUB-TOTAL	**$**	**7,895.30**

PROJECT CONSTRUCTION TOTAL $ 164,290.44

Exhibit D

HIDALGO COUNTY URBAN COUNTY PROGRAM
PROJECT TITLE: CITY OF PALMVIEW 2011 STREET IMPROVEMENTS PROJECT
PROJECT NUMBER: ENG PROP. 12.035
BENTSEN PALM DRIVE BRIDGE IMPROVEMENTS

ESTIMATE SUMMARY OF MAN-HOURS

FEE INCREASE JUSTIFICATION (CHECK BOX)

- [ ] Project Limits Changed - Original limits are from A to B and New limits are from A to C
- [ ] New Location Added - Hyt is added as a new improvement location
- [ ] Improvement Type Changed: Resurfacing has changed to Reconstruction
- [ ] Acquisition Services Added:
- [ ]

	ORIGINAL	PROPOSED	INCREASE
Length (ft)	100	100	0.00%
# sites	1	1	0.00%
Eng Fee ($)	$14,540.15	$14,540.15	0.00%

TASK DESCRIPTIONS	Basis	No. of Sheets	Principal	Project Manager	Senior Engineer	Project Engineer	Design Engineer	CADD Manager	CADD/GIS Tech	Survey Manager	Survey Crew	Project Admin	Totals
PROJECT CONTROLS													
Develop Project Scope			0.5			1.5		0.75	0.5	0.81	1.5	0.5	5.56
Internal Review (Subconsultant Mtgs)			0.5			1.5				1			3
Utility Coordination			0			1.5		0.75	1	1	1.5		5.75
Public Agency Coordination/Permitting (including County/ City, GLO, THC, TxDOT, TCEQ, USACE, etc.)			0.5			1.0							2
Cost Estimate Preparation per Submittal (30%, 80%, 100%)			0.5			1.5		0.75	0.5				3.25
Monthly Invoicing			0.5			1						9	10.5
QUALITY CONTROL													
Client Review of Plans and Technical Specifications													
QA/QC Reviews 30% Submittal													0
QA/QC Reviews 80% Submittal													0
QA/QC Reviews 100% Submittal													0
Revisions Review Meetings with PM/C (30%, 80%, Final)													0
SURVEY													
Prepare Survey Request										0.5	1		1.5
Notifications to Public and Private Agencies										1	1		2
Data Collection / Field Survey										0.5	20		20.5
Process Field Data								1.5		1	2		4.5
Develop Topo								1.5		0.5	2		4
GEOTECHNICAL													
Develop Geotechnical Report and Recommendations													0
ASBESTOS AND LEAD BASED PAINT													
Develop Report and Recommendations													0
FLOOD PLAIN MANAGEMENT AND WETLAND PROTECTION													
Develop Report and Recommendations													0
HISTORICAL PROPERTIES													
Develop Report and Recommendations													0
PLAN SHEETS													
Cover Sheet			0.25			1		0.5	1.5				3.25
Index and Legend			0.25			1		0.5	1.5				3.25
Construction Notes, General Notes and Private utility Company Notes			0.25			1		0.5	1.5				3.25
Typical Sections			0.25			2		0.5	2.5				5.25
Overall Layout Sheets			0.25			1		0.5	2.5				4.25
Existing & Proposed Drainage Conditions Area Map (Localized Areas)			0.25			2		0.5	2.5				5.25
Hydraulic Calculations			0.25			2		0.5	2				4.75
Develop Plan, Profiles or Site Layout Sheets			0.25			2		0.5	3.5				6.25
GRADING AND PAVEMENT REPAIRS PLANS													
Layouts and Details			0			2		1	1.5				4.5
TRAFFIC CONTROL PLANS													
Overall Construction Sequencing Layout			0			2		0.5	3				5.5
Construction Sequencing Layout Sheets per Phase (Number of Phase =)			0			2		0.5	3				5.5
TRAFFIC SIGNALIZATION PLANS													
Existing, Proposed and Temporary Signal Layouts			0			0		0	0				0
STREET LIGHTING LAYOUT PLANS													
Lighting Layouts and Details													0
STORMWATER POLLUTION PREVENTION PLANS													
SWPPP Layouts and Details			0			1		0.5	1				2.5
NOI/NOT Form Preparation			0			1		0.5	1				2.5
TREE AND PLANT PROTECTION SHEETS													
Tree Treatment Schedule													0
Tree Details													0
DETAIL SHEETS													
Standard Details (Barricade, paving, Drainage, WWW, Electrical, Bridge, Signal etc.)			0			1		0.5	2				3.5
Miscellaneous Details			0			1		0.5	2				3.5
EARTHWORK SECTIONS													
Cross Sections			0.5			1		0.5	2				4
Grading Layouts (Intersection etc.)			0.5			1		0.5	2				4
CONTRACT DOCUMENTS													
Assemble Front End			0			1							1
Develop and Assembly Technical Specifications			0			1							1
BID PHASE SERVICES													
Prepare Bid Advertisement/Coordinate with Newspaper/Contact potential Bidders			0.75			1							1.75
Addressing Bid Questions			0.75			1							1.75
Prepare and Issue Addenda			0.25			1							1.25
Conduct Bid opening / Check and Tabulate Bids			0.25			1							1.25
Council Meeting for Contract Awards			0.5			0							0.5
CONSTRUCTION PHASE SERVICES													
Prepare Construction Award Documents			0.25			1							1.25
Pre-Construction Conference			0.5			1							1.5
Periodic Site Observations			2			12							14
Contractor Submittal Reviews			0.75			2							2.75
Contractor Pay Request Reviews			0.25			1							1.25
PROJECT CLOSE OUT SERVICES													
Construction Closeout			1			2		1	0.5	2			6.5
Signed As-Built Plans			1			1		1	1.5	2	10		16.5
SUBTOTAL		0	12.25	0	0	58.5	0	16.25	36	19.11	36	9.5	183.61
Loaded Hourly Rates			$ 150.00			$ 100.00		$ 50.00	$ 40.00	$ 115.00	$ 80.00	$ 25.00	
Direct Labor			$ 1,837.50	$ -	$ -	$ 5,850.00	$ -	$ 812.50	$ 1,520.00	$ 1,162.65	$ 3,120.00	$ 237.50	$ 14,540.15
Expenses (Parking, Mileage, Postal, Printing, Copying and Misc Direct Expenses)													
TOTAL ESTIMATE		0	$ 1,837.50	$ -	$ -	$ 5,850.00	$ -	$ 812.50	$ 1,520.00	$ 1,162.65	$ 3,120.00	$ 237.50	$ 14,540.15

* Note: No temporary laterals anticipated this project

Exhibit D

HIDALGO COUNTY URBAN COUNTY PROGRAM
PROJECT TITLE: CITY OF PALMVIEW 2011 STREET IMPROVEMENTS PROJECT
PROJECT NUMBER: BNG PROP. 12.053
EIGHTEEN PALM DRIVE BRIDGE IMPROVEMENTS

ESTIMATE SUMMARY OF MAN-HOURS

	CONSTRUCTION	ENGINEERING	INCREASE
Length (ft)	660	660	0.00%
# sheets	1	1	0.00%
Eng Fee (S)	$14,640.10	$14,640.10	0.00%

TASK DESCRIPTIONS	Mark	No. of Sheets	Principal	Project Manager	Senior Engineer	Project Engineer	Design Engineer	CADD Technician	Draftsman Tech	Survey Manager	Survey Crew	% Project Admin	Est Totals
PROJECT OVERVIEW													
Develop Project Scope			0.5					0.75	0.5		1.5	0.5	0.88
Preferred Plan-Iron (Commissioner Mtgs)			0.5										1
Utility Coordination			0					0.75					0.75
Public Agency Coordination/Permitting (including County/ City, GLO, THC, TxDOT, TCEQ, USACE, etc.)			0.5								1.5		2
Cost Estimate Preparation per Submittal (30%, 95%, 100%)			0.5					0.75	0.5			0.5	2.25
Regulatory Invitation			0.5										10.5
QUALITY CONTROL													
Check Number of Plans and Technical Specifications													0
QA/QC Review 30% Submittal													0
QA/QC Review 95% Submittal													0
QA/QC Review 100% Submittal													0
Milestone Review Meetings with PIAC (30%, 95%, Final)													0
SURVEY													
Property Survey Research										0.5	1		1.5
Notifications to Public and Private Agencies										1	1		2
Data Collection / Field Survey										0.5	20		20.5
Process Field Data								1.5		1	2		4.5
Develop Base								1.5		0.5	1		3
ENVIRONMENTAL													
Develop Groundwork Report and Recommendations													0
HYDROLOGY AND DRAINAGE													
Develop Report and Recommendations													0
FLOOD PLAIN MANAGEMENT AND WETLAND PROTECTION													
Develop Report and Recommendations													0
HISTORICAL PROPERTIES													
Develop Report and Recommendations													0
PLAN SHEETS													
Cover Sheet			0.25			1		0.5	0.5				2.25
Index and Layout			0.25			1		0.5	1.5				3.25
Construction Notes, General Notes and Private utility Company Notes			0.25			1		0.5	1.5				3.25
Typical Sections			0.25			1	B	0.5	1.5				3.25
Overall Layout Sheets			0.25			2		0.5	2.5				4.25
Existing & Proposed Drainage Conditions Area Map (Localized Areas)			0.25			2		0.5	2.5				4.25
Hydraulic Calculations			0.25			2		0.5	2.5				4.25
Demolition Plan, Profiles or Site Layout Sheets			0.25			2		0.5	2				4.75
						2		0.5	2.5				5.25
DRAINAGE AND PAVEMENT MARKING PLANS													
Layouts and Details			1			3		1	1.5				6.5
TRAFFIC CONTROL PLANS													
Overall Construction Sequencing Layout			1			3		0.5	3				5.5
Construction Sequencing Layout Sheets per Phase (Number of Phase =)			1			2		0.5	3				5.5
TRAFFIC SIGNALIZATION PLANS													
Existing, Proposed and Temporary Signal Layouts			0			0		0	0				0
STREET LIGHTING LAYOUT PLANS													
Lighting Layouts and Details													0
STORMWATER POLLUTION PREVENTION PLANS													
SWPPP Layouts and Details			0			1	=1	0.5	1				2.5
NOI/NOT Form Preparation			0					0.5	1				2.5
TREE AND PLANT PROTECTION SHEETS													
Tree Treatment Schedule													0
Tree Details													0
DETAIL SHEETS													
Standard Details (Barricades, pavings, Crossings, Utilities, Structures, Bridges, Signal etc.)			1			1	1	0.5	3				3.5
Miscellaneous Details			0					0.5	3				3.5
ELECTRONIC SECTIONS													
Cross Sections			0.5			1		0.5	2				4
Grading Layouts (Intersection etc.)			0.5			1		0.5	3				4
CONTRACT DOCUMENTS													
Assemble Front End			0			1							1
Develop and Assemble Technical Specifications			0			1							1
BID PHASE SERVICES													
Prepare Bid Ads/Advertisement/Coordinate with Newspaper/Contract potential Bidders			0.25			1	2						1.25
Addressing Bid Questions			0.25			1							1.25
Prepare and Issue Addenda			0.25			1							1.25
Conduct Bid opening / Check and Tabulate Bids			0.25			1							1.25
Council Meeting for Contract Awards			0.5			0							0.5
CONSTRUCTION PHASE SERVICES													0
Preside Construction Award Ceremonies			0.25			1							1.25
Pre-Construction Conference			0.5			1							1.5
Periodic Site Observations			7			10							14
Contractor Submittal Reviews			0.25			2							2.25
Contractor Pay Request Reviews			0.25			1							1.25
PROJECT CLOSE-OUT SERVICES													
Construction Closeout			1			2		1	0.5	1			5.5
Record As-Built Plans			1			1		1	1.5	1	10		15.5
SUBTOTAL		0	32.25	0	0	80.0	0	16.25	35	10.11	55	0.5	103.61
Landbid Supply Rates			$ 150.00			$ 100.00		$ 55.00	$ 45.00	$ 112.00	$ 55.00	$ 35.00	
Direct Labor			$ 1,837.50	$ -	$ -	$ 8,000.00	$ -	$ 912.50	$ 1,620.00	$ 1,132.00	$ 3,135.00	$ 227.50	$ 14,640.10
Expenses (Postage, Mileage, Postal, Printing, Copying and Mise Direct Expenses)													
TOTAL ESTIMATE		0	$ 1,837.50	$ -	$ -	$ 8,000.00	$ -	$ 912.50	$ 1,620.00	$ 1,132.00	$ 3,135.00	$ 227.50	$ 14,640.10

47
4,700

10
1,150

$13,377.50

PE
2/13/12

* Note: No temporary signals anticipated this project.

1 of 1

AI-38830 **Urban County 13. C.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted For: Monica Leal **Submitted By:** Olga Lerma, URBAN COUNTY

Department: URBAN COUNTY

Information

CAPTION

1. Requesting acceptance and action to adjust the extension to reflect the additional $3,000.00 and increase the grand total from $285,632.45 to $288,632.45, due to contractor's mathematical error.

2. Urban County Program on behalf of Precinct No. 1 is requesting consideration and action to award and enter into a construction contract with O.G. Construction, LLC for the base bid minus line item 2 and replacing it with alternate 2 (items pertaining to caliche base work) for a total contract amount of $304,982.35. Utilizing FYs 22, 23, 24 & 25 (2009, 2010 2011 & 2012) from Precinct No. 1 street improvements funds.

BACKGROUND

Precinct No. 1 has requested and received bids for the street improvements project (Minnesota Road). Raul Sesin P.E., C.F.M. prepared specification packages and bids were received and opened at the Hidalgo County – Purchasing Department on May 15, 2013. After review the project engineer recommended O.G. Construction as the lowest of seven (7) qualified bidders. (See attached recommendation letter from Raul Sesin P.E., C.F.M and copy of bid tabulations.)

Contractor:	O.G. Construction, LLC
Contract Amount:	$ 304,982.35
Funds Available:	$ 9,312.90 FY 22 (2009) Street Improvements
	$ 37,644.31 FY 23 (2010) Street Improvements
	$175,410.80 FY 24 (2011) Street Improvements
	$249,441.00 FY 25 (2012) Street Improvements
Total:	$471,809.01

Attachments

revised

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	05/17/2013 11:55 AM
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Olga Lerma Started On: 05/16/2013 05:38 PM

Final Approval Date: 05/17/2013

REVISED BID PAGE
HIDALGO COUNTY PRECINCT No. 1
PROJECT # 5009/10/11/12-91-0311-5000-9100-UCP-ML
STREET IMPROVEMENTS PROJECT - MINNESOTA ROAD (FROM VAL VERDE RD. TO DILLON RD.)

SAMPLE

Item No.	Estimated Quantity	Unit	Item Description	Unit Bid Price In Words	Unit Price In Figures	Total Extension In Figures
1	*34.33*	*STA*	*PREPARING ROW*	*THREE HUNDRED Dollars FIFTY Cents*	*$300.50*	*$6,271.44*

BASE BID

Item No.	Estimated Quantity	Unit	Item Description	Unit Bid Price In Words	Unit Price In Figures	Total Extension In Figures
1	20,704	SY	PRIME COAT (MC-30) ENTIRE BASE AND LEAVE IT READY FOR HMAC INSTALLATION (ESTIMATED 4,141 GAL.)	Zero Dollars Ninety Five Cents	0.95	19,668.80
2	23,357	SY	8" COMPACTED CALICHE (LABOR ONLY)	Three Dollars Seventy Five Cents	3.75	87,588.75
3	23,357	SY	BIAXIAL GEOGRID BX 1200	Two Dollars Zero Cents	2.00	46,714.00
4	12,962	SY	EXCAVATE, TREAT WITH 2% LIME AND REWORK EXISTING ROAD SECTION TO ACHIEVE PROP BASE	Two Dollars Ninety Five Cents	2.95	38,237.90
5	1	LS	EROSION AND SEDIMENT CONTROL STRUCTURAL PRACTICES TO COMPLY WITH COUNTY AND TCEQ REQUIREMENTS FOR STORM WATER POLLUTION PREVENTION	Three Thousand Dollars Zero Cents	3,000	3,000.00
6	11,666	LF	REGRADE ROADSIDE DITCH	One Dollars Fifty Cents	1.50	17,499.00
7	1	LS	TRAFFIC CONTROL	Five Thousand Dollars ~~Thousand~~ Zero Cents	5,000	5,000.00
8	520	SY	ASHPHALT DRIVEWAYS (1" ACP & 3" CALICHE BASE)	Thirteen Dollars Fifty Cents	13.50	7,020.00
9	259	SY	4" CONCRETE DRIVEWAYS	Sixteen Dollars Zero Cents	16.00	4,144.00
10	585	LF	30" RGRCP CL III STORM DRAIN PIPE	Forty Five Dollars Zero Cents	45.00	26,325.00
11	2	EA	TYPE "C-C" INLETS	Three Thousand Dollars Zero Cents	3,000	3,000.00

OPENED 9:57 Witness 515-B

12	369	LF	18" TGRCP DRIVEWAY CULVERT PIPE	Thirty One Dollars Zero Cents	31.00	11,439.00
13	1	EA	MANHOLE	Four Thousand Dollars Zero Cents	4,000	4,000.00
14	1	EA	ENDWALL FOR 30" PIPE	One Thousand Dollars Zero Cents	1,000	1,000.00
15	2	EA	SAFETY END TREATMENT	Eight Hundred Dollars Zero Cents	800	1,600.00
16	585	LF	TRENCH PROTECTION	Two Dollars Zero Cents	2.00	1,170.00
17	1,767	CY	DITCH EXCAVATION	Three Dollars Zero Cents	3.00	5,301.00
18	585	LF	STORM TRENCH BEDDING AND BACKFILL AS PER DETAIL	Five Dollars Zero Cents	5.00	2,925.00
				Base Bid Price In Words		Bid In Figures
				Two Hundred Eighty Five Thousand Six Hundred Thirty Two Dollars Forty Five Cents		$ 285,632.45

ALTERNATE #1 BID

Item No.	Estimated Quantity	Unit	Item Description	Unit Bid Price In Words	Unit Price In Figures	Total Extension In Figures
1	20,704	SY	2" HMAC TYPE "D" (LABOR AND MATERIAL)	Nine Dollars Forty Five Cents	9.45	195,652.80
				Add Alternate #1 Bid Price In Words		Bid In Figures
				One Hundred Ninety Five Thousand Six Hundred Fifty Two Dollars Eighty Cents		$ 195,652.80

ALTERNATE #2 BID

Item No.	Estimated Quantity	Unit	Item Description	Unit Bid Price In Words	Unit Price In Figures	Total Extension In Figures
1	23,357	SY	8" COMPACTED CALICHE (LABOR AND MATERIAL)	Four Dollars Forty Five Cents	4.45	103,938.65
				Add Alternate #2 Bid Price In Words		Bid In Figures
				One Hundred Three Thousand Nine Hundred Thirty Eight Dollars Sixty Five Cents		$ 103,938.65

OPEN 9:57
Witness 5:15:43

Hidalgo County Planning Department

Raul E. Sesin, PE, CFM
Planning Administrator

Main Office
1304 S. 25th Street
Edinburg, Texas 78542
Phone (956) 318-2840
Fax (956) 318-2844

Engineering Projects Office
301 E. State Street
Pharr, Texas 78577
Phone (956) 318-2840
Fax (956) 318-2844

Precinct No. 1 Substation
1902 Joe Stephens Ave.
Weslaco, Texas 78596
Phone (956) 968-4734
Fax (956) 973-7850

Precinct No. 3 Substation
2401 N. Moorefield Rd.
Mission, Texas 78572
Phone (956) 205-7045
Fax (956) 205-7049

May 16, 2013

Honorable Commissioner A. C. Cuellar, Jr.
Hidalgo County Precinct No. 1
1902 Joe Stephens Ave.
Weslaco, TX 78596

RE: Street Improvements Project
Minnesota Road (from Val Verde Road to Dillon Road)
Hidalgo County Precinct No. 1
Project No.: 5009/10/11/12-91-0311-5000-9100-UCP-ML

Dear Commissioner Cuellar;

Bids were received and opened for Street Improvements Project Minnesota Road (from Val Verde Road to Dillon Road) Project No.: 5009/10/11/12-91-0311-5000-9100-UCP-ML on May 15, 2013. A total of seven bids were received with O.G. Construction Co., LLC being the overall low bidder with the combined alternates for the project. Attached is a copy of the bid tabulation for your review.

This project consists of road reconstruction and drainage improvements for Minnesota Road from Val Verde Road to Dillon Road. O.G. Construction Co., LLC has constructed several projects to satisfaction within Hidalgo County. We recommend awarding the project to O.G. Construction Co., LLC for the base bid minus line item 2 and replacing it with alternate 2 (items pertaining to caliche base work) for a total project amount of $304,982.35.

If you have any questions or require further information, please feel free to contact me at your convenience.

Respectfully,
HIDALGO COUNTY PLANNING DEPARTMENT

Raul E. Sesin, P.E., C.F.M.
Planning Administrator

Attachments: Bid Comparison

BID COMPARISON
HIDALGO COUNTY PRECINCT No. 1
STREET IMPROVEMENTS PROJECT - MINNESOTA ROAD (FROM VAL VERDE RD. TO DILLON RD.)
PROJECT # 5009/10/11/12-91-0311-5000-9100-UCP-ML

BASE BID

Item No.	Item Description	Estimated Quantity	Unit	O.G. Construction Co., LLC		IOC Company, L.L.C.		2GS, LLC		REM Construction, Inc.		Garco Industries, Inc.		Roth Excavating, Inc.		Jerry Glosser & Sons Const. Co., Inc.	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	PRIME COAT (MC-30) ENTIRE BASE AND LEAVE IT READY FOR HMAC INSTALLATION (ESTIMATED 4.141 GAL.)	20,704	SY	$ 0.95	$ 19,668.80	$ 1.00	$ 20,704.00	$ 1.50	$ 31,056.00	$ 1.25	$ 25,880.00	$ 2.25	$ 46,584.00	$ 2.00	$ 41,408.00	$ 1.00	$ 20,704.00
2	8" COMPACTED CALICHE (LABOR ONLY)	23,357	SY	$ 3.75	$ 87,588.75	$ 1.45	$ 33,867.65	$ 2.00	$ 46,714.00	$ 2.00	$ 46,714.00	$ 4.50	$ 105,106.50	$ 5.00	$ 116,785.00	$ 4.50	$ 105,106.50
3	BIAXIAL GEOGRID BX 1200	23,357	SY	$ 2.00	$ 46,714.00	$ 2.35	$ 54,888.95	$ 3.40	$ 79,413.80	$ 2.25	$ 52,553.25	$ 3.00	$ 70,071.00	$ 4.25	$ 99,267.25	$ 3.00	$ 70,071.00
4	EXCAVATE, TREAT WITH 2% LIME AND REWORK EXISTING ROAD SECTION TO ACHIEVE PROP BASE	12,962	SY	$ 2.95	$ 38,237.90	$ 4.55	$ 58,977.10	$ 3.00	$ 38,886.00	$ 4.60	$ 59,625.20	$ 7.50	$ 97,215.00	$ 7.00	$ 90,734.00	$ 7.75	$ 100,455.50
5	EROSION AND SEDIMENT CONTROL STRUCTURAL PRACTICES TO COMPLY WITH COUNTY AND TCEQ REQUIREMENTS FOR STORM WATER POLLUTION PREVENTION	1	LS	$ 3,000.00	$ 3,000.00	$ 5,750.00	$ 5,750.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 2,500.00	$ 2,500.00	$ 10,000.00	$ 10,000.00	$ 24,000.00	$ 24,000.00
6	REGRADE ROADSIDE DITCH	11,666	LF	$ 1.50	$ 17,499.00	$ 1.60	$ 18,665.60	$ 2.00	$ 23,332.00	$ 2.10	$ 24,498.60	$ 2.75	$ 32,081.50	$ 1.50	$ 17,499.00	$ 3.50	$ 40,831.00
7	TRAFFIC CONTROL	1	LS	$ 5,000.00	$ 5,000.00	$ 7,500.00	$ 7,500.00	$ 10,000.00	$ 10,000.00	$ 5,800.00	$ 5,800.00	$ 3,500.00	$ 3,500.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00
8	ASHPHALT DRIVEWAYS (1" ACP & 3" CALICHE BASE)	520	SY	$ 13.50	$ 7,020.00	$ 21.00	$ 10,920.00	$ 17.50	$ 9,100.00	$ 22.00	$ 11,440.00	$ 15.00	$ 7,800.00	$ 20.00	$ 10,400.00	$ 10.00	$ 5,200.00
9	4" CONCRETE DRIVEWAYS	259	SY	$ 16.00	$ 4,144.00	$ 40.00	$ 10,360.00	$ 40.00	$ 10,360.00	$ 41.00	$ 10,619.00	$ 55.00	$ 14,245.00	$ 32.50	$ 8,417.50	$ 36.00	$ 9,324.00
10	30" RGRCP CL III STORM DRAIN PIPE	585	LF	$ 45.00	$ 26,325.00	$ 64.45	$ 37,703.25	$ 58.00	$ 33,930.00	$ 63.00	$ 36,855.00	$ 50.65	$ 29,630.25	$ 37.00	$ 21,645.00	$ 60.00	$ 35,100.00
11	TYPE "C-C" INLETS	2	EA	$ 3,000.00	$ 6,000.00	$ 2,930.00	$ 5,860.00	$ 3,250.00	$ 6,500.00	$ 3,530.00	$ 7,060.00	$ 2,500.00	$ 5,000.00	$ 3,500.00	$ 7,000.00	$ 2,800.00	$ 5,600.00
12	18" TGRCP DRIVEWAY CULVERT PIPE	369	LF	$ 31.00	$ 11,439.00	$ 41.00	$ 15,129.00	$ 29.00	$ 10,701.00	$ 39.75	$ 14,667.75	$ 25.00	$ 9,225.00	$ 20.00	$ 7,380.00	$ 27.00	$ 9,963.00
13	MANHOLE	1	EA	$ 4,000.00	$ 4,000.00	$ 5,200.00	$ 5,200.00	$ 2,985.00	$ 2,985.00	$ 3,470.00	$ 3,470.00	$ 2,500.00	$ 2,500.00	$ 3,000.00	$ 3,000.00	$ 3,000.00	$ 3,000.00
14	ENDWALL FOR 30" PIPE	1	EA	$ 1,000.00	$ 1,000.00	$ 3,800.00	$ 3,800.00	$ 2,200.00	$ 2,200.00	$ 7,600.00	$ 7,600.00	$ 1,500.00	$ 1,500.00	$ 2,250.00	$ 2,250.00	$ 1,600.00	$ 1,600.00
15	SAFETY END TREATMENT	2	EA	$ 800.00	$ 1,600.00	$ 895.00	$ 1,790.00	$ 900.00	$ 1,800.00	$ 1,010.00	$ 2,020.00	$ 350.00	$ 700.00	$ 750.00	$ 1,500.00	$ 750.00	$ 1,500.00
16	TRENCH PROTECTION	585	LF	$ 2.00	$ 1,170.00	$ 1.75	$ 1,023.75	$ 1.00	$ 585.00	$ 2.00	$ 1,170.00	$ 1.00	$ 585.00	$ 2.00	$ 1,170.00	$ 4.00	$ 2,340.00
17	DITCH EXCAVATION	1,767	CY	$ 3.00	$ 5,301.00	$ 10.50	$ 18,553.50	$ 5.00	$ 8,835.00	$ 9.55	$ 16,874.85	$ 3.00	$ 5,301.00	$ 3.00	$ 5,301.00	$ 2.50	$ 4,417.50
18	STORM TRENCH BEDDING AND BACKFILL AS PER DETAIL	585	LF	$ 5.00	$ 2,925.00	$ 14.25	$ 8,336.25	$ 3.00	$ 1,755.00	$ 16.50	$ 9,652.50	$ 4.00	$ 2,340.00	$ 15.00	$ 8,775.00	$ 17.50	$ 10,237.50
		Base Bid Total			**$ 288,632.45**		**$ 319,029.05**		**$ 323,152.80**		**$ 341,500.15**		**$ 435,884.25**		**$ 462,531.75**		**$ 459,450.00**

ALTERNATE #1 BID

1	2" HMAC TYPE "D" (LABOR AND MATERIAL)	20,704	SY	$ 9.45	$ 195,652.80	$ 10.10	$ 209,110.40	$ 13.00	$ 269,152.00	$ 11.00	$ 227,744.00	$ 10.50	$ 217,392.00	$ 10.00	$ 207,040.00	$ 11.75	$ 243,272.00

Item No.	Item Description	Estimated Quantity	Unit	O.G. Construction Co., LLC		IOC Company, L.L.C.		2G5, LLC		REIM Construction, Inc.		Garco Industries, Inc.		Roth Excavating, Inc.		Jimmy Glosner & Sons Const. Co., Inc.	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
	Add Alternate #1 Total				**$ 195,652.80**		**$ 209,110.40**		**$ 259,152.00**		**$ 227,744.00**		**$ 217,392.00**		**$ 207,040.00**		**$ 243,272.00**
ALTERNATE #2 BID																	
1	8" COMPACTED CALICHE (LABOR AND MATERIAL)	23,357	SY	$ 4.45	$ 103,938.65	$ 5.80	$ 135,470.60	$ 8.00	$ 186,856.00	$ 7.40	$ 172,841.80	$ 8.45	$ 197,366.65	$ 7.80	$ 182,184.60	$ 7.00	$ 163,499.00
	Add Alternate #2 Total				**$ 103,938.65**		**$ 135,470.60**		**$ 186,856.00**		**$ 172,841.80**		**$ 197,366.65**		**$ 182,184.60**		**$ 163,499.00**
ALTERNATE #3 BID																	
1	30" CORRUGATED PVC STORM SEWER PIPE	585	LF	$ 48.00	$ 28,080.00	$ 53.00	$ 31,005.00	$ 48.00	$ 28,080.00	$ 51.50	$ 30,127.50	$ 39.50	$ 23,107.50	$ 30.00	$ 17,550.00	$ 57.00	$ 33,345.00
2	STORM TRENCH BEDDING AND BACKFILL AS PER DETAIL	585	LF	$ 5.00	$ 2,925.00	$ 16.80	$ 9,828.00	$ 4.00	$ 2,340.00	$ 16.50	$ 9,652.50	$ 5.00	$ 2,925.00	$ 14.00	$ 8,190.00	$ 17.50	$ 10,237.50
	Add Alternate #3 Total				**$ 31,005.00**		**$ 40,833.00**		**$ 30,420.00**		**$ 39,780.00**		**$ 26,032.50**		**$ 25,740.00**		**$ 43,582.50**
ALTERNATE #4 BID																	
1	4" WHITE THERMOPLASTIC SOLID	11,395	LF	$ 0.75	$ 8,546.25	$ 0.75	$ 8,546.25	$ 0.75	$ 8,546.25	$ 0.75	$ 8,546.25	$ 0.85	$ 9,685.75	$ -	$ -	$ 0.75	$ 8,546.25
2	24" WHITE THERMOPLASTIC SOLID	640	LF	$ 6.25	$ 4,000.00	$ 6.05	$ 3,872.00	$ 5.50	$ 3,520.00	$ 6.25	$ 4,000.00	$ 8.00	$ 5,120.00	$ -	$ -	$ 6.25	$ 4,000.00
3	8" WHITE THERMOPLASTIC SOLID	100	LF	$ 1.75	$ 175.00	$ 1.55	$ 155.00	$ 1.40	$ 140.00	$ 1.55	$ 155.00	$ 2.50	$ 250.00	$ -	$ -	$ 1.60	$ 160.00
4	4" YELLOW THERMOPLASTIC BROKEN	2,070	LF	$ 0.75	$ 1,552.50	$ 0.75	$ 1,552.50	$ 0.75	$ 1,552.50	$ 0.75	$ 1,552.50	$ 0.85	$ 1,759.50	$ -	$ -	$ 0.75	$ 1,552.50
5	4" YELLOW THERMOPLASTIC SOLID	6,552	LF	$ 0.75	$ 4,914.00	$ 0.75	$ 4,914.00	$ 0.75	$ 4,914.00	$ 0.75	$ 4,914.00	$ 0.85	$ 5,569.20	$ -	$ -	$ 0.75	$ 4,914.00
6	THERMOPLASTIC WORD (ONLY)	1	EA	$ 250.00	$ 250.00	$ 181.42	$ 181.42	$ 165.00	$ 165.00	$ 187.00	$ 187.00	$ 250.00	$ 250.00	$ -	$ -	$ 187.50	$ 187.50
7	THERMOPLASTIC WHITE ARROW	12	EA	$ 150.00	$ 1,800.00	$ 181.42	$ 2,177.04	$ 165.00	$ 1,980.00	$ 187.00	$ 2,244.00	$ 250.00	$ 3,000.00	$ -	$ -	$ 187.50	$ 2,250.00
8	4" REFLECTIVE PAVEMEMENT MARKERS TY II-A	257	EA	$ 3.00	$ 771.00	$ 4.85	$ 1,246.45	$ 4.40	$ 1,130.80	$ 5.00	$ 1,285.00	$ 6.50	$ 1,670.50	$ -	$ -	$ 5.00	$ 1,285.00
9	4" REFLECTIVE PAVEMEMENT MARKERS TY I-C	10	EA	$ 3.00	$ 30.00	$ 4.85	$ 48.50	$ 4.40	$ 44.00	$ 5.00	$ 50.00	$ 6.50	$ 65.00	$ -	$ -	$ 5.00	$ 50.00
	Add Alternate #4 Total				**$ 22,038.75**		**$ 22,693.16**		**$ 21,992.55**		**$ 22,933.75**		**$ 27,369.95**		**$ -**		**$ 22,945.25**
ALTERNATE #5 BID																	
1	STOP SIGN (TxDOT CODE R1-1)	8	EA	$ 350.00	$ 2,800.00	$ 625.00	$ 5,000.00	$ 200.00	$ 1,600.00	$ 462.00	$ 3,696.00	$ 302.30	$ 2,418.40	$ -	$ -	$ 425.00	$ 3,400.00
2	STOP AHEAD SIGN (TxDOT CODE W3-1A)	1	EA	$ 350.00	$ 350.00	$ 650.00	$ 650.00	$ 200.00	$ 200.00	$ 486.00	$ 486.00	$ 321.80	$ 321.80	$ -	$ -	$ 435.00	$ 435.00
3	SPEED LIMIT SIGN (TxDOT CODE R2-1)	1	EA	$ 350.00	$ 350.00	$ 610.00	$ 610.00	$ 200.00	$ 200.00	$ 445.00	$ 445.00	$ 289.50	$ 289.50	$ -	$ -	$ 400.00	$ 400.00
4	SCHOOL CROSSING SIGN (TxDOT CODE S1-1)	8	EA	$ 360.00	$ 2,880.00	$ 685.00	$ 5,480.00	$ 300.00	$ 2,400.00	$ 522.00	$ 4,176.00	$ 350.00	$ 2,800.00	$ -	$ -	$ 500.00	$ 4,000.00
5	PEDESTRIAN CROSSING SIGN (TxDOT CODE W11-2)	8	EA	$ 360.00	$ 2,880.00	$ 685.00	$ 5,480.00	$ 300.00	$ 2,400.00	$ 522.00	$ 4,176.00	$ 350.00	$ 2,800.00	$ -	$ -	$ 500.00	$ 4,000.00
6	ARROW SIGN (TxDOT CODE SW16-7pL)	8	EA	$ 300.00	$ 2,400.00	$ 625.00	$ 5,000.00	$ 300.00	$ 2,400.00	$ 447.00	$ 3,576.00	$ 291.00	$ 2,328.00	$ -	$ -	$ 425.00	$ 3,400.00

Item No.	Item Description	Estimated Quantity	Unit	O.G. Construction Co., LLC		IOC Company, L.L.C.		2GS, LLC		REIM Construction, Inc.		Garco Industries, Inc.		Roth Excavating, Inc.		Jimmy Glover & Sons Const. Co., Inc.	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
7	AHEAD SIGN (TxDOT CODE SW16-9P)	8	EA	$ 300.00	$ 2,400.00	$ 625.00	$ 5,000.00	$ 300.00	$ 2,400.00	$ 447.00	$ 3,576.00	$ 291.00	$ 2,328.00	$ -	$ -	$ 425.00	$ 3,400.00
8	YIELD HERE TO PEDESTRIANS (TxDOT CODE R1-5aL)	8	EA	$ 350.00	$ 2,800.00	$ 650.00	$ 5,200.00	$ 160.00	$ 1,280.00	$ 486.00	$ 3,888.00	$ 325.00	$ 2,600.00	$ -	$ -	$ 435.00	$ 3,480.00
	Add Alternate #5 Total				**$ 16,860.00**		**$ 32,420.00**		**$ 12,880.00**		**$ 24,019.00**		**$ 15,885.70**		**$ -**		**$ 22,515.00**
	BASE BID TOTAL				**$ 288,632.45**		**$ 319,029.05**		**$ 323,152.80**		**$ 341,500.15**		**$ 435,884.25**		**$ 462,531.75**		**$ 459,450.00**
	ADD ALTERNATE NO. 1 TOTAL				**$ 195,652.80**		**$ 209,110.40**		**$ 269,152.00**		**$ 227,744.00**		**$ 217,392.00**		**$ 207,040.00**		**$ 243,272.00**
	ADD ALTERNATE NO. 2 TOTAL				**$ 103,938.65**		**$ 135,470.60**		**$ 186,856.00**		**$ 172,841.80**		**$ 197,366.65**		**$ 25,740.00**		**$ 43,582.50**
	ADD ALTERNATE NO. 3 TOTAL				**$ 31,005.00**		**$ 40,833.00**		**$ 30,420.00**		**$ 39,780.00**		**$ 26,032.50**		**$ 25,740.00**		**$ 43,582.50**
	ADD ALTERNATE NO. 4 TOTAL				**$ 22,038.75**		**$ 22,693.16**		**$ 21,992.55**		**$ 22,933.75**		**$ 27,369.95**		**$ -**		**$ 22,945.25**
	ADD ALTERNATE NO. 5 TOTAL				**$ 16,860.00**		**$ 32,420.00**		**$ 12,880.00**		**$ 24,019.00**		**$ 15,885.70**		**$ -**		**$ 22,515.00**

A.C. CUELLAR JR.
COMMISSIONER PRECINCT 1

HIDALGO COUNTY PCT. 1
1902 JOE STEPHENS, STE. 101
WESLACO, TEXAS 78596

PH:956.968.8733
FAX:956.969.1417

May 16, 2013

Hidalgo County - Urban County Program
Attn: Diana R. Serna, Director
3304 West Alberta
Edinburg, TX 78539

RE: Pct. 1 Minnesota Road Paving and Drainage Improvements

Dear Ms. Serna,

This is to inform you that Hidalgo County Precinct No. 1 is in concurrence with recommendation submitted by Raul Sesin, P.E. Please proceed with submitting to County Commissioners' Court for approval of contract.

Should you have any questions or concerns, please do not hesitate to contact my office at 956-968-8733.

Respectfully submitted,

Raul Lozano
Hidalgo County Precinct No. 1

www.co.hidalgo.tx.us
ac.cuellar@co.hidalgo.tx.us

CONSTRUCTION CONTRACT

This Agreement entered into this **21st day of May 2013** by and between Hidalgo County acting by and through Hidalgo County Urban County Program, hereinafter called the "OWNER", acting herein through its County Judge and **"O.G. Construction, LLC (a limited liability company)** (a partnership) (an individual) of **Edinburg** State of Texas, hereinafter called "CONTRACTOR".

WITNESSETH

That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the OWNER, the CONTRACTOR hereby agrees with the OWNER to commence and complete the construction described as follows:

PROJECT NAME:	**Hidalgo County Precinct No. 1 – Street Improvements - Minnesota Road (from Val Verde Rd. to Dillon Road)**
PROJECT No.:	**5009/10/11/12-91-0311-5000-9100-UCP-ML**
PROJECT DESCRIPTION:	**Street Improvements Project – Minnesota Road (from Val Verde Rd. to Dillon Rd.)**

heinafter called the project, for the sum of **($304,982.35) Three hundred four thousand nine hundred eight four dollars and thirty-five cents** and all extra work in connection therewith, under the terms as stated in the General and Special Conditions of the Contract; and at his (its or their) own proper cost and expense to furnish all the materials, supplies, machinery, equipment, tools, superintendence, labor, insurance, and other accessories and services necessary to complete the said project in accordance with the conditions and prices stated in the Proposal, the General Conditions, Supplemental General Conditions and Special Conditions of the contract, the plans, which include all maps, plats, blue prints, and other drawings and printed or written explanatory matter thereof, the specifications and contract documents therefore as prepared by **Raul Sesin, P.E., CFM**, and as enumerated in Paragraph 1 of the Supplemental General Conditions, all of which are made a part hereof and collectively evidence and constitute the contract.

The CONTRACTOR hereby agrees to commence work under this contract on or after a date to be specified in a written "Notice to Proceed" of the OWNER and to fully complete the project within **75** consecutive calendar days thereafter. The CONTRACTOR further agrees to pay, as liquidated damages, the sum of **($250.00) two hundred fifty dollars and zero cents** for each consecutive calendar day thereafter as hereinafter provided in Paragraph 19 of the General Conditions.

The OWNER agrees to pay the CONTRACTOR in current funds for the performance of the contract, subject to additions and deductions, as provided in the General Conditions of the contract, and to make payments on account thereof as provided in Paragraph 25, "Payments to Contractor", of the General Conditions.

IN WITNESS WHEREOF, the parties to these presents have executed this contract in four (4) counterparts, each of which shall be deemed an original, in year and day first above mentioned.

Omar F. Garcia, Managing Member

Name of Firm: O.G. Construction, LLC

Address: 4021 N. Closner Blvd.
Edinburg, TX 78541

Federal I.D./S.S.: 47-0944347

STATE OF TEXAS '
'
COUNTY OF HIDALGO '

This instrument was acknowledged before me on this the ____ day of _____, 2013,

by Omar F. Garcia, Managing Member of and on behalf of O.G. ConstructionLLC.
(name) (title) (a limited liability company) (a partnership) (an individual)

Notary Public - Signature

WITNESS:

URBAN COUNTY PROGRAM

Diana R. Serna
Urban County Director

APPROVED AS TO FORM
Atlas, Hall & Rodriguez
By: Stephen L. Crain
Date: July 12, 2012

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 5/16/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
SafeGuard Insurance Agency
800 N. 10th St.

McAllen TX 78501

INSURED
OG Construction Co. LLC
OG Utility Group L.L.C.
222 W University Drive

Edinburg TX 78539

CONTACT NAME: Rose Ovalle
PHONE (A/C, No, Ext): (956) 687-1811 FAX (A/C, No): 9566871819
E-MAIL ADDRESS: rovalle@safeguardnow.com
PRODUCER CUSTOMER ID #: 00016677

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Benchmark Ins Co A-VI	
INSURER B: Texas Mutual Fund	
INSURER C: Hallmark County Mutual	
INSURER D: Rockhill Ins Co	
INSURER E:	
INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL1112101832 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR X Rented Equipment Incl GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY [ ] PRO-JECT [ ] LOC	X		BIC5006212-1	05/15/2013	05/15/2014	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 50,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
C	AUTOMOBILE LIABILITY ANY AUTO X ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS			TXA508646-05	06/26/2012	06/26/2013	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
D	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DEDUCTIBLE RETENTION $ 10000	X		RXSLRU000773-01	5/15/2013	5/15/2014	EACH OCCURRENCE AGGREGATE	$ 1,000,000 $ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		TSF0001183268	8/29/2012	8/29/2013	X WC STATU-TORY LIMITS [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Certificate Holder is also shown as Additional Insured, per Blanket Additional Insured endorsement on General Liability

CERTIFICATE HOLDER

County Of Hidalgo
Urban County Program
3304 W Alberta
Edinburg, TX 78539

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Rose E Ovalle

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AI-38622 **Texas Agri-Life Extension Serv. 15. A.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted By: Nora Linda Cruz, TX. AGRILIFE EXT. SERVICES

Department: TX. AGRILIFE EXT. SERVICES

Information

CAPTION

Requesting approval for reimbursement to Adelita F. Munoz in the amount of $90.42 for expenses incurred during the South Region FCS Retreat with authority for County Treasurer to issue check after auditing procedures are completed by County Auditor.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013 **ACCT. #:** 3-1100-461-00-380-001-0-583/584

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:** N

BUDGETARY IMPACT:

Purchase order increase has been submitted in the amount of $90.42 - PO#687801

Funds available as of 5/16/2013.

Attachments

Reimbursement Packet

Form Review

Inbox	Reviewed By	Date
Budget & Management	Angela Garcia	05/07/2013 04:29 PM
Obdett Calzada	Obdett Calzada	05/16/2013 02:18 PM
Auditor's Office	Monica Badillo	05/17/2013 03:40 PM
Obdett Calzada	Obdett Calzada	05/17/2013 04:05 PM
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Nora Linda Cruz Started On: 05/06/2013 12:58 PM

Final Approval Date: 05/17/2013

HIDALGO COUNTY AUDITOR'S OFFICE
HIDALGO COUNTY, TEXAS

PURCHASE AFFIDAVIT

THE STATE OF TEXAS

COUNTY OF HIDALGO

I, **Adelita F. Munoz**, do hereby state that the item(s) listed on the invoice(s) named below
PURCHASER'S NAME
were purchased for the exclusive use of Hidalgo County:

INVOICE NO.	DATE	AMOUNT	NAME OF COMPANY
162350	02/25/13 – 3/1/13	$163.20 ÷ 3= 54.40	EAN Holdings, LLC / Enterprise
TP-48568740-001	2/26/13	$43.56 ÷ 3 = $14.52	Stripes #7039, 1704 S.W. Moody, Victoria, TX 77901
(00554)	2/28/13	$37.16 ÷ 3 = $12.39	Victoria #2, 1401 E. Rio Grande, Victoria, TX 77901
TP48570519-001	3/01/13	$27.34 ÷ 3 = $9.11	Stripes #9145, 2826 South Sugar Rd., Edinburg, TX 78539
TOTAL		$90.42	

I further state that I was authorized to make such a purchase(s). I therefore request reimbursement of this invoice (these invoices) from Hidalgo County and that payment be made payable to me.

SIGNATURE: Adelita F. Munoz
TITLE: **County Extension Agent- Family & Consumer Science**

Before me Nora Linda Cruz, a Notary Public, appeared Adelita F. Munoz and on **h**er oath deposed and stated that the foregoing facts as set forth in the above request for expense reimbursement are true and correct in every respect. **H**___ / **S**he further stated **h**___ / **s**he requested payment of the same.

(SEAL)

NORA LINDA CRUZ
Notary Public, State of Texas
My Commission Expires
September 23, 2015

Nora Linda Cruz
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

Barbara Hoss
APPROVAL: **DEPARTMENT HEAD**

APPROVAL: **COUNTY AUDITOR**

COUNTY AUDITOR'S FORM: ARS-CA-004
REVISED: 11/23/2004

TEXAS A&M AGRILIFE EXTENSION

Hidalgo County
410 North 13th Avenue
Edinburg, TX 78541

April 16, 2013

Ray Eufracio, County Auditor
Hidalgo County Auditor Office
P.O. Box 689
Edinburg, TX 78540

Dear Mr. Eufracio:

This is to advise you of a travel reimbursement situation that occurred for a trip to Columbus, Texas that I went in February, 2013. Please be advised that the original plan was to take a personal vehicle of a co-worker from another county, unfortunately, that vehicle broke down and we were forced to rent a vehicle at the last minute. My original request for travel only covered my registration and meals without any expenses for fuel nor a rental vehicle. Please accept this as my statement along with affidavit attached.

I appreciate your prompt response to all of our requests/questions. If you should have any questions, please feel free to call me or Nora Linda Cruz at our office (956) 383-1026.

Sincerely,

Adelita F. Munoz
CEA-Family & Consumer Sciences
ax-munoz@tamu.edu

AFM/nlc

Educational programs of the Texas AgriLife Extension Service are open to all people without regard to race, color, sex, disability, religion, age, or national origin. The Texas A&M University System, U.S. Department of Agriculture, and the County Commissioners Courts of Texas Cooperating.

B. Presentation for discussion, consideration and action (if necessary) including, but not limited to the following: – **NO ACTION**
1) Renovations to Former Administration Building 1st and 2nd Floors
2) Update on Courthouse Portable Building Project, other ongoing county owned building construction and renovation repair projects
3) Emergency situations occurring since last agenda meeting

C. **AI-36510** Request permission by Linebarger, Goggan, Blair & Sampson, LLP (tax attorneys) to use the Courthouse Auditorium for Public Auction of Properties on Saturday, April 6, 2013 and Saturday, June 1, 2013 – **APPROVED**

D. **AI-36592** Texas A&M AgriLife Extension Service: – **APPROVED**
Requesting permission to allow Adelia F. Munoz to travel to Columbus, Texas on February 26-28, 2013 to attend the South Region FCS Retreat.

E. **AI-36725** Purchasing Department: – **APPROVED**
Requesting app roval for Oscar Garza, Procurement Specialist to attend the 4 Clicks Regional Introductory Class on February 13-14 2013 in San Antonio, Texas

F. **AI-36699** Elections Department: – **APPROVED**
Requesting permission to advertise/hire for the following:

Position	**Slot #**	**Salary**
Data Entry Clerk I (temporary)	T147	$17,636.00
Data Entry Clerk I (temporary)	T148	$17,636.00

G. **AI-36724** 1. Approval to accept settlement agreement from Travelers Insurance Company in the amount of $17,652.30 to settle total loss auto accident with County vehicle. (Constable P3) – **APPROVED**

2. Approval to authorize Ramon Garcia, Hidalgo County Judge, to sign Power of Attorney forms for title purposes to settle total loss auto claim with Travelers Insurance Company. – **APPROVED**

H. **AI-36678** Approval to accept settlement check from Lindsay General Insurance Agency in the amount of $17,074.76 for a [~~total loss~~] auto accident with County vehicle. (Precinct 4) – **APPROVED**

I. **AI-36679** Approval to accept settlement check from Allstate Insurance Company in the amount of $1,325.92 for auto accident with County vehicle. (Precinct 2) – **APPROVED**

8. County Court at Laws:

A. **AI-36766** County Court at Law #8:
1. Approval of Order setting salary for the following: – **APPROVED**

Position	**Slot #**	**Salary (approved by Board of Judges on 1/31/13)**
Court Reporter	0002	$73,000.00

2. Approval of intradepartmental transfer. – **APPROVED**
3. Approval of revised salary schedule. – **APPROVED**

HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

RECEIVED BY COUNTY AUDITOR
2013 FEB 5 PM 1:50

DATE OF REQUEST: 01/23/13
TOTAL NUMBER OF EMPLOYEES TRAVELING: 1

DEPARTMENT NAME: Hidalgo County Extension Service
NAME & TITLE OF EMPLOYEE(S) TRAVELING: Adelita F. Munoz, CEA-Family & Consumer Science

EVENT INFORMATION

TITLE OF EVENT:	South Region FCS Retreat		
EVENT DATE(S) FROM:	02/26/13	TO:	02/28/13
DEPARTURE DATE:	02/26/13	RETURN DATE:	02/28/13
LOCATION OF EVENT: CITY:	Columbus	STATE:	Texas

PURPOSE OF TRAVEL

Place an "X" by the applicable purpose of the trip.

_____ To obtain statutorily required continuing professional education.
_____ To obtain continuing education related to an employee's work or maintenance of a license or certification.
_____ To testify before legislative bodies, regulatory agencies and commissions, and other forums that may make decisions affecting the County and its affiliated organizations and operations.
X To participate in professional organizations related to the employee or official's job assignment.
_____ To conduct essential research & information-gathering for improvement of County operations or compliance with law.
_____ To monitor the development of state or federal legislation or implementation of legislation that might affect the County
_____ To participate in forums, coalitions, & discussions relating to the policy, legislative & regulatory interests of the County
_____ To pursue the County's interests in litigation or criminal justice.
_____ To promote the economic development interests of the County.
_____ To carry out other purposes determined by Commissioners' Court to be in the interest of the County (Commissioners' Court approval is attached).

JUSTIFICATION FOR THE NEED TO TRAVEL OUT-OF-STATE

Explain the benefits that this trip it will bring to Hidalgo County. Attach an itinerary, agenda, or schedule for the conference and/ or event. If applicable, justify the need for multiple persons traveling to the same event.

SUMMARY OF ESTIMATED TRAVEL EXPENSES	ESTIMATED EXPENSES	(DBM USE ONLY) FUNDS AVAILABLE BALANCE
1. REGISTRATION FEE(S)	$170.00	
Subtotal for Object Code 584	$ 170.00	$
2. AIRFARE- ROUNDTRIP COACH FARE ONLY	$ -	
3. TAXI FARE	$ -	
4. BUS FARE	$ -	
5. RENTAL CAR	$ -	
6. GASOLINE/DIESEL/FUEL	$ -	
7. MILEAGE REIMBURSEMENT	$ -	
8. TELEPHONE CALLS	$ -	
9. PARKING	$ -	
10. LODGING		
11. MEALS	$27.00	
12. OTHER EXPENSES	$ -	
Subtotal for Object Code 583	$ 27.00	
13. TOTAL ESTIMATED TRAVEL EXPENSES	$ 197.00	$

MODE OF TRAVEL (Place an "X" by applicable mode of travel)

AIRFARE* _____
BUS** _____
Rental Car** _____
County Vehicle** _____
Private Vehicle** _____
OTHER** (Specify) _____

* If traveling by airplane, the traveler should consider purchasing a refundable fare if possibility of a cancellation exists.

** If mode of travel includes bus, rental car, county vehicle, private vehicle, or other form of transportation, a comparison of the savings that will be achieved by not choosing to travel by airplane must be provided with supporting documentation.

Meals & Registration
Reg # 229944

14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT:

NOTE: If trip duration is extended to take advantage of lower airfare, a comparison of the savings to the additional estimated cost must be provided with supporting airfare rate documentation.

3-1100-461-00-380-001-0

ELECTED OFFICIAL/DEPARTMENT HEAD CERTIFICATION (Place an "X" by each of the certifications)

I certify that:

X Trip expenses are necessary and will be incurred for official county business.
X Reasonable efforts to minimize the use of county funds have been explored.
X Sufficient funds are available within in my department's budget to pay for the related travel expenses without the need of a budget amendment.
_____ If this trip is for out-of-state training, the training is not available in some other form that does not require out-of-state travel.

APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD:	DATE:	DEPARTMENT CONTACT PERSON:	PHONE NO.:
Barbara Ahern	1/23/13	Nora Linda Cruz	383-1026

APPROVED BY COMMISSIONERS' COURT ON: 2/11/13

FOR DEPARTMENT OF BUDGET & MANAGEMENT (DBM) USE ONLY:

✓ TRAVEL IS **APPROVED** for the individuals listed below: Adelita Munoz

_____ TRAVEL IS **NOT APPROVED** for the individuals listed below:

2013 JAN 30 AM 7:50
HIDALGO COUNTY BUDGET OFFICE

REVIEWED BY (PRINT NAME):	DATE:	REVIEWER'S SIGNATURE:	PHONE NO.:
Janie Aleios	1-30-13		383-7035

DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME):	DATE:	SIGNATURE OF DBM DEPARTMENT HEAD:
Sergio Cruz	2-5-13	

COUNTY AUDITOR'S FORM T.1.1 (01/10)

HIDALGO COUNTY, TEXAS
OUT - OF - COUNTY
FINAL TRAVEL EXPENSE CLAIM

PO 087801

RECEIVED BY COUNTY AUDITOR
2013 APR 24 PM 4 54

EMPLOYEE NAME: Adelita F. Munoz
DEPARTMENT: Hidalgo County Extension Service
TRAVEL TO CITY: Columbus
STATE: Texas
DEPARTURE DATE: 2/26/2013
RETURN DATE: 2/28/2013
TIME OF DEPARTURE: 5:00 AM
TIME OF RETURN: 7:00 PM

PURPOSE OF TRIP: To participate in professional organizations related to the employee or official's job assignment.

I. REIMBURSEMENT FOR EXPENDITURES MADE ON ACCOUNT OF OFFICE BUSINESS:

DESCRIPTION OF TRIP	DATES OF TRAVEL FOR YEAR 2013						
	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	
	2/26	2/27	2/28	3/1	3/2	3/3	TOTALS
Airline / Bus / Train							$ -
Car Rental	$18.14	$18.13	$18.13				54.40
Gasoline for Car Rental	$14.52		$12.39	$9.11			36.02
Personal Car Mileage ODOMETER READINGS:	Beginning Mileage:		Ending Mileage:		TOTAL MILEAGE: -	(MILEAGE RATE) 0.565	-
NOTE: Mileage is calculated on a point-to-point basis using "Mapquest". Reasonable incidental travel may be reimbursed when the traveler provides specific address destination points by using "Mapquest" to determine mileage. The most direct distance to the destination will be allowed. Any out-of way or unreasonable travel distance as determined by the County Auditor will be at the expense of the traveler.							
Hotel (Excluding Meals)							-
Parking / Tolls							-
Taxi and Other Ground Transportation							-
Telephone							-
Registration Fees	✓ $170.00						170.00
MEALS (based upon actual charges)		NOTE: When traveling out of state trip and claiming actual meal expenes, receipts must be provided for all days of travel. If not reimburement will be based on the $39 per diem.					
Type of Travel (In State =1 /Out of State =2)	1						
With Receipts = 1 / Without Receipts = 2	2						
Breakfast ($9 per diem)	$9.00	$0.00	$0.00				
Lunch ($12 per diem)	$0.00	$0.00	$0.00				
Dinner ($18 per diem)	$0.00	$0.00	$18.00				
Total Actual Meal Expense	9.00		18.00				
Total Allowable Meal Expense per County Policy (County Employee)	$9.00 ~~39.00~~	0	$18.00				$27.00 ~~39.00~~
Other (Please explain below):							-
Explanation Notes:							

II. Travel Expenditures paid by COUNTY CHECK or COUNTY CREDIT CARD that were NOT advanced to employee. (I.e. Airfare, Hotel accommodations, Car Rentals, Registration)

Payee Name	Expense Type	Check No./ PO. No.	Amount
Total			$ -

TOTAL FROM T-4 CONTINUATION FORM	-
TOTAL ALLOWABLE EXPENDITURES	$ 287.42 ~~299.42~~
AMOUNTS ADVANCED TO EMPLOYEE ON :	
TRAVEL EXPENDITURES PAID BY COUNTY CK OR COUNTY CREDIT CARD NOT ADVANCED TO EMPLOYEE	-
REMIT TO ME	$ 287.42 ~~299.42~~
REMITTED TO COUNTY TREASURER ON	
TREASURER RECEIPT NO.	$ 0.00

I hereby certify that the above information is true and correct to the best of my knowledge. The above funds were used solely for official County business. I have not and do not anticipate to receive reimbursement for the above listed travel expenditures from another source.

Adelita F. Munoz — EMPLOYEE SIGNATURE
4/17/13 — DATE

APPROVED BY: _____ DIVISION DIRECTOR/SUPERVISOR — DATE

APPROVED FOR PAYMENT BY: Barbara Ahrens — DEPARTMENT HEAD

3-1100-461-00-380-001-0-583 & 584
GENERAL LEDGER ACCOUNT NUMBER

COUNTY AUDITOR'S FORM: T.1.4 (01/13)

Note: This report is due no later than 20 calendar days of return from travel.

Purchase Order
COUNTY OF HIDALGO

PO#: 687801

DATE: 02/10/13

VENDOR: 297321 REQ:00229944

Email:

Phone:

FIGUEROA-MUNOZ, ADELITA
C/O TEXAS COOPERATIVE EXT

BUYER:

SHIP TO: TEXAS COOPERATIVE EXTENSION
410 N. 13TH AVE
EDINBURG TX 78541

Vendor Acct:

CONTACT:

SITE: TEXAS AGRILIFE EXTENSION

Special Instructions:

Contract No:

VENDOR NOTES

1. DO NOT ADD TO, OR ALTER THIS PURCHASE ORDER. THIS ORDER IS NOT RENEWABLE.
2. TAX EXEMPTION: THIS PURCHASE ORDER MAY BE ACCEPTED IN LIEU OF EXEMPTION CERTIFICATE.
3. THIS ORDER IS ALSO PLACED F.O.B. DESTINATION. VENDOR MUST REPAY ALL SHIPPING COSTS.
4. INVOICE EACH PURCHASE ORDER SINGLY. ORIGINAL INVOICES ARE REQUIRED CUSTOMER COPY MAY BE ACCEPTED. OUT NUMBER MUST APPEAR ON ALL INVOICES, BILLS OF LADING, AND PACKAGES.
5. PAYMENT WILL BE MADE ONLY FOR A BONA FIDE AND FULLY COMPLETED ORDERS, UNLESS OTHERWISE ATTACHED.

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
		Approved by Commissioner's Court on 2/5/13 through Agenda Item #36592		
		Adelita will be traveling to Columbus, Texas on February 26-28, 2013 for the South Region FCS Retreat.		
1	EACH	ED Registration fees	170.00	170.00
1	EACH	EX Meals:	27.00	27.00
		2/26/13-Breakfast-$9; Lunch-Provided; Dinner-Provided		
		2/27/13-Breakfast-Provided; Lunch-Provided; Dinner-Provided		
		2/28/13-Breakfast-Provided; Lunch-Provided; Dinner-$18		
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		
		Total		197.00
		**********		
		For Hidalgo County use only		
		3-1100-461-00-380-001-0-583	27.00	
		3-1100-461-00-380-001-0-584	170.00	
		Approved		

Authorized by: Martha L. Salazar

PURCHASE ORDER INCREASE
COUNTY OF HIDALGO

RECEIVED APR 24 2013 By

Department: Hidalgo County Extension Srvs.
Contact Name: Nora Linda Cruz
Telephone # (956) 383-1026

Purchase Order Number: 687801
Increase # _____ for this Purchase Order

Procurement Method:
- ☐ Contract # _____
- ☐ Cooperative Awarded Vendor (TBPC State Award, TCPN, TASB-Buyboard)
- ☐ Quotes over $1,000.00 (verbal quotes)
- ☐ Quotes over $5,000.00 (attach written quotes)

TO: Vendor Number: 297321
Vendor Name: Adelita Figueroa-Munoz
Address: 410 N. 13th Avenue
Edinburg, TX 78541

Increase Purchase Order for the following items:

Quantity	UOM	Description	Unit Price	Amount
		Amount of Original Purchase Order		$197.00
1	Each	Vehicle rental	$54.40	$ 54.40
1	Each	Fuel for car rental	$36.02	$ 36.02
		Amount of Increase Request		$ 90.42
		TOTAL AMOUNT		$287.42

VA 54-3805.78 U5-6

Account Number: 3-1100-461-00-380-001-0-583

Reason: The original plan was to take a personal vehicle of one of the other County's agents, but it broke down and vehicle had to be rented for travel at the last minute. This amount stated for increase is 1/3 of the total spent.

Authorization: Barbara Starr — Department Head — Date: 04/17/2013

Reviewed by: _____ — Purchasing Department — Date: 4/29/13

Approved By: Martha L Salazar — Purchasing Agent — Date: 4-29-13

Approved By: _____ — Hidalgo County Auditor — Date: _____

EAN HOLDINGS, LLC, 615 S CLOSNER BLVD, EDINBURG, TX 785394661 (956) 383-3815

RENTAL AGREEMENT 162350 **REF#** 4M3GTL

RENTER
MORADO, ELVA

DATE & TIME OUT
02/25/2013 04:06 PM
DATE & TIME IN
03/01/2013 12:24 PM

BILLING CYCLE
24-HOUR

VEH #1 2013 NISN ROGU S4W
VIN# JN8AS5MV4DW603235
LIC# BDV7042
MILES DRIVEN 660

SUMMARY OF CHARGES

Charge Description	Date	Quantity	Per	Rate	Total
TIME & DISTANCE	02/25 - 03/01	4	DAY	$35.50	$142.00
REFUELING CHARGE	02/25 - 03/01				$0.00
			Subtotal:		$142.00
Taxes & Surcharges					
10% TEXAS MOTOR VEHICLE TAX	02/25 - 03/01			10%	$14.84
TEXAS REIMBURSEMENT FEE -DAILY	02/25 - 03/01	4	DAY	$1.59	$6.36
			Total Charges:		$163.20

Total Amount Due **$0.00**

PAYMENT INFORMATION

AMOUNT PAID	TYPE	CREDIT CARD NUMBER
$163.20	Mastercard	xxxxxxxxxxx2812 PENDING

3/1/2013

Welcome to
Stripes #7039
1704 S. W. Moody
Victoria, Tx 77901
361-578-3181

TP48568740-001
STRIPES 7039
1704 SW MOODY
VICTORIA TX 7790

DATE 02/26/13
TIME 8:45 AM
AUTH# 081424

MC FLEET

PUMP	PRODUCT	PPG
04	UNLD	$3.599

GALLONS	TOTAL
12.103	$43.56

Diesel Fuel Contains
Up to 5% Biodiesel
or Renewable Diesel
State Diesel Tax
$0.19 per Gallon

Victoria # 2(00554)
1401 E Rio Grande
Victoria, TX 77901

Pump# 03 Unleaded
Gallons 10.442
Price/Gal $3.559
Fuel Sale $37.16

Credit $37.16
MC **********2812
Apprvl: 003978

02/28/13 03:26PM

I AGREE TO PAY THE TOTAL
AMOUNT ACCORDING TO THE
CARD ISSUER AGREEMENT

Welcome To
Stripes # 9145
2626 South Sugar Road
Edinburg Texas 78539
(956) 380-1475
TP48570519-001 STRIPES 9145
2626 S SUGAR RD
EDINBURG TX 78539

DUPLICATE OUTDOOR RECEIPT

DATE 03/01/13
TIME 11:45 AM
AUTH# 035421

MC FLEET
ACCOUNT NUMBER
XXXX XXXX XXXX 2812
SCRIVNER MORADO/EL

PUMP	PRODUCT	PPG
10	UNLD	$3.579

GALLONS	TOTAL
7.640	$27.34

THANK YOU
PLEASE COME AGAIN
Diesel fuel contains
biodiesel or renewable diesel
state diesel tax $0.19 per gallon

Car Rental - $163.20
Fuel - $ 43.56
37.16
27.34
$271.26
÷ 3
$90.42 to Adelita as reimb.

108.06
271.26
271.26
90.42

AI-38585 **Head Start 16. A.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted For: Teresa Flores **Submitted By:** Linda Galaviz, HEAD START

Department: HEAD START

Information

CAPTION

Discussion/Approval to Desperse Lump Sum Summer Paychecks to Staff Who Resign as of the Last Summer Leave Day/Last Working Day for Position Assigned

BACKGROUND

Policy Council Approval: 05.15.13

Attachments

Summer Paychecks

Form Review

Inbox	Reviewed By	Date
Budget & Management	Angela Garcia	05/08/2013 02:17 PM
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Linda Galaviz Started On: 05/02/2013 01:36 PM

Final Approval Date: 05/17/2013

Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: May 15, 2013

SUBJECT: Discussion/Approval to Disperse Lump Sum Summer Paychecks to Staff Who Resign as of the Last Summer Leave Day/Last Working Day for Position Assigned

RATIONALE/NEED: Each staff member has worked all the days corresponding to their position by the end of their Summer Leave. Staff intending to resign as of the last summer leave day/last working day for position assigned will be allowed to be paid for the summer leave in a lump sum. Employee benefits coverage will continue to the resignation date.

RECOMMENDATION: Administration recommends approval.

COST:

RELATED INFORMATION INCLUDES: N/A

****

INITIATED BY: Teresa Flores, Executive Director

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL: Teresa Flores

AI-38584 **Head Start 16. B.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted For: Teresa Flores **Submitted By:** Linda Galaviz, HEAD START

Department: HEAD START

Information

CAPTION

Discussion/Approval of Program Calendar for Program Year 2013-2014

BACKGROUND

Policy Council Approval: 05.15.13

Attachments

Program Calendar

Form Review

Inbox	Reviewed By	Date
Budget & Management	Angela Garcia	05/08/2013 02:16 PM
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Linda Galaviz Started On: 05/02/2013 01:34 PM

Final Approval Date: 05/17/2013

Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: May 15, 2013

SUBJECT: Discussion/Approval of Program Calendar for Program Year 2013-2014

RATIONALE/NEED: Administration has involved program staff in the development and approval of the 2013-2014 school year calendar. The staff voted from three (3) school year calendar options. This is the option that received the most votes.

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: Program Calendar Voting Results and the 2013-2014 Program Calendar

****

INITIATED BY: Nora S. Munoz, Assistant Program Director

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL: Teresa Flores

Program Calendar Results 2013-2014

Center :	A	B	C
ALAMO	15	0	4
ALTON	14	2	0
A-One Stop Center	23	1	4
DONNA I	26	0	0
DONNA II	9	0	0
DONNA IV	2	0	4
EDCOUCH	20	0	12
EDINBURG I	3	0	6
EDINBURG II	6	0	1
EDINBURG III	9	0	0
EDINBURG IV	30	0	1
EDINBURG V	16	0	12
ELSA	1	0	9
HIDALGO	8	0	2
LA HERENCIA	0	0	9
LA JOYA	0	0	16
LAS MILPAS I	19	0	1
LAS MILPAS II	6	0	3
MCALLEN IV	9	0	0
MCALLEN V	0	0	0
MCALLEN VI	8	0	0
VINE TERRACE	9	0	0
MERCEDES I	17	0	0
MERCEDES II	0	0	7
MISSION I	7	0	6
MISSION II	16	0	6
MISSION III	1	0	8
MISSION IV	5	6	0
MONTE ALTO	4	0	4
PALMVIEW I	16	0	0
PALMVIEW II	21	1	0
PALMVIEW III	22	0	0
PHARR	15	0	0
PROGRESO	8	0	3
SAN CARLOS	11	0	3
SAN JUAN I	9	0	0
SAN JUAN II	24	0	5
SULLIVAN	18	0	0
U.T.P.A.	5	0	1
WESLACO I	9	0	3
WESLACO II	0	0	14
WESLACO III	0	0	15
WESTERN ROAD	9	0	2

Program Calendar Results 2013-2014

Department:	A	B	C
ADMINISTRATION	7	0	0
CHILD NUTRITION	4	0	1
DISABILITY	4	0	0
EDUCATION	7	0	0
FAMILY SERVICES	5	0	0
FINANCE	4	1	0
HEALTH/MENTAL HEALTH	7	0	0
M. I. S.	4	0	0
FIELD OPERATIONS	20	0	0
EDCOUCH KITCHEN	10	0	0
PALMVIEW KITCHEN	10	0	0
PERSONNEL	8	0	0
PROCUREMENT	4	0	0
STAFF DEVELOPMENT	2	0	0
TRANSITION	2	0	0
WAREHOUSE	5	0	0
Total:	553	11	162

HIDALGO COUNTY

HCHSP

HEAD START PROGRAM

2013-2014 PROGRAM CALENDAR

2013

JULY

M	T	W	T	F	S
1	2	3	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20
22	23	24	25	26	27
29	30	31			

AUGUST

M	T	W	T	F	S
			1	2	3
5	6	7	8	9	10
12	13	14	15	16	17
19	20	21	22	23	24
26	27	28	29	30	31

SEPTEMBER

M	T	W	T	F	S
2	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28
30					

OCTOBER

M	T	W	T	F	S
	1	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18	19
21	22	23	24	25	26
28	29	30	31		

NOVEMBER

M	T	W	T	F	S
				1	2
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11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

DECEMBER

M	T	W	T	F	S
2	3	4	5	6	7
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16	17	18	19	20	21
23	24	25	26	27	28
30	31				

2014

JANURARY

M	T	W	T	F	S
		1	2	3	4
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13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30	31	

FEBRUARY

M	T	W	T	F	S
					1
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24	25	26	27	28	

MARCH

M	T	W	T	F	S
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17	18	19	20	21	22
24	25	26	27	28	29
31					

APRIL

M	T	W	T	F	S
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14	15	16	17	18	19
21	22	23	24	25	26
28	29	30			

MAY

M	T	W	T	F	S
			1	2	3
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12	13	14	15	16	17
19	20	21	22	23	24
26	27	28	29	30	31

JUNE

M	T	W	T	F	S
2	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28
30					

Program Activities
Program Holidays
Early Release Days
Staff Workdays/Student Holidays

A

Revised: P.C.: Comm. Court:

Program Activities

07/23-08/01/2013.....Pre- Service
08/12-15/2013....Parent Orientation Mtg.
08/19/2013.....First Day of School
08/26-29/2013....Volunteer Training Conf.
08/30/2013.....Networking Meeting
09/21/2013.....Parent Leadership Conf.
10/09/2013.....Open House
10/25-27/2013.....Gov. Leadership Inst.
11/22/2013.....Parent Fair
12/16-20/ 2013.....Open Enrollment
01/24/2014.....Self-Assessment Trng.
01/27-02/07/2014.....Self-Assessment
02/10/2014.....Recruitment Trng. C Mgr's
02/21/2014.....Fatherhood Conf.
03/03-06/2014.....Nutrition Contest
04/14-17/2014.....Week of Young Child
05/01/2014.....Comm. Partnership Conf.
05/02/2014.....Parent Volunteer Banq.
05/08/2014.....Staff Graduation Banq.
05/29/2014.....Staff Appreciation Banq.

Program Holidays

07/04/2013.....Independence Day
09/02/2013.....Labor Day
11/11/2013.....Veterans Day
11/27-29/2013.....Thanksgiving Holiday
12/23/2013-01/03/2014.....Winter Break
01/20/2014.....Martin Luther King Day
02/17/2014.....Presidents Day
03/10-14/2014.....Spring Break
04/18-21/2014.....Easter Break
05/26/2014.....Memorial Day

Staff Workdays/Student Holiday

12/19-20/2013
01/06/2014
02/14/2014
05/29/2014
05/30/2014

Early Release/School Readiness

9/27/2013.....LAP-D/CIP
10/18 /2013.....SR
11/08 /2013.....SR
12/18 /2013.....SR
01/24/2014.....Self-Assessment
04/11 /2014.....SR
05/28 /2014.....Last Day of School

Recruitment Days/Student Holiday

03/07/2014
03/17/2014

172 Service Days

AI-38586 **Head Start 16. C.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted For: Teresa Flores **Submitted By:** Linda Galaviz, HEAD START

Department: HEAD START

Information

CAPTION

Discussion/Approval of the following 2013-2014 Program Plans:

1. Child Nutrition Services Plan
2. Education Services Plan
3. Family Services Plan
4. Health Services Plan
5. Human Resources Plan
6. Mental Health Services Plan
7. Special Services Plan
8. Transition Services Plan
9. Transportation Services Plan

BACKGROUND

Policy Council Approval: 05.15.13

Attachments

Program Plans

Form Review

Inbox	Reviewed By	Date
Budget & Management	Angela Garcia	05/08/2013 02:17 PM
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Linda Galaviz Started On: 05/02/2013 01:40 PM

Final Approval Date: 05/17/2013

CHILD NUTRITION SERVICES PLAN

Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: May 15, 2013

SUBJECT: Discussion/Approval of the Child Nutrition Services Program Plan 2013-2014

RATIONALE/NEED: The Child Nutrition Services Program Plan must be approved annually to comply with the Federal Performance Standards.

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: Child Nutrition Services Program Plan

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INITIATED BY: Gilbert Silva, Child Nutrition Services Director

REVIEWED BY: Edmundo Garcia, Assistant Program Director

EXECUTIVE DIRECTOR'S APPROVAL: Teresa Flores

Hidalgo County
Head Start Program

Child Nutrition Services

Program Plan
2013 – 2014

Advisory Committee Approval: 04.25.13
Policy Council Approval: 05.15.13
Commissioners' Court Approval:

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: 1304.23 (a)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will work with the children's family to identify possible nutritional needs through discussions during enrollment and home visits.

OBJECTIVE: To discuss with the child's parent/guardian any concerns related to possible nutritional needs during enrollment, periodic home visits, and or when any concerns arise.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. The staff will interview parent/guardian upon enrollment of children and document any pertinent information relating to possible nutritional needs of the child.	-Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers	-Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers -Child Nutrition Director -Child Nutrition Coordinators -Executive Team Member assigned to monitor center -Yearly Self-Assessment -On-going monitoring	-At time of enrollment -As needed -Yearly Self-Assessment -On-going monitoring	-Child's Folder -Child Nutrition Assessment -Inter-Agency Referral Form as applicable

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: 1304.23 (a) (1)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will work together with families to identify any relevant nutrition-related assessment data (height, weight, hemoglobin/hematocrit) obtained under 45 CFR 1304.20 (a).

OBJECTIVE: To work together with parent/guardian on any health assessment information such as height, weight, hemoglobin/hematocrit that requires a referral.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will refer any child with health/nutrition related abnormality to a Dietitian or any other agency as deemed necessary (for example: overweight, acanthosis nigricans, or low Hgb/HCT).	-Child Nutrition Director -Child Nutrition Coordinators -Education Area Directors -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers	-Child Nutrition Director -Child Nutrition Coordinators -Health Services Director -Nurses - Education Area Directors -Center Managers -Facilitators -Support Service Assistants -Executive Team Member assigned to monitor the center	-At time of enrollment -At time of initial screening -Yearly Self-Assessment -On-going monitoring	-Referral -Screenings and other exams -Follow Up documentation
2. Staff will also discuss with parent/guardian the results and reason for a referral. Consent shall be obtained from a parent/guardian.	-All of the Above	-All of the Above	-All of the Above	-All of the Above

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: 1304.23 (a) (1) (Cont'd)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will work together with families to identify any relevant nutrition-related assessment data (height, weight, hemoglobin/hematocrit) obtained under 45 CFR 1304.20 (a).

OBJECTIVE: To work together with parent/guardian on any health assessment information such as height, weight, hemoglobin/hematocrit that requires a referral.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
3. Parent/guardian will be encouraged to take free nutrition classes offered by The Expanded Nutrition Program throughout the school year. It is important for the parents to understand the importance of a well-balanced meal.	-All of the Above	-All of the Above	-All of the Above	-Partnership Agreement
4. Parent/guardian will be encouraged to participate in the Supplemental Nutrition Program for Women, Infant and Children (WIC) as needed.	-All of the Above	-All of the Above	-All of the Above	-Acknowledgement Form -Partnership Agreement

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: 1304.23 (a) (2)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will obtain pertinent information, through discussion, concerning family eating patterns relating to cultural preferences, special dietary requirements for each child with nutrition-related health problems and each child with disabilities (see 45 CFR 1308.20).

OBJECTIVE: To interview each parent/guardian at the time of enrollment to determine areas of concern.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. The program will meet the total nutritional need(s) of each child utilizing the child nutrition assessment form as a source of data gathering.	-Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers	-Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers	-At time of enrollment -At time of initial screening -Yearly Self-Assessment -On-going monitoring	-Child's Folder -Child Nutrition Assessment Form -Inter-Agency Referral Form as applicable -Follow-up documentation
2. Bring parent/guardian and staff to a level of understanding and involvement in the area of nutrition to enable them to meet their appropriate responsibilities through counseling and training. Including data on special dietary requirements concerning child's nutrition-related health problems, including children with disabilities.	-All of the Above and -Child Nutrition Director -Special Services Director -Health Services Director	-All of the Above and -Special Services Director -Special Services Coordinator -Disability Aides -Health Services Director -Nurses	-All of the Above	-All of the Above

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: 1304.23 (a) (3)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START currently does not serve infants or toddlers.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Currently Hidalgo County Head Start does not serve infants or toddlers.				

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: 1304.23 (a) (4)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will inform parent/guardian about major community nutritional issues, as identified through the Community Assessment or by the Health Services Advisory Committee or local Health Department.

OBJECTIVE: To provide the parent/guardian the programs, Agriculture Extension Service, Expanded Nutrition Program, and local Health Department data to address major community nutritional issues.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. A newsletter along with literature and brochures will be disseminated to parent/guardians.	-Child Nutrition Director -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers	-Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers	-Quarterly	-Resource Files
2. Interaction with local nutrition programs such as WIC, Expanded Nutrition Program, Agriculture Extension Service and local Health Department will aid in accessing data. Problems will then be identified and community interaction and support will be fostered to engage the community's involvement in efforts to change factors related to the identified problems.	- All of the above	-All of the above	-On-going monitoring	-Yearly Calendar (Parent Fair, Fatherhood Conference)

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: 1304.23 (b) (1)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will design and implement a nutrition program that meets the nutritional needs and feeding requirements of each child, including those with special dietary needs and children with disabilities. The program will also serve a variety of foods, which consider cultural and ethnic preferences and which will broaden the child's food experience.

OBJECTIVE: To reflect culture and ethnic preferences taking into consideration special dietary needs of children.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Menus developed will reflect: 1. Culture and ethnic preferences, which will broaden the child's nutritional experience. Menus shall include foods that are familiar to children and also introduce new foods on an on-going bases.	-Child Nutrition Director -Education Area Directors -Health Services Director -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers	-Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Services Assistants -Teachers	-On-going monitoring	-Menus
2. A nutrition care plan for children with disabilities shall include menu changes, special feeding equipment and food modification.	-All of the Above and -Special Services Director	-All of the Above and -Special Services Director -Special Services Coordinator -Disability Aides	-As needed -Yearly Self Assessment -On-going monitoring	-Therapeutic Diet Menus

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: 1304.23 (b) (1) (i)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will utilize funds from USDA food and consumer services child nutrition program as the primary source of payment for meal services. Head Start and Early Head Start funds may be used to cover those allowable costs not covered by the USDA.

OBJECTIVE: To develop a system to ensure USDA funds are used primarily for meal service.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. The Finance Department Assistant Bookkeeper will produce a monthly-computerized listing of all TDA expenditures reflecting vendors and dollar amounts to the Child Nutrition Director for verification.	-Executive Program Director -Assistant Program Director -Child Nutrition Director -Finance Director -Assistant Bookkeeper -Procurement Director	-Child Nutrition Director -Finance Director -Procurement Director	-Monthly -October thru September fiscal year -On-going monitoring	-Requisitions -Purchase Orders -Budget -TDA Form 4502 (Claim For Reimbursement Worksheet)

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: 1304.23 (b) (1) (ii)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will provide meals to each enrolled child to meet 1/2 to 2/3 of the child's daily nutritional needs.

OBJECTIVE: To provide foods which will assist in meeting the child's daily nutritional needs.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will prepare and provide breakfast, lunch and PM snack utilizing USDA meal pattern amounts and sizes, thus ensuring the children will receive the recommended 1/2 to 2/3 of their daily nutritional needs.	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Food Production Staff -Center Mangers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers -Custodians	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Center Managers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers -Custodians	-August thru May (Daily)	-USDA Meal Patterns (3-5 years old) -Menus -TDA Form 1530 (Daily Meal Production Record)
2. Menus will reflect one vitamin C source daily and one vitamin A source three times per week along with the Texas Department of Agriculture recommended modifications (August 14, 2009) initiative "Promoting Healthy Eating and Physical Activity for a Healthier Lifestyle". Parent/guardian will be encouraged to follow the child's daily nutritional needs during off school days.	-All of the above	-All of the above	-August thru May (Daily)	-Menus -TDA Form 1530 (Daily Meal Production Record)

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: 1304.23 (b) (1) (iii)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will serve a nourishing breakfast to all children who have not received breakfast at arrival time at the center.

OBJECTIVE: Will provide a nourishing breakfast to all children at schedule time, whether the child has received breakfast or not.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will serve a complete and nourishing breakfast every day. In addition, center will stock a few grain/bread items, juice and milk to provide to all late comers breakfast as well.	-Child Nutrition Director -Child Nutrition Coordinator -Head Cooks -Center Managers -Facilitator -Support Services Assistants -Teachers -Assistant Teachers	-Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers	-August thru May (Daily)	-TDA Form H1606 (Monitor Review)

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: 1304.23 (b) (1) (iv)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START currently does not serve infants or toddlers.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Currently Hidalgo County Head Start does not serve infants or toddlers.				

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: 1304.23 (b) (1) (v)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will serve quantities and kinds of food which must conform to recommended serving sizes and minimum standards for meal patterns recommended in the USDA meal pattern or nutrient standard menu planning requirements outlined in 7 CFR parts 210, 220, and 226.

OBJECTIVE: To provide nutritionally balanced meals and snacks that conform to the Head Start guidance meal pattern and requirements as set forth by USDA Child Care Food Program.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will ensure that serving size and quantity of foods be served. Menus will reflect as follows: Breakfast: milk 6 oz., vegetable or fruit ½ c., grains/bread ½ serving. Lunch: milk 6 oz., vegetable or fruit ½ c., grains/bread ½ serving, meat/meat alternate 1 ½ oz. PM Snack: select 2 of 4 components (milk, vegetable or fruit, grains/bread, meat/meat alternate)	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Center Managers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers -Custodians	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers -Custodians	-August thru May (Daily)	-USDA Meal Patterns (3-5 years old) -Menus -TDA Form 1530 (Daily Meal Production Record) -TDA Form H1606 (Monitor Review)

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: 1304.23 (b) (1) (vi)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START must serve foods high in nutrients and low in fat, sugar and salt.

OBJECTIVE: To provide meals with adequate carbohydrate, protein, fat, sugar and sodium content as recommended.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Meat: Lean (90/10 ground beef, 90/10 top boneless sirloin, boneless / skinless chicken breast). Milk: Unflavored, fluid, 1% fat. Vegetable: Frozen or fresh (no canned vegetables). Fruit: Canned fruit is packed in its natural juice or is fresh. Grains/Bread: Must be whole grain, enriched or fortified.	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Procurement Director	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Procurement Director	-August thru May (Daily) -On-going monitoring	-Menus -Food orders -Requisitions -Purchase orders -Invoices -Food labels -TDA Form 1530 (Daily Production Record)

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: 1304.23 (b) (1) (vii)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will schedule meals and snacks appropriately and adjusted, where necessary, to ensure individual needs are met.

OBJECTIVE: To post the meal schedule on each menu to reflect meal times. Adjustments will be noted on all respective menus where necessary.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will implement the following meal/snack schedule: Breakfast 8:00 AM Lunch 12:00 PM PM Snack 3:00 PM Changes/modifications in meal times accommodated for children with disabilities where necessary.	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Center Managers -Facilitators -Support Services Assistant -Teachers -Assistant Teachers -Custodians	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Center Managers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers -Custodians	-August thru May (Daily) -On-going monitoring	-TDA Form H1606 (Monitor Review) -Menus -Teachers Observation Notes

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: 1304.23 (b) (2)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START is not currently operating a Home-Based Program.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Currently Hidalgo County Head Start does not operate a Home-Based Program.				

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: 1304.23 (b) (3)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START must promote effective dental hygiene among children in conjunction with meals.

OBJECTIVE: To ensure that every child will receive effective dental hygiene in conjunction with meals.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will supervise children brushing their teeth as follows: AM – the children brush their teeth after breakfast with water only PM – the children brush their teeth with fluoride tooth-paste	-Health Services Director -Education Area Directors -Child Nutrition Director -Center Managers -Facilitators -Support Service Assistant -Teachers -Assistant Teachers	-Health Services Director -Nurses -Child Nutrition Director -Child Nutrition Coordinator -Education Area Directors -Teachers -Assistant Teachers -Center Managers -Facilitators -Support Service Assistant	-August thru May (Daily) -Yearly Self-Assessment -On-going monitoring	-Daily Schedule -Health Services Procedure (Daily Health Check)
2. The dental curriculum will also reinforce the importance of brushing their teeth after meals.	-All of the Above	-All of the Above	-All of the Above	-All of the Above
3. Parents and staff are educated about proper ways to prevent baby-bottle tooth decay and other early childhood cavities.	-All of the Above	-All of the Above	-All of the Above	-All of the Above

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: 1304.23 (b) (4)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START must involve parent/guardian and appropriate community agencies in planning, implementing and evaluating the agencies' nutritional services.

OBJECTIVE: To involve the parent/guardian and community agencies in evaluating the program's nutritional services.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Child Nutrition Department will implement an advisory committee comprised of members representing the Expanded Nutrition Program, WIC Program, University of Texas Pan American Dietetics Professor / Coordinator and Parent/Guardian to evaluate and ensure quality service delivery. 2. Meetings will be held during the school year to present and discuss the on-going service of the nutrition services.	-Child Nutrition Director -Child Nutrition Coordinator -Health Services Director	-Child Nutrition Director -Child Nutrition Coordinator -Health Services Director	-August thru May (Daily) -On-going monitoring	-Meal Comment Form -Approved Program Plan -TDA Handbook

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: 1304.23 (c) (1) (2) (3) (4) (5) (6) (7)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will contribute to the development and socialization of enrolled children by providing that: a variety of food is served which broadens each child's food experiences; food is not used as punishment or reward and that each child is encouraged but not forced, to eat or taste his or her food; sufficient time is allowed for each child to eat; children and assigned classroom staff, including volunteers, eat together family style and share the same menu to the extent possible; medically-based diets or other dietary requirements are accommodated; and as developmentally appropriate, opportunity is provided for the involvement of children in food-related activities.

OBJECTIVE: To provide a meal service that supports the development and socialization of children and introduces children to a variety of food that broadens their food experience considering their culture and ethnic preferences.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will introduce children to a variety of foods to broaden their food experience considering their cultural and ethnic preferences. Food is not used as a punishment or reward, and each child is encouraged but not forced to eat or taste his or her food. Sufficient time is allowed for each child to eat, including those with disabilities. All children and assigned classroom staff including volunteers eat together family style and share the same menu to the extent possible. Children with medically-based diets or other dietary requirements are accommodated. Medical prescriptions are referred to Child Nutrition Department for the development of a therapeutic diet, modification of menu items and nutrition education to family as needed.	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Education Area Directors -Health Services Director -Special Services Director -Center Managers -Facilitators -Support Services Assistant -Teachers -Assistant Teachers	-Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Services Assistant -Custodians -Teachers -Assistant Teachers -Disability Aides	-August thru May (Daily) -Annual Self-Assessment -On-going monitoring	- Cycle Menu -TDA Form 1606 (Monitor Review) -Therapeutic Diet Menus as applicable

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: 1304.23 (c) (1) (2) (3) (4) (5) (6) (7) (cont'd)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will contribute to the development and socialization of enrolled children by providing that: a variety of food is served which broadens each child's food experiences; food is not used as punishment or reward and that each child is encouraged but not forced, to eat or taste his or her food; sufficient time is allowed for each child to eat; children and assigned classroom staff, including volunteers, eat together family style and share the same menu to the extent possible; medically-based diets or other dietary requirements are accommodated; as developmentally appropriate, opportunity is provided for the involvement of children in food-related activities.

OBJECTIVE: To provide a meal service that supports the development and socialization of children and introduces children to a variety of food that broadens their food experience considering their culture and ethnic preferences.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
2. Classroom staff will implement Nutrition Education including, Smart Snack, ChooseMyPlate.gov (Food Groups) and others. Staff will encourage children to participate in nutrition activities implementing fruits and vegetables and will be explained the importance of proper nutrition. Parents will be provided the opportunity to participate with the children during these activities. Lessons will be incorporated into the education calendar.	-Child Nutrition Director -Child Nutrition Coordinators -Education Area Directors -Center Managers -Facilitators -Teachers -Assistant Teachers	-Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Services Assistant -Teachers -Assistant Teachers	-August thru May (Daily) -On-going monitoring	-Education Calendar -Nutrition Lessons Plans -Menus
3. Currently Hidalgo County Head Start does not serve infants or toddlers.				

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: 1304.23 (d)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will include family assistance with nutrition. Parent education activities must include opportunities to assist individual families with food preparation and nutritional skills.

OBJECTIVE: To provide opportunities to parent/guardian to participate in a basic nutrition course.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will develop and implement an inter-agency collaboration agreement with the Expanded Nutrition Program to enroll parent/guardian in their basic food preparation course. This course will also offer consumer education. Parent/guardian successfully completing the course will be awarded certificate of accomplishment. The Expanded Nutrition Program also includes courses on money management, self-esteem, parenting, feeding children, storing of foods properly, food safety and label reading.	-Child Nutrition Director -Child Nutrition Coordinators -Family Services Director -Education Directors -Center Managers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers	-Child Nutrition Director -Child Nutrition Coordinators -Family Services Director -Education Area Directors -Center Managers -Facilitators -Support Services Assistants	-August thru May (Daily) -On-going monitoring	-Community Partnership Agreement

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: 1304.23 (e) (1)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START must post evidence of compliance with all applicable Federal, State and Tribal and local food safety and sanitation laws, including those related to storage, preparation and service of food and the health of food handlers. In addition, agencies must contract only with food service vendors that are licensed in accordance with State, Tribal or local laws.

OBJECTIVE: To comply with all local, State and Federal regulations for food services.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Child Nutrition department and any other staff with some type of involvement with meal service will receive pre-service and on-going training relating to food service and sanitation. The program will ensure that inspections by local and State sanitation departments are conducted and posted for review.	-Child Nutrition Director -Child Nutrition Coordinators -Child Nutrition employees -Education Area Directors -Center Managers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers -Custodians -Volunteers	-Child Nutrition Director -Child Nutrition Coordinators -Education Area Directors -Center Managers -Facilitators -Support Services Assistants	-August thru May (Daily) -Yearly Self-Assessment -On-going monitoring	-Food Program Required Trainings -Training Agendas
2. The program will ensure that inspections by local and state sanitation departments are conducted and posted for review.	-All of the Above	-All of the Above	-All of the Above	-Health Inspection Documents -Food and Refrigeration Temperature Logs

PERFORMANCE STANDARD: 1304.23 (e) (1) (Cont'd)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START must post evidence of compliance with all applicable Federal, State and Tribal and local food safety and sanitation laws, including those related to storage, preparation and service of food and the health of food handlers. In addition, agencies must contract only with food service vendors that are licensed in accordance with State, Tribal or local laws.

OBJECTIVE: To comply with all local, State and Federal regulations for food services.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
3. Child Nutrition department staff and parent/guardian/volunteers directly involved in the preparation of food will possess a health card and food handler's certificate as applicable.	-Child Nutrition Director -Child Nutrition Coordinators -Child Nutrition employees -Education Area Directors -Center Managers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers -Custodians -Volunteers	-Child Nutrition Director -Child Nutrition Coordinators -Education Area Directors -Center Managers -Facilitators -Support Services Assistants	-August thru May (Daily) -On-going monitoring	-Training Agendas -Certified Food Handler's Certificate -State, County or Local City Certificate

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: 1304.23 (e) (2)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START currently does not serve infants or toddlers.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Currently Hidalgo County Head Start Program does not serve infants or toddlers.				

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: C.F. Regulation: 1304.51 (i) (2) Ongoing Monitoring

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will ensure effective implementation of Federal regulations.

OBJECTIVE: To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Child Nutrition.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff and Parent Child Nutrition Interview – All children nutritional needs will be addressed through a staff and parent interview which will address the basic data collection of nutritional parameters. This interview is conducted prior to each child's first day of Head Start.	-Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers	-Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers -Executive Team Member assigned to monitor center -Yearly Self-Assessment -On-going monitoring	-At time of enrollment -As needed -Yearly Self-Assessment -On-going monitoring	-Child's Folder -Child Nutrition Assessment Form -Inter-Agency Referral Form as applicable -Follow-up documentation
2. Referral Tracking Log – A referral tracking log will be maintained in the Mental Health Department. The tracking will be updated as the referrals are received.	-Mental Health Secretary -Child Nutrition Coordinators	-Child Nutrition Director	-On-going	-Master Tracking Log

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: C.F. Regulation: 1304.51 (i) (2) (Cont'd)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will ensure effective implementation of Federal regulations.

OBJECTIVE: To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Child Nutrition.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
3. Staffing Meetings – Staffing meetings will be held for children with significant disabilities. All areas of need will be discussed (i.e. – special diets, special equipment / materials, medical plan of action, etc.) so that the best possible services may be provided to the child upon enrollment.	-Special Services Director -Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers -Parent	-Special Services Director -Child Nutrition Director -Child Nutrition Coordinators	-Prior to first day of enrollment -As needed -Yearly Self-Assessment -On-going monitoring	-Staffing Notice -Staffing Notes
4. Monitor Review Visits – Unannounced monitor review visits will be conducted by Child Nutrition Coordinators as required by Texas Department of Agriculture. This is a comprehensive required monitoring conducted to all Head Start centers three times a fiscal year.	-Child Nutrition Director -Child Nutrition Coordinators	-Child Nutrition Director -Child Nutrition Coordinator -Executive Team Member assigned to facility	-August thru May -On-going	-TDA Form H1606 (Monitor Review)

EDUCATION SERVICES PLAN

Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: May 15, 2013

SUBJECT: Discussion/Approval of the Child Development & Education Services Program Plan 2013-2014

RATIONALE/NEED: The Education Services Plan must be approved annually to comply with Federal Performance Standards.

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: Child Development & Education Services Program Plan

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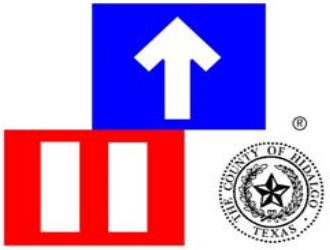
INITIATED BY: Education Area Directors

REVIEWED BY: Nora S. Munoz, Assistant Program Director

EXECUTIVE DIRECTOR'S APPROVAL:

Hidalgo County
Head Start Program



Child Development
& Education Services

Program Plan
2013 – 2014

Advisory Committee Approval: 04.25.13
Policy Council Approval: 05.15.13
Commissioners' Court Approval:

Hidalgo County Head Start Program
Education and Early Childhood Development
Program Plan
2013-2014

Performance Standard: **1304.20 (b)(3)**

Goal: **The HIDALGO COUNTY HEAD START PROGRAM utilizes multiple sources of information on all aspects of each child's development and behaviors, including input from family members, teachers, and other relevant staff.**

Objective: **To use all available resources and methods to ensure that quality services are provided to each child.**

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The classroom teacher, with cooperation from the parents/guardians and other professional consultants as necessary, will develop and update individual plans for each child in the program using information gathered from the following sources: • Parent Interviews; • Assessments / Screening data; • Teacher observations; and • Teacher progress notes.	- Teachers - Parents - Educational Consultants (if applicable)	- Center Manager - Education Area Directors	- Within 45 days of enrollment - As needed Throughout PY (2013-2014)	-Child's Individual Plan Form -Progress Notes Form -Observation Notes -Child's Individual Results of Assessment/ Screenings
The classroom teacher will utilize the ten (10) C.L.A.S.S. (Classroom Assessment Scoring System) dimensions to support and maximize students learning in the domains outlined in the Head Start Child Development and Early Learning Framework thru: • Training in the ten(10) dimensions of C.L.A.S.S. and the Head Start Child Development and Early Learning Framework will be provided to all classroom staff and Center Managers; • A practice and feedback staff development model will be used to ensure teachers/assistants mastery of each dimension and The Head Start Child Development and Early Learning Framework; • C.L.A.S.S. dimensions will be included in the teacher/assistant appraisal instruments.	- Education Directors	-Center Manager - Education Area Directors	-Pre-Services Training Aug. '13 -In-Services Training for PY 2013-2014 -On-Site Training as needed -New employee orientation	-Staff Training Logs -Staff Training Sign-In Roster -Training Agendas

Hidalgo County Head Start Program
Education and Early Childhood Development
Program Plan
2013-2014

Performance Standard: 1304.20 (f)(1)

Goal: The HIDALGO COUNTY HEAD START PROGRAM uses information from the developmental, sensory and behavioral screening, the on-going observations, medical/dental evaluations, treatments and insight from the parents to determine how the program can best respond to the child's individual needs.

Objective: To provide opportunity for staff and parents to discuss and develop individual plans in order to ensure that each child is provided with all necessary services to respond to their individual characteristic, strengths and needs.

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The classroom teacher assesses the developmental level of each child upon their entry into the program using the following instruments: • Learning Accomplishment Profile Diagnostic (LAP-D); • Language Survey; • Devereux Early Childhood Assessment Program (DECA); and • Speech Screener; and • Pre-K CIRCLE Assessment (If Applicable)	-Teachers -Assistant Teacher	-Center Managers -Education Area Directors -Special Services Director -Mental Health Director	-At time of enrollment within 45 days -As needed (2013-2014)	-LAP-D Assessment Protocol -Language Survey Form -DECA Instrument -Speech Screener Instrument
The classroom teacher discusses the results of all the screenings and assessments with the parents / guardians in their dominant language. Together they develop an Individual Plan for their child.	-Teachers -Assistant Teacher	-Center Managers -Education Area Directors	-Within 45 days enrollment and as needed (2013-2014)	-LAP-D Individual Child Results -Parent/Teacher Conference CIP Form

Hidalgo County Head Start Program
Education and Early Childhood Development
Program Plan
2013-2014

Performance Standard: **1304.21 (a)(1)(i)(ii)(iii)(iv)(v)**

Goal: **The HIDALGO COUNTY HEAD START PROGRAM ensures that all children gain social competence, skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life.**

Objective: **(i) To provide children with developmentally appropriate educational strengths that address each child as an individual with different rates of development, interests, temperaments, languages, cultural backgrounds, and learning styles.**

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The classroom teachers are selected and screened to ensure that they are highly qualified, sensitive, and caring about cultural differences and have knowledge in the area of child growth and development.	-Civil Service Personnel -Head Start Policy Council	-Head Start Program Director -Head Start Personnel Department	-On going as positions are needed (2013-2014)	-Job application -Résumé -Personnel files
The classroom teacher completes a language survey for each child entering the program which helps them to identify the dominant language of the child and his / her family. The Child will participate in a Dual Language Program (English/Spanish). The primary language of instruction and assessing for the child will be determined with the Language Survey. Language development will be in both languages.	-Teachers -Assistant Teacher	-Center Managers -Education Area Directors	-Within three weeks of enrollment (2013-2014)	-Language Survey
The classroom teacher receives training and guidance on the proper usage and Implementation of the Spanish and English language to ensure that the needs and development of each child and family are met.	-Education Director -Specialized Education Consultants	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Training agendas -Training Sign-In Rosters
The classroom teacher presents all activities and introduces concepts to the children in their primary language. Resources used are: The Head Start Child Development and Early Learning Framework C.I.R.C.L.E. (Center for Improving the Readiness of Children for Learning & Education) Journeys Early Literacy &Technology Program Planning Guide Space Curriculum Mental Health/Kindness Curriculum Head Start Picturing America Additional State Curriculums (If Applicable)	-Teachers -Assistant Teacher	-Center Manager -Education Area Directors	-Daily August thru May (2013-2014)	-On Site T/TA Forms -Weekly Lesson Plan -Classroom Monitoring Checklist

Hidalgo County Head Start Program
Education and Early Childhood Development
Program Plan
2013-2014

Performance Standard: 1304.21 (a)(1)(i)(ii)(iii)(iv)(v)

Goal: The HIDALGO COUNTY HEAD START PROGRAM ensures that all children gain social competence, skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life.

Objective: (i) To provide children with developmentally appropriate educational strengths that address each child as an individual with different rates of development, interests, temperaments, languages, cultural backgrounds, and learning styles.

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The classroom teacher prepares lesson plans to reflect activities that are developmentally appropriate and helps children learn to make choices in a given situation.	-Teachers -Assistant Teachers	-Center Manager -Education Area Directors	-Weekly August thru May (2013-2014)	-Weekly Lesson Plans -Classroom Monitoring Checklist
The classroom teacher guides the children to become independent, promotes autonomy and encourages their social emotional development. Using the Head Start Child Development & Early Learning Framework as a guide, he/she plans activities such as; pouring, dressing themselves, brushing teeth, cleaning up after activities, etc. to help the children develop self-help skills.	-Teachers -Assistant teachers	-Center Manager -Education Area Directors	-Daily August thru May (2013-2014)	-Weekly Lesson Plan -Classroom Monitoring Checklist
The classroom teacher encourages and recognizes children's accomplishments by providing them with consistent and genuine positive praise and reinforcement.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Classroom Monitoring Checklist
The classroom teacher makes modifications as necessary in order to ensure that all the activities are developmentally appropriate and help all the children to achieve success.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily as needed August thru May (2013-2014)	-Classroom Monitoring Checklist

Hidalgo County Head Start Program
Education and Early Childhood Development
Program Plan
2013-2014

Performance Standard: **1304.21 (a)(1)(i)(ii)(iii)(iv)(v)**

Goal: **The HIDALGO COUNTY HEAD START PROGRAM ensures that all children gain social competence, skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life.**

Objective: **(ii) To include in the daily activities of all children, including children with disabilities and plan according to their individual needs and strengths.**

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The classroom teacher groups the children based on data gathered according to specific needs, and levels of development and provides activities to help them grow and respond to their individual needs and strengths.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-LAP-D Assessment-Weekly Lesson Plans
The classroom teacher provides the children with individualized assistance during small group activity and throughout the day as needed to meet their specific needs.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-IEPs -LAP-D Individual Results -Weekly Lesson Plans
The classroom teacher receives training on how to integrate special activities in their daily lesson plan to help address the needs of the children with disabilities. NOTE: Training focuses on the needs of the children who are visually or physically challenged, behavior management, and or any other condition identified by the IGO & IEP.	Directors from: -Staff Development -Special Services -Education	-Center Managers -Education Area Directors	-Pre-Services Training Aug. '13 -In-Services Training for PY 2013-2014 -On-Site Training as needed	-Staff Training Logs -Staff Training Sign-In Roster -Training Agendas

Hidalgo County Head Start Program
Education and Early Childhood Development
Program Plan
2013-2014

Performance Standard: **1304.21 (a)(1)(i)(ii)(iii)(iv)(v)**

Goal: **The HIDALGO COUNTY HEAD START PROGRAM ensures that all children gain social competence, skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life.**

Objective: **(iii) To provide an environment for all children where they feel accepted and which supports and respects diversity, gender, culture, language, ethnicity, and family composition.**

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The classroom teacher receives training to enhance their knowledge and understanding of the cultural background of the children and families in the program. NOTE: Through interviews with the parents and the use of the "Suggestion Box" at the centers, parents are encouraged to share ideas, books, music, and foods relevant to their cultural background.	-Staff Development Director -Education Area Directors -Education Consultants	-Center Managers -Education Area Directors	-Pre Services Training Aug '13 -In-Services Training -On going as needed	-Training Logs -Training Sign In Roster -Training Agendas
The classroom teacher models courtesy and respect to all the children and responds to their individual needs for belonging in a group, and for developing a positive self concept.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Classroom Monitoring Checklist
The classroom teacher provides the children with opportunities throughout the day to come together as a group (circle time, group games, etc.) to nurture their social and emotional skills.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily As needed August thru May (2013-2014)	-Classroom Monitoring Checklist -Weekly Lesson Plans
The program selects and employs classroom teachers who meet Head Start qualifications & education and are sensitive and caring about cultural differences, and have knowledge in the area of Early Childhood Education.	-County Personnel Department -Personnel Staff -H.S. Policy Council	-H. S. Program Director -Personnel Staff -Education Area Directors	-On going as positions are needed	-Job Application -Resumes -Personnel Files

Hidalgo County Head Start Program
Education and Early Childhood Development
Program Plan
2013-2014

Performance Standard: **1304.21 (a)(1)(i)(ii)(iii)(iv)(v)**

Goal: **The HIDALGO COUNTY HEAD START PROGRAM ensures that all children gain social competence, skills, and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life.**

Objective: **(iii) To provide an environment for all children where they feel accepted and which supports and respects diversity, gender, culture, language, ethnicity, and family composition.**

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The program selects and hires classroom teachers who understand and speak the dominant language of the families and the children.	-Civil Services Department -Personnel Staff -H.S. Policy Council	-H.S. Program Director -Personnel Staff -Education Area Directors	-On going as positions are needed (2013-2014)	-Job Application -Resumes -Personnel Flies
The classroom teacher provides lessons that include activities with materials, and story books that reflect equal opportunities for both boy and girl participants, and which are culturally sensitive. NOTE: The activities are taken from the Curriculum and from other resources such as the C.I.R.C.L.E. Manual, Planning Guide, etc.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Weekly Lesson Plans

Hidalgo County Head Start Program
Education and Early Childhood Development
Program Plan
2013-2014

Performance Standard: **1304.21 (a)(1)(i)(ii)(iii)(iv)(v)**

Goal: **The HIDALGO COUNTY HEADSTART PROGRAM ensures that all children gain social competence, skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life.**

Objective: **(iv)To provide, on a daily basis, a balanced program of child initiated and adult guided activities, including individual and group activities.**

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The classroom teacher plans and implements daily activities using developmentally appropriate activities from researched resources to provide a well-balanced program of instruction on a daily basis	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Classroom Monitoring Checklist -Weekly Lesson Plans
The Weekly Lesson Plans reflect the following types of activities/opportunities: • Small group; • Large group; • Individualization; • Child Initiated; and • Adult Initiated.	-Teachers -Assistant Teachers	-Center Manager -Education Area Directors	-Daily August thru May (2013-2014)	-Daily Schedule -Weekly Lesson Plans
The daily schedule is flexible and allows for spontaneous learning, child initiated and teacher directed activities.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Daily Schedule -Classroom Monitoring Checklist
To enhance the quality of the instruction, the Program has provided supplemental curriculums such as: • Planning Guide • C.I.R.C.L.E. • Journeys Early Literacy & Technology Program • The Head Start Child Development and Early Learning Framework • Space Curriculum • Mental Health/Kindness Curriculum • Head Start Picturing America	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-C.I.R.C.L.E. Manual

Hidalgo County Head Start Program
Education and Early Childhood Development
Program Plan
2013-2014

Performance Standard: 1304.21 (a)(1)(i)(ii)(iii)(iv)(v)

Goal: The HIDALGO COUNTY HEAD START PROGRAM ensures that all children gain social competence, skills, and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life.

Objective: (v) To provide children with opportunities to independently use toilet facilities and to support/encourage children who need help with additional training in this area.

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
Upon entry to the center the classroom teacher introduces the children to the center environment including the location of the bathroom facilities.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Upon enrollment of the children -Daily thereafter August thru May (2013-2014)	-N/A
The classroom teacher provides the children with a set schedule for bathroom routine during the first days of class and on a regular basis thereafter.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Classroom Daily Schedule
The classroom teacher reminds and encourages the children throughout the day to use toilet facilities when necessary.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May(2013-2014)	-Classroom Daily Schedule
The classroom teacher talks with the parents about their child's toileting experiences at home and encourages them to dress the child in clothing that the child can easily manage.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Upon enrollment of the children -Daily August thru May (2013-2014)	Classroom Daily Schedule

Hidalgo County Head Start Program
Education and Early Childhood Development
Program Plan
2013-2014

Performance Standard: **1304.21 (a)(2)(i)(ii)(iii)**

Goal: **The HIDALGO COUNTY HEAD START PROGRAM involves the parents in all aspects of their child's growth and development.**

Objective: **(i) To invite all parents to become involved in the development of the Program's Curriculum and Approach to Child Development and Education.**

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
Parents are engaged in curriculum planning for the Program and in developing activities for the classrooms that reflect the ethnic background of the children and families in the Program such as: • Special celebrations (Fall, Winter or Spring), • Preparing ethnic foods, • Sharing music, stories, traditions, etc., • Art projects, and • Volunteering in the classroom and field trips.	- Center Managers -Teachers -Assistant Teachers	-Center Managers -Education Directors	-August thru May (2013-2014)	-Advisory Committee Minutes -Agendas And Sign In Roster -Volunteer Sign In Roster -Weekly Lesson Plans
The parents are invited to become engaged in updating the Education Program Plan by including them as part of the Advisory Committee.	-Education Area Directors -Center Managers	-Program Director -Assistant Program Director	-April (2013) and throughout the year as needed.(2013-2014)	-Advisory Committee Minutes -Advisory Committee Sign-In-Roster
The parents are encouraged to share their ideas, books, music, and foods that are relevant to their culture through interviews, the "Suggestion Box" at the center, during their participation in lesson planning, home visits, annual nutrition contest and during the scheduled Parents/Teacher Conferences.	-Center Managers -Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-August thru May (2013-2014)	-Home Visit record -Parent / Teacher Conference Notes -Suggestion Box

Hidalgo County Head Start Program
Education and Early Childhood Development
Program Plan
2013-2014

Performance Standard: **1304.21 (a)(2)(i)(ii)(iii)**

Goal: **The HIDALGO COUNTY HEAD START PROGRAM involves the parents in all aspects of their child's growth and development.**

Objective: **(i) To invite all parents to become involved in the development of the Program's Curriculum and Approach to Child Development and Education.**

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The classroom teacher prepares Take-Home activities for each child based on their individual needs. The activities are sent home to engage the parents to spend time with their child and help them to understand their child's academic development and needs. These activities are an extension of the activities being implemented in the classroom's interdisciplinary unit of study and/or individualize activities based on assessments/observations.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-August thru May (2013-2014	-Parent/ Child Take Home Activity Roster

Hidalgo County Head Start Program
Education and Early Childhood Development
Program Plan
2013-2014

Performance Standard: **1304.21 (a) (2)(i)(ii)(iii)**

Goal: **The HIDALGO COUNTY HEAD START PROGRAM engages the parent in all aspects of their child's Growth and Development.**

Objective: **(ii) To provide parents opportunities to increase their skills in observing the children and to share information with the staff that help in planning the learning experiences for children.**

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
Training is provided to parents through workshops, seminars, conferences, and through the use of community resources such as: WIC Program (Women, Infants and Children) help them to better understand child growth and development.	Directors from -Family Services -Health Services -Disability Services -Mental Health Services -Education Services	-Center Managers -Education Area Directors	-August thru May as needed (2013-2014)	-Parent Training Sign-In Rosters -Parent Training Agendas
Coordinated trainings with parents and teachers are provided to help the parents understand and recognize developmental milestones of their children.	Directors from: -Family Services -Health Services -Disability Services -Mental Health Services -Education Services	-Center Managers -Education Area Directors	-August thru May as needed (2013-2014)	-Parent Training Sign-In Rosters -Parent Training Agendas
The classroom teacher and the parents communicate regularly to discuss routines, children's behavior and developmental progress.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-August thru May as needed (2013-2014)	-Home Visits -Parent/ Teacher Conference Notes

Hidalgo County Head Start Program
Education and Early Childhood Development
Program Plan
2013-2014

Performance Standard: **1304.21 (a) (2)(i)(ii)(iii)**

Goal: **The HIDALGO COUNTY HEAD START PROGRAM involves the parent in all aspects of their child's growth and development.**

Objective: **(ii) To provide parents opportunities to increase their skills in observing children and to share information with staff that help in planning the learning experiences for children.**

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The classroom staff encourages parents to become engaged by: • **Visiting the classroom and observing children in the group setting;** • **Observing children at home to help them understand their child's developmental needs;** • **Collaborating (parent/teacher) and providing input to plan for the child's individual needs; and** • **Using the plan to provide learning experiences in the classroom and at home.**	**-Teachers** **-Assistant Teachers**	**-Center Managers** **-Education Area Director**	**-August thru May (2013-2014)**	**-Home Visits Forms** **-Conference Notes** **-Weekly Lesson Plans**

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Performance Standard: 1304.21 (a) (2)(i)(ii)(iii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM involves the parents in all aspects of their child's growth and development.

Objective: (iii) To encourage parents to participate in staff and parent conferences and home visits to discuss their child's development and education.

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The classroom teacher conducts parent / teacher conferences three times a year and as needed to: • Inform parents of their child's progress and discuss results of any screening and assessment; and • Engage them in the development of their child's individual plan.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-August thru May as needed (2013-2014)	-Parent Conference Form -Progress Report form -Weekly Lesson Plans
The classroom teacher conducts two (2) home visits to each child's home during the program year. These are done at the beginning and at the end of the year. Additional home visits are done as needed throughout the program year.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-October 2013 -April 2014 and as needed	-Home Visit Form
The parents are provided with training in child rearing practices and parenting skills through the use of programs such as "Exploring Parenting" and other community resources which are available to the program.	-Family Services Director -Support Services Staff	-Family Services Director -Education Area Director	-August thru May (2013-2014)	-Exploring Parenting Program

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Performance Standard: **1304.21 (a) (3)(i) (A)(B)(C)(D)(E) (ii)**

Goal: **The HIDALGO COUNTY HEAD START PROGRAM provides for and support the social and emotional development of each child enrolled in the program.**

Objective: **(i) (A)(B)(C)To encourage development of trust, independence, and self-control that enhances each child's individual strengths.**

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The classroom teacher builds a trusting relationship with each child by: • **Warm greetings:** • **Using the child's name at all times;** • **Communicating with the children in their primary language; and** • **Providing an environment that is safe and nurturing.** • **Creating positive adult/child interaction.**	**-Teachers** **-Assistant Teachers**	**-Center Managers** **-Education Area Directors**	**-Daily August thru May (2013-2014)**	**-Center Monitoring Tool**
The classroom teacher fosters independence by increasing children's understanding of themselves as individuals in relation to others and by allowing them to do for themselves as much as they can to enhance their self-help skills by: • **Practicing family style serving where local health departments allow it; and** • **Using the "Helping Hands" and similar management charts in the classroom.**	**-Teachers** **-Assistant Teachers**	**-Center Managers** **-Education Area Directors**	**-Daily August thru May (2013-2014)**	**-Center Monitoring Tool**
The classroom teacher encourages self-control by setting clear, consistent limits, and establishing realistic expectations by: • **Involving children in establishing classroom rules;** • **Providing positive guidance and reinforcement;** • **Expecting from children only that which they are capable of doing;** • **Giving positive praise and encouragement; and** • **Implementing the P.B.S. (Positive Behavior Support) Strategies.**	**-Teachers** **-Assistant Teachers**	**-Center Managers** **-Education Area Directors**	**-Daily August thru May (2013-2014)**	**-Center Monitoring Tool** **-P.B.S. forms**

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Performance Standard: 1304.21(a) (3)(i) (A)(B)(C)(D)(E)(ii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM provides for and support the social and emotional development of each child enrolled in the program.

Objective: (i)(D)(E) To encourage development of respect for other's feelings and rights that enhances each child's individual strengths.

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The classroom teacher encourages children to respect the feelings and rights of others by: • **Showing respect to each child by listening and responding to individual needs, and addressing each child by name;** • **Providing the children with the opportunity to come together as a group (circle time, outdoor play) to enhance their social emotional skills; and** • **Being positive role models by using please, thank you and excuse me.**	**-Teachers** **-Assistant Teachers**	**-Center Managers** **- Education Area Directors**	**-Daily August thru May (2013-2014)**	**-Center Monitoring Tool** **-Classroom Observation Tool**
The classroom teacher supports and respects home language, culture and family composition of each child in ways that support the child's mental health and well- being by: • **Presenting activities and concepts to children in their primary language;** • **Ensuring that all materials and activities in the classroom reflect acceptance and support of the different composition and ethnic background of the families enrolled in the program; and** • **Supporting Cross-Cultural Responsiveness and Ethnic backgrounds**	**-Teachers** **-Assistant Teachers**	**-Center Managers** **-Education Area Directors**	**-Daily August thru May (2013-2014)**	**-Center Monitoring Tool**

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Performance Standard: **1304.21 (a) (3)(i)(A)(B)(C)(D)(E)(ii)**

Goal: **The HIDALGO COUNTY HEAD START PROGRAM provides for and support the social and emotional development of each child enrolled in the program.**

Objective: **(ii) To provide children with routines and transitional activities that occur on a timely, predictable and unrushed manner and that are developmentally appropriate.**

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The classroom teacher follows a daily schedule and provides consistent routines to ensure that the children know at all times what is happening in the classroom. A large size picture schedule is posted at the children's level.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Daily Schedule
The classroom teacher continuously uses transitional activities to help children recognize signs of preparing for or completing an activity or task.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Daily Schedule -Weekly Lesson plans

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Performance Standard: **1304.21 (a) (4)(i)(ii)(iii)(iv)**

Goal: **The HIDALGO COUNTY HEAD START PROGRAM provides for the development of each child's cognitive and language skills.**

Objective: **(i) To support each child in their learning by using various strategies including experimentation, inquiry, observation, play and exploration.**

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The classroom teacher sets up learning centers such as Math/Science, Pretend and Learn, Library and Listening, etc., offers materials, and plans activities which are developmentally appropriate for children in the group to encourage: • **Open/ended questioning;** • **Experimentation and exploration; and** • **Self/directed play and observation.** • **Frequent conversations.** • **Repetition and Extension activities.** • **Social Development.** • **Language Development.**	**-Teachers** **-Assistant Teachers**	**-Center Managers** **-Education Area Directors**	**-Daily August thru May (2013-2014)**	**-Center Monitoring Tool** **-Weekly Lesson Plans**
The classroom teacher plans and carries out field trips which are relevant to the curriculum units and which encourage exploration and questioning.	**-Teachers** **-Assistant Teachers**	**-Center Managers** **-Education Area Directors**	**-Daily August thru May (2013-2014)**	**-Field Trip Request** **-Weekly Lesson plans**

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Performance Standard: 1304.21 (a) (4)(i)(ii)(iii)(iv)

Goal: The HIDALGO COUNTY HEAD START PROGRAM provides for the development of each child's cognitive and language skills.

Objective: (ii) To provide children with opportunities for creative self expression through activities such as art, music, movement and dialogue.

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The classroom teacher divides the classroom into learning centers, provides materials that are readily available, and plans activities which are appropriate for the children's age and stage of development. The recommended Learning Centers are: • Math/Science • Pretend and Learn • Construction • ABC Center • Writer's Center • Computer Center • Creativity Station • Library and Listening • Music Note: Depending on the classroom space, the number of learning centers will vary and will be rotated on a systematic schedule.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Weekly Lesson Plans -Daily Schedule -Center Monitoring Tool
The teacher has different types of music, art media at centers, and other props to encourage the children to express their emotions, feelings, and creativity.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Weekly Lesson Plans -Daily Plans
The classroom teacher gives the children many opportunities to interact with each other and with other adults in the classroom through games, circle time, meals and outdoor play.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily -August thru May (2013-2014)	-Weekly Lesson Plans -Daily Schedule

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Performance Standard: **1304.21 (a) (4)(i)(ii)(iii)(iv)**

Goal: **The HIDALGO COUNTY HEAD START PROGRAM provides for the development of each child's cognitive and language skills.**

Objective: **(iii) To promote interaction and language use among children and between children and adults.**

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The classroom teacher interacts with children in the learning centers, small/large group activities, during meals, and outdoor play to encourage social interaction and conversation among peers and other adults.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Classroom Monitoring Tool
The classroom teacher provides games, songs, stories, finger plays, letter wall activities, etc., with new and theme related words to help children increase their vocabulary development.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Weekly Lesson Plans -Classroom Monitoring Tool
The classroom teacher takes into account the dominant language of the children in her/his group when presenting activities and having conversations with them.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Weekly Lesson Plans -Classroom Monitoring Tool
The classroom teacher ensures that he/she and other adults in the classroom model appropriate language such as: using correct grammar, using complete sentences, and expanding children's efforts to listen and converse.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Classroom Monitoring Tool

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Performance Standard: **1304.21 (a) (4)(i)(ii)(iii)(iv)**

Goal: **The HIDALGO COUNTY HEAD START PROGRAM provides for the development of each child's cognitive and language skills.**

Objective: **(iv) To provide support for emergent literacy and numeracy development through materials and activities according to the developmental level of each child.**

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The classroom teacher encourages children to acquire letter and number recognition through the use of learning centers, alphabet / letter wall, small & large group activities, labeling of children's cubbies and personal belongings.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Weekly Lesson Plans -Center Monitoring Tool
The classroom teacher provides a print rich environment by labeling furniture and items in the classroom; such as doors, shelves, chairs, in both English and Spanish (door-puerta, chair-silla).	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Center Monitoring Tool
The classroom teachers use the language experience approach to provide materials and opportunities for children to write and see their spoken words (chart tablets, writer's corner, labeling of children's work/creations, daily news and journals).	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Center Monitoring Tool
The classroom teacher shares with the parents methods they can use around the home environment to encourage literacy and numeracy development through letters, phone calls, parent trainings, parent/child take home activities, and at monthly parent meetings.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Parent/ Child Take Home Activities Form

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Performance Standard: **1304.21 (a) (5)(i) (ii)(iii)**

Goal: **The HIDALGO COUNTY HEAD START PROGRAM ensures that each child's physical development is promoted.**

Objective: **(i) To provide time, indoor and outdoor space, equipment, materials, and adult guidance for active play and movement to support the development of each child's gross motor skills.**

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The daily schedule includes time for guided, independent, indoor, and outdoor activities for the development of gross motor skills. It is recommended to include outdoor play both in the morning and in the afternoon time. Some of the equipment used includes: climbing apparatuses, tricycles, swings, balance beams, musical instruments, etc.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Weekly Lesson Plans -Center Monitoring -Daily Schedule
The classroom teacher is actively involved with the children during games and motor development activities to ensure for safe and active learning.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Center Monitoring Tool
All the materials and equipment for both indoor and outdoor use are carefully selected to ensure that the children's individual needs are met.	-Program Director -Assistant Program Director	-Center Managers -Education Area Directors	-August thru May (2013-2014) as needed	N/A

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Performance Standard: **1304.21 (a) (5)(i)(ii)(iii)**

Goal: **The HIDALGO COUNTY HEAD START PROGRAM ensures that each child's physical development is promoted.**

Objective: (i) **To provide time, indoor and outdoor space, equipment, materials, and adult guidance for active play and movement to support the development of each child's gross motor skills.**

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The classroom teacher arranges physical space both indoors and outdoors to allow the children to have room for activities such as: roll over, crawl, sit, walk, and exploration of new skills.	**-Teachers -Assistant Teachers**	**-Center Managers -Education Area Directors**	**-Daily August thru May (2013-2014)**	**-Center Monitoring Tool**

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Performance Standard: 1304.21 (a) (5)(i)(ii)(iii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM ensures that each child's physical development is promoted.

Objective: (ii) To provide time, space, equipment, materials, and adult guidance for the development of fine motor skills according to each child's development level.

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The classroom teacher plans and provides developmentally appropriate activities for the children to encourage the use of their fine motor skills and eye/ hand coordination.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Weekly Lesson Plans
The classroom teacher uses materials such as: lacing beads, lacing cards, puzzles, clay, scissors, dexterity boards, paper tearing, etc. with the children to develop and strengthen their fine motor skills.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Weekly Lesson Plans

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Performance Standard: **1304.21 (a) (5)(i)(ii)(iii)**

Goal: **The HIDALGO COUNTY HEAD START PROGRAM ensures that each child's physical development is promoted.**

Objective: **(iii) To provide an appropriate environment and adult guidance for the participation of children with special needs.**

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The classroom teacher provides developmentally appropriate activities for children with special needs to encourage small muscle and eye-hand coordination using the Individual Education Plans (IEP) and Individual Goals & Objectives (IGO).	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors -Disability Services Director	-Daily August thru May (2013-2014)	-Weekly Lesson Plans
The classroom teacher uses materials such as, lacing beads, lacing cards, puzzles, clay, scissors, dexterity boards, paper tearing, etc., with the special needs children to encourage fine motor development following recommendations from the Individual Education Plans (IEP) and Individual Goals & Objectives (IGO).	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors -Disability Services Director	-Daily August thru May (2013-2014)	-Weekly Lesson Plans
The classroom teacher plans activities and uses strategies to include all the children in social activities, encouraging them to participate in all or most activities as specified in the Individual Education Plans (IEP) and Individual Goals & Objectives (IGO).	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors -Disability Services Director	-Daily -August thru May (2013-2014)	-Weekly Lesson Plans

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Performance Standard: 1304.21 (b)(1) (i)(ii)(iii), 1304.21 (b) (1)(i0(ii)(iii), 1304.21 (b) (1)(i)(ii)(iii), 1304.21 (b) (2) (i)(ii), 1304.21 (b)(2)(i)(ii), 1304.21 (b)(3)(i)(ii), 1304.21 (b) (3)(i)(ii)

Goal:

Objective: Section 1304.21 (b) applies to the Infants & Toddlers Program. AT THE PRESENT TIME THE HIDALGO COUNTY HEAD START PROGRAM DOES NOT OPERATE AN EARLY HEAD START PROGRAM

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms

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Performance Standard: 1304.21 (c) (1) (i)(ii)(iii)(iv)(v)(vi)(vii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with the parent/guardian develops and implements a comprehensive curriculum.

Objective: (i) **To support each child's individual patterns of development and learning.**

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The classroom staff engages the parents in discussing information gathered from observations, physicals, screenings, assessments, etc. to plan for individual needs of their child.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Upon Enrollment (within 45 or 90 days) 2013-2014	-Physical Exams -Classroom Observation Notes Assessment Instrument (LAP-D, DECA)
The classroom staff observes the children during classroom activities and records progress and or changes. The data gathered is shared with parents during parent conferences, home visits, etc.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Progress Notes
The children are grouped according to the developmental levels in specific areas and are provided with activities to help them grow and respond in these areas. Parents are engaged in home activities that assist in the development.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Weekly Lesson Plans
The classroom staff is trained on developmental milestones for preschoolers.	-Staff Development Director -Education Area Directors	-Center Managers -Education Area Directors	-August thru May (2013-2014) As needed	-Training Agendas -Training Sign In Roster

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Performance Standard: **1304.21 (c) (1)(i)(ii)(iii)(iv)(v)(vi)(vii)**

Goal: **The HIDALGO COUNTY HEAD START PROGRAM in collaboration with the parent/guardian develops and implements a comprehensive curriculum.**

Objective: **(ii) To provide for the development of cognitive skills of children by encouraging each child to organize their experiences, to understand concepts and to develop age appropriate skills in literacy, numeracy, reasoning, problem solving and decision making to form a foundation for school readiness.**

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The classroom teacher provides activities using games, beads, sorting materials, puzzles, etc., to increase the children's cognitive and communication skills.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Weekly Lesson Plans
The classroom teacher offers activities and materials which vary in difficulty to support the children's individual needs and interests.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Weekly Lesson Plans
The classroom teacher uses developmentally appropriate strategies to encourage the children to learn concepts and skills in critical areas such as; science, social studies, language, literacy, numeracy, art, music / movement, etc.	-Teachers -Assistant Teacher	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Weekly Lesson Plan
The classroom teachers are provided with guidance and training on questioning techniques to help the children develop their thinking skills.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Pre Services 2012 -In Services PY 2013-2014	-Training Agendas -Training Sign In Roster

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Performance Standard: **1304.21(c) (1)(i)(ii)(iii)(iv)(v)(vi)(vii)**

Goal: **The HIDALGO COUNTY HEAD START PROGRAM in collaboration with the parent/guardian develops and implements a comprehensive curriculum.**

Objective: **(iii) To integrate all educational aspects of the health, nutrition, and mental health into the program activities.**

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The classroom teacher engages the parents in preparing the children for physical exams and all health related services using the following: • Home activities; • Books about Health Professions like: doctors, nurses, dentist, etc.; and • Materials in the dramatic areas (nurse's and doctor's uniforms, lights, stethoscopes, etc).	-Teachers -Assistant Teachers	-Health Director -Center Managers -Education Area Directors	-August upon Enrollment (2013-2014)	-Weekly Lesson Plans (Special Events Section)
The classroom teacher implements daily nutritional activities using the Head Start Nutrition Curriculum and other resources. Once a month hands on nutrition activities are provided by our nutrition department.	-Teachers -Assistant Teachers	-Nutrition Director -Center Managers -Education Area Directors -Nutrition Director	-Weekly August thru May (2013-2014)	-Weekly Lesson Plans -Curriculum Calendar -Nutrition Curriculum
The classroom teacher uses a mental health curriculum "Kindness Curriculum", to implement activities related to concerns and/or fears and issues which are identified through observations or identified by the parent or teacher.	-Teachers -Assistant Teachers	-Mental Health Director -Center Managers -Education Area Directors	-Weekly August thru May (2013-2014)	-Weekly Lesson Plans -Curriculum Calendar -Kindness Curriculum

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Performance Standard: 1304.21 (c) (1)(i)(ii)(iii)(iv)(v)(vi)(vii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with the parent/guardian develops and implements a comprehensive curriculum.

Objective: (iv) To ensure that the classroom environment helps children develop emotional security and confidence in social relationships.

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The classroom teacher provides a positive environment and engages the children in opportunities to help them develop social skills to get along with others.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Center Monitoring Tool
The classroom teacher provides opportunities for the children to develop friendships with peers and also helps them to learn how to respect and how to communicate effectively with each other. Using words such as: please, thank you, excuse me, etc., which will encourage a positive climate.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Center Monitoring Tool
The classroom teacher sets up learning centers such as: pretend & learn, music, computer station, and etc. to support the children's interactive play with enough materials to facilitate problem solving skills.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-August thru May (2013-2014)	-Center Monitoring Tool

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Performance Standard: **1304.21 (c) (1)(i)(ii)(iii)(iv)(v)(vi)(vii)**

Goal: **The HIDALGO COUNTY HEAD START PROGRAM in collaboration with the parent/guardian develops and implements a comprehensive curriculum.**

Objective: **(v) To enhance children's awareness of themselves as individuals and as a member of the group.**

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The classroom teacher conducts daily activities which are developmentally appropriate and helps the children develop their ability to make positive choices.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Daily Schedule -Weekly Lesson Plans
The classroom teacher provides the children with opportunities to play and interact together during games and group activities to help them feel comfortable in the classroom environment and learn respect for adults and each other.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Daily Schedule -Weekly Lesson Plans -Center Monitoring Tool
The classroom teacher provides the children hands-on opportunities and activities where they can experience success and develop a sense of self-worth.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Center Monitoring Tool
The classroom teacher provides individual space for each child, labeled with their name, for their personal belongings.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Center Monitoring Tool

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Performance Standard: 1304.21 (c) (1)(i)(ii)(iii)(iv)(v)(iv)(vii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with the parent/guardian develops and implements a comprehensive curriculum.

Objective: (vi) To provide opportunities for each child to succeed and to develop feelings of competence, self esteem and positive attitudes toward learning.

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The classroom teacher provides the children with a safe and healthy risk-free learning environment where the children are comfortable and happy.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Center Monitoring Tool
The classroom teacher provides the children with consistent and positive praise to foster their self-esteem.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Center Monitoring Tool
The classroom teacher adapts the curriculum in order to offer developmentally appropriate activities to help all the children achieve success.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Weekly Lesson Plans -Child's Individual Plan
Parents are provided the opportunities to attend parent sessions which address strategies to help their children develop competence, self-esteem and a positive learning attitude.	-Facilitators -Center Managers	-Family Services Director -Education Area Directors	-Monthly 2013-2014 and as needed	-Exploring Parenting Program -Center Committee Agendas

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Performance Standard: **1304.21 (c) (1)(i)(ii)(iii)(iv)(v)(vi)(vii)**

Goal: **The HIDALGO COUNTY HEAD START PROGRAM in collaboration with the parent/guardian develops and implements a comprehensive curriculum.**

Objective: **(vii) To provide individual and small group experiences both for indoor and outdoor.**

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Date of Completion	Evaluations/ Forms
The classroom teacher arranges the learning environment into identifiable centers such as: library center, computer center, construction center, and pretend and learn center to give the children the opportunity to work in small group and independently.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Daily Schedule -Weekly Lesson Plans
The classroom teacher allows for time in his/her daily schedule for small, large and independent groups, which give opportunity for the children to share ideas, materials and to help each other.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Daily Schedule -Weekly Lesson Plans
The classroom teacher plans and carries out activities during outdoor play using equipment and space for the children to use independently or in a group.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Daily August thru May (2013-2014)	-Daily Schedule -Weekly Lesson Plans

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Performance Standard: 1304.21 (c) (2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM utilizes a variety of strategies to promote and support children's learning and developmental progress.

Objective: To provide children with activities and experiences to enhance their growth and development.

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Date of Completion	Evaluations/ Forms
The classroom teacher uses a variety of screening/assessment instruments, progress notes, observation notes, and individual plans to support the children's learning and developmental progress (LAP-D Assessments: Pre, Mid, Post; DECA, and on-going observations).	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Within 45 Days of Enrollment -On going as needed (2013-2014)	-LAP-D Assessment Reports -Child's Individual Plan -Classroom Observation Notes -Progress Notes -Progress Reports

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Performance Standard: 1304.40 (e) (5)

Goal: The HIDALGO COUNTY HEAD START PROGRAM will enable parents to become involved in the program's approach to child development and education

Objective: To provide parents and staff with opportunities to communicate and monitor the child's progress and activities.

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
REFER TO FAMILY AND COMMUNITY PARTNERSHIP PROGRAM PLANS	**-Teachers -Center Managers -Education Area Directors**	**-Center Manager -Education Area Directors**	**-August thru May -as needed thereafter**	**-Home Visit Report -Parent Teacher Conference/CIP form**

Hidalgo County Head Start Program
Education and Early Childhood Development
Program Plan
2013-2014

Performance Standard: **1310.21 (a)**

Goal: **The HIDALGO COUNTY HEAD START PROGRAM ensures that all parents and the children are trained in pedestrian safety within 30 days of enrollment.**

Objective: **To provide training opportunities to parents and children in the program which emphasize the importance of learning pedestrian safety.**

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The classroom teacher provides the parents, including parents of children with special needs, with comprehensive information and training on pedestrian safety in the orientation meetings during the months of August and September. Activities are provided throughout the year as needed for field trips or follow ups.	-Transportation Personnel Assisted by -Education Area Directors	-Transportation Director -Education Area Directors	-30 days of Enrollment 2013-2014 -(as needed thereafter)	-Transportation Safety Program -Sign-In Roster -Training Agendas
The classroom teacher provides activities for the children, including children with special needs, to help them learn pedestrian safety. This is completed within 30 days of enrollment.	-Teachers -Assistant Teachers	-Center Managers -Transportation Director -Education Area Directors	-30 days of enrollment 2013-2014 (as needed thereafter)	-Weekly Lesson Plan -Transportation Curriculum

Hidalgo County Head Start Program
Education and Early Childhood Development
Program Plan
2013-2014

Performance Standard: 1310.21 (b)

Goal: The HIDALGO COUNTY HEAD START PROGRAM ensures that all the children (including special needs children) have opportunities to learn procedures, gain skills and confidence in riding the bus safely.

Objective: To provide all children, including special needs children, with opportunity to learn bus safety procedures.

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The classroom teacher provides all the children, including special needs children, with activities to help them learn bus safety procedures.	-Teachers -Assistant Teachers	-Center Managers -Transportation Director -Education Area Director	-30 days of enrollment 2013-2014 -as needed thereafter	-Transportation Safety Program
The classroom teacher provide the following training to all the children, including special needs children: • Safe riding practices; • Procedures for safely boarding the bus; • Procedures for safely crossing the street to and from bus stop; • Recognize danger zones around the bus; and • Procedures for emergency evacuation of the bus.	-Teachers -Assistant Teachers	-Center Managers -Transportation Director -Education Area Directors	-30 days of enrollment 2013-2014 -as needed thereafter	-Transportation Safety Program

Hidalgo County Head Start Program
Education and Early Childhood Development
Program Plan
2013-2014

Performance Standard: 1310.21 (c)

Goal: The HIDALGO COUNTY HEAD START PROGRAM provides training for all the parents (including parents of special needs children) on bus safety.

Objective: To ensure that all parents (including parents of special needs children) know and understand procedures for bus safety.

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
All the parents, including parents of special needs children, are provided with information on the importance of escorting their child to and from the bus stop. This information is shared with the parents during the parent orientation in the beginning of the school year. Children are introduced to the transportation and pedestrian safety booklet within the first two weeks of school.	-Transportation Coordinator -Transportation Personnel	-Transportation Director -Education Area Directors	-30 days of Enrollment 2013-2014 (as needed thereafter)	-Safety Procedures Handouts
The classroom teacher encourages all the parents to reinforce the safety practices in both Head Start Centers and at their home.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-On-going throughout PY 2013-2014	-N/A

Hidalgo County Head Start Program
Education and Early Childhood Development
Program Plan
2013-2014

Performance Standard: 1310.21 (d) (e)

Goal: The HIDALGO COUNTY HEAD START PROGRAM provides the children with opportunities to participate in emergency evacuation drills.

Objective: The children are involved in developmentally appropriate activities to help them learn and participate in emergency evacuation drills.

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The classroom teacher involves the children, including special needs children, in emergency evacuation drills throughout the program year.	-Center Manager -Teachers -Assistant Teachers	-Administrative Staff -Education Area Directors	-Every 3 months (severe weather) -Fire Drills Monthly (2013-2014)	-Fire Safety Form
The classroom teacher includes activities in their weekly plans to reinforce safety procedures to all the children, including special needs children.	-Teachers -Assistant Teachers	-Center Managers -Education Area Directors	-Weekly (2013-2014)	-Weekly Lesson Plans

Hidalgo County Head Start Program
Education and Early Childhood Development
Program Plan
2013-2014

Performance Standard: 1304.51 (i) (2)

Goal: **The HIDALGO COUNTY HEAD START PROGRAM establishes and implements procedures for on-going monitoring of education and early childhood development services to ensure effective implementation of Federal Regulations.**

Objective: **To ensure the Educational aspects of the Program are effectively implemented following Federal Regulations.**

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The Education Department staff will participate in the Program's annual self assessment.	-Administrative Team -Consultants -Center Staff -Parents	-Executive Program Director -Assistant Program Directors -Policy Council	-PY 2013-2014 (as scheduled In the Program's Calendar)	-Protocol For the 2013-2014 Federal Review
The classroom teacher uses the following procedures to ensure the ongoing monitoring of the Education and Early Childhood Development Services: • Language Survey – The survey is completed to ensure that each child's primary language is correctly identified. The first part of the survey is done at the time of enrollment through the parent's interview and the second part is completed by the teacher using classroom observations. • Learning Accomplishment Profile-Diagnostic (LAP-D) - This assessment is used to assess the strengths and needs of each child in eight critical areas of child development three times a year. • Parent/Teacher Conferences/Child Individual Plan – After the LAP-D Assessment is completed, and results generated, a conference is held with the parents / guardians and teachers to discuss outcomes and to develop an individual plan for using the data gathered to assist in meeting the needs of the child. • Progress Notes – Progress Notes based on the assessments, screenings and observations are documented for each child every two weeks or when necessary to ensure plans indicate progress. • Home Visits – The home visits are made by the teacher or case manager twice a year or as necessary. • Observation/Feedback Forms – The classroom is observed regularly by the Center Manager, Education Director or Administrative Team to ensure that the teacher is on task with plans and effectively implementing developmentally appropriate activities.	-Administrative Team -Education Area Directors -Center Managers	-Program Director -Assistant Program Director	-On-Going PY (2013-2014)	-Language Survey Form -LAP-D Individual Reports -Parent/ Teacher Conference Forms -Progress Notes Form -Home Visit Form -Observation/ Feedback Forms

Hidalgo County Head Start Program
Education and Early Childhood Development
Program Plan
2013-2014

Performance Standard: 1304.51 (i)(2) CONTINUE

Goal: The HIDALGO COUNTY HEAD START PROGRAM establishes and implements procedures for ongoing monitoring of education and early childhood development services to ensure effective implementation of Federal Regulations.

Objective: To ensure that all Head Start operations concerning the Educational aspects of the Program are effectively implemented following Federal Regulations

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
• **Compliance Monitoring Instrument – An in-depth monitoring of every classroom and center environment is done to ensure all State and Federal Mandates are in compliance.** • **Lesson Plans – Weekly Lesson Plans are prepared by the classroom teacher to ensure a daily schedule is followed and Child Individual Plans are considered in the delivery of services to the children.** • **On-site Training and Technical Assistance/Bi-Weekly Staff Meetings – On-Site T/TA and Bi-Weekly meetings are conducted at the center level to provide current information and technical assistance as needed to the center staff, either by the Education Director or by the Center Manager.**	**-Administrative Team** **-Education Area Director** **-Center Managers**	**-Program Director** **-Assistant Program Director**	**-On-Going FY (2013-2014)**	**-Compliance Monitoring Form** **-Lesson Plans** **-On-Site Training and Technical Assistance/ Bi-Weekly Form**

Hidalgo County Head Start Program
Education and Early Childhood Development
Program Plan
2013-2014

Performance Standard: 1307.3 (b) (1) (i-iii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM engages in a process to align its school readiness goals with the Head Start Child Development and Early Learning Framework, State Early Learning Guidelines, and the requirements and expectations of the schools the children will attend as they apply to children participating in the Early Head Start or Head Start program and with consultation with the parents of the children participating in the program.

Objective: To align the required documents as specified by Office of Head Start and communicate the purpose and rationale to the staff.

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
Center staff receives an up-dated alignment document consisting of: • **Texas Pre-K Guidelines and Head Start Child Development & Early Learning Framework Alignment;** • **Head Start Child Development & Early Learning Framework and Learning Accomplishment Profile Diagnostic (LAP-D).** **School Readiness Goals are established based on most recent available data to meet the needs of the program.**	**-Education Staff** **-Center Managers** **-Center Classroom staff**	**-Program Director** **-Assistant Program Director** **-Education Staff**	**-On-Going FY (2013-2014)**	**- Readiness Goals** **-LAP-D** **-Progress Notes** **-Report Cards** **-CLASS Observations**

Hidalgo County Head Start Program
Education and Early Childhood Development
Program Plan
2013-2014

Performance Standard: 1307.3 (b)(2)(i-ii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM will monitor children's progress through different sources to meet School Readiness goals and communicate progress

Objective: To analyzes and aggregates data to continuously ensure children's progress in the areas designated by the Frameworks and inform parents and community of progress.

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
The program ensures that aggregation and analysis of LAP-D data occurs by implementing the following strategies: • **3 times a year the children enrolled are assessed with the LAP-D instrument (a valid and reliable assessment instrument).** • **Dual language learners (DLLs) status and progress in acquiring the knowledge and skills described in the Head Start Child Development and Early Learning Framework and toward learning English is also assessed within the LAP-D instrument (English Language Development).** • **Reports within the LAP-D system are reviewed and support to centers, teachers and children are designed to ensure children's developmental progress.** **The School Readiness Data is used:** • **In combination with input from parents and families, parent conferences are held after each administration or as needed to determine each child's status and progress in the five essential domains;** • **With parent input, a CIP is developed to individualize experiences, instructional strategies, and services to best support each child.** • **To determine progress towards meeting program goals a combination with other applicable program data such as speech screeners, disability information, DECA, etc. are gathered to make informed decisions** • **To assess the fidelity of implementation of the curriculum, lessons plans are reviewed and classroom observations using the C.L.A.S.S. tool are conducted by instructional leaders.** • **Analysis of school readiness outcomes data is continuously revisited to access the effectiveness of curriculum, instruction, professional development, and program design or other program decisions** • **To inform parents and the community of the program's progress in achieving school readiness goals conferences with parents are scheduled, parents receive a progress report, Policy Council receives a report, etc. after each testing administration.**	**-Education Staff** **-Center Managers** **-Center Classroom staff**	**-Program Director** **-Assistant Program Director** **-Administrative Team** **-Education Staff** **-Center Managers** **-Classroom Staff**	**-On-Going FY (2013-2014)**	**LAP-D Reports** **Progress Notes** **Progress Report** **Lesson Plans**

Hidalgo County Head Start Program
Education and Early Childhood Development
Program Plan
2013-2014

Performance Standard: 1307.3 (c)(1)(i)(ii)(iii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM engages in ensuring that an average score across all classrooms do not fall below the minimum thresholds on any of the three CLASS domains

Objective: To communicate to all parties involved of the C.L.A.S.S. observation tool and classroom strategies to ensure that the program does not fall below the established standards

Task to Accomplish	Person Responsible	Person Responsible For Monitoring	Timeline	Evaluations/ Forms
Training for center managers, classroom staff and directors is scheduled so that staff has full understanding of the Domains, Dimensions and Indicators of the instrument **Training on strategies to support each area is scheduled as needed** **Staff is informed of the Office of Head Start minimum expectation as follow::** • **Emotional Support™ Score of 4** • **Classroom Organization™ Score of 3** • **Instructional Support™ Score of 2** **Exceptional Quality: Standard of Excellence Score is 6 in all Domains.**	**Education Staff** **-Center Managers** **-Center Classroom Staff**	**-Program Director** **-Assistant Program Director**	**-On-Going FY (2013-2014)**	**-LAP-D Reports** **-Progress Notes** **-Progress Report** **-Lesson Plans** **-CLASS Observation Feedbacks**

THE HEAD START CHILD DEVELOPMENT AND LEARNING FRAMEWORK

The original Child Outcomes Framework was introduced to Head Start in 1998 through the Head Start Act and was published in 2000. This document was revised in December 2010 to become the Head Start Child Development and Learning Framework. The domains are to serve as building blocks and are linked to our curriculum and on-going assessment. The Child Outcomes contain 11 domains, 37 domain elements, and over 100 examples. The data gathered must be obtained through multiple sources, to include on-going assessment, teacher's observations, parental input, and home visits/center conferences. Program's on-going assessments must include data in the eleven domains and must be gathered and analyzed three times a year. The analysis report must be included in the program's annual self assessment. The Hidalgo County Head Start Program is implementing the Child Outcomes requirements as follows:

The Hidalgo County Head Start Program uses the Learning Accomplishment Profile Diagnostic (LAP-D) instrument within 45 days of the child's first day of attendance. These results are reviewed by the Assistant Program Director, the Education Area Directors, the Center Managers, the Support Services Facilitators and the Classroom Teachers. Referrals are generated as needed.

The Child's Individualized Plan (CIP) is developed in collaboration with the parents to establish individual goals and objectives for each child. A time-frame is also established to monitor goal/objective achievement. Bi-weekly progress notes are written by the teaching staff to document progress on the established goals & objectives.

A Six Weeks Progress Report is completed by the classroom teacher and explained to the parents. This report details the progress the children are making in all areas of development. Parent/Child Take Home Activities are also implemented to extend the learning process to the home and develop good study habits.

The classroom teacher conducts assessments directly on to the Redelearner.com website for every child three times a year. A report is generated and analyzed. This report summarizes an individual child's scores; classroom /center LAP-D assessment results, and compares them to classroom/center/program's averages in the context of the Head Start Child Development and Learning Framework. LAP-D items related to specific Domains, Domain Elements and Examples are summarized. The program assessment report is presented to the Policy Council and Governing Board. The report includes patterns of development, areas of high/low achievement, and training needs.

The program assessment report and analysis is included in our program self-assessment. A Program Improvement Plan is written and strategies are listed to improve results. A copy of the report becomes an official part of the self-assessment findings.

The Hidalgo County Head Start Program provides training for teachers/assistant teachers as needed such as: C.D.A. training, New Employee Orientation, etc. The Education Procedures Manual training is conducted annually or as needed. The Head Start Child Development and Learning Framework is reviewed and discussed. Hands-on activities are provided to ensure that staff understand and are able to implement all requirements. Pre-Service training is provided in July/August of each year. The Education Department staff and qualified presenters present topics to support The Head Start Child Development and Learning Framework, as well as areas identified by the assessment report. Individual small group training is provided as needed to enhance and improve teachers' understanding, knowledge and /or skills.

Hidalgo County Head Start Program
Education and Early Childhood Development
Program Plan
2013-2014

The Hidalgo County Head Start Program prides itself in providing the best curriculum & resources for classrooms, which includes:

- **lesson plans;**
- **materials which support the Head Start Child Development and Early Learning Framework;**
- **resource books to assist teachers with planning;**
- **appropriate buildings, furniture and classroom supplies;**
- **on-going assessment which is aligned with all curriculum goals;**
- **qualified staff; and**
- **parent involvement.**

The Hidalgo County Head Start Program will define specific responsibilities based on our local planning efforts. This effort in assessing and using Early Learning Framework data means:

- **continuing to collect information on children's individual characteristics, progress, and accomplishments;**
- **continuing to use on-going assessment information to improve curriculum implementation and individualize learning experiences;**
- **continuing to communicate with the families; and**
- **continuing to contribute to improving program quality and effectiveness.**

MISSION STATEMENT

"To Break the Cycle of Poverty and Illiteracy"

FAMILY SERVICES PLAN

Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: May 15, 2013

SUBJECT: Discussion/Approval of the Family & Community Partnerships Program Plans 2013-2014

RATIONALE/NEED: The Family & Community Partnerships Program Plans must be approved annually to comply with the Federal Performance Standards.

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: Family & Community Partnerships Program Plans

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INITIATED BY: Irma Pena, Family Services Director

REVIEWED BY: Edmundo Garcia, Assistant Program Director

EXECUTIVE DIRECTOR'S APPROVAL: Teresa Flores

Hidalgo County Head Start Program

Family & Community Partnerships

Program Plan 2013 – 2014

Advisory Committee Approval: 04.25.13
Policy Council Approval: 05.15.13
Commissioners' Court Approval:

HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2013 - 2014

Performance Standard C. F. Regulation: 1304.40 (a) (1) ***Family Goal Setting***

Goal: ***To establish mutual trust with families and to identify family goals, strengths, and necessary services and other supports.***

Objective: ***To enable parents to interact with staff and develop one-on-one relationships.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The program will establish positive relationships with families. Privacy issues and confidentiality policies are maintained. All staff is required to sign the confidentiality policy as acknowledgment of understanding and adherence.	All Head Start Staff	Personnel Officer Area Directors Family Services Director	Upon Entering Employment Status Ongoing	Confidentiality Policy Personnel File
Staff will allow the necessary time to establish a partnership with families, taking into account individual, cultural, ethnic and family values. All staff will respect the sensitivity to parents' rights to share information.	Teachers Center Managers Support Services Facilitators and Support Services Assistants	Area Directors Family Services Director Executive Team	Daily	Pre-Service Training Staff Development Workshops
Early and frequent interaction activities will take place in order to provide families with a comfortable environment for building trust. Activities include.... Enrollment & Health Fairs Volunteer Observer Opportunities Orientation Training Parent Committee Meetings Open House Parent-Staff Conferences Home Visits Scheduled Parent Workshops Volunteer Training Parent Fair Parent Leadership Training	Teachers Center Managers Support Services Facilitators, and Support Services Assistant	Area Directors Family Services Director Executive Team	Daily Ongoing	HCHS Program Calendar

HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2013 – 2014

Performance Standard C.F. Regulation: ***1304.40 (a) (2) (3) Family Goal Setting***

Goal: ***To establish mutual trust with families and to identify family goals, strengths, and necessary services and other supports.***

Objective: ***To develop and implement an individualized Family Partnership Agreement with all Head Start families.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
(1). The Family Partnership Agreement process will be initiated as early as possible after enrollment, taking into account the family's readiness and willingness to participate in the process.	Center Managers, Support Services Facilitators, and Support Services Assistants	Area Directors Family Services Director Family Services Coordinators	Within 90 Days After Enrollment Follow-up Ongoing	Family Needs & Strengths Assessment Family Partnership Agreement
(2). The Family Partnership Agreement will offer parents opportunities to develop family goals and outline responsibilities, timetables and strategies for the progress and achievement of these goals.	Center Managers, Support Services Facilitators, and Support Services Assistants	Area Directors Family Services Director Family Services Coordinators	Follow-up Ongoing	Family Partnership Agreement
(3). During the implementation of the Family Partnership Agreement, families will be asked if any preexisting family plans have been developed between other programs. If such a plan exists, a request for the release of information form will be initiated, in order to avoid duplication and to coordinate, to the extent possible, with families and other agencies.	Center Managers, Support Services Facilitators, and Support Services Assistants	Area Directors Family Services Director Family Services Coordinators	Follow-up Ongoing	Family Needs & Strengths Assessment Family Partnership Agreement

HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2013 – 2014

Performance Standard C.F. Regulation: ***1304.40 (a) (4) (5) Family Goal Setting***

Goal: ***To establish mutual trust with families and to identify family goals, strengths, and necessary services and other supports.***

Objective: ***To develop and implement an individualized Family Partnership Agreement with all Head Start families.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
(4). A variety of opportunities for interaction with parents will be provided throughout the year, such as... Family Partnership Agreement Meetings Parent Committee Meetings Parent Workshops Volunteer Training Socialization Programs Parent Conference Exploring Parenting - Parent Curriculum Training Parent Fair	Center Managers Support Services Facilitators and Support Services Assistants	Area Directors Family Services Director	August thru May	Family Partnership Agreement Family Services Procedures Manual HCHS Program Calendar
(5). The Family Partnership Agreement and other meetings with families, will take place in the language of their choice. Special emphasis will be placed on respecting each family's diversity, and cultural and ethnic background.	Teachers Center Managers Support Services Facilitators and Support Services Assistants	Area Directors Family Services Director Executive Team	August thru May Daily	Family Partnership Agreement Parent Conferences Parent Committee Meetings Parent Workshops

HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2013 – 2014

Performance Standard C.F. Regulation: 1304.40 (b) (1) (i, ii, iii) ***Accessing Community Services and Resources***

Goal: ***To be responsive and understanding to families' needs and assist them in developing their own goals.***
Objective: ***To work collaboratively with all Head Start parents and other agencies to identify and access services and resources through direct services or referrals.***

Task To Be Accomplished	Person Responsible	Person Responsible To Monitor	Projected Date of Completion	Documents or Forms
(i) Emergency and/or crisis assistance will be made accessible & available to all families in need through referrals or other resources and services. • HCSHP Community Resource Directory • Emergency Assistance Program - Policy Council Sponsored Fund	Teachers Center Managers Support Services Facilitators and Support Services Assistants	Family Services Staff Family Services Director and Coordinators	Ongoing August thru May	Referral Form Follow-up Form Community Resource Directory
(ii) Parents are given opportunities to participate and/or given information on programs in the areas of substance abuse, child abuse and neglect, and domestic violence. • Parent Workshops • Parent Committee Meetings • Counseling Referrals • Parent Support Groups - Mental Health Collaboration • Parent Fair/Conference	Support Services Facilitators and Support Services Assistants Mental Health Director	Area Directors Family Services Director Mental Health Services Director	Ongoing August thru May	HCHS Program Calendar Referral Form
(iii) The Hidalgo County Head Start Program maintains partnership agreements with agencies that offer classes in the areas of ESL, ABE, GED, and Job Readiness and refers parents to the appropriate agency. The Program has established a Partnership Agreement with Texas Workforce Solutions to collaborate for additional services to parents.	Teachers Center Managers Support Services Facilitators and Support Services Assistants	Transition/Community Partnerships Director Area Directors Family Services Director	Ongoing August thru May	Referral Form Texas Workforce Solutions Partnership Agreement

HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2013 – 2014

Performance Standard C.F. Regulation: 1304.40 (b) (2) ***Accessing Community Services and Resources***

Goal: ***To be responsive and understanding to families' needs and assist them in developing their own goals.***
Objective: ***To follow-up with each family to insure that the services received through the referrals met the family's expectations in regards to manner, quality and convenience.***

Task To Be Accomplished	Person Responsible	Person Responsible To Monitor	Projected Date of Completion	Documents or Forms
Follow-up contact is made to each family after the initial Family Partnership Agreement (FPA) visit is made. Appropriate follow-up will be conducted to all referrals initiated during the FPA to insure proper case management.	Center Managers Support Services Facilitators and Support Services Assistants	Area Directors Family Services Director Family Services Coordinators	Ongoing August thru May	FPA Tracking Report Referral Forms Follow-up Referral Forms
Appropriate follow-up will be conducted to all emergency and crisis assistance referrals in order to insure prompt delivery and quality of services.	Center Managers Support Services Facilitators and Support Services Assistants	Area Directors Family Services Director Family Services Coordinators	Ongoing August thru May	Referral Forms Follow-up Referral Forms

HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2013 – 2014

Performance Standard C.F. Regulation: 1304.40 (c) (1) (i) (ii) (iii) (2) (3) ***Services to Pregnant Women Who Are Enrolled in Programs Serving Pregnant Women, Infants & Toddlers***

Goal: ***To enable pregnant women to receive health, nutrition and mental health intervention.***
Objective: ***To link pregnant women to comprehensive prenatal and postpartum care.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The Hidalgo County Head Start Program does NOT operate an Early Head Start Program.	**N/A**	**N/A**	**N/A**	**N/A**

HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2013 – 2014

Performance Standard C.F. Regulation: ***1304.40 (d) (1), (2), (3) Parent Involvement - General***
Goal: ***To enable parents to become involved in the planning and implementation of the program.***
Objective: ***To provide parents with opportunities and information on programs that they have an opportunity to develop and to become volunteers and/or employees.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
1). Advisory Committees are established and maintained to assist in the development and review of all programs to be implemented in the program. The membership in these committees includes Head Start parents, community representatives with expertise in specific content areas and Head Start staff. The committees are: • Health Services Advisory Committee (Health, Special Services, Nutrition, and Mental Health) • Family Services and Community Partnership/Transition Advisory Committee • Education Services Advisory Committee	Department Directors	Health Services Director Family Services Director Head Start Director	Ongoing	Program Plans Departmental Procedures Manuals Advisory Committee Minutes Reports
2). Parents are encouraged to participate in the program as volunteers and/or observers. They are encouraged, in particular to observe the children in the classroom setting. Parent participation in the program is **NOT** a requirement of enrollment. During the enrollment process, parents are advised and provided a written statement attesting to that fact. A volunteer training conference takes place at the beginning of the program year.	All Center Staff All Administrative Staff	Family Services Director Head Start Director	Ongoing	Child's Folder Form - Parental Agreement for Enrollment Statement Volunteer Training Conference Program
3). Parents are provided an opportunity to participate in the program as volunteers and/or employees. • Job Placement Notices are posted at all Head Start Centers • The interview and selection rating system specifically provides additional points for prospective applicants if they are Head Start parents.	Center Managers, Support Services Facilitators, and Support Services Assistants	Personnel Officer Head Start Director	Ongoing	Interview Rating Form

HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2013 – 2014

Performance Standard C.F. Regulation: 1304.40 (e) (1) (2) (3) ***Parent Involvement in Child Development and Education***

Goal: ***To enable parents to become involved in the program's approach to child development and education.***
Objective: ***To provide parents with opportunities in the development of the program's curriculum and overall understanding of child development and education.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
1. Parents will be selected to be members of the education advisory committee and participants of the curriculum development committees that are established.	Education Services Staff	Education Services Area Directors	Ongoing	Education Program Plans Education Procedures Manual
2. Currently the program is not implementing a home-based option program.	**N/A**	**N/A**	**N/A**	**N/A**
3. Parents are provided with training and opportunities to enhance and enrich their parenting skills, child development and overall knowledge. Parents also are encouraged and provided with opportunities to share concerns regarding their children with staff. This is done on a daily basis and other opportunities such as... • Parent workshops • Conference sessions with teachers • Home Visits • Parent Committee Meetings • Parent Fair/Conference	Teachers Center Managers, Support Services Facilitators, and Support Services Assistants	Area Directors Family Services Director Family Services Coordinators	Ongoing	HCHS Program Calendar Parent Committee Meeting/Workshop Schedule Home Visit Reports

HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2013 – 2014

Performance Standard C.F. Regulation: 1304.40 (e) (4) (i) (ii) ***Parent Involvement in Child Development and Education***

Goal: ***To enable parents to become involved in the program's approach to child development and education.***
Objective: ***To provide parents with opportunities to become adult learners and address their own literacy goals.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
4. (i) Parents are provided with ***Parent Child Take Home Activities*** to promote family literacy and interaction between the child and his/her parents. Parents are encouraged to become classroom volunteers in order to allow the parent to participate in the educational activities that take place in the Head Start classroom.	Teachers Center Managers	Area Directors	August thru May	Parent Child Take Home Activities Tracking Log
4. (ii) The Hidalgo County Head Start has partnership agreements with agencies that offer classes in the areas of English as a Second Language ESL, Adult Basic Education ABE, General Education Diploma GED, and Job Readiness. Parents are informed about the different agencies offering these services during the Family Partnership Agreement FPA visit that is provided to all families.	Center Managers, Support Services Facilitators, and Support Services Assistants	Transition - Community Partnership Director Area Directors Family Services Director	August thru May	Family Partnership Agreement Referral Form

HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2013 – 2014

Performance Standard C.F. Regulation: 1304.40 (e) (5) ***Parent Involvement in Child Development and Education***

Goal: ***To enable parents to become involved in the program's approach to child development and education.***
Objective: ***To provide parents and staff with opportunities to communicate and monitor the child's progress and activities.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
Two (2) home visits are conducted to all Head Start families in the fall and spring. The visits are conducted in the family's primary language. The visit allows for interaction between the teacher and the parent. Additional home visits are scheduled if it is deemed necessary or requested.	Teachers Center Managers	Center Managers Area Directors	August thru May	Home Visit Report Home Visit Tracking Log
Parent-Teacher conferences are scheduled and conducted through out the year. Some of the conferences are specifically designed to discuss the Lap-D Assessment Instrument that is implemented with all the children. The conferences are scheduled to discuss the Six Weeks Progress Report. This report provides parents with knowledge regarding the child's progress in the classroom. Additional conferences are held in the event that the parent or teacher may find it necessary.	Teachers Center Managers	Center Managers Area Directors	August thru May	Lap-D Assessment Report Lap-D Tracking Log Six Weeks Progress Report Six Weeks Progress Report Tracking Log

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Performance Standard C.F. Regulation: 1304.40 (f) (1) ***Parent Involvement in Health, Nutrition, and Mental Health Education***

Goal: ***To enable parents to play the lead role in maintaining their children's medical, dental, nutritional, and mental health.***

Objective: ***To provide parents with opportunities to establish healthy habits in the home and secure access to services.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The program provides parents with opportunities for formal training in the area of health, dental health, nutrition and mental health during the..... • Orientation Training during 1st Parent Committee Meeting • Parent Workshops • Parent Committee Meetings - Training Section of Agenda • Mental Health - Fatherhood Conference • Parent Fair/Conference - A variety of workshops will be offered with topics in these areas • CPR & First Aid Certification & Training is offered to parents • Exploring Parenting - Parent Curriculum Training	Department Directors Center Managers, Support Services Facilitators, and Support Services Assistants	Area Directors Family Services Director Family Services Coordinators	August thru May	HCHS Program Calendar Monthly Parent Workshop Schedule CPR & First Aid Training Schedule
The program provides parents with updated information and training regarding health, dental health, nutrition and mental health through the Health Newsletters, Nutrition Newsletters and the quarterly Program Newsletters. The program provides all families with a Community Resource Directory and training is provided during the Family Partnership Agreement visit.	Department Directors Center Managers, Support Services Facilitators, and Support Services Assistants	Area Directors Family Services Director Health Services Director	August thru May	Program Newsletters HCHS Program Calendar Community Resource Directory Family Partnership Agreement

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Performance Standard C.F. Regulation: 1304.40 (f) (1) ***Parent Involvement in Health, Nutrition, and Mental Health Education***

Goal: ***To enable parents to play the lead role in maintaining their children's medical, dental, nutritional, and mental health.***

Objective: ***To provide parents with opportunities to establish healthy habits in the home and secure access to services.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The program makes use of content experts in areas of health, dental health, nutrition and mental health by establishing partnerships with WIC (Women, Infants, & Children), Hidalgo County Health Department, Texas A & M Expanded Nutrition Program, University of Texas-Pan American Nutrition Department, Health Services Providers, Texas Tropical MHMR, etc. (Family and Community Partnerships Program Plan: Pgs 28, 29)	Department Directors	Community Partnership/ Transition Director Head Start Director	August thru July	Community Partnership Agreements Program Plans
Content area experts and professionals collaborate with the program by becoming active members of the various Advisory Committees that are maintained by the program. • Health Services Advisory Committee • Family Services and Transition/Community Partnership Advisory Committee • Education Advisory Committee	Department Directors	Community Partnership/ Transition Director Head Start Director	August thru July	Community Partnership Agreements Advisory Committee Membership Rosters

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Performance Standard C.F. Regulation: 1304.40 (f) (2) (i), (ii) ***Parent Involvement in Health, Nutrition, and Mental Health Education***

Goal: ***To enable parents to play the lead role in maintaining their children's medical, dental, nutritional and mental health.***

Objective: ***To provide opportunities for parents to become active partners and empower them in securing services in the overall health care of their families.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
2. (i) A family is identified during the enrollment process if they are participating in a system of ongoing health care. A computerized identification and tracking system is utilized by the program. (PROMIS) Upon identification that a child or family is not enrolled in a health care system, a referral is initiated to Texas Dept. of Human Services for Medicaid and/or the Hidalgo County Health Care Corporation, CHIPS, and/or other health care sources. Referrals are initiated during enrollment time and during the FPA Family Partnership Agreement visit.	Center Managers Support Services Facilitators Support Services Assistants	Health Services Director Family Services Director	August thru July	PROMIS Software Program Child's Comprehensive File Health Control Summary
2. (ii) Parents are asked to provide the program with a health history of the child along with the immunization record and any other appropriate medical documents. It is explained to each parent at the time of enrollment that health and dental health services would be provided to children. It is strongly recommended that parents accompany their children to all health and dental screenings and follow-ups. Parents are provided with opportunities to become volunteers or observers in the classroom. Encouragement is given to parents to participate during the health, dental health and nutrition curriculum activities.	Teachers Center Managers Support Services Facilitators Support Services Assistants	Health Director Nutrition Director Area Directors Family Services Director	August thru July	Child's Folder: Health Information Section Weekly Lesson Plans Health, Dental, Mental Health and Nutrition Curriculums

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Performance Standard C. F. Regulation: 1304.40 (f) (2) (iii) ***Parent Involvement in Health, Nutrition and Mental Health Education***

Goal: ***To enable parents to play the lead role in maintaining their children's medical, dental, nutritional, and mental health.***

Objective: ***To provide opportunities for parents to attain knowledge in basic principles of health, safety and environmental care and issues.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
Formal training in the areas of health, dental health, CPR & First Aid, health safety practices and environmental issues are provided to parents during the... • Scheduled Parent Workshops • Parent Committee Meetings - Training Section of Agenda • Parent Fair/Conferences • CPR & First Aid Certification and Training	Center Managers Support Services Facilitators	Health Services Director Family Services Director	August thru May	HCHS Program Calendar Sign In Forms CPR & First Aid Training Schedule
Parents are provided with opportunities to communicate and collaborate with agencies and content area experts that deal with health, dental health, safety and environmental services during the annual Parent Fair/Conference and the Health Services Advisory Committee Meetings.	Center Managers Support Services Facilitators	Health Services Director Family Services Director	August thru May	HCHS Program Calendar Health Advisory Committee Meeting Reports
Parents are provided with opportunities to participate in curriculum and weekly lesson plan development, which include health, dental health, safety and environmental lessons and activities.	Teachers Center Managers	Center Managers Area Directors	August thru July	Education & Health Advisory Committee Meeting Reports Curriculums & Weekly Lesson Plans

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Performance Standard C.F. Regulation: 1304.40 (f) (3) (i) ***Parent Involvement in Health, Nutrition and Mental Health Education***

Goal: ***To enable parents to play the lead role in maintaining their children's medical, dental, nutritional, and mental health.***

Objective: ***To provide parents opportunities to attain knowledge and understanding in nutrition education.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The program will provide opportunities for training to parents in the areas of proper nutritional habits, budgeting, food preparation and storage, and creative ways to get children to eat nutritional rich foods through the... • Scheduled Parent Workshops • Parent Committee Meetings - Training Section of Agenda • Parent Fair/Conference	Nutrition Services Staff	Nutrition Director	August thru May	HCHS Program Calendar Monthly Parent Workshop Schedule Nutrition Services Procedures Manual
The program maintains a community partnership agreement with the Texas A & M Expanded Nutrition Program. This program collaborates with and provides Head Start parents an opportunity to participate in a course in nutrition & health education. Upon successful completion of the course, participants receive a certificate which provides training experience for job readiness.	Nutrition Director	Nutrition Director	August thru May	Community Partnership Agreement Referral Form

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Performance Standard C.F. Regulation: 1304.40 (f) (3) (ii) ***Parent Involvement in Health, Nutrition and Mental Health Education***

Goal: ***To enable parents to play the lead role in maintaining their children's medical, dental, nutritional, and mental health.***
Objective: ***To provide parents with opportunities to establish good communication with staff regarding their child's nutritional status.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The program will obtain from parents during enrollment time pertinent information regarding dietary habits of the child and family, eating patterns, personal and cultural likes and dislikes, and special nutritional concerns or requirements. Information and tracking will be maintained through the PROMIS program. Parents are also encouraged to discuss with staff any changes or concerns regarding nutritional habits throughout the program year. Special emphasis is placed on children with special dietary requirements because of health related problems or disabilities.	Teachers Center Managers Support Services Facilitators Support Services Assistants	Nutrition Director Special Services Director	Upon Enrollment and Ongoing	PROMIS Program - Health Section Child's Folder
The program will conduct and/or obtain periodic assessments such as height, weight, hemoglobin and hematocrit to identify any health/nutritional related abnormalities. The program will attain consent from parents prior to assessments and immediately after the assessments take place. The program will communicate and share results with parents.	Center Managers, Support Services Facilitators, and Support Services Assistants	Nutrition Director Health Services Director	August thru May	PROMIS Program - Health Section Physical Exam Report Health Control Summary
The program will provide follow-up services for children found to have a health/nutritional related abnormalities. Counseling, training and special diets are provided, along with activities and guidance for home implementation.	Center Managers, Support Services Facilitators, and Support Services Assistants	Nutrition Specialist Health Services Director	August thru May	Referral Form Follow-up Form Screening Reports

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Performance Standard C.F. Regulation: 1304.40 (f) (4) (i) ***Parent Involvement in Health, Nutrition, & Mental Health Education***

Goal: ***To enable parents to play the lead role in maintaining their children's medical, dental, nutritional and mental health.***

Objective: ***To provide parents with opportunities to meet with staff and discuss mental health related issues regarding their child and family in a group session.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
A mental health professional conducts classroom observations and assessments. The mental health professional will conduct training for parents and staff upon completion of the observations. This training will provide both parents and staff information which will help better understand normal development, as well as common behavior problems.	Mental Health Consultant Mental Health Director	Area Directors Mental Health Services Director	August thru May	Mental Health Observation & Training Schedule Training Agendas
Mental health training sessions and workshops are conducted throughout the program year by the mental health consultant. These workshops and group sessions will allow for parents and staff interaction. Topics will include the following: • Understanding Mental Health • Normal vs. Abnormal Behavior • Positive Guidance and Discipline • Child Growth and Development • Classroom Behavior and Management • Positive Behavior Management	Mental Health Consultant Center Managers Support Services Facilitators	Mental Health Services Director	August thru May	Mental Health Training Schedule Training Agendas
Opportunities are provided to parents and staff to communicate and collaborate in order to assist them in attaining mental health services during the... • Mental Health Training Sessions • Parent Fair/Conference • Parent Workshops	Mental Health Consultants Mental Health Director	Mental Health Services Director	August thru May	HCHS Program Calendar Parent Workshop Schedule Mental Health Training Schedule

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Performance Standard C.F. Regulation: 1304.40 (f) (4) (ii) (iii) ***Parent Involvement in Health, Nutrition, and Mental Health Education***

Goal: ***To enable parents to play the lead role in maintaining their children's medical, dental, nutritional and mental health education.***

Objective: ***To provide opportunities for parents to individually meet with staff to discuss issues, and plan and be involved in implementing mental health intervention.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
4. (ii) A mental health screening instrument and other assessments are utilized with children with a suspected behavior problem (Social/Emotional Checklist, Physical Exam, Lap-D). Teachers will conference with parents and discuss outcome. Teachers schedule two (2) home visits with parents in the fall and spring. A variety of topics and information is shared, along with mental health issues. Parents are encouraged to meet with staff as the need arises. Teachers are provided with training during Pre-Service, In-Service and Staff Development regarding mental health issues. Staff is also trained on developing a trusting and respectful relationship with families. Training is provided on understanding their limitations and knowledge in detecting a need for a referral.	Teachers Center Managers Support Services Facilitators and Assistants Mental Health Consultant	Mental Health Services Director Special Services Director Area Directors	August thru May	Social/Emotional Checklist Weekly Lesson Plan Home Visit Report Referrals Staff Development Training Schedule
4. (iii) Mental health services are available to children and their families. If it is deemed necessary, a behavior management plan will be developed, and children will be referred for play therapy as needed. Support group information is made available to parents. Staffings will take place to address mental health issues.	Teachers Center Managers Support Services Facilitators, and Assistants Mental Health Consultant	Special Services Director Mental Health Services Director	August thru May	Referral Form IEP Individual Education Plan Behavior Management Plan

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Performance Standard C.F. Regulation: 1304.40 (g) (1) (i) (ii) ***Parent Involvement in Community Advocacy***

Goal: ***To enable parents to become involved in community advocacy that best responds to their needs and interests.***
Objective: ***To provide parents with opportunities to collaborate and work along side with community members on activities that enhances resources and services.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
1. (i) Parents are provided with opportunities to meet with agencies and community members to discuss issues regarding social climate, community services, and to influence the character of their community. Networking Meeting - Community agencies, cities, and schools are invited to provide information regarding the referrals systems, collaboration and partnership strategies, tracking systems, and improvement of services are items discussed during this meeting. Parent Fair/Conference - Community agencies, businesses, advocacy groups, school districts, municipalities, etc., are invited to set up information booths. Parents have an opportunity to meet on an individual basis with agency representatives and receive information and link with those agencies.	Department Directors Center Managers, Support Services Facilitators, and Support Services Assistants	Family Services Director Community Partnerships/ Transition Director	October November August thru May	HCHS Program Calendar Family Services Procedures Manual Parent Notices of Activities
1. (ii) Parents are provided a Community Resource Directory. Parents are provided with individualized and group training on how to utilize the directory. The Community Resource Directory is in both English and Spanish. Training is provided at the... • Parent Workshops • Family Partnership Agreement Visit	Center Managers, Support Services Facilitators, and Support Services Assistants	Community Partnerships/ Transition Director Family Services Director	September Ongoing	Community Resource Directory Family Services Procedures Manual

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Performance Standard C.F. Regulation: 1304.40 (g) (2) ***Parent Involvement in Community Advocacy***

Goal: ***To enable parents to become involved in community advocacy that best responds to parent's needs and interests.***
Objective: ***To provide parents with opportunities to work together with other community members to develop parent initiated activities.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
Parents are informed and trained on the roles and functions of the Parent Committees and the Policy Council during the Parent Orientation Training and the Parent Committee Meetings. Parents are provided with a Head Start Parent Handbook that outlines these groups and ways in which parents can participate. Parents are provided additional training on the Policy Council. Parents wanting to participate in that capacity will receive specialized training on program design and governance when undertaking these roles.	Center Managers Support Services Facilitators Family Services Director	Family Services Director Program Director	August September October Ongoing	Head Start Parent Handbook Policy Council By-Laws Parent Committee Meeting Agenda
Parents are provided with opportunities to develop their Head Start Center's Parent Committee goals and objectives during their first meeting. Staff will assist in facilitating and providing guidance by developing strategies to meet those goals. Parents will meet on a monthly basis at their Parent Committee Meetings to discuss their goals, activities and projects for increased participation, etc.	Support Services Facilitators Center Managers	Family Services Director	August thru May	Parent Committee Meeting Reports Family Services Procedures Manual
Parents are provided with opportunities to participate in the different advisory committees that are set up by the program. Parents, content area experts and community members assist in developing and reviewing program plans and procedures.	Department Directors	Family Services Director	August thru July	Advisory Committee Reports Program Plans

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Performance Standard C.F. Regulation: 1304.40 (h) (1) ***Parent Involvement in Transition Activities***

Goal: ***To enable parents to develop partnerships with Head Start and other programs in order to obtain a positive transition process to and from Head Start.***

Objective: ***To provide opportunities that will assist parents in becoming their child's advocate in the transition process.***

Tasks To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
During the enrollment process and/or soon after, parents are asked to share information regarding child's placement prior to entering Head Start. Parent consents are obtained in order to acquire information, such as assessment and evaluation reports, family plans, ARD reports for children with special needs, and child development and progress reports.	Center Managers, Support Services Facilitators, and Support Services (SS) Assistants	Community Partnerships/ Transition Director Special Services Director	August thru May	Parent Consent for Release of Information Family Services Procedures Manual
Transition presentations are conducted during the Parent Committee Meetings. Public school officials and staff are invited to provide information regarding public school and meet with Head Start parents. Prior to this meeting, parents will be provided training on becoming advocates for their children and families. Parents will be encouraged to ask questions regarding services, curriculum, rights and responsibilities, and parent involvement activities. This practice will provide empowerment to parents. Parents will also have an opportunity to meet with school officials and personnel at the Transition Fair and the Parent Conference.	Center Managers, Support Services Facilitators, and Support Services Assistants	Community Partnerships/ Transition Director Area Directors Family Services Director	February August thru May	Parent Committee Meeting Agendas Family Services Procedures Manual
Transition meetings will take place for all children with special needs entering public school. Participants of these meetings will be the parent, teacher, professional, and the LEA representative.	Teachers, Center Managers, SS Facilitators, and SS Assistants	Special Services Director Community Partnerships/ Transition Director	April Ongoing	Consent for Release of Information Partnership Agreements – LEA'S

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Performance Standard C.F. Regulation: 1304.40 (h) (2) (3) (i) (ii) ***Parent Involvement in Transition Activities***

Goal: ***To enable parents to develop partnerships with Head Start and other programs in order to obtain a positive transition process to and from Head Start.***

Objective: ***To provide parents the opportunity to continue involvement in their children's education and empower them to exercise their rights as the primary care-givers.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
2. Teachers will schedule a home visit with parents in the spring and discuss the transition process from Head Start. Teachers will illustrate to parents the Transition Packet which will include parent consents, child and family information, parents' rights and responsibilities and special services information.	Teachers Center Managers	Area Directors, Special Services Director, and Community Partnerships/ Transition Director	April Ongoing	Home Visit Report Transition Packet Child's Folder
3. (i) A field trip is scheduled in the spring to allow for Head Start children to visit their new school setting and meet the teachers and other public school personnel. Parents are invited and strongly encouraged to accompany the child to the field trip. Parents are encouraged to ask questions and gather information about the school.	Teachers Center Managers	Area Directors Community Partnerships/ Transition Director	April May	Field Trip Request & Schedule Report Form Child's Folder
3. (ii) Parents are provided with information and encouraged to participate in the development of their child's education during the... • Parent/Teacher Home Visit-Transition Conference • Parent Workshop - Transition Training • Field Trips to Transitioning School	Teachers Center Managers Support Services Facilitators Support Services Assistants	Area Directors Community Partnerships/ Transition Director Family Services Director	February April Ongoing	Home Visit Report Parent Committee Meeting Agendas Transition Activities Tracking Record Field Trip Schedule

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Performance Standard C. F. Regulation: 1304.40 (h) (4) ***Parent Involvement in Transition Activities***

Goal: ***To enable parents to develop partnerships with Head Start and other programs in order to obtain a positive transition process to and from Head Start.***

Objective: ***Refer to: CFR 1304.41 (c)***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
4. Review: Transition Program Plan				

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Performance Standard C.F. Regulation: 1304.40 (i) (1) (2) (3) ***Parent Involvement in Home Visits***

Goal: ***To enable parents and staff to establish a trusting and respectful relationship in order to broaden the understanding of the child.***

Objective: ***To provide parents and staff opportunities to visit in the child's home where individualized attention is given to families.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
1. The program does NOT require home visits as a condition for participation and enrollment in Head Start. Parents are informed during enrollment that two (2) home visits would be scheduled and implemented by the teacher upon their approval. The advantages of conducting home visits is communicated to parents, such as developing a relationship with staff, allowing for a communication to develop, initiating discussions regarding individualized progress reports, linking home and program experiences, etc.	Teachers Center Managers Support Services Facilitators and Support Services Assistants.	Area Directors Assistant Director	August thru May	Parent Orientation Parent Handbook Home Visit Reports
2. The teacher conducts two (2) home visits with parents once during the fall and once during the spring. Support services staff may join the teacher or schedule any additional meetings with families. In the event that the family refuses a home visit, parents are encouraged to meet with program staff at the center or at an alternative location. Staff will make every effort to build a positive relationship, which, over time may provide an opportunity to meet with the family in the home.	Teachers Center Managers Support Services Facilitators and Support Services Assistants	Area Directors Family Services Director	October April Ongoing	Home Visit Reports Education Services Procedures Manual Family Services Procedures Manual
3. The teacher will schedule the two (2) home visits at a time when it is mutually convenient. Accommodations are made for working parents.	Teachers Center Managers	Area Directors	October April Ongoing	Home Visit Reports & Schedules

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Performance Standard C.F. Regulation: 1304.40 (i) (4) (5) (6) ***Parent Involvement in Home Visits***

Goal: ***To enable parents and staff to establish a trusting and respectful relationship in order to broaden the understanding of the child.***

Objective: ***To provide parents with an opportunity to request that the visit take place outside the home at an alternative place.***

Tasks To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
4. The program allows flexibility in conducting visits outside the home and at an alternative place, until family is ready to allow for the visit to take place in the home. Staff may request an alternative site because the home or environment presents significant safety hazard for staff. Authorization would be provided by the education or family services directors.	Teachers Center Managers, Support Services Facilitators, and Support Services Assistants	Area Directors Family Services Director	August thru May	Home Visit Report Education Services Procedures Manual Family Services Procedures Manual
5. The Hidalgo County Head Start Program currently does NOT operate a Home Based Program Option.	**N/A**	**N/A**	**N/A**	**N/A**
6. The Hidalgo County Head Start Program currently does NOT operate an Early Head Start Program Option.	**N/A**	**N/A**	**N/A**	**N/A**

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Performance Standard C.F. Regulation: 1304.41 (a) (1) ***Partnerships***

Goal: ***To enable the program to collaborate with partners in our communities in order to provide the highest level of services to children and families.***

Objective: ***The program will foster the development of a continuum of family centered services and to advocate for communities that share responsibility for the healthy development of children and families of all cultures.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The program will facilitate community partnerships by developing formal and informal networks with a wide range of community organizations. The program will sponsor a networking meeting to encourage community cooperation and develop linkages. Program staff will also participate in networking meetings hosted by other agencies and organizations.	Department Directors	Community Partnerships/ Transition Director Family Services Director	December	Family Services Procedures Manual Networking Meeting Agenda & Listing
Confidentiality policies are established and maintained to ensure that privileged information is shared in a manner that improves service delivery. Partnership Agreements that required the sharing of child and/or family information will include appropriate confidentiality clauses.	Department Directors	Community Partnerships/ Transition Director Human Resource Director	Ongoing	Community Partnership Agreements Confidentiality Policy
The program will establish local agreements and will supplement them by building upon existing agreements such as the agreement with the Texas Education Agency (TEA) and the Texas Head Start Association (THSA).	Department Directors	Community Partnerships/ Transition Director Head Start Director	Ongoing	Partnership Agreement Between TEA and THSA Local Partnership Agreements

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Performance Standard C. F. Regulation: 1304.41 (a) (2) ***Partnerships***

Goal: ***To enable the program to collaborate with partners in the communities in order to provide the highest level of services to children and families.***

Objective: ***The program will establish and maintain collaborative relationships that are responsive to our Head Start families' needs and interests.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The program's community assessment and the findings resulting from discussions with parents and staff have identified the organizations that the program needs to enter into formal and informal partnership agreements.	UT-Pan American (Consultants) Department Directors Center Managers	Assistant Director Head Start Director	May Ongoing	HCHS Program Community Assessment Family Partnership Agreements
A series of meetings will be conducted between parents, staff and potential partners. The purpose of these meetings is to discuss the goals and purpose of the proposed partnership agreements. At these meetings, all participants will have an opportunity to contribute to the discussion. Particular emphasis will be placed on parent experiences and comments.	UT-Pan American University Consultants Center Managers	Family Services Director Assistant Program Director Head Start Executive Director	May Ongoing	Partnership Agreements Listing of Formal & Informal Partnership Agreements Memorandum or Minutes of Meetings

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Performance Standard C.F. Regulation: 1304.41 (a) (2) (i) (ii) ***Partnerships***

Goal: ***To enable the program to collaborate with partners in the communities in order to provide the highest level of services to children and families.***

Objective: ***The program will establish and maintain collaborative relationships that are responsive to our Head Start families' needs and interests.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
(i) Collaboration and partnership agreements will be established with health care providers. They include.... Physicians Nurse Practitioners Pediatricians Dentists Specialists Hospitals Clinics Pharmacies EPSDT Medicaid American Heart Assoc. CHIPS The agreement established with Texas Health Steps and Medicaid is supplemented by the national interagency agreements with the Head Start Bureau.	Health Services Director	Health Services Director Community Partnerships/ Transition Director	November Ongoing	National Interagency Agreements with the Head Start Bureau & Texas Health Steps and Medicaid Local Partnership Agreements with Health Care Providers and Agencies
(ii) Collaboration and partnership agreements will be established with mental health providers. They include... Psychologists Licensed Professional Counselors Psychiatrists MSW Master of Social Work Hospitals and Clinics Pharmacies MHMR	Mental Health Director	Mental Health Services Director Community Partnerships/ Transition Director	November Ongoing	Local Partnership Agreements with Mental Health Care Providers and Agencies

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Performance Standard C.F. Regulation: 1304.41 (a) (2) (iii) (iv) ***Partnerships***

Goal: ***To enable the program to collaborate with partners in the communities in order to provide the highest level of services to children and families***

Objective: ***The program will establish and maintain collaborative relationships that are responsive to our Head Start families' needs and interests.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
(iii) Collaboration and partnership agreements will be established with nutritional services providers. They include.... Texas A & M Expanded Nutrition Program Texas Agricultural Extension Service University of Texas-Pan American: Dietetic Department Rio Grande Valley Food Bank WIC - The agreement established with the WIC program is supplemented by the national interagency agreement with the Head Start Bureau and the National Food and Consumer Services Supplemental Nutrition Program for Women, Infants and Children	Nutrition Director	Nutrition Director Community Partnerships/ Transition Director	November	National Interagency Agreement between the Head Start Bureau and WIC Local Partnership Agreements with Nutrition Service Providers and Agencies
(iv) Collaboration and partnership agreements will be established with providers and agencies that provide services to children with disabilities and their families. All agreements include (IDEA) requirements and consideration for children needing services through the summer months. They include.... LEA's Local Education Agencies Region I/Easter Seals - ECI Program Physicians & Specialists Hospitals & Clinics Therapists UTPA – OT Dept. MHMR Pharmacies	Special Services Director Health Services Director Mental Health Director	Special Services Director Community Partnerships/ Transition Director	November Ongoing	IDEA Local Partnership Agreements with Providers & Agencies That Provide Services to Children with Disabilities & their Families

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Performance Standard C.F. Regulation: 1304.41 (a) (2) (v) (vi) ***Partnerships***

Goal: ***To enable the program to collaborate with partners in the communities in order to provide the highest level of services to children and families.***

Objective: ***The program will establish and maintain collaborative relationships that are responsive to our Head Start families' needs and interests.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
(v) Collaboration and partnership agreements will be established with family preservation and support services. They include.... Attorney General's Office - Child Support Division Texas Health and Human Services Department- TANF Salvation Army Woman Together/Mujeres Unidas- Battered Women's Shelter & Counseling Center Hidalgo County Community Service Agency Hidalgo County Indigent Services American Red Cross	Family Services Director	Family Services Director Community Partnerships/ Transition Director	November Ongoing	Local Partnership Agreements with Family Preservation and Support Services Providers & Agencies
(vi) Collaboration and partnership agreements will be established with Child Protective Agencies and other agencies that child abuse can be reported under state law. They include... Texas Dept. of Protective & Regulatory Services - CPS Division Hidalgo County Sheriff's Department	Health Services Director	Health Services Director Community Partnerships/ Transition Director	November Ongoing	Local Partnership Agreements with Agencies that Deal with Child Abuse & Neglect

HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
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Performance Standard C.F. Regulation: 1304.41 (a) (2) (vii) (viii) (ix) ***Partnerships***

Goal: ***To enable the program to collaborate with partners in the communities in order to provide the highest level of services to children and families.***

Objective: ***The program will establish and maintain collaborative relationships that are responsive to our Head Start families' needs and interests.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Document or Forms
(vii) Collaboration and partnership agreements will be established with local elementary schools, cultural institutions, libraries, and other organizations. They include: McAllen International Museum Museum of South Texas History City Libraries Local Elementary Schools	Education Area Directors Center Managers	Education Area Directors Community Partnerships/ Transition Director	December Ongoing	Local Partnership Agreements with Cultural and Educational Institutions
(viii) Collaboration and partnership agreements will be established with child care providers. They include..... CCS - Child Care Systems TMC - Texas Migrant Council Inc.	Education Area Directors Center Managers	Education Area Directors Community Partnerships/ Transition Director	November Ongoing	Local Partnership Agreements with Child Care Providers
(ix) Collaboration and partnership agreements will be established with other organizations and businesses that provide support and resources to families. They include.... Local Chamber of Commerce Rio Grande Valley Chamber of Commerce Knights of Columbus Lions Club US Border Patrol	Family Services Director Center Managers	Family Services Director Community Partnerships/ Transition Director	December Ongoing	Local Partnership Agreements with Organizations and Businesses Provide Support & Resources To Head Start Children & Families

HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2013 – 2014

Performance Standard C. F. Regulation: 1304.41 (a) (3) ***Partnerships***

Goal: ***To enable the program to collaborate with partners in the communities in order to provide the highest level of services to children and families.***

Objective: ***The program will establish and maintain collaborative relationships with organizations to recruit volunteers to participate in the program.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
Collaboration and partnership agreements will be established with organizations to promote community members to volunteer in the Head Start program. They include.... Foster Grandparent Program Youth Programs TANF - Welfare to Work Program Winter Texan Groups School Districts	Family Services Director Center Managers	Family Services Director Community Partnerships/ Transition Director	Ongoing	Local Partnership Agreements with Organizations to Promote Volunteers for Head Start

HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2013 – 2014

Performance Standard C.F. Regulation: 1304.41 (a) (4) ***Partnerships***

Goal: ***To enable the program to collaborate with partners in the communities in order to provide the highest level of services to children and families.***

Objective: ***The program will establish and maintain collaborative relationships with organizations and agencies that are responsive to Head Start children with disabilities and their families' needs and interests.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
Review 1304.41 (a) (2) (iv): Family and Community Partnerships Program Plan - Page FS #29				

HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2013 – 2014

Performance Standard C. F. Regulation: 1304.41 (b) ***Advisory Committees***

Goal: ***To enable the program to promote linkages that will address issues affecting Head Start children and families.***
Objective: ***To establish and maintain advisory committee that will be involved in the program planning and systems review in order to attain successful program implementation.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The Program has established and will maintain a Health Services Advisory Committee that has a broad range of professional expertise and help promote linkages to exiting community resources. Its members include Head Start parents, community volunteers, and a variety of health and human service providers. The Health Services Advisory Committee is involved in many different aspects of program design and operations as specified in the Early Childhood Development & Health Services Program Plans. The advisory committees assist in developing and reviewing the program's operating plan.	Department Directors	Health Services Director Community Partnerships/ Transition Director	Bi-Annually	Meeting Agendas Minutes Reports Signature Sheets
The Program has established and will maintain Family Services, Transition/Community Partnerships, and Education Advisory Committees that have a broad range of professional expertise and help promote linkages to exiting community resources in specialized areas. Its members include Head Start parents, community volunteers, and a variety of experts in different fields. These Advisory Committees are involved in many different aspects of program design and operations. These advisory committees assist in developing and reviewing the program's operating plan.	Department Directors	Family Services Director Transition - Community Partnerships Director	Bi-Annually	Meeting Agendas Minutes Reports Signature Sheets

HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
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Performance Standard C. F. Regulation: 1304.51 (i) (2) ***Ongoing Monitoring***

Goal: ***To ensure that the program is effectively implementing Federal regulations.***
Objective: ***To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Family and Community Partnerships.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
Children's Applications – Applications for enrollment are completed at the center level, and then submitted to the Family Services Department for processing. During processing, the applications are reviewed to ensure that documentation is collected to validate age and income eligibility. The policy council reviews and approves all applications on a monthly basis.	Case Managers Family Services Coordinators	Family Services Director	Ongoing Monthly	Applications for Enrollment Application Summary Report
Children's Attendance – Average daily attendance (ADA) reports are completed on a daily basis. Center staff reports actual number of children enrolled, present, absent and individual remarks. This report allows the Family Services Department to monitor attendance to ensure that the centers are within 85% attendance ratio.	Center Managers MIS Staff	Family Services Director MIS Director	Daily	Daily ADA Reports
Family Partnership Agreements (FPA) and Referrals – An FPA Tracking Log is completed on a monthly basis by case managers. This ensures that FPA's are completed on a timely basis and tracks the number of referrals generated based on strengths and needs. **Crisis Intervention** – The FPA Tracking Log also monitors referrals for crisis intervention.	Case Managers Family Services Staff	Family Services Coordinators Family Services Director	Monthly	Family Partnership Agreement Tracking Log
Exploring Parenting – The Exploring Parenting Parent Curriculum takes place at the individual centers. The numbers of parents participating and completing the course are tracked in the Family Services Monthly Activity Report.	Center Managers	Family Services Coordinators Family Services Director	Monthly	Family Services Monthly Activity Reports

HIDALGO COUNTY HEAD START PROGRAM
FAMILY and COMMUNITY PARTNERSHIPS PROGRAM PLANS
PROGRAM YEAR 2013 – 2014

Performance Standard C. F. Regulation: 1304.51 (i) (2) ***Ongoing Monitoring***

Goal: ***To ensure that the program is effectively implementing Federal regulations.***
Objective: ***To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Family and Community Partnerships.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
Family Services Activities – The Family Services Department has established and maintains monthly activity reports. This report tracks all areas overseen by the Family Services Department to include ERSEA data, volunteer and parent involvement activities, parent committee meetings information and training and technical assistance information, etc.	Center Managers Family Services Coordinators	Family Services Director	Monthly	Family Services Monthly Activity Report
Child and Family Tracking – The Family Services Department is utilizing the ***PROMIS*** software program to maintain a child and family tracking system. The ***PROMIS*** program tracks information to compile the Program Information Report (PIR).	Case Managers Family Services Staff	Family Services Director MIS Director	Ongoing	PROMIS Reports
Community Partnership Agreements – The Family Services Department is utilizing the ***PROMIS*** software program to maintain a tracking system for informal and formal community partnership agreements. The ***PROMIS*** program tracks information to compile the Program Information Report (PIR).	Department Directors	Community Partnership and Transition Director	Ongoing	PROMIS Reports
Parent Complaints and Concerns – Parent Complaints and Concerns can be filed by any parent. Parents are encouraged to submit their complaints in writing. A Log is maintained to ensure that all parent complaints and concerns are followed up.	Center Managers Department Directors	Family Services Coordinators Family Services Director	Ongoing	Parent Complaints and Concerns Form Parent Complaints and Concerns Tracking Log

The Hidalgo County Head Start Program is committed to providing a system-wide "Parent, Family, and Community Engagement Framework" that is goal-directed, positive, culturally responsive and respectful of relationships with families.

Parent, Family and Community Engagement Framework

Hidalgo County Head Start Program

Family Services Advisory Committee Approval: 04.25.13
Hidalgo County Policy Council Approval:
Hidalgo County Commissioners' Court Approval:

INTRODUCTION - PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK

Parent and family engagement in Head Start is about building relationships with families that support family well-being, strong relationships between parents and their children, and ongoing learning and development for both parents and children. The Parent, Family, and Community Engagement (PFCE) Framework is a road map for progress in achieving the kinds of outcomes that lead to positive and enduring change for children and families. The PFCE Framework is a research-based approach to program change that shows how the Hidalgo County Head Start Program can work together as a whole – across systems and service areas – to promote parent and family engagement and children's learning and development (National Center on Parent, Family, and Community Engagement, 2011).

The Hidalgo County Head Start Program will implement the PFCE Framework by incorporating existing programs, strategies, and activities. When parent and family engagement activities are systemic and integrated across program foundations and program impact areas, family engagement outcomes are achieved, resulting in children who are healthy and ready for school. Parent and family engagement activities are grounded in positive, ongoing, and goal-oriented relationships with families.

POSITIVE & GOAL-ORIENTED RELATIONSHIPS

PROGRAM FOUNDATIONS	PROGRAM IMPACT AREAS	FAMILY ENGAGEMENT OUTCOMES	CHILD OUTCOMES
Program Leadership **Continuous Program Improvement** **Professional Development**	**Program Environment** **Family Partnerships** **Teaching and Learning** **Community Partnerships**	**(1) Family Well-being** **(2) Positive Parent-Child Relationships** **(3) Families as Lifelong Educators** **(4) Families as Learners** **(5) Family Engagement in Transitions** **(6) Family Connections to Peers and Community** **(7) Families as Advocates and Leaders**	**Children are ready for school and sustain development and learning gains through third grade.**

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(1) FAMILY WELL-BEING: Parents and families are safe, healthy, and have increased financial security.**
Program Foundation: **Program Leadership**
HS Performance Standard:
School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Ensure that systems, supports and resources are in place to address professional development, continuous improvement, program environment and partnerships related to family well-being.	Continuous improvement, program environment, and partnerships are integrated all systems, and in the Program plans.	All Executive Team Members	August	Program Plans Procedures Manuals Strategic Plan
Incorporate goals related to family well-being into agency work plans and strategic planning.	All program work plans and strategic plans have the family well-being goals incorporated in the systems.	All Executive Team Members	May	Program Plans Strategic Plan
Ensure staff members have appropriate training and supervision and manageable caseloads.	All support services staff has a manageable caseload with no more than 50 cases per staff. Supervision is provided by the Center Managers; and training is provided primarily by the Family Services Department with supplemental training by all direct service departments.	Center Managers Family Services Other Direct Service Departments	May	Pre-Service Training Calendar T/TA Plan
Develop relationships with community members and community organizations that support families' interest and needs.	1) All Partnership Agreements ensure that inclusion of support of families' interest and needs are listed. 2) The Program develops and maintains relationships with community organizations that support families' interest and needs, through the Health, Education, Family & Community Partnerships, and Transportation Advisory Committees.	Community Partnership – Transition Department Direct Service Department Directors	August	Formal Partnership Agreements Advisory Committee Information: • Agendas • Sign-Ins • Minutes

CONTINUATION of Family Engagement Outcome: (1) FAMILY WELL-BEING:				
Strategy	**Task To Be Accomplished**	**Department or Person Responsible**	**Projected Date of Completion**	**Documents or Forms**
Promote cross-service area teamwork.	Support services staff is responsible to implement cross-services to families. Direct Service Departments provide continuous support and technical assistance when needed.	1) Support Services Staff 2) Teachers 3) Center Managers 4) Direct Services Departments	Ongoing	FPA Staffing Notes Conference Notes
Contract or hire a mental health consultant with appropriate credentials and experience to be a resource for staff and program needs around family well-being.	The Program currently has six (6) mental health consultants that are a resource for the families' well-being. Appropriate credentials are appropriated prior to hiring consultants.	Health Services Director Procurement Director	August	Mental Health Service Contracts

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(1) FAMILY WELL-BEING: Parents and families are safe, healthy, and have increased financial security.**
Program Foundation: **Continuous Program Improvement**
HS Performance Standard:
School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Use the community assessment and self-assessment surveys, the family partnership process, team meetings, and other tools to understand community and family needs and interests.	The Program understands the community and families' needs and interests by conducting surveys and integrating the outcomes into the community assessment, the self-assessment process, the FPA process, staffings, etc.	Asst. Program Directors Family Services Director Department Directors	Ongoing	Family Engagement Survey Community Assessment FPA
Review individual and system-wide family successes, helpful referrals and effective staff practices to evaluate family services.	The Program will implement a Family Engagement Survey (FES) to all families; and incorporate the referral process into the FES.	Family Services Department Support Services Staff	Pre: Aug – Sept Mid: Dec – Jan Post: April – May	Family Engagement Survey Referrals & Follow-ups
Collect data for individual families and aggregate it so that programs can review the effectiveness of family services.	The Program will collect the FES forms from families during the pre, mid, and post terms to review and analyze the effectiveness of family services based on family engagement outcomes.	Support Services Staff Family Services	Pre: Aug – Sept Mid: Dec – Jan Post: April – May	Family Engagement Survey FES - Report

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(1) FAMILY WELL-BEING: Parents and families are safe, healthy, and have increased financial security.**
Program Foundation: **Professional Development**
HS Performance Standard:
School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Develop knowledge of relationship building that is grounded in cross-cultural responsiveness and strengths-based perspectives.	Training will take place for all case managers and teachers regarding cross-cultural responsiveness and strengths-based perspectives during Pre-Service.	Family Services Department	August	Pre-Service Training Agenda
Gain knowledge about mental health, child development and a variety of parenting practices, including unique ways to engage fathers.	Training will take place for all case managers/teachers regarding mental health, child development, parenting, and fatherhood engagement during Pre-Service & Exploring Parenting Classes.	Mental Health Department Education Department Family Services Department	August Ongoing	Pre-Service Training Agenda Exploring Parenting Agenda
Develop knowledge and skill in supporting families around financial literacy and financial stability.	Training will be provided by Community Resource Group for all case managers regarding supporting families about financial literacy & stability.	Family Services Department	August	Community Partnership Agreement with Community Resource Group
Reflect on daily practice and personal experience to increase self-awareness and effective relationship–building with families.	Training will be place for all case managers/teachers regarding self-awareness and effective relationship building with families during Pre-Service Training & Exploring Parenting Classes.	Family Services Department	August	Pre-Service Training Agenda
Develop knowledge of professional ethics around confidentiality, boundaries and self-determination.	Training will take place for all case managers/teachers regarding professional ethics, confidentiality, boundaries, and self-determination during Pre-Service.	Family Services Department	August	Pre-Service Training Agenda
Develop skill in coordination and collaboration with community partners.	Coordination and collaboration is integrated in all community partnership agreements.	Community Partnership & Transition Director	December	Community Partnership Agreements & MOU's

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(1) FAMILY WELL-BEING: Parents and families are safe, healthy, and have increased financial security.**
Program Impact Area: **Program Environment**
HS Performance Standard:
School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Welcome all families—and all family structures, sizes and arrangements.	All types of families regardless of structure, size, and arrangements are welcomed to all facilities and activities of Head Start	Executive Director Assistant Program Directors All Head Start Staff	Ongoing	All Program Plans Welcome Signs at all Head Start facilities
Initiate relationships with families that are receptive, responsive and respectful.	All Head Start staff is responsible to be receptive, responsive and respectful of all Head Start families from the beginning of the families' association with the program.	All Head Start Staff	Ongoing	All Program Plans HCHSP Parent Handbook
Include family-friendly spaces with pictures and materials that affirm and welcome all families.	All HCHSP facilities have pictures, posters, and materials that encourage and welcome all families.	All Department Directors All Center Managers	Ongoing	Posters
Engage in honest dialogue with families about their expectations and staff/program objectives.	From the application process to transitioning out of the program staff engage in honest dialogue with families about expectations and program objectives.	All Center Level Staff All Administrative Staff	Ongoing	Parent Agreement for Enrollment Parent Conferences Home Visit Reports

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(1) FAMILY WELL-BEING: Parents and families are safe, healthy, and have increased financial security.**
Program Impact Area: **Family Partnerships**
HS Performance Standard:
School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Use family partnership assessments as a tool for relationship building and as a basis for ongoing individualized family services.	The program develops an FPA with all families enrolled with the program.	Support Services Staff Center Managers	Ongoing	FPA Forms FPA Tracking Report
Help families identify their interests, articulate their strengths and needs and accomplish and/or develop goals.	The FPA is designed to ensure the identification of families' interests, strengths, needs, and goals.	Support Services Staff Center Managers	Ongoing	FPA Forms FPA Tracking Report
Use goal-oriented home visits to establish relationships with families and to identify and support their interests and needs through the family partnership process.	A home visit takes place with all families for the purpose of implementing the FPA.	Support Services Staff Center Managers	Ongoing	FPA Forms FPA Tracking Report
Assist families in using resources and systems of support regularly and continuously over a period of time.	During the FPA process, staff provides families with a HCHSP Community Resource Directory and develops a support system for families.	Support Services Staff Center Managers	Ongoing	FPA Forms FPA Tracking Report Community Resource Directory

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(1) FAMILY WELL-BEING: Parents and families are safe, healthy, and have increased financial security.**
Program Impact Area: **Teaching and Learning**
HS Performance Standard:
School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Participate in cross-service area teams and program meetings to ensure that information about services related to family and child well-being can inform teaching.	Families meet with staff throughout the year to ensure that they are receiving information regarding all services related to child well-being, particularly during the FPA process and the referral process & follow-up. Case managers are cross-service area team members and staffings with families periodically take place for more intensive cross-service delivery.	Case Managers/ Support Services Staff & Center Managers	Ongoing	FPA Forms FPA Tracking Report Staffing Reports Referrals Referral Follow-ups

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(1) FAMILY WELL-BEING: Parents and families are safe, healthy, and have increased financial security.**
Program Impact Area: **Community Partnerships**
HS Performance Standard:
School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Link families with support systems and resources and conduct purposeful follow up to determine their effectiveness.	During the FPA process, staff provides families with a HCHSP Community Resource Directory and develops a support system for families. Referrals & follow-ups are initiated with families to provide additional more specific support. The program also implements a Parent Fair that provides an avenue to link families with support systems and resources.	Support Services Staff Center Managers Community Partnership & Transition Department Family Services Department	Ongoing	FPA Forms FPA Tracking Report Community Resource Directory Referral Form Referral Follow-up Form Parent Fair Agenda
Participate in community meetings and initiatives that increase program capacity to respond to the needs and interests of families.	All Direct Services Departments such as Education, Health/Mental Health, Nutrition, Special Services, Family Services, and Transition Departments have an Advisory Meeting. These advisory meetings are made up of families and cross-service community partner professionals. The Advisory Meetings review program plans that are responsive of families' needs and interests. Departments also participate in community meetings and activities that promote Head Start families' interests and needs.	All Direct Service Departments	Ongoing	Advisory Committee Agendas & Sign In Rosters Community Partnership Meeting & Activity Agendas

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(2) POSITIVE PARENT-CHILD RELATIONSHIPS: Beginning with transitions to parenthood, parents and families develop warm relationships that nurture their child's learning and development.**

Program Foundation: **Program Leadership**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Ensure that systems, supports and resources are in place to address professional development, continuous improvement, program environment and partnerships related to supporting positive parent-child relationships.	Continuous improvement, program environment, and partnerships are integrated all systems and in the program plans as it relates to supporting positive parent-child relationships.	All Executive Team Members	August	Program Plans Procedures Manuals Strategic Plan
Incorporate goals related to positive parent-child relationships into agency work plans and strategic planning.	Positive parent-child relationship goals have been incorporated into the program's strategic and work plans.	All Executive Team Members	May	Program Plans Procedures Manuals Strategic Plan
Ensure staff members have appropriate training, effective supervision, and manageable caseloads to support families and their relationships with their infants, toddlers and preschool age children.	All staff receives training that is supportive of families and their relationship with their children. All support services staff has a manageable caseload with no more than 50 cases per staff. Supervision is provided by the Center Managers; and training is provided primarily by the Family Services Department with supplemental training by all direct service departments.	Center Managers Family Services Other Direct Service Departments	May	Pre-Service Training Calendar T/TA Plan
Promote cross-service area teamwork.	Support services staff is responsible to implement cross-services to families. Direct Service Departments provide continuous support and technical assistance when needed.	1) Support Services Staff 2) Teachers 3) Center Managers 4) Direct Services Departments	Ongoing	FPA Staffing Notes Conference Notes

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(2) POSITIVE PARENT-CHILD RELATIONSHIPS: Beginning with transitions to parenthood, parents and families develop warm relationships that nurture their child's learning and development.**

Program Foundation: **Continuous Program Improvement**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Use self-assessments, related surveys and ongoing conversations with families to reflect on staff relationships with families and identify areas for improvement.	The program will implement the PFCE Framework Self-Assessment to identify staff relationships with families and identify areas of improvement. The program will implement a program wide self-assessment utilizing the 2013 Monitoring Protocol. Staff will document ongoing dialog with families to reveal staff relationships with families.	Family Services Director Assistant Program Director Executive Team Members Support Services Staff	February Ongoing	PFCE Framework Self-Assessment Instrument 2013 Monitoring Protocol Family Contact Notes – Child's Comprehensive File
Use self-assessments and related surveys to better understand participants' parenting practices, and use this information to improve parenting education and parenting supports.	The program will implement the PFCE Framework Self-Assessment to better understand parenting practices and improve parent education and supports. The program will implement an evaluation survey from participants who attend the Exploring Parenting Program.	Family Services Director Assistant Program Director Center Managers	February March	PFCE Framework Self-Assessment Instrument Exploring Parenting - Evaluation Survey

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(2) POSITIVE PARENT-CHILD RELATIONSHIPS: Beginning with transitions to parenthood, parents and families develop warm relationships that nurture their child's learning and development.**

Program Foundation: **Professional Development**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Gain knowledge about the needs of prenatal and postnatal pregnant women and their families how mental health and wellness affects families.	Training will take place for all support services staff regarding information and understanding about how mental health and wellness affects families.	Health Services Director Mental Health Coordinator	August Ongoing	Pre-Service Training Agenda T/TA Plan
Gain knowledge about the needs of parents who are parenting a child with a disability.	Training will take place for all teaching and support services staff about the needs of parenting a child with a disability.	Special Services Director Special Services Coordinator	August Ongoing	Pre-Service Training Agenda T/TA Plan
Gain knowledge about the unique ways to engage fathers.	Training will take place for all teaching and support services staff about engaging fathers.	Health Services Director Family Services Director	August Ongoing	Pre-Service Training Agenda T/TA Plan
Gain knowledge about the communication styles and relationship building.	Training will take place for all support services staff regarding communication styles and relationship building.	Family Services Director Family Services Coordinators	January	Exploring Parenting – Facilitator Training
Gain knowledge about child development.	Training will take place for all teaching and support services staff regarding child development.	Education Directors	August Ongoing	Pre-Service Training Agenda T/TA Plan
Gain knowledge about the effect of trauma on parent-child relationships.	Training will take place for all support services staff regarding effects of trauma on parent-child relationships.	Family Services Director Family Services Coordinators	November January Ongoing	FPA Training Agenda Exploring Parenting – Facilitator Training
Gain knowledge about a variety of parenting practices.	Training will take place for all support services staff regarding diversity of parenting practices.	Family Services Director Family Services Coordinators	January	Exploring Parenting – Facilitator Training

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(2) POSITIVE PARENT-CHILD RELATIONSHIPS: Beginning with transitions to parenthood, parents and families develop warm relationships that nurture their child's learning and development.**

Program Impact Area: **Program Environment**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Hold the child and family in high regard and partner effectively with different groups of parents.	All children and families are held in high regard and are provided a variety of opportunities to associate with different groups of parents throughout the year.	All Executive Team Members Family Services Director	Ongoing	Parent Meeting Agendas Parent Conferences Advisory Committee Information: • Agendas • Sign-Ins • Minutes
Provide opportunities that support parents' needs to connect with other parents for reflection, information, ideas and support.	All parents are provided opportunities to participate in the Exploring Parenting Curriculum that will give parents a chance to connect with other parents for information, ideas and support.	Family Services Director Family Services Coordinators Support Services Staff	March	Exploring Parenting - Agendas
Support parent-child relationships in a way that values the culture and language of the family and recognizes how different cultural influences may influence family development.	All parents are respected and supported in all cultural and language influences and how it influences family development and support parent-child relationships. Classroom instruction and particularly child take home activities are reflective of the value of cultural and language diversity.	All Executive Team Members All Teaching Staff All Support Services Staff	Ongoing	Exploring Parenting – Agendas Classroom Lesson Plans Child Take Home Activities

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(2) POSITIVE PARENT-CHILD RELATIONSHIPS: Beginning with transitions to parenthood, parents and families develop warm relationships that nurture their child's learning and development.**

Program Impact Area: **Family Partnerships**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Provide opportunities for parents to learn about expectant parenting and prenatal health, the developing role of young parents (for adolescent parents), and/or about their roles as new mothers and fathers.	N/A – HCHSP does not operate an Early Head Start Program			
Help families identify appropriate practices that complement the stages of their developing child.	All parents are provided opportunities to participate in Exploring Parenting. The Child Development module helps parents understand the appropriate practices regarding the different stages.	Family Services Staff Support Services Staff	March	Exploring Parenting - Agenda
Foster meaningful, reciprocal relationships between mother and child, and father and child in a manner that is both culturally receptive and responsive.	All parents are provided opportunities to participate in Exploring Parenting. The "Getting Involved in Your Child's World" module helps develop a re			
Support parents and families in ensuring the health and safety of their infants, toddlers and preschoolers.	All parents are supported in ensuring the health and safety of their preschoolers by doing follow-up with parents in the physical, dental, and other health screenings and exams.	Support Services Staff	Ongoing	Health Screening Reports Physical & Dental Exams PROMIS Reports
Support a father's efforts to connect with and be responsible for his child at all ages and stages of development.	The program implements a yearly Fatherhood Conference that provided training to fathers regarding their role in their child's development.	Health Services Staff	February	Fatherhood Conference Agenda

CONTINUATION of Family Engagement Outcome: (2) POSITIVE PARENT-CHILD RELATIONSHIPS:				
Support families in seeking support from mental health consultants or other community agencies when there are parent-child relationship challenges that require additional services.	The program provides opportunities to all families seeking support and requires additional services from mental health consultants or other community agencies. This is accomplished through the FPA and referral process. A community resource directory is provided to all parents at the beginning of the year.	Health Services Director Mental Health Coordinator Support Services Staff	Ongoing	Family Partnership Agreement (FPA) Referrals & Follow-ups Community Resource Directory Mental Health Consultants – Providers List
Foster strong co-parenting relationships as appropriate.	The program provides opportunities when appropriate in fostering strong co-parent relationships. Both parents are provided information regarding the child and information about all program events are provided to both parents.	All Executive Team Members Support Services Staff	Ongoing	Child's Comprehensive File FPA

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PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
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Family Engagement Outcome: **(2) POSITIVE PARENT-CHILD RELATIONSHIPS: Beginning with transitions to parenthood, parents and families develop warm relationships that nurture their child's learning and development.**

Program Impact Area: **Teaching and Learning**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Engage with parents as equal partners in learning about their child while acknowledging parents' premier role as their child's first teacher.	The program acknowledges the parents' role as the child's first teacher and encourages parents to engage with the program regarding all aspects of the child's learning. This is accomplished by continuous interaction with parents regarding the child's learning, daily contact, and a variety of program activities throughout the year.	All Teaching staff All Support Services Staff	Ongoing	Parent Conference Notes Parent Handbook
Foster meaningful, reciprocal relationships between mother and child, and father and child in a manner that is both culturally receptive and responsive.	The program incorporates programs and activities implements programs such as Exploring Parenting, the Read-Aloud Program, and Child Take Home Activities that foster meaningful shared relationships between the child and each parent that is culturally receptive and responsive. The program provides all information to families in both English and Spanish.	Family Services Director Education Directors Center Managers Support Services Staff Teachers	Ongoing	Exploring Parenting – Agenda Monthly Parent Committee Meetings – Read Aloud Section Parent Handbook
Talk together with families about the child's signals in ways that help families explore these signals and understand and respond to their child's behavior.	The program implements the DECA Assessment Instrument with all children within 45 days after enrollment and is shared with families and helps explore and understand and respond to their child's behavior.	Health Services Director Mental Health Coordinator Center Managers Teachers	45 days after enrollment Ongoing	DECA Instrument Parent Conference Notes

CONTINUATION of Family Engagement Outcome: (2) POSITIVE PARENT-CHILD RELATIONSHIPS:				
Work together with families to help children overcome behavioral challenges.	Positive Behavior Support (PBS) program that helps families understand their child's behavior and helps explore triggers.	Health Services Director Mental Health Coordinator Teachers Support Services Staff	Ongoing	Referral Form PBS – Contact Notes

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
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Family Engagement Outcome: **(2) POSITIVE PARENT-CHILD RELATIONSHIPS: Beginning with transitions to parenthood, parents and families develop warm relationships that nurture their child's learning and development.**

Program Impact Area: **Community Partnerships**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Engage community partners to help support the needs and goals of pregnant and expectant families and new parents.	HCHSP Does Not Operate an Early Head Start Program			
Engage community partners to help support the needs of families who are parenting during stressful and challenging times.	Community Partnership Agreements are maintained with Texas A&M AgriLife Program, MHMR Texas Tropical, Hope Family Clinic, Mujeres Unidas/Women Together, Texas Attorney General, Community Service Agency, and Texas Workforce Solutions, WIC that help support the needs of families during stressful and challenging times. All parents receive a Head Start Community Directory that identifies partners that can assist families within the area.	Community Partnership & Transition Director Executive Team Members	Ongoing	Community Partnership Agreements Community Resource Directory

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(3) FAMILIES AS LIFELONG EDUCATORS: Parents and families observe, guide, promote and participate in the everyday learning of their children at home, school, and their communities.**

Program Foundation: **Program Leadership**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Ensure that systems, supports and resources are in place to address professional development and continuous improvement, program environment and partnerships related to families as lifelong educators.	The program supports professional development with staff, such as pre-service and in-service training, assistance with advance education in a related field that would foster partnerships with families to assist them in being lifelong educators. Parents are provided with ongoing training such as Exploring Parenting, Monthly Parent Training, Parent Conferences, etc. that also fosters development of being lifelong educators.	All Executive Team Members	Ongoing	Program Plans Procedures Manuals Pre-Service Training Agenda In-Service Training Agenda T/TA Plan Exploring Parenting – Agenda Monthly Parent Meeting Agenda – Topic of Month
Incorporate goals related to families as lifelong educators into agency work plans and strategic planning.	All program work plans and strategic plans have incorporated goals related to families as lifelong educators into the systems. All program plans include parent training opportunities.	All Executive Team Members	May	Program Plans Procedures Manuals Strategic Plan
Collaborate with school systems to support and empower families in their continued role as their child's lifelong educators.	Community Partnership Agreements are in place with thirteen (13) LEA's that support families role as their child's lifelong educators by participating in Transition Meetings that share information about the child's progress in Head Start.	Executive Director Assistant Program Directors Community Partnership & Transition Director	Ongoing	Partnership Agreements

CONTINUATION of Family Engagement Outcome: (3) FAMILIES AS LIFELONG EDUCATORS:				
CONTINUED: Collaborate with school systems to support and empower families in their continued role as their child's lifelong educators.	The program has partnered with Edinburg, Mercedes, and McAllen ISD with the Texas Literacy Initiative (TLI) Program that also empowers families in their continued role as their child's lifelong educators.	Executive Director Assistant Program Directors Community Partnership & Transition Director	Ongoing	Partnership Agreements
Promote cross-service area teamwork.	Support services staff is responsible to implement cross-services to families. Direct Service Departments provide continuous support and technical assistance when needed. Staff from the TFI Initiative participates in cross-service area teamwork in promoting families as lifelong learners.	1) Support Services Staff 2) Teachers 3) Center Managers 4) Direct Services Departments 5) TFI Staff	Ongoing	FPA Staffing Notes Conference Notes

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PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
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Family Engagement Outcome: **(3) FAMILIES AS LIFELONG EDUCATORS: Parents and families observe, guide, promote and participate in the everyday learning of their children at home, school, and their communities.**

Program Foundation: **Continuous Program Improvement**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Use self-assessments, related surveys and staff service integration meetings to better understand the effectiveness of family-staff relationships with respect to teaching and learning.	The program will implement the PFCE Framework Self-Assessment, the Monitoring Protocol, the Family Engagement Survey (FES), the Lap-D, and the CLASS assessment to identify and understand the effectiveness of family-staff relationships with respect to teaching and learning.	Assistant Program Director Family Services Director Support Services Staff	February Pre: Aug – Sept Mid: Dec – Jan Post: April – May	PFCE Framework Self-Assessment Monitoring Protocol FES Lap-D Assessment CLASS Assessment
Use information from the self-assessment and related surveys to improve staff-family relationships and to strengthen family literacy practices.	The program will utilize the information from the PFCE Framework Self-Assessment, theMonitoring Protocol, and the Family Engagement Survey (FES) to identify needed improvements and to strengthen family literacy practices.	Assistant Program Director Education Director Family Services Director	March May	PFCE Framework Self-Assessment: Outcome Report Monitoring Protocol: Outcome Report FES: Outcome Report Lap-D Assessment Report CLASS Assessment Report

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PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
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Family Engagement Outcome: **(3) FAMILIES AS LIFELONG EDUCATORS: Parents and families observe, guide, promote and participate in the everyday learning of their children at home, school, and their communities.**

Program Foundation: **Professional Development**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Include teachers/teachers' assistants in parenting education sessions so parents and teachers can share information about child learning and development, and program curriculum.	Teaching staff will participate when possible in the Exploring Parenting program, and will participate in the "Reading Initiative Program" during the Parent Meetings as facilitators so that they can share information about child learning and development and program curriculum.	Education Directors Center Managers Teaching Staff	Monthly February Ongoing	Exploring Parenting Agenda Monthly Parent Committee Meetings – Reading Initiative Program

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(3) FAMILIES AS LIFELONG EDUCATORS: Parents and families observe, guide, promote and participate in the everyday learning of their children at home, school, and their communities.**

Program Impact Area: **Program Environment**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Welcome families to observe and participate in their child's classroom (or home-based) activities.	Parents are encouraged to participate in the program as volunteers and/or observers in order to feel welcomed and build trust. Activities include.... Enrollment & Health Fairs, volunteer & observer opportunities, parent orientation training, Parent Committee Meetings, Open House, Parent - Staff Conferences, and home visits.	Teachers Center Managers Support Services Staff	Daily Ongoing	HCHS Program Calendar
Support and encourage parents to share tips on everyday learning practices with staff and other families.	Parents are encouraged, in particular to share tips on everyday learning practices with staff; such as during enrollment and health fairs, parent orientation training, open house, home visits and parent-teacher conferences.	Teachers Center Managers Support Services Staff	Daily Ongoing	HCHS Program Calendar

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(3) FAMILIES AS LIFELONG EDUCATORS: Parents and families observe, guide, promote and participate in the everyday learning of their children at home, school, and their communities.**

Program Impact Area: **Family Partnerships**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Support relationships between parents and their children as part of the foundation for interactions around early learning.	The program has a Reading Initiative Program "Once Upon a Time – Parent Lending Library" Parent/Child Take Home Activities are facilitated by Teachers. Activities are Curriculum Based.	Education Department	Ongoing	Lending Library – Sign In Sheets Parent/Child Take Home Activity Log
Provide opportunities and support parents in working toward their own literacy goals.	The program maintains partnership agreements with agencies that offer classes in the areas of ESL, ABE, GED, and Job Readiness and refers parents to the appropriate agency. The program has established a Partnership Agreement (PA) with Texas Workforce Solutions to collaborate for additional services to parents.	Teachers Center Managers Support Services Staff	Ongoing August thru May	Referral Form PA - South Texas College PA - Mercedes ISD, GED Testing Program PA - Texas Workforce Solutions

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(3) FAMILIES AS LIFELONG EDUCATORS: Parents and families observe, guide, promote and participate in the everyday learning of their children at home, school, and their communities.**

Program Impact Area: **Teaching and Learning**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Consistently connect with families to gather child information and parent observations to inform teaching.	The program gathers information about the child from the parent for the purpose of understanding teaching methods during the enrollment process, home visits, parent – teacher conferences, and day-to-day interactions.	Education Directors Center Managers Teachers	Ongoing	Child's Comprehensive File Home Visit Reports Parent-Teacher Conferences Family Contact Notes
Share information about children's social, emotional, and cognitive development and the importance of the home language (with families of children who are dual language learners).	The program shares information about the child's social, emotional, cognitive development and importance of home language during LAP-D assessments, DECA assessments, home-visits, parent-teacher conferences.	Education Directors Center Managers Teachers	Ongoing	LAP-D Assessments DECA Assessments Home Visit Reports Parent-Teacher Conference Notes
Share information about approaches that promote child outcomes outlined in the Head Start Child Development and Early Learning Framework.	Staff shares information with families regarding child outcomes during the LAP-D meetings. The LAP-D Assessment is aligned with the Head Start Child Development and Early Learning Framework.	Education Directors Center Managers Teachers	Ongoing	LAP-D Assessment Reports Parent-Teacher Conference Notes
Engage parents in conversations where child assessment data is shared and parents learn about children's progress.	Home visits, DECA & LAP-D meetings involve staff engaging parents in dialogue regarding child assessment progress and corresponding data.	Education Directors Center Managers Teachers	Ongoing	LAP-D Assessments DECA Assessments Home Visit Reports Parent-Teacher Conference Notes

CONTINUATION of Family Engagement Outcome: (3) FAMILIES AS LIFELONG EDUCATORS:				
Use a database/management information system that is accessible to families and that assists teachers in sharing child assessment information in an understandable, family-friendly format.	The LAP-D database information system is family friendly and helps teachers share information with families about their child assessment outcomes.	Education Directors MIS Director Center Managers Teachers	Ongoing	LAP-D Assessment Reports

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
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Family Engagement Outcome: **(3) FAMILIES AS LIFELONG EDUCATORS: Parents and families observe, guide, promote and participate in the everyday learning of their children at home, school, and their communities.**

Program Impact Area: **Community Partnerships**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Support family experiences with community resources that support children's learning and development, such as libraries and museums.	In order to support family experiences, collaboration and partnership agreements are established with local elementary schools, cultural institutions, libraries, and other organizations. Field trips are arranged to a variety of places and families are encouraged to participate. They include: McAllen International Museum Museum of South Texas History City Libraries and Local Elementary Libraries.	Education Area Directors Community Partnership & Transition Director Center Managers	Ongoing	Community Partnership Agreements Field Trip Reports
Share information with families about resources and services for children with disabilities.	Information is shared with families about resources for children with disabilities. Partnership agreements are established with providers and agencies that include; LEA's Local Education Agencies, Region I Easter Seals & ECI Program, Physicians & Specialists, Hospitals & Clinics, Therapists, UTPA – OT Dept., MHMR and pharmacies. Referrals are initiated to agencies for families needing assistance for children with disabilities or suspected disabilities.	Special Services Director Special Services Coordinators Support Services Staff	Ongoing	Family Contact Notes Referrals and Follow-up Forms

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
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Family Engagement Outcome: **(4) FAMILIES AS LEARNERS: Parents and families advance their own learning interests through education, training and other experiences that support their parenting, careers, and life goals.**

Program Foundation: **Program Leadership**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Ensure that systems, supports and resources are in place to address professional development, continuous improvement, program environment and partnerships related to families learning goals for themselves and their children.	The program supports professional development with staff, such as pre-service and in-service training, assistance with advance education in a related field that would staff help families learn and develop goals for themselves and their children. Parents are provided with ongoing support for goal development during the FPA process. .	Family Services Director Support Services Staff	Ongoing	FPA FPA Tracking Report Family Contact Notes
Incorporate goals related to family learning into agency work plans and strategic planning.	All program work plans and strategic plans have incorporated goals related to family learning into the systems. All program plans include parent training opportunities.	All Executive Team Members	May	Program Plans Procedures Manuals Strategic Plan
Form agreements with education entities and organizations that support staff and families' education and training goals.	Community Partnership Agreements are in place with education entities that support staff and families' education and training goals such as: South Texas College, Region I Education Service Center, Mercedes ISD GED Testing Center, Texas A&M AgriLife Program, RGV Council and Texas Workforce Solutions. Referrals are referred to agencies for assistances.	Executive Director Assistant Program Directors Community Partnership & Transition Director Support Services Staff	Ongoing	Community Partnership Agreements Referral Forms and Referral Follow-up Forms

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
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Family Engagement Outcome: **(4) FAMILIES AS LEARNERS: Parents and families advance their own learning interests through education, training and other experiences that support their parenting, careers, and life goals.**

Program Foundation: **Continuous Program Improvement**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Use community assessments, self-assessments, family partnership agreements and related surveys on education and training services in the program and community to understand opportunities and challenges.	In order to understand opportunities and challenges the program will implement a Community Assessment UTPA that is used to determine the strengths and needs of our community and to plan and strategize for the coming years. An FPA is implemented with all participants to identify individual families' strengths and needs. The Family Engagement Survey (FES) will provide educational and training services needed by the parents.	Family Services Director Assistant Program Director Support Services Staff	November Ongoing	Head Start Community Assessment FPA – Family Partnership Agreement FPA Tracking Log FES – Family Engagement Survey
Use information from community assessments, self-assessments and related surveys to improve family options for GED, training, certificate, and degree programs.	The information contained in the Community Assessment and the Self-Assessment will provide the program information regarding the need to expand current partnership agreements with agencies that assist families with GED, training, certificate and degree programs.	Community Partnerships & Transition Director	Ongoing	Head Start Community Assessment Community Resource Directory

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(4) FAMILIES AS LEARNERS: Parents and families advance their own learning interests through education, training and other experiences that support their parenting, careers, and life goals.**

Program Foundation: **Professional Development**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Create "learning communities" for staff.	The program has partnerships with agencies such as UTPA and STC that generate a learning community for staff. The program has a networking meeting for support services staffs that provides an opportunity for staff to learn about different agencies that will assist them help families connect with agencies.	Community Partnership & Transition Director Support Services Staff	September Ongoing	Networking Meeting Agenda Community Resource Directory
Develop staff skills to support families in meeting their learning goals.	The program provides pre-service and in-service training, along with an FPA training to help staff develop skills that will support families meeting their learning goals.	All Executive Team Members Family Services Director Support Services Staff	August November Ongoing	Pre-Service Training Agenda FPA Training Agenda
Develop knowledge about different kinds of education and training opportunities available to families.	The program provides a variety of training opportunities to families in order to develop education that includes, parent orientation training, volunteer training, parent leadership training, parent fair, fatherhood conference, and the Exploring Parenting program.	Family Services Director Teachers Center Managers Health Services Director	August September November February Ongoing	HCHS Program Calendar Exploring Parenting Agenda
Prepare staff to engage parents in meaningful and creative ways in parent meetings and trainings.	Support services staff and teaching staff are provided training during pre-service on how to engage parents in meetings and trainings that are meaningful.	Family Services Director	August Ongoing	Pre-Service Training Agenda

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PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
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Family Engagement Outcome: **(4) FAMILIES AS LEARNERS: Parents and families advance their own learning interests through education, training and other experiences that support their parenting, careers, and life goals.**

Program Impact Area: **Program Environment**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Welcome and support families as learners.	The program provides a variety of opportunities that supports them as learners, i.e.; parent orientation training, volunteer training, parent leadership training, parent fair, fatherhood conference, Exploring Parenting, and the FPA process.	Family Services Director Support Services Staff Center Managers Health Services Director	Ongoing	HCHS Program Calendar Exploring Parenting Agenda Family Partnership Agreement
Make information available that supports parents' personal growth and career development.	Parents are provided support for personal growth & career development during the FPA process. Referrals are initiated that can assist parents.	Support Services Staff Family Services Staff Community Partnerships & Transition Staff	Ongoing	FPA Referral Forms Follow-up Forms
Ensure that parent meetings and trainings are announced routinely, that announcements are inviting, and that language is not a barrier to parent participation.	All parent meetings and trainings are scheduled to meet the needs of families and all meetings are conducted in both English and Spanish. A Parent Handbook is provided to all parents that contains the yearly calendar. Reminders are routinely sent.	Family Services Director Executive Team Members Center Managers	Ongoing	Parent Handbook HCHS Program Calendar
Provide opportunities for families to connect with other families in the program or community that are working to achieve similar learning/educational goals.	Families are provided opportunities to connect with other families with the variety of programs that are conducted for parents throughout the year; and parents are provided with referrals to participate in support groups with others that have similar goals.	Executive Team Members Support Services Staff	Ongoing	Parent Handbook HCHS Program Calendar Referral Forms

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PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
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Family Engagement Outcome: **(4) FAMILIES AS LEARNERS: Parents and families advance their own learning interests through education, training and other experiences that support their parenting, careers, and life goals.**

Program Impact Area: **Family Partnerships**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Use the family partnership process to assist families with their education and training goals, and provide referrals to educational resources (GED, adult education, ESL, employment opportunities, workplace literacy, parenting skills, job training, job preparation skills, etc.)...	The program maintains partnership agreements with agencies that offer classes in the areas of ESL, ABE, GED, and Job Readiness and refers parents to the appropriate agency. The program has established a Partnership Agreement (PA) with Texas Workforce Solutions to collaborate for additional services to parents.	Community Partnership & Transition Staff Center Managers Support Services Staff	Ongoing August thru May	Referral Form PA - South Texas College PA - Mercedes ISD, GED Testing Program PA - Texas Workforce Solutions
Follow-up on referrals to ensure that families are enrolled and have the necessary supports to complete their education and/or training.	Follow-ups are conducted by support services staff within 2 weeks for all referrals initiated in order to ensure families are receiving necessary supports.	Support Services Staff	Ongoing	Follow-up Form Family Contact Notes
Invite past program parents and community volunteers to share their educational and career experiences with families.	Past program parents and community volunteers are invited to participate in the annual Volunteer Training in order to share their past experiences with current Head Start families.	Family Services Staff	September	Volunteer Training Agenda
Invite families to volunteer or apply for jobs in the program in ways that support their parenting, career or life goals.	Families are encouraged to volunteer and apply for jobs in the program. HS families are provided with added points in the rating system; and the substitute pool is formulated for parents.	Head Start Director Family Services Director Human Resource Director	September Ongoing	Volunteer Training Agenda Volunteer Folder Application for Employment Form

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PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(4) FAMILIES AS LEARNERS: Parents and families advance their own learning interests through education, training and other experiences that support their parenting, careers, and life goals.**

Program Impact Area: **Teaching and Learning**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Support parents as learners in parenting education programs that help parents learn more about their child's learning, development and behavior.	All parents are provided opportunities to participate in Exploring Parenting. The Child Development module helps parents understand the appropriate practices regarding the different stages.	Family Services Staff Support Services Staff	March	Exploring Parenting - Agenda
Support family literacy activities between parents and children.	Families are encouraged to participate in the Read Initiative Program during the Parent Meetings as facilitators so that they can share information about child learning and development and program curriculum. The Child Take Home Activities provides an opportunity for parents and children share in literacy activities that support reciprocal learning. Families are also encouraged to participate in the educational lesson plan development in the classroom.	Education Directors Center Managers Teaching Staff	Monthly February Ongoing	Exploring Parenting Agenda Monthly Parent Committee Meetings – Read Initiative Program Child Take Home Activities Classroom Lesson Plans
Encourage families to observe and participate in child learning and development during home visits and in classrooms.	Home visits provide an opportunity for families to interact with staff regarding child learning and development and to share observations of classroom experiences.	Education Directors Center Managers Teachers	Fall Spring	Home Visit Reports

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PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(4) FAMILIES AS LEARNERS: Parents and families advance their own learning interests through education, training and other experiences that support their parenting, careers, and life goals.**

Program Impact Area: **Community Partnerships**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Link families to community resources for internships, volunteer activities and other experiences that expand their knowledge and skills and build on their career interests.	A Head Start Parent Fair is held where 60 different agencies are given an opportunity for families to link with community resources that will expand their knowledge and skills and build on their career interests. Referrals are made to agencies for additional help.	Family Services Staff Support Services Staff	November Ongoing	Parent Fair Agenda Referral Form
Form partnerships with educational resources in the community and beyond, including higher education institutions, to support families' learning interests and educational goals.	The program maintains partnership agreements with local higher education institutions such as South Texas College and the University of Texas Pan American; and refers families in order to support families' educational goals. This is done during the development of the FPA.	Family Services Staff Support Services Staff	Ongoing	Referral Form FPA PA - South Texas College PA - UTPA
Form partnerships with adult educators who creatively enhance education and training opportunities for families.	The program maintains partnership agreements with agencies that offer classes in the areas of ESL, ABE, GED, and Job Readiness and refers parents to the appropriate agency. The program has established a Partnership Agreement (PA) with Texas Workforce Solutions to collaborate for additional services to parents.	Community Partnership & Transition Staff Center Managers Support Services Staff	Ongoing August thru May	Referral Form PA - South Texas College PA - Mercedes ISD, GED Testing Program PA - Texas Workforce Solutions

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
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Family Engagement Outcome: **(5) FAMILY ENGAGEMENT IN TRANSITIONS: Parents and families support and advocate for their child's learning and development as they transition to new learning environments, including EHS to HS, EHS/HS to other early learning environments, and HS to kindergarten through elementary school.**

Program Foundation: **Program Leadership**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Ensure that systems, supports and resources are in place to address professional development, continuous improvement and partnerships related to child and family transitions.	The program has established systems and supports through resources such as with thirteen (13) LEA's that work with the program. Joint professional development trainings take place in order for continuity of services.	Program Director Community Partnership & Transition Director Education Directors	Ongoing	T/TA Plan
Establish ongoing communications and Memorandums of Understanding between Head Start and the local educational agencies.	Community Partnership Agreements are in place with thirteen (13) LEA's that support families role as their child's lifelong educators by participating in Transition Meetings that share information about the child's progress in Head Start.	Program Director Community Partnership & Transition Director Special Services Director	Ongoing	Community Partnership Agreements

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
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Family Engagement Outcome: **(5) FAMILY ENGAGEMENT IN TRANSITIONS: Parents and families support and advocate for their child's learning and development as they transition to new learning environments, including EHS to HS, EHS/HS to other early learning environments, and HS to kindergarten through elementary school.**

Program Foundation: **Continuous Program Improvement**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Use the self-assessment process, related surveys and K-12 data sources (where possible) to review transition activities and to better understand opportunities and challenges.	The statistical data from the Self-Assessment, Lap-D, and the Texas Literacy Initiative (TLI) will be reviewed in order to comprehend opportunities and challenges and to look at improvement prospects.	Assistant Program Director Education Directors Community Partnership and Transition Director	March May	Self-Assessment Report Lap-D Assessment Report TLI Data Report
Use information from the self-assessment, related surveys and other data sources to improve transition practices with families and community partners.	The program will utilize the information from the PFCE Framework Self-Assessment, the Monitoring Protocol, and the Family Engagement Survey (FES) to identify needed improvements and to transition practices.	Assistant Program Director Education Director Family Services Director	March May	PFCE Framework Self-Assessment: Outcome Report Monitoring Protocol: Outcome Report FES: Outcome Report Lap-D Assessment Report CLASS Assessment Report

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
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Family Engagement Outcome: **(5) FAMILY ENGAGEMENT IN TRANSITIONS: Parents and families support and advocate for their child's learning and development as they transition to new learning environments, including EHS to HS, EHS/HS to other early learning environments, and HS to kindergarten through elementary school.**

Program Foundation: **Professional Development**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Conduct joint transition trainings across EHS/HS and local educational agencies.	The program has established systems and supports through resources such as with thirteen (13) LEA's that work with the program. Joint professional development trainings take place in order for continuity of services with regarding to transition activities.	Program Director Community Partnership & Transition Director Education Directors	Ongoing	T/TA Plan
Gain understanding about the realities public schools face and acknowledge both constraints and opportunities in building local partnerships (differences in policy, regulations, budgets, organizational design, etc.).	The program will participate when possible in Superintendents' meetings at Region I Education Service Center to gain understand about public school funding, policy, regulation budget and organizational design differences, etc.	Program Director Assistant Directors	Ongoing	Region I Meeting Agendas

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(5) FAMILY ENGAGEMENT IN TRANSITIONS: Parents and families support and advocate for their child's learning and development as they transition to new learning environments, including EHS to HS, EHS/HS to other early learning environments, and HS to kindergarten through elementary school.**

Program Impact Area: **Program Environment**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Welcome and engage families as partners in transition planning.	Families are encouraged to participate in the program with transition planning in order to feel welcomed and build trust. Activities include.... Enrollment & Health Fairs, volunteer & observer opportunities, parent orientation training, Parent Committee Meetings, Open House, Parent - Staff Conferences, and home visits. Families are also invited to participate in the Family & Community Partnerships, and Transition Advisory Committee.	Teachers Center Managers Support Services Staff Family Services Director Community Partnership & Transition Director	Daily Ongoing	HCHS Program Calendar Advisory Committee Meeting Agenda
Create a culture of supporting families during transitions as they are the key to creating continuity for children.	LEA's are invited to attend a Parent Committee Meeting to discuss transition. Parents are invited to attend along with their children to field trips to different public schools.	Education Directors Support Services Staff Teachers	April, May	Monthly Parent Committee Meeting Agenda Field Trip Reports
Help families identify and understand quality criteria in early childhood settings as children make transitions from prenatal to postnatal services, new service options, new classrooms, or new home visitors.	ECI's are invited to attend a Parent Committee Meeting to discuss transition into the program. Parents are invited to visit the center prior to their child attending class.	Special Services Director Support Services Staff Teachers	April, May	Monthly Parent Committee Meeting Agenda Family Contact Notes

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(5) FAMILY ENGAGEMENT IN TRANSITIONS: Parents and families support and advocate for their child's learning and development as they transition to new learning environments, including EHS to HS, EHS/HS to other early learning environments, and HS to kindergarten through elementary school.**

Program Impact Area: **Family Partnerships**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Use the family partnership process to help families develop transition plans for themselves and their children.	An FPA is conducted with all families enrolled. Transition activities are discussed in order to assist with the development of transition goals.	Support Services Staff Community Partnership & Transition Director	August, May Ongoing	FPA Form Family Contact Notes
Provide families with information, training and connections to future early care and educational settings to help facilitate the transition process for parents and children (e.g., information about what families might expect of K-12 instruction and training about how to deal with disagreements between parent and teacher).	All families who are changing into a K-12 instructional setting will be provided with a Transition Packet. Parents will be provided training on the contents of the packet that includes information on how to deal with disagreements between parents and teachers.	Teachers Community Partnership & Transition Director	May Ongoing	Transition Packets Parent Training - Topic of the Month (May – Transition)
Ensure families know about their rights under federal and state laws, such as their rights under the Individuals with Disabilities Education Act (IDEA).	All staff is provided with IDEA training during pre-service. Trainings are provided to families during Parent Committee Meetings.	Special Services Department	August April Ongoing	IDEA Procedural Safeguards that are provided to parents. Parent Committee Training

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(5) FAMILY ENGAGEMENT IN TRANSITIONS: Parents and families support and advocate for their child's learning and development as they transition to new learning environments, including EHS to HS, EHS/HS to other early learning environments, and HS to kindergarten through elementary school.**

Program Impact Area: **Teaching and Learning**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Ensure families have ongoing opportunities to discuss their observations and concerns about their child's strengths and challenges prior to transitions from EHS to HS and HS to K-12.	Teachers meet with parents to discuss individual child's strengths and challenges and other data during post conference of Lap-D results.	Teachers Education Department	Pre – Fall Mid – Winter Post – Spring	Parent – Teacher Conference Report
Share information about activities and everyday interactions with children that promote school readiness as outlined by the Head Start Child Development and Early Learning Framework.	Daily contact is made with parents regarding everyday activities and interactions. Lap-D and the Early Learning Framework are aligned to Teachers to facilitate sharing of information regarding the child.	Teachers	Daily Ongoing	6 Week Progress Report
Ensure families have ongoing opportunities to discuss child assessment data so that families are prepared to initiate and/or participate in similar discussions with teachers in K-12.	Parents will be shown how to interpret the data within the Transition Packet regarding relevant information to impact transition.	Teachers Community Partnership & Transition Department	Spring	Transition Packet Progress Report
Provide families with information about child development and the impact of transitions on children across early childhood and school settings.	Parents will be shown how to interpret the data within the Transition Packet regarding relevant information to impact transition.	Teachers Community Partnership &Transition Department	Spring	Transition Packet Progress Report

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(5) FAMILY ENGAGEMENT IN TRANSITIONS: Parents and families support and advocate for their child's learning and development as they transition to new learning environments, including EHS to HS, EHS/HS to other early learning environments, and HS to kindergarten through elementary school.**

Program Impact Area: **Community Partnerships**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Coordinate services for children and families leaving Head Start through program-school partnerships.	The program will host Transition Meetings with LEA's to coordinate transition activities which include the transition packages that contain child's profile and family engagement data. Field Trips are conducted to transition public schools to facilitation transition.	Center Managers Teachers Community Partnership & Transition Staff	April, May Ongoing	Transition Meeting Agenda, Sign-In Field Trip Reports
Provide advocacy training and opportunities for families to develop and use advocacy skills in the context of their child's lifelong learning.	The program will provide training to families during the Parent Committee Meetings regarding development of advocacy skills contained in the Early Childhood Framework. Individualized training in this area in conducted during the Parent/Teacher Conferences.	Teachers Education Department	Pre-Fall Mid-Winter Post-Spring	Lap-D Conference Reports Parent/Teacher Conference Reports

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(6) FAMILY CONNECTIONS TO PEERS AND COMMUNITY: Parents and families form connections with peers and mentors in formal or informal social networks that are supportive and/or educational and that enhance social well-being and community life.**

Program Foundation: **Program Leadership**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Ensure that systems and staff development facilitate opportunities for parents to develop relationships with their peers through meetings, trainings, support groups, mentoring programs or community referrals.	The program provides parents with opportunities to develop relationships with other HS parents during Parent Committee Meetings, Parent Fair, Parent Trainings, Volunteer Training, Parent Leadership Conference, Exploring Parenting Curriculum program, Fatherhood & Healthy Marriage Conference, etc.	Family Services Director All Support Services Depart. Directors	Ongoing	Agendas Sign-in Rosters Minutes
Incorporate goals related to family connections to peers and community into agency work plans and strategic planning.	The program ensures that parents have active participation in Advisory Meetings that incorporate goals into agency work plans. Parents participate in the development of the Strategic Plan.	Assistant Program Director Family Services Director All Support Services Dept. Directors	April, May Ongoing	Advisory Committee Meeting Agenda, Sign-in, Minutes Policy Council Planning Sub-Committee Agenda, Sign-In, Minutes

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(6) FAMILY CONNECTIONS TO PEERS AND COMMUNITY: Parents and families form connections with peers and mentors in formal or informal social networks that are supportive and/or educational and that enhance social well-being and community life.**

Program Foundation: **Continuous Program Improvement**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Use the community assessment, self-assessments, related surveys and ongoing relationships with families to understand the opportunities and challenges related to parent connections, peers, and community.	Parents participate in the implementation of the Community Assessment in collaboration with UTPA and the annual self-assessment. This data along with data from Educational Assessments are reviewed to understand prospects and trials related to parent connections with peers and their community.	Assistant Program Directors Family Services Director Education Directors	Winter Spring	Community Assessment Reports Self-Assessment Reports Lap-D Reports
Use information from community assessment, self-assessments and related surveys to improve practices related to parent connections, peers and community.	Upon reviewing information Community Assessment and the annual self-assessment; the practices related to parent connections, peers and community will be evaluated to improve existing practices.	Assistant Program Directors Family Services Director Education Directors	Winter Spring	Community Assessment Reports Self-Assessment Reports Lap-D Reports

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(6) FAMILY CONNECTIONS TO PEERS AND COMMUNITY: Parents and families form connections with peers and mentors in formal or informal social networks that are supportive and/or educational and that enhance social well-being and community life.**

Program Foundation: **Professional Development**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Conduct staff training on facilitating peer activities that help parents and families: enhance parent-child relationships;	The program implements the Exploring Parenting Program that has a module that enhances parent-child relationships. *The staff will receive training that will allow them to become trained facilitators in this curriculum.*	Family Services Department Center Managers	August	Exploring Parenting Training : Agenda and Sign-In
strengthen their role as educators;	The program implements the Exploring Parenting Program that has a module that will strengthen parents and families roles as educators.	Family Services Department Center Managers	August	Exploring Parenting Training : Agenda and Sign-In
reflect and set learning goals;	The program implements the Exploring Parenting Program that has a module that reflect and set learning goals.	Family Services Department Center Managers	August	Exploring Parenting Training : Agenda and Sign-In
learn about transitions;	Training will be conducted by Transition staff to Support Services staff during the Networking Meeting regarding Transition protocol and forms.	Community Partnerships & Transition Director	September	Networking Training Agenda
Encourage parent leadership and advocacy.	The program implements a Parent Leadership Conference that teaches parents how to become leaders and advocates for their children and families.	Family Services Staff	September	Parent Leadership Conference Agenda, Sign-In and Parent Handbook

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(6) FAMILY CONNECTIONS TO PEERS AND COMMUNITY: Parents and families form connections with peers and mentors in formal or informal social networks that are supportive and/or educational and that enhance social well-being and community life.**

Program Impact Area: **Program Environment**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Create safe and respectful environments where parents can lead and learn from each other and ask for the kinds of information that they find helpful as individuals and members of a group. TxDPR conducts periodic visits to insure that environments are safe and respectful.	All Head Start Centers are safe and maintain respectful environments for all children, parents, families, staff and community members. Information and help is provided to individual parents in both English and Spanish; and information is also provided to parents during parent committee meetings.	Field Operations Dept. All Support Depts. Center Managers	Ongoing	Licensing Inspection Reports.
Provide space and resources, if necessary, for monthly events chaired by parents, for parents.	All Head Start Centers and other Head Start facilities are made available for meeting space for Parent Committees that are chaired by parents for parents.	Center Managers	Ongoing	Parent Committee Meeting Agendas, Notices, Sign-In Reports

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(6) FAMILY CONNECTIONS TO PEERS AND COMMUNITY: Parents and families form connections with peers and mentors in formal or informal social networks that are supportive and/or educational and that enhance social well-being and community life.**

Program Impact Area: **Family Partnerships**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Facilitate (or refer parents to) parental support and/or educational groups where they can share their concerns (e.g. children's special needs).	Parents are referred to specialized support groups (e.g. autism, AA, death & grieving, etc.) in order for them to share concerns with peers experiencing similar problems. The program implements the Exploring Parenting Program that allows for parents to share concerns as well.	Family Services Dept. Special Services Dept. Case Managers	Ongoing	Referrals and Follow-ups Exploring Parenting Agendas and Sign-Ins
Talk with parents about the formal and informal social networks (support, amusement, help, education, etc.) they have and explore interests or needs in forming new (or renewed) social connections.	An individualized FPA is implemented with all families. Case Managers provides information and support to families about support, amusement, help and education networks.	Case Managers	Ongoing	Family Partnership Agreement
Individualize opportunities for peer-to-peer connections for different groups of parents (e.g., fathers or grandparents).	An individualized FPA is implemented with all families. Case Managers provide information and encourage parents to participate in peer-to-peer connections.	Case Managers	Ongoing	Family Partnership Agreement
Support parents interests and goals with skill-building volunteer opportunities in the program and community.	An individualized FPA is implemented with all families. Case Managers provides information and support to families about volunteering with HS.	Case Managers	Ongoing	Family Partnership Agreement Volunteer Training Agenda, Sign-In

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(6) FAMILY CONNECTIONS TO PEERS AND COMMUNITY: Parents and families form connections with peers and mentors in formal or informal social networks that are supportive and/or educational and that enhance social well-being and community life.**

Program Impact Area: **Teaching and Learning**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Encourage parent-to-parent support when participating in parent meetings about children's learning and development.	All HS Centers facilitate parent meetings and trainings. Parents are trained to illustrate to other HS parents about the "Reading Initiative Program – Once Upon a Time". The program implements the Exploring Parenting Program that has a module on children's learning and development. This program provides an opportunity for parents to share experiences.	Center Managers Family Services Staff	Ongoing	Parent Committee Meetings Agendas, Sign-In

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(6) FAMILY CONNECTIONS TO PEERS AND COMMUNITY: Parents and families form connections with peers and mentors in formal or informal social networks that are supportive and/or educational and that enhance social well-being and community life.**

Program Impact Area: **Community Partnerships**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Collaborate with community organizations that share parents' concerns and interests.	The program maintains Partnership Agreements with community organizations that are of parents' concerns and interests. The program hosts a "Parent Fair" that allows for parents to visit with community organizations and agencies regarding their needs.	Family Services Dept. Community Partnership and Transition Dept.	November Ongoing	Community Partnership Agreements Parent Fair Agenda, Sign-In
Link families with meaningful support networks, peer-to-peer groups, and volunteer opportunities in the community.	Case Managers assist families to link with support groups and peer-to-peer groups, and encourages volunteering with other organizations. Case Managers work families on an individualized basis and is able to promote this activity to match families' interest and goals.	Case Managers	Ongoing	FPA Referrals and Follow-ups

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(7) FAMILIES AS ADVOCATES AND LEADERS: Families participate in leadership development, decision-making, program policy development, or community and state organizing activities to improve children's development and learning experiences.**

Program Foundation: **Program Leadership**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Ensure that parents' opinions are heard and included in the program planning processes (e.g., policy council and parent committees, etc.).	Parents are encouraged to participate and provide input and ideas in the program's planning process and are members of the Advisory Committees, Parent Committees, and the Policy Council.	Executive Director Family Services Dept. All Support Services Depts.	Ongoing	Advisory Committee Agendas, Sign-Ins Parent Committee Agendas, Sign-Ins Policy Council Meeting Agendas, Sign-Ins
Ensure that systems and supports are in place to address professional development, continuous improvement, program environment and partnerships related to engaging families as advocates and leaders.	Support Services staff are afforded the opportunity to participate in a Family Services Credential Program – Portage Project. This credentialing training program assists staff to engage with families and assist them to become advocates and leaders.	Family Services Director Family Services Coordinator Support Services Staff Center Managers	Ongoing	Family Services Credential Agenda, Sign-Ins, and Credential
Incorporate goals related to family advocacy and leadership into agency work plans and strategic planning.	Parent Policy Council members and Parent members of the Advisory Committee participate in incorporating goals related to family advocacy and leadership in the agency work plans and strategic planning.	Executive Director Assistant Directors Family Services Director	Ongoing	Policy Council Meeting Agendas, and Sign-Ins Advisory Committee Meetings Agendas and Sign-Ins

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(7) FAMILIES AS ADVOCATES AND LEADERS: Families participate in leadership development, decision-making, program policy development, or community and state organizing activities to improve children's development and learning experiences.**

Program Foundation: **Continuous Program Improvement**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Conduct regular assessments on parent leadership and advocacy experiences to understand opportunities and challenges.	Evaluations are conducted at the conclusion of every parent training to include leadership and advocacy. The evaluations allow for candid and honest feedback in order to understand the opportunities and challenges that parents are experiencing.	Family Services Department Center Managers	Ongoing	Parent Evaluation Form
Use related assessment data to improve practices related to parent leadership and advocacy.	The evaluations collected, provides the program with an opportunity to use the data to improve related practices regarding parent leadership, advocacy, and other areas.	Family Services Department Center Managers	Ongoing	Parent Evaluation Form

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(7) FAMILIES AS ADVOCATES AND LEADERS: Families participate in leadership development, decision-making, program policy development, or community and state organizing activities to improve children's development and learning experiences.**

Program Foundation: **Professional Development**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Provide training on the multicultural principles, leadership development, and advocacy for staff and families.	Parents are provided with training on multicultural principles, leadership development, and advocacy during the Parent Leadership Conference. Staff is provided this training during pre-service and specialized training is provided during the Family Services Credential program.	Family Services Director Family Services Staff	August September Ongoing	Parent Leadership Conference Agenda, Sign-In Family Services Credential Training Agendas, Sign-Ins

PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(7) FAMILIES AS ADVOCATES AND LEADERS: Families participate in leadership development, decision-making, program policy development, or community and state organizing activities to improve children's development and learning experiences.**

Program Impact Area: **Program Environment**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Create an environment that welcomes and affirms parent leadership and advocacy in the program.	All HS Centers maintain a Parent Committee. Parent Committee members elect officers to chair the meetings and take on leadership and advocacy roles for their center. The program provides formal training on how to take on their leadership roles, advocate for their children, families and other HS children and families. Policy Council members are provided with formal training regarding all aspects of the program and parents' roles as leaders and advocates.	Family Services Department	September October Ongoing	Parent Handbook Parent Committee Officers Handbook Parent Leadership Conference Agenda Governance Leadership Conference Agenda
Work with parents to arrive at agreed upon understandings of how to partner and how to collaborate with each other within the program.	The program provides formal training to parents on how to collaborate, coordinate and work with other HS parents.	Family Services Department Center Managers	August – May September, October Ongoing	Parent Handbook Parent Leadership Conference Agenda

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(7) FAMILIES AS ADVOCATES AND LEADERS: Families participate in leadership development, decision-making, program policy development, or community and state organizing activities to improve children's development and learning experiences.**

Program Impact Area: **Family Partnerships**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Provide opportunities for parents to identify their strengths as leaders/advocates and to use them in the program and community.	The program implements an individualized FPA will all families. This process allows for the identification of strengths as leaders/advocates and it encourages parents to use them the in program and the community. Parents also receive training on leadership and advocacy during the Parent Leadership Conference. During the conference, they are able to also identify their strengths and share them with other parents and community.	Case Managers Family Services Staff	September Ongoing	FPA Form Parent Leadership Conference Agenda
Share information with families about existing parent-to-parent organizations, family peer networks and/or parent-initiated school-community efforts in order to foster continuity in leadership and advocacy roles beyond Head Start.	The program implements an individualized FPA will all families. This process allows for the case manager to share information with families about parent-to-parent organizations, family peer networks and/or parent-initiated school-community efforts in order to foster continuity in leadership and advocacy roles beyond Head Start.	Case Managers Family Services Staff	September Ongoing	FPA Form Parent Leadership Conference Agenda

HIDALGO COUNTY HEAD START PROGRAM
PARENT, FAMILY and COMMUNITY ENGAGEMENT FRAMEWORK
PROGRAM YEAR 2013 – 14

Family Engagement Outcome: **(7) FAMILIES AS ADVOCATES AND LEADERS: Families participate in leadership development, decision-making, program policy development, or community and state organizing activities to improve children's development and learning experiences.**

Program Impact Area: **Community Partnerships**

HS Performance Standard:

School Readiness Goal:

Strategy	Task To Be Accomplished	Department or Person Responsible	Projected Date of Completion	Documents or Forms
Provide parent mentoring opportunities that could include staff, alumni parents/families, elders, and professionals in the community to serve as a resource and support for parent leadership development.	Parents participate in Advisory Committees and Policy Council which allows for parents to develop mentors from staff, alumni parents/families, elders, and professionals in the community to serve as a resource and support for parent leadership development.	Executive Director Family Services Director	September Ongoing	Advisory Committee Agendas Policy Council Agendas
Partner with parents to engage advocacy groups that work on issues related to child, family and community needs.	The program implements a Parent Fair which allows for parents to connect with advocacy groups such as Mujeres Unidas/Women Together, Texas A&M Extension Service, VAIL, Etc.	Family Services Department	November Ongoing	Parent Fair Agenda
Form partnerships with parent-to-parent organizations or other K-12 parent groups to facilitate connections for HS/EHS families.	The program implements a transition program with LEA's that would facilitate the opportunity to form partnerships with parent-to-parent organizations or other K-12 parent groups.	Community Partnership & Transition Department	April Ongoing	Transition Meeting Agendas, Sign-Ins

HEALTH SERVICES PLAN

Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: May 15, 2013

SUBJECT: Discussion/Approval of the Health Services Program Plan 2013-2014

RATIONALE/NEED: The Health Services Plan must be approved annually to comply with the Federal Performance Standards.

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: Health Services Program Plan

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INITIATED BY: Lupita Valdez, Health Services Director

REVIEWED BY: Edmundo Garcia, Assistant Program Director

EXECUTIVE DIRECTOR'S APPROVAL: Teresa Flores

Hidalgo County
Head Start Program

Health Services

Program Plan
2013 – 2014

Advisory Committee Approval: 04.25.13
Policy Council Approval: 05.15.13
Commissioners' Court Approval:

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2013 - 2014

PERFORMANCE STANDARD: 1304.20 (a) (1) (i)

GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will insure that there is ongoing health care for each child and will assist the parent/guardian to access a source of care.

OBJECTIVE: Determine whether or not a child has an ongoing source of continuous and accessible health care to collaborate with parents and access resources for their children.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will inform/educate the parent/guardian how to access community resources which provide health care services during monthly meetings, via the newsletter and program activities.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	Within 90 Days of Enrollment	Community Health Directory
2. Staff will inform parent/guardian at monthly meetings about availability of health resources.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	Monthly	Community Health Directory
3. Staff will initiate the referrals for heath services for children/families when needed.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	Ongoing	Referrals
4. Staff will empower parent/guardian to follow-up on referrals made for health services.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	Ongoing	Referrals

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2013-2014

PERFORMANCE STANDARD: 1304.20 (a) (1) (ii)

GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will ensure that parents of children enrolled will follow the requirements of child wellness used by the Early and Periodic Screening Diagnosis and treatment (EPSDT) program of the Medicaid Agency in Texas and follow the immunizations issued by the Center for Disease Control and Prevention and other local requirements to address health problems.

OBJECTIVE: Determine if the child is on a schedule of age appropriate preventive and primary health care this includes medical, dental and mental health reflected by information provided from the primary health care provider.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. At the time of enrollment, the staff will collaborate with the parent/guardian to secure information from the primary health care provider regarding the health status (immunization record, current treatments, etc) of the child.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	Prior to first day of school Annually	Physical Exam Dental Exam Immunization Record Vision/Hearing Screen
2. Parents will follow the requirements of child wellness used by the Early and periodic Screening Diagnosis and Treatment (EPSDT) program of the Medicaid agency in Texas.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	Prior to first day of school Annually	Physical Exam Dental Exam Immunization Record Vision/Hearing Screen
3. Parents will follow the immunizations issued by the Centers for Disease Control and Prevention and the recommendations of the Health Services Advisory Committee (HSAC) or community health providers.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	Prior to first day of school Annually	Physical Exam Dental Exam Immunization Record Vision/Hearing Screen

PERFORMANCE STANDARD: 1304.20 (a) (1) (ii) (A)

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2013-2014

GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will provide comprehensive health services to ensure that all Head Start children are up to date with their age-appropriate schedule of well child care.

OBJECTIVE: Provide children with a series of screening tests and exams to identify and address the individual needs of the child.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. The staff will refer the parent/guardian to local clinics and health professionals who provide services at reduced fees or who will accept Medicaid. **Screens:** Vision/Hearing/Strabismus ** **Physical Examination:** Appearance, Head, Skin/Nodes, Eyes, Ears, Nose, Mouth/Throat, Teeth, Neck, Chest/Breast, Heart/Pulses, Lungs, Abdomen, Genitalia/Anus, Spine, Extremities, Neurological (Performed by a US Licensed Health Professional) **Vitals:** Temp, Pulse, Resp, B/P, Ht. / Wt., BMI (Body Mass Index) **Immunizations:** Up to Date (*To include Tuberculin Skin Test) **Dental Exam:** Periodic and comprehensive evaluation every six months.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	Screens within 45 days of enrollment Annual Exam or every twelve months Immunizations prior to first day of school	Physical Exam Screens Child Heath Summary
2. Health Services Advisory Committee (HSAC) along with staff will inform all health providers including managed care organizations about full scope of services provided to Head Start children.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	Annual	Provider Contracts

*** INCLUDES T.B. SKIN TEST WITH DATE, RESULTS AND SIGNATURE.**
** Certified Center staff will provide vision/hearing screens as needed.

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2013-2014

PERFORMANCE STANDARD: 1304.20 (a) (1) (ii) (B)

GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will provide comprehensive health services to ensure all Head Start children are up to date on their age appropriate schedule of well child care.

OBJECTIVE: Ensure that all children continue to follow their appropriate schedule of well child care.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will monitor the children's health records on a regular basis to ensure that they are in compliance with their recommended schedule of well child care. If they lack in their schedule, measures will be taken to update them.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	At enrollment Monthly As needed	Appointment Letters Parent Notices Referrals
2. Staff will discuss with the parents the importance of prevention and well child care via letters, parent conference, appointments, monthly parent meetings, etc.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	At enrollment Monthly As needed	Appointment Letters Parent Notices Referrals
3. Staff will educate the parent/guardian on Medicaid services and how to advocate for the delivery of quality health services by asking the parent to attend health appointments with child and ask questions on services.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	At enrollment Monthly As needed	Appointment Letters Parent Notices Referrals

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
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PERFORMANCE STANDARD: 1304.20 (a) (1) (ii) (C)

GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will establish procedures to track the provision of health care services.

OBJECTIVE: Follow up on all medical exams on a timely basis.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. All medical/dental exams/immunizations will be documented and entered into PROMIS, the computerized tracking system. This record will be accessible to center staff.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	At enrollment Monthly As needed	(PROMIS) Child Health Summary
2. All referrals and follow-up will be documented on the referral tracking log kept by staff.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	At enrollment Monthly As needed	(PROMIS) Child Health Summary

PERFORMANCE STANDARD: 1304.20 (a) (1) (iii)

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
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GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will provide further diagnostic testing, examination, and treatment by a health professional for each child with an observable known or suspected health or developmental problem.

OBJECTIVE: Initiate a referral as soon as any suspected health concern is noted or found during the physical examination.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. A referral will be made at time of physical by the provider or when an observable known or suspected health or developmental problem occurs. Parent/guardian will be notified immediately of suspected abnormality and consent to refer will be secured.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed	Referrals Physical Exam Dental Exam
2. Staff will monitor on a regular basis the child's screens, assessment and immunizations by inquiring with the parents.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	Monthly	Immunization Tracking Record (PROMIS)
3. Encourage health providers to explain all procedures to parent/guardian.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	At enrollment Ongoing	Referrals Physical Exam Dental Exam

PERFORMANCE STANDARD: 1304.20 (a) (1) (iv)

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
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GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will develop and implement a follow-up plan for any condition identified in 45CFR 1304.20 (a)(i)(ii) and (iii) so that any needed treatment has begun.

OBJECTIVE: Develop and implement a follow-up plan for any abnormal condition or suspected health problem.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will refer and follow-up on any abnormal conditions or suspected health problems. The referral will be initiated immediately with the follow-up within 30 days of referral date.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	At enrollment Monthly	Referrals Family Contact Notes Promis Tracking System

PERFORMANCE STANDARD: 1304.20 (c) (1)

GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will establish a system of ongoing communication with parent/guardian of the children with identified health

needs to facilitate the implementation of the follow-up plan.

OBJECTIVE: Follow-up on a timely manner with the parent/guardian to determine the health status of the children with identified needs.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will follow-up with the parent/guardian and document pertinent information in regards to the child's health status.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	Weekly Monthly As needed	Health Progress Notes Parent Notices Promis Tracking System
2. Staff will discuss with the parent/guardian the child's progress and/or results.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	Weekly Monthly As needed	Health Progress Notes Parent Notices Promis Tracking System

PERFORMANCE STANDARD: 1304.20 (c) (2)

GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will provide assistance to the parent/guardian as needed, by educating them on obtaining any prescribed

medications or equipment for medical and dental conditions.

OBJECTIVE: Inform and educate the parent/guardian on community health resources available to them for assistance on acquiring equipment and medical aids for dental or medical conditions. The staff will also educate the parent/guardian on the proper administration of prescribed medication as needed.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will give the parent/guardian a health community resource book on assistance for medical and dental equipment.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	At enrollment As needed	EPSDT Providers T/TA Sign-In Sheet Medication Administration Policy/ Checklist
2. Nurse will also educate teachers and the parent/guardian on the proper administration of medication.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	At enrollment As needed	EPSDT Providers T/TA Sign-In Sheet Medication Administration Policy/ Checklist

PERFORMANCE STANDARD: 1304.20 (c) (3) (i)

GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will educate the parent/guardian and children on the proper measures taken for fluoride treatment and daily oral

applications.

OBJECTIVE: Provide fluoride supplements and treatment as recommended by dental professionals in communities where it has been determined there is a lack of adequate fluoride levels.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Children will brush teeth after breakfast by wetting toothbrush and rinsing with water. After lunch children will brush using fluoride toothpaste.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers Teachers Assistant Teachers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	Daily for Oral Hygiene Parent Meetings	Consents Form for use of Toothpaste Daily Health Checks
2. Infants/toddlers will have their gums cleaned according to procedure.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers Teachers Assistant Teachers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	Daily for Oral Hygiene Parent Meetings	Consents Form for use of Toothpaste Daily Health Checks
3. The parent/guardian will be provided with information on dental care at monthly meetings.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers Teachers Assistant Teachers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	Daily for Oral Hygiene Parent Meetings	Consents Form for use of Toothpaste Daily Health Checks
4. The parent/guardian will sign consent for daily tooth brushing.			Daily for Oral Hygiene Parent Meetings	

PERFORMANCE STANDARD: 1304.20 (3) (ii)

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2013-2014

GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will follow up on all measures recommended by the dental professional.

OBJECTIVE: Implement preventive measures and proper dental treatment as recommended by the dental professional.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will ensure all dental follow-ups are done in a timely manner and provide all the necessary paper work to the health department.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	Monthly As needed	(PROMIS) Child Health Summary Appointment Letters Dental Follow-up Notices Family Contact Notes
2. Staff will assist with providing transportation by utilizing other resources.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	Monthly As needed	Family Contact Notes Referrals
3. Staff will inform the parent/guardian on dental follow-ups every six months as indicated by state regulations. This will be done via notices and telephone calls.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	Monthly As needed	Appointment Letters Dental Follow-up Notices Family Contact Notes

PERFORMANCE STANDARD: 1304.20 (c) (5)

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2013-2014

GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will utilize federal funds when no other source of funding is available.

OBJECTIVE: Arrange for the use of program funds and provide written documentation that all non-Head Start sources have been exhausted prior to using Head Start funds.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will refer non-Medicaid parents/guardians to community health resources for assistance.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed At enrollment	Denial Letter Approval for payment Family Contact Notes
2. Hidalgo County Head Start Program will require a denial letter for assistance from the community resource. For example, a Medicaid letter stating reason for denial of services before agreeing to pay.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed At enrollment	Denial Letter Approval for payment Family Contact Notes
3. The parent/guardian will be instructed if no insurance is available that they must then apply for public assistance prior to Hidalgo County Head Start disbursing payment.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed At enrollment	Denial Letter Approval for payment Family Contact Notes

PERFORMANCE STANDARD: 1304.20 (d)

GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will ensure that any recurring medical, dental or developmental concerns are addressed in a timely manner.

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2013-2014

OBJECTIVE: Implement ongoing procedures to identify any new or recurring medical, dental or developmental concerns so that they may quickly make appropriate referrals.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will document as needed any concerns regarding medical, dental and developmental areas. The parent/guardian concerns will also be documented.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	Daily Weekly As needed	Notice of Illness/Injury LAP-D DECA Speech Screener Physical Exam Dental Exam Referrals 504/Action Plan for Asthma or Seizure
2. Staff will identify special needs using the parent/guardian concerns, screens, physical/dental exams and professional observations and assessments.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	Daily Weekly As needed	Notice of Illness/Injury LAP-D DECA Speech Screener Physical Exam Dental Exam Referrals 504/Action Plan for Asthma or Seizure
3. Staff will share with the parent/guardian ongoing observations on a daily basis as needed.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	Daily Weekly As needed	Notice of Illness/Injury LAP-D DECA Speech Screener Physical Exam Dental Exam Referrals 504/Action Plan for Asthma or Seizure

PERFORMANCE STANDARD: 1304.20 (e) (1)

GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will make all possible efforts to ensure that each child is receiving appropriate health care services and consult with the parent/guardian immediately if a health or developmental problem is suspected or identified.

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2013-2014

OBJECTIVE: Consult with the parent/guardian immediately when health concerns are suspected or identified.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will inform the parent/guardian of health concerns and/ or referrals made by a Head Start provider during physical and/or dental exam.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed	Physical/Dental Exam Screen Results Family Contact Notes Action Plan for Asthma or Seizure
2. The parent/guardian will inform the staff of any health concerns expressed during the exam done by their primary physician.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed	Physical/Dental Exam Screen Results Family Contact Notes Action Plan for Asthma or Seizure
3. Staff will consult with the parent/guardian immediately and permission to refer will be obtained.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed	Physical/Dental Exam Screen Results Family Contact Notes Action Plan for Asthma or Seizure

PERFORMANCE STANDARD: 1304.20 (e) (2)

GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will familiarize the parent/guardian with the use of all rational health and developmental procedures administered through the program and obtain advance parent/guardian authorization for such procedures. The results of such procedures will be shared with the parent/guardian.

OBJECTIVE: Educate the parent/guardian on the rationale and results of all screens and seek proper authorization prior to such procedures.

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
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Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will obtain consent from the parent/guardian prior to exams and screening procedures. At this time all screens, exams and immunizations needed for their child will be explained to the parent/guardian.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	At enrollment As needed	Consent for Screens Referrals Standard Non-Standard Results Action Plan for Asthma or Seizure
2. A copy of all results will be given and explained to the parent/guardian.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	At enrollment As needed	Consent for Screens Referrals Standard Non-Standard Results Action Plan for Asthma or Seizure
3. The referral will be discussed with the parent/guardian and permission to refer will be obtained.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	At enrollment As needed	Consent for Screens Referrals Standard Non-Standard Results Action Plan for Asthma or Seizure
4. A child health record with the child's results of all screens including the dates will be given to the parent/guardian.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	At enrollment As needed	Consent for Screens Referrals Standard Non-Standard Results Action Plan for Asthma or Seizure

PERFORMANCE STANDARD: 1304.20 (e) (3)

GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will discuss with the parent/guardian how to familiarize their child in an appropriate developmental way about the health procedures received while enrolled in the program.

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2013-2014

OBJECTIVE: Encourage the parent/guardian to participate in informing their child about all procedures administered during their enrollment with the program.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will encourage the parent/guardian to participate in the daily health lessons.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	At enrollment Parent Orientation Daily	Health Lesson Daily Schedule
2. Staff will encourage the parent/guardian to accompany their child during the exams and screening procedure.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	At enrollment Parent Orientation Daily	Health Lesson Daily Schedule
3. Staff will encourage the parent/guardian to participate in all related health activities.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	At enrollment Parent Orientation Daily	Health Lesson Daily Schedule
4. Staff will explain and inform the parent/guardian the purpose of health procedures and exams the child will receive through out the school year.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Manager	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	At enrollment Parent Orientation Daily	Health Lesson Daily Schedule

PERFORMANCE STANDARD: 1304.20 (e) (4)

GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will assist the parent/guardian in accordance with 45CFR 1304.40 (f) (2) (i) and (ii) to enroll and participate in a system of ongoing family health care and encourage the parent/guardian to be active partners in their child's health care process.

OBJECTIVE: Ensure that all Head Start families will participate in a system of ongoing family health care and encourage the parent/guardian to be active in their child's

health care process.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will review health records on a regular basis to ensure medical and dental concerns be completed and address in a timely manner.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	Monthly As needed Parent Orientation	Family Contact Notes Referral Follow up Parent Conference
2. Staff will encourage the parent/guardian to become active partners thru the following: • Promote preventive health care via newsletter, conferences and workshops. • Introduce the parent/guardian to community health resources and assist them in becoming clients. • Encourage the parent/guardian by empowering them to take their child for medical and dental appointments. • Encourage and remind the parent/guardian to keep a copy of all health records in a safe place for transitional purposes. • Encourage the parent/guardian to participate on the Health Services Advisory Committee.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	Monthly As needed Parent Orientation	Family Contact Notes Referral Follow up Parent Conference

PERFORMANCE STANDARD: 1304.20 (e) (5)

GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will maintain written documentation in the event that the parent/guardian refuses to give authorization for health services.

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2013-2014

OBJECTIVE: Encourage the parent/guardian to allow health services for their child. However, if the parent/guardian refuses the services, documentation will be obtained and the consequences of such action will be explained.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. The staff will explain to the parent/guardian the importance of the health services and the consequences of denial.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed	Refusal of Medical Services and Dental Services Family Contact Notes
2. Staff will act as a "liaison" between the parent/guardian and health provider by assisting with communication of health concerns to the provider and Health Services Advisory Committee if needed.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed	Refusal of Medical Services and Dental Services Family Contact Notes
3. Staff will acquire documentation when the parent/guardian refuses authorization for services.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed	Refusal of Medical Services and Dental Services Family Contact Notes
will explain the consequences of refusal.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed	

PERFORMANCE STANDARD: 1304.22 (a)

GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will establish and implement policies and procedures to respond to medical and dental health emergencies with which staff is familiar and trained.

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2013-2014

OBJECTIVE: To be knowledgeable and aware of health measures, emergency measures and safety practices through training provided by the health staff.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will post policies and plans of action for emergencies that require rapid response on part of the staff (e.g., a child choking) or immediate medical and/or dental attention. This information will be posted on the health bulletin boards located in every classroom at all centers. This is to include the parent/guardian's room, literacy room and administration sites.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	Prior to enrollment Daily	Health Safety Procedures How to handle medical/dental emergency Action Plan for Asthma or Seizure
2. The Health Advisory Committee will help establish emergency policy and procedures by revising "Health Emergency Bulletin" annually.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	Prior to enrollment Daily	Health Safety Procedures How to handle medical/dental emergency Action Plan for Asthma or Seizure
3. Emergency policies and procedures are posted in both Spanish and English.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Manager	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	Prior to enrollment Daily	Health Safety Procedures How to handle medical/dental emergency Action Plan for Asthma or Seizure

PERFORMANCE STANDARD: 1304.22 (a) (1)

GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will post policies and plans of action. Emergencies will require rapid response on part of the staff (e.g., a child choking).

OBJECTIVE: Provide staff with polices and plans of action for emergency care.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will post policies and plans of action for emergencies that require rapid response on part of the staff (e.g., a child choking) or immediate medical and/or dental attention. This information will be posted on the health bulletin boards located in every classroom at all centers. This is to include the parent/guardian's room, literacy room and administration sites.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	Prior to enrollment Daily	Health Safety Procedures
2. The Health Services Advisory Committee will help establish emergency policy and procedures by revising all health emergency procedures annually.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	Prior to enrollment Daily	Health Safety Procedures
3. Emergency policies and procedures are posted in both Spanish and English.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Manager	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	Prior to enrollment Daily	Health Safety Procedures

PERFORMANCE STANDARD: 1304.22 (a) (2)

GOAL: ***HIDA LGO COUNTY HEAD START PROGRAM*** will post locations and telephone numbers of emergency response systems, update family contact information and authorization for each child must be readily available.

OBJECTIVE: Make readily available emergency response systems, emergency telephone numbers and authorization for emergency care for each child.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms

1. Staff will post all emergency response systems as part of the health bulletin board.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed At enrollment Ongoing	Emergency Plan II Consent For Emergency Transportation Emergency Contact
2. The parent/guardian will sign consents for emergency treatment, dental treatment and transportation. This will be located in each child's folder.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed At enrollment Ongoing	Emergency Plan II Consent For Emergency Transportation Emergency Contact
3. Staff will have emergency contacts for each child, which are to include the parent/guardian's physical address, home and/or work telephone number, physician name and telephone number in every classroom and at all telephone stations. (Emergency Plan II)	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed At enrollment Ongoing	Emergency Plan II Consent For Emergency Transportation Emergency Contact
4. All consent forms for emergency treatment will accompany the child to every fieldtrip and/or outdoor activity.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed At enrollment Ongoing	Emergency Plan II Consent For Emergency Transportation Emergency Contact

PERFORMANCE STANDARD: 1304.22 (a) (4)

GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will notify the parent/guardian in the event of an emergency involving their child.

OBJECTIVE: Notify the parent/guardian of all emergencies involving their child.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. In case of an emergency involving a Head Start child, the staff will	Case Manager to	Center Managers	Ongoing	Notice of Injury/

notify the parent/guardian immediately. If the parent/guardian is unavailable, the staff will notify the emergency contact. A notice of illness or injury will be sent home with the child. Documentation will also be written in the family contact notes and an incident report will be sent to administration.	include: Support Services Facilitators Support Services Assistants Center Manager	Executive Team Mental Health Coordinator Nurse Health Services Director	As needed	Illness Family Contact Notes Accident/Incident Report

PERFORMANCE STANDARD: 1304.22 (a) (5)

GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will establish a method for handling cases of suspected or known child abuse and neglect that are in compliance with applicable federal, state and/or tribal laws.

OBJECTIVE: Handle all cases of suspected or known child abuse and neglect in compliance with applicable federal, state and/or tribal laws.

	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will report all suspected causes of abuse and neglect to the appropriate agency immediately.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed	Suspected Abuse and Neglect Form
2. Staff will fill out the suspected abuse and neglect form and write a summary of what occurred.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed	Suspected Abuse and Neglect Form
3. All information will be kept **strictly** confidential and under lock and key.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed	Suspected Abuse and Neglect Form
4. Staff will receive annual training from local agencies and the health department on reporting suspected abuse and neglect.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed	Suspected Abuse and Neglect Form

PERFORMANCE STANDARD: 1304.22 (b) (1)

GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will temporarily exclude a child with a short-term injury, an acute and/or short-term contagious illness that cannot be readily accommodated from program participation in the center base activities or group experiences, but only for that generally short-term period when keeping the child in care poses a significant risk to the health and/or safety of the child or anyone in contact with the child.

HIDALGO COUNTY EARLY HEAD START/HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2007-2008

OBJECTIVE: Uphold the minimum standards required that temporarily exclude a child with a short-term injury, an acute and/or short-term contagious illness.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. When the parent/guardian presents a child at the center with an acute or short-term contagious illness the parent/guardian will be notified that the child cannot stay. The staff will refer to the communicable disease chart and minimum standards for assistance.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed	Exclusion Guidelines for a Sick Child
2. If the child has a short term injury that prohibits him/her from participating in the center based activities or group experiences the staff will ask the parent/guardian for a doctor's order stating the child may or may not participate. If the child cannot participate, the parent/guardian will be notified that the center cannot accommodate the child while injured. All measures should be taken to accommodate the child at home.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed	Exclusion Guidelines for a Sick Child
3. Staff will explain to the parent/guardian the significant health and safety risks of the child or anyone in contact with the child if allowed to stay at the center.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed	Exclusion Guidelines for a Sick Child

PERFORMANCE STANDARD: 1304.22 (b) (2)

GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** must not deny program admission to any child, nor exclude any enrolled child from program participation for a long term period, solely on the basis of his/her health care needs or medication requirements.

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2013-2014

OBJECTIVE: Not deny program admission to any child unless the health or safety risk cannot be eliminated or reduced to an acceptable level.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will request a staffing or ARD with key personnel and the parent/guardian to determine the child's health status.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed At enrollment Ongoing	Family Contact Notes Notice of Illness/Injury Exclusion Guidelines for Sick Children
2. The staff will make reasonable accommodation for each child's required special needs by providing staff training, monitoring supplies and equipment to perform necessary health procedures.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed At enrollment Ongoing	Family Contact Notes Notice of Illness/Injury Exclusion Guidelines for Sick Children
3. The parent/guardian and health providers will provide clear and detailed instructions on how best to care for the child.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed At enrollment Ongoing	Family Contact Notes Notice of Illness/Injury Exclusion Guidelines for Sick Children
t the privacy of the affected child and family.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed At enrollment Ongoing	Family Contact Notes Notice of Illness/Injury Exclusion Guidelines for Sick Children

PERFORMANCE STANDARD: 1304.22 (b) (3)

GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will request the parent/guardian to inform Head Start of any health or safety needs of the child that the program may be required to address.

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2013-2014

OBJECTIVE: Obtain any and all pertinent health information from the parent/guardian to address all of the health and safety needs of the child.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. At the time of enrollment the staff will ask for all information regarding the child's health status. If special needs are requested, the staff will ask the parent/guardian for all information in writing. This information will be obtained from a health professional.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed At enrollment Ongoing	Diagnostic Referral and Reporting Form Parental Agreement for Enrollment Statement Confidentiality Policy Physical Exam
2. Staff will ensure that all information obtained is kept **confidential** accordingly.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed At enrollment Ongoing	Diagnostic Referral and Reporting Form Parental Agreement for Enrollment Statement Confidentiality Policy Physical Exam

PERFORMANCE STANDARD: 1304.22 (c) (1)-(6)

GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will establish and maintain written procedures regarding the administration, handling and storage of medication for

every child.

OBJECTIVE: Know the storage, handling and administration for all medication.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will administer, handle and store all medication in accordance with the programs policy and procedures.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed	Consent for Administration of Medication Observation Notes Procedures Manual Technical / Training Form Delegation of Tasks Action Plan for Asthma or Seizure

PERFORMANCE STANDARD: 1304.22 (d) (1) & (2)

GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will ensure staff and volunteers can demonstrate safety practices and foster safety awareness between the child and the parent/guardian by incorporating it into child and parent/guardian activities.

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2013-2014

OBJECTIVE: Have general knowledge in all safety practices.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff, parent/guardian and volunteers will have ongoing training on safety practice for both home and program settings. This training will be provided by community agencies.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	August thru May	Technical Training Sign Newsletter Lesson Plan Emergency Policies Classroom Safety
2. Children will be involved in practicing safety practices through daily lessons, classroom activities, field trips and etc.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	August thru May	Technical Training Sign Newsletter Lesson Plan Emergency Policies Classroom Safety

PERFORMANCE STANDARD: 1304.22 (e) (1) & (2)

GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will ensure staff must wash their hands with soap and running water at the following times: after diapering or toilet use; before food preparation and handling, consumption or any other food related activity; whenever hands are contaminated with blood or bodily fluids and after handling pets or other animals.

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2013-2014

OBJECTIVE: Practice safety and good hygiene methods on a daily basis. The parent/guardian and volunteers will practice these methods as well.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff and volunteers will read sign and abide by the Sanitation and Infection Control Policy. This form will be filed in the employee's record or volunteer folder.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	August thru May	Sanitation and Control Policy
2. Staff will ensure that a copy of the Sanitation and Infection Control Policy is posted on the Health Bulletin Board located in every classroom.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	August thru May	Sanitation and Control Policy
3. Staff will have ongoing training on Universal Precautions.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	August thru May	Sanitation and Control Policy

PERFORMANCE STANDARD: 1304.22 (e) (3) (4)

GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will ensure that all staff will wear non-porous gloves when they are in contact with spills of blood or other visible bodily fluids. Spills of bodily fluids will be cleaned and disinfected immediately in keeping with professionally established guidelines (Standards of the Occupational Safety Health Administration). Any tools used to clean such spills will also be cleaned and disinfected immediately. Other blood contaminated materials will be disposed of in a plastic bag with a

secure tie.

OBJECTIVE: Practice universal precautions on a daily basis.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Gloves are made available to all staff and will be worn when in contact with spills of blood or other visible bodily fluids.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	August thru May	Sanitation and Infection Control Policy
2. Spills or bodily fluids will be cleaned with the disinfecting solutions as recommended by the Health Services Advisory Committee.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	August thru May	Sanitation and Infection Control Policy
3. Hands will be washed after every given use.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	August thru May	Sanitation and Infection Control Policy

PERFORMANCE STANDARD: 1304.22 (e) (5)

GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will establish procedures for diapering that adequately protect the health and safety of children served by the program staff.

OBJECTIVE: Ensure that proper diapering procedures are implemented.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will do the following when diapering: • Ensure child's safety at all times. • Change diaper on an elevated, non porous surface used only for changing diapers. • Talk to infant/toddler/child while diapering. • Note anything unusual in the child's diaper. • Change diapers at regular intervals or as needed. • Always use Universal Precautions.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed	Diapering Policy

PERFORMANCE STANDARD: 1304.22 (f) (1) (2)

GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will have readily available, well-supplied first-aid kits appropriate for the ages served and the program size. The kits will be maintained at each facility and available on outings away from the center. Kits will be restocked and inventoried on a regular basis.

OBJECTIVE: Have appropriate first-aid kits available at every classroom and every outing away from the center.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms

1. Staff will make sure that a well stocked first-aid kit is available at all times.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	August thru May	First-Aid Monitor Check
2. Staff will carry a first-aid kit any time the children and staff are away from the center.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	August thru May	First-Aid Monitor Check
3. Staff will stock and monitor the inventory of first-aid supplies on a regular basis.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	August thru May	First-Aid Monitor Check

PERFORMANCE STANDARD: 1304.23 (b) (3)

GOAL: ***HIDALGO COUNTY HEAD START PROGRAM*** will promote effective dental hygiene among children in conjunction with meals.

OBJECTIVE: Ensure that every child will receive effective dental hygiene in conjunction with meals.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms

1. Staff will supervise children brushing their teeth as follows: • A.M.- the children brush their teeth after snack with water only. • P.M.- the children brush their teeth with fluoride toothpaste.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	August thru May (Daily)	Daily Class Schedule Health Procedure Manual Consent for Fluoride Treatment
2. The dental curriculum will also reinforce the importance of brushing their teeth after meals.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	August thru May (Daily)	Daily Class Schedule Health Procedure Manual Consent for Fluoride Treatment
3. Parents and staff are educated about proper ways to prevent baby-bottle decay and other early childhood cavities.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	August thru May (Daily)	Daily Class Schedule Health Procedure Manual Consent for Fluoride Treatment
4. Infant teeth are cleaned beginning with the eruption of the first tooth accordingly.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	August thru May (Daily)	Daily Class Schedule Health Procedure Manual Consent for Fluoride Treatment

HUMAN RESOURCES PLAN

Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: May 15, 2013

SUBJECT: Discussion/Approval of the Human Resource Program Plan 2013-2014

RATIONALE/NEED: The Human Resource Plan must be approved annually to comply with Federal Performance Standards.

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: Human Resource Plan

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INITIATED BY: Janie Ramirez, Administrative Assistant

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL: Teresa Flores

Hidalgo County
Head Start Program

Human Resources

Program Plan
2013 – 2014

Advisory Committee Approval: 04.25.13
Policy Council Approval: 05.15.13
Commissioners' Court Approval:

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (a) (1)

GOAL: The Hidalgo County Head Start Program will establish and maintain an organizational structure that supports the accomplishment of Program objectives.

OBJECTIVE: The Program will ensure that the organizational structure addresses the major functions and responsibilities assigned to each staff position to fulfill the Program's mission and goals.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
(1) An Organizational Chart is developed to depict how the Grantee Board, and the Department of Health and Human Services, and the Hidalgo County Head Start staff is structured within the program.	Executive Director Assistant Program Directors	Executive Director	As deemed necessary	Organizational Chart
(2) Development and revisions of the Organizational Chart are conveyed to the Policy Council, Grantee Board (Commissioners Court), and County Judge for their review for, approval and/or disapproval.	Executive Director	Executive Director	As deemed necessary	Organizational Chart
(3) The Organizational Chart illustrates staff positions and proper chain of command.	Executive Director	Executive Director	As deemed necessary	Organizational Chart
(4) All staff positions have a job description which indicates the level of knowledge, skills, and experience required to perform the job responsibilities.	Executive Director	Administrative Assistant	As deemed necessary	Job Descriptions

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (a) (1) (continued)

GOAL: The Hidalgo County Head Start Program will establish and maintain an organizational structure that supports the accomplishment of Program objectives.

OBJECTIVE: The Program will ensure that the Organizational Structure addresses the major functions and responsibilities assigned to each staff position to fulfill the Program's mission and goals.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
(5) The Program will ensure that the appropriate number of staff is hired to meet staff/child classroom ratio as required by Federal and State Law.	Administrative Assistant Education Area Directors	Administrative Assistant Education Area Directors	As deemed necessary	Job Requisition Form Job Announcement Interview Orientation
(6) The Program will ensure that the Grantee Board (County Commissioners) and the Hidalgo County Judge receive proper training to assist with legal and fiscal matters for the administration of the Hidalgo County Head Start Program.	Executive Director Assistant Program Directors Family Services Director	Executive Director	Annually	Governance Leadership Institute Conference Binder Training Packet

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (a) (1) (continued)

GOAL: The Hidalgo County Head Start Program will establish and maintain an organizational structure that supports the accomplishment of Program objectives.

OBJECTIVE: The Program will ensure that the Organizational Structure addresses the major functions and responsibilities assigned to each staff position to fulfill the Program's mission and goals.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
(7) The Program will ensure that lines of communication with the Policy Council and key management are clear and well established in assisting such with their responsibilities in developing, reviewing, and approving or disapproving policies dealing with the following: all funding applications and amendments; shared decision making; selection and enrollment priorities; personnel policies and changes related to; hiring and terminating the Head Start Director and Program staff. This will be accomplished by providing Program trainings and opportunities to attend Local, State, Regional and National Head Start conferences.	Executive Director	Executive Director	July 2013 to May 2014	Training Agendas Governance Leadership Institute Conference Binder
(8) The Program will ensure that the Policy Council serves as a link between parent committees and Grantee Board, public/private organizations and committees they serve.	Executive Director	Executive Director	July 2013 to May 2014	Policy Council Meeting Minutes

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (a) (2) (i) (ii) (iii)

GOAL: The Grantee Board and Policy Council will ensure that the Program management functions are formally assigned to and adopted by staff within the Program.

OBJECTIVE: The Head Start Program will ensure to designate staff who will manage delivery of services to children and families.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
(i) The Grantee Board and Policy Council will select and hire a Head Start Program Director who is sensitive to the community, staff, and families. The Program Director needs to be knowledgeable with Program services, organizational structure, and its mission.	Grantee Board (Commissioners Court) Policy Council Civil Service Executive Director	Policy Council	As deemed necessary	Job Application Credentials Resume Job Announcement Personnel file Criminal Background Check Forms
(ii) Qualified staff will be hired to provide leadership, direction, and management of delivery services to children and families.	Executive Director	Assistant Program Directors	As deemed necessary	Job Applications Job Announcement Resume Credentials Personnel File
(1) The following positions for the Head Start Program will be identified: • Education Area Directors • Health Services Director • Nutrition Services Director • Special Services Director • Family Services Director	Executive Director Assistant Program Directors	Assistant Program Directors	As deemed necessary	Organizational Chart

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (a) (2) (i) (ii) (iii) (continued)

GOAL: The Grantee Board and Policy Council will ensure that the Program management functions are formally assigned to and adopted by staff within the Program.

OBJECTIVE: The Head Start Program will ensure to designate staff who will manage delivery of services to children and families.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
(iii) Qualified staff will be employed to provide leadership services to families.	Executive Director	Assistant Program Directors	As deemed necessary	Job Application Job Announcement Resume Credentials Personnel File Criminal Background Check Forms
(1) The Program will ensure that management staff implements the following: (a) Plan and implement procedures for each area of service. (b) Maintain data on children and families in the Program. (c) Seek community partnerships to provide resources for the children and families. (d) Maintain strong communication between staff and parents. (e) Have knowledge in personnel administration. (f) Have leadership skills in team building and staff development training.	Executive Director	Assistant Director for Programmatic Services Assistant Director for Operations	As deemed necessary	Job Description Self-Assessment (yearly) Children's Records Staff Development Training Files Monthly Parent Meetings (Agendas) Employee Performance Review Forms

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (b) (1) & (2)

GOAL: The Hidalgo County Head Start Program will ensure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibility.

OBJECTIVE: To ensure the provision of Program quality service, qualified staff will be recruited and hired to interact with children and families.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
(1) Qualified staff will be hired accordingly for each position within the Hidalgo County Head Start Program.	Executive Director	Assistant Program Directors Administrative Assistant	As deemed necessary	Requisitions Job Announcement Interviews Employee Performance Review Forms
(2) Qualified staff must be sensitive to the cultural differences of low income children and families.	Department Directors	Assistant Program Directors Administrative Assistant Department Directors	On going	R.F.Q. (Request for Qualifications) Criminal Background Check Forms
(3) The Hidalgo County Head Start Program recruits highly qualified staff by advertising through the Hidalgo County Website, internal job announcements, and recruitment at UTPA, STC, and the Texas Work Force Commission. In addition, the program highly considers Head Start parents who qualify for positions within the Program.	Administrative Assistant Staff Development Director	Administrative Assistant Staff Development Director	On going	Job Announcement (Website, internally) Staff Development Training (informal & formal trainings
(4) A mentoring program will be implemented to assist the parents and staff already in the Head Start Program to advance their skills and knowledge.	Staff Development Director			CDA Project Bachelor & Associate Degree Project Parent Volunteer Program; Fatherhood Conference; Parent Fair, Parent Leadership Conference

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (b) (3)

GOAL: The Hidalgo County Head Start Program will ensure that all current and former Head Start Parents, if qualified, will receive preference for employment vacancies.

OBJECTIVE: The Program will ensure that Head Start parents, if qualified, are given employment preference with Head Start with the purpose to fulfill the Program's missions and goals.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
(1) The Program will highly consider Head Start parents who are qualified and are seeking employment.	Executive Director Administrative Assistant	Administrative Assistant	As deemed necessary	Job Announcement Job Description Personnel File Criminal Background Check Form
(2) Staff will encourage Head Start parents to participate in Program activities, such classroom volunteering, parent committees, workshops, and trainings.	Family Service Director Center Manager Staff	Center Managers	Annually	In-kind Records Parent take home activities Lesson plans Parent Volunteer Program; Fatherhood Conference; Parent Fair, Parent Leadership Conference Parent Records
(3) Parents will be encouraged to participate in Literacy Programs such as English as a Second Language (ESL), General Equivalency Diploma (GED)… through referrals in the Community.	Transition, Literacy, and Community Partnership Director Center Managers Teachers	Transition, Literacy, and Community Partnership Director Education Area Directors	Annually	Family Partnership Agreement (F.P.A. Referrals) Education Advisory Committee

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (b) (3) (continued)

GOAL: The Hidalgo County Head Start Program will ensure that all current and former Head Start Parents, if qualified, will receive preference for employment vacancies.

OBJECTIVE: The Program will ensure that Head Start parents, if qualified, are given employment preference with Head Start with the purpose to fulfill the Program's missions and goals.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
(4) Job vacancies are posted at each center within the Program, Hidalgo County Human Resources Department postings, and website.	Administrative Assistant Center Staff Civil Service Human Resources Director	Executive Team	As deemed necessary	Job Announcement (Website & Internal)
(5) Job vacancies include job descriptions, requirements and responsibilities.	Administrative Assistant Human Resources Director	Administrative Assistant	Continuously	Job Description Job Announcement Job Questionnaire

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (b) (4)

GOAL: The Hidalgo County Head Start Program will hire Program staff and consultants that are familiar with the ethnic background and heritage of families in the Program and must be able to communicate effectively in the family's primary language.

OBJECTIVE: To establish an atmosphere of recognition and respect for the beliefs and practices of families and children the Program serves.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
(1) The Program will recruit qualified bilingual staff and consultants who are culturally and ethnically diverse to ensure appropriate representation of the ethnicity and cultures of families served.	Executive Director Service Directors	Executive Team	As deemed necessary	Job Announcement Job Description Personnel File Request for Qualifications (RFQ's) Job Standard Checklist
(2) The Program will ensure to hire staff and recruit parents from the community to use as resources for understanding different cultures.	Executive Director Administrative Assistant	Administrative Assistant	As deemed necessary	Job Announcement Job Description Personnel File Interview Questionnaire

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (b) (4) (continued)

GOAL: The Hidalgo County Head Start Program will hire Program staff and consultants that are familiar with the ethnic background and heritage of families in the Program and must be able to communicate effectively in the family's primary language.

OBJECTIVE: To establish an atmosphere of recognition and respect for the beliefs and practice of families and children that the Program serves.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
(3) The Program will provide staff development trainings to develop skills in culture differences and conflict resolutions.	Education Area Directors Staff Development Director	Education Area Directors	As deemed necessary	Teacher Lesson Plans Training Calendar
(4) The Program will encourage the use of community resources to help staff and parents appreciate and enjoy diverse cultures.	Education Area Directors	Education Area Directors	As deemed necessary	Curriculum Program Calendar Teacher Lesson Plans
(5) The Program will conduct staff trainings together with local organizations to get familiarized with cultural diversity.	Staff Development Director	Staff Development Director	Pre-Service Training Ongoing training As deemed necessary	Program Training Agenda's Training Calendar

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (c)

GOAL: The Hidalgo County Head Start Program will hire a Head Start Director who has skills and abilities in a management capacity relevant to a human service Program management

OBJECTIVE: To ensure leadership, management skills and ability to oversee the operation of a comprehensive quality child and family program.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The Program will ensure that the Executive Director has the following attributes: • Leadership skills. • Good interpersonal and communication skills. • The ability to develop and manage a budget. • Experience in human services. • Understands the Head Start philosophy and ability to share authority and decision making.	Grantee Board (Commissioners Court) Policy Council	Policy Council	As deemed necessary	Job Description Credentials Experience

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (d)

GOAL: The Hidalgo County Head Start Program will ensure to hire staff and consultants who meet the qualifications to provide content area expertise and oversight on an ongoing scheduled basis. The Program will determine appropriate staffing pattern necessary to provide these functions.

OBJECTIVE: To ensure quality services are delivered to children and families.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The Program will ensure hiring qualified Directors who have the following abilities: • Plan and administer the required Program services for children and families. • Coordinate Program activities with staff, other content areas and community agencies. • Engage in the on-going assessment of quality services provided. • Communicate effectively with others. • Provides staff training and development. • Ability to supervise.	Executive Director Administrative Assistant	Administrative Assistant	As deemed necessary	Job Description Credentials Personnel File

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (d) (1)

GOAL: The Hidalgo County Head Start Program will ensure staff or consultants meet the qualifications for classroom teachers with experience in the theories and principles of child growth and development.

OBJECTIVE: To ensure quality services are delivered to children and families.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
(1) The Program will ensure that the Education Area Directors assure the classroom teachers meet the necessary qualifications such as: • Child Development Associate Credential (C.D.A.) • State award certificate that exceeds the C.D.A. • An Associate, Baccalaureate, or advance degree in Early Childhood Education.	Executive Director Assistant Program Directors	Administrative Assistant	As deemed necessary	Job Description Credentials/Degrees Personnel File
(2) The Program will ensure that all staff employed in the field of Education plan and implement a comprehensive Child Development Program that meets the Head Start standards.	Executive Director	Administrative Assistant	As deemed necessary	Job Description Credentials Degrees Personnel File

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (d) (1) (continued)

GOAL: The Hidalgo County Head Start Program will ensure staff or consultants meet the qualifications for classroom teachers with experience in the theories and principles or child growth and development

OBJECTIVE: To ensure quality services are delivered to children and families.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
• Put into practice theories and sound principles of child and adult education. • Embrace the role of the parent as the primary educator of the child. • Promote support between parent and child.	Education Area Directors	Education Area Directors Center Managers	School Program Year July 2013 to August 2014	Curriculum Teacher Lesson Plans

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (d) (2)

GOAL: The Hidalgo County Head Start Program will ensure that health services are supported by staff and consultants with training and experience in public health, nursing, health education, maternal and child health or health administration.

OBJECTIVE: To ensure quality services are delivered to children and families.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The Program will ensure that an appropriate qualified Director in Health Services is employed with the abilities to: • Link families with ongoing systems for health care, assist parents in selection of health provider, counsel them about child or family health problems, and promote parent involvement in all aspects of health programs. • Negotiate with Health Service Advisory Committee, local health care professionals and service providers to ensure the services for families are available and accessible. • Review, evaluate, and interpret health records. • Promote health and safety practices in the Program. • Coordinate safety and sanitation procedures, first aid, and emergency medical procedures.	Executive Director Assistant Program Directors Administrative Assistant	Administrative Assistant	As deemed necessary	Job Description Credentials Personnel File

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (d) (3)

GOAL: The Hidalgo County Head Start Program will ensure that nutrition services are supported by staff or consultants who are registered dietitians or nutritionists.

OBJECTIVE: To ensure quality nutrition services to children and families being served.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The Program will hire highly qualified Nutrition Director with the following skills: • Experience in menu planning including the quantity, quality, and variety of food to be purchased. • Ability to interpret nutrition assessment data, provides nutrition counseling to families, and promotes good nutrition habits among children and families. • Have expertise to assist staff in dealing with children having eating problems or special nutritional needs.	Executive Director Assistant Program Directors Administrative Assistant	Administrative Assistant	As deemed necessary	Job Description Credentials Personnel File

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (d) (4)

GOAL: The Hidalgo County Head Start Program will ensure that mental health services is supported by staff or consultants who are licensed professionals with experience and expertise in serving young children and their families.

OBJECTIVE: To ensure quality mental health services to children and families being served.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The Program will ensure to hire a highly qualified Mental Health Coordinator with the following skills: • Knowledge of treatment strategies in the areas of child behavior management and family crisis intervention. • Ability to work with families in a supportive manner throughout the diagnostic and referral processes. • Ability to work with staff to improve their own health and they, in turn provide supportive services to families. • The ability to provide counseling and treatment for children and families with diagnosed problems.	Executive Director Assistant Program Directors Administrative Assistant	Administrative Assistant	As deemed necessary	Job Description Credentials Personnel File

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (d) (5) (6)

GOAL: The Hidalgo County Head Start Program will ensure that family and community partnership services and parent involvement is supported by qualified staff and consultants who are experienced with social, human or family services.

Objective: To ensure quality social and human services to Program families.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The Program will hire a highly qualified Family Services and Community Partnership Director with the following skills: • Have the ability to develop referral systems and procedures, coordinate social service referrals and follow-up. • Provide on-site consultation to family and community partnerships staff. • Conduct advocacy work. • Oversee the recruitment, training and scheduling of parent volunteers. • Work with Policy Committee and serve as a resource for Parent Committee. • Assist parents in developing and scheduling their own social and developmental activities. • Encourage and support parents in addressing community needs. • Assist staff in integrating a plan for parent involvement that addresses all service areas.	Executive Director Assistant Program Directors Administrative Assistant	Administrative Assistant	As deemed necessary	Job Description Credentials Personnel File

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (d) (7)

GOAL: The Hidalgo County Head Start Program will ensure that disability services are supported by staff or consultants with training and experience in securing services for children with disabilities.

OBJECTIVE: To ensure quality disability services to children being served.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The Program will hire a highly qualified Disability Director with the abilities to: • Coordinate the process of assessing children including initial screening, on-going developmental and specialized assessments to determine if a disability exists. • Work with an interdisciplinary team of staff and parents to develop and implement an Individualized Educational Plan (IEP), or Individualized Family Service Plan (IFSP). • Consult regularly with parents and staff on the progress of disability services. • Work closely with local school districts to ensure the coordination of services. • Advocate in the community for appropriate services for children with disabilities and their families.	Executive Director Assistant Program Directors Administrative Assistant	Administrative Assistant	As deemed necessary	Job Description Credentials Personnel File

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (d) (8)

GOAL: The Hidalgo County Head Start Program will ensure to secure on going services of a qualified Chief Financial Officer.

OBJECTIVE: To ensure on going quality services in the Finance Department.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The Program will hire a qualified Chief Financial Officer with the abilities to: • Develop, monitor, evaluate, and report on the Program's financial controls and procedures. • Develop and maintain accurate charts of accounts including the allocation of Program income and out lays and in-kind contribution. • Assist in the resolution of audit exceptions and in the implementation of auditors' recommendations; and report all findings to management staff and governing bodies.	Executive Director Assistant Program Directors Administrative Assistant	Administrative Assistant	As deemed necessary	Job Description Credentials Personnel File

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD:1304.52 (g) (1)

GOAL: The Hidalgo County Head Start Program will ensure that the appropriate staff/child ratio is maintained at all times of the day.

OBJECTIVE: Maintaining the staff/child ratio will have a more positive outcome for young children and generate more positive social interaction with peers.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The Program will hire the appropriate number of staff required to maintain staff/child classroom ratio by monitoring and replacing staff when vacancies occur through resignations or promotions.	Executive Director Education Area Directors Administrative Assistant	Education Area Directors	As deemed necessary	Job Requisition Job Announcement
All newly hired staff (with the exception of Administration staff) will receive an eight (8) hour pre-service training in the theories of early childhood caregiver, prior to reporting to work site. These eight (8) hours Pre-Service training will provide new staff with Program Policies and Procedures related to the responsibilities of a caregiver. Guidance will be provided by Education Area Directors in form of written material. Certificates of accomplishments will be filed in the employee's Personnel file.	Administrative Assistant	Administrative Assistant	School Program Year 2013-2014; thereafter, as deemed necessary	Certificate of Completion

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (g) (2)

GOAL: The Hidalgo County Head Start Program will ensure that at least one classroom staff member interacting regularly with the children must speak their language.

OBJECTIVE: Classroom staff who speak the child's home language provides reassurance and support to the child's development and sense of identity and respect for values and beliefs of family.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The Program will emphasize the employment of staff from the area the Program serves. Through this process multi-cultural bilingual awareness is ensured.	Executive Director Education Area Directors	Administrative Assistant	As deemed necessary	Job Requisition Job Announcement Job Description

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD:1304.52 (g) (3)

GOAL: The Hidalgo County Head Start Program will ensure that the appropriate staff/child ratio is maintained when classroom staff is absent through use of substitute staff

OBJECTIVE: To ensure that children are always safe, Substitutes will be used to maintain staff/child ratio.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The Program will ensure that Substitutes are contracted when Teachers are absent in order to maintain staff/child ratios. The Program implements a Substitute Pool. The Substitute Pool is generated from parent volunteers and from the community the Program serves.	Executive Director Administrative Assistant	Education Area Directors	As deemed necessary	Job Announcement Personnel File Substitute Plan Substitute Pool

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD:1304.52 (g) (5)

GOAL: The Hidalgo County Head Start Program will ensure that staff supervises the outdoor and indoor play areas in such a way that children's safety can be easily monitored and ensured.

OBJECTIVE: The staff will ensure that all children be observed to prevent mishaps. Should any mishap occur, children can be quickly reached.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The Program will ensure that staff: • Make regular inspections of safety and cleanliness of indoor and outdoor play areas. • Outdoor equipment will be monitored on regular basis. • Staff will develop a written schedule for outdoor play which will ensure proper staff/ratio supervision.	Center Managers Teachers	Center Managers	July 2013 to May 2014 Daily	Monitoring Checklist Daily Schedule

HIDALGO COUNTY HEAD START PROGRAM
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SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (h) (1) (i) (ii) (iii) (iv)

GOAL: The Hidalgo County Head Start Program will ensure that all staff, consultants, substitutes and volunteers abide by the Program's Standards of Conduct.

OBJECTIVE: (h) (1) The Standards of Conduct Policy will support and reinforce appropriate professional behavior.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The Program will ensure the Standards of Conduct guidelines are incorporated with Head Start policies and introduced to staff, consultants, substitutes, and volunteers during orientation.	Executive Area Director Administrative Assistant	Administrative Assistant	As deemed necessary	Standards of Conduct Policy
The Standards of Conduct Policy will address appropriate staff behavior.				
Staff will respect the unique identity of each child and family by refraining from stereotyping on basis of gender, race, ethnicity, culture, religion, or disability. Encourage male participation in the classroom and other activities of the Program. Provide opportunities for various intergenerational activities through the participation of community elders, foster grandparents, Winter Texans…etc.	Education Area Directors Center Managers Teachers Facilitators Support Service Assistants	Executive Team	Annually	Monitoring Checklist Lesson Plans

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (h) (1) (i) (ii) (iii) (iv) (continued)

GOAL: The Hidalgo County Head Start Program will ensure that all staff, consultants, and volunteers abide by the Programs' Standards of Conduct.

OBJECTIVE: (i) To ensure that children of all races, religions, family back grounds, and cultures are treated with respect and consideration.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Provide boys and girls with equal opportunities to participate in playing activities that promote independent learning. The educational classrooms will have materials in the learning activities and decorations that reflect the diversity of all children. All educational classrooms will provide an engaging environment that exhibits the diversity of all children.	Education Area Director Center Managers Teachers Facilitators	Executive Team	Continuously	Monitoring Checklist Lesson Plans

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (h) (i) (ii) (iii) (iv)

GOAL: The Hidalgo County Head Start Program will ensure that all staff, consultants and volunteers abides by the Programs Standards of Conduct.

OBJECTIVE: (ii) To conform with Federal, State, Tribal and local laws, staff and consultants will follow the Confidentiality Policy concerning information about children, families and other staff members.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
To conform with Federal, State, Tribal, and local laws, and the Health Insurance Portability Accountability Act (HIPAA), the Confidentiality Policy ensures:	Health Services Director	Executive Team Center Managers		
• Confidential information will be seen and discussed only with staff members who have the need for information to perform their job (children's records and family records).	Executive Team	Executive Team Center Managers	School Program Year July 2013 to May 2014 Ongoing	Children Records Family Records
• Staff personnel records will not be disclosed without a written consent by the staff member submitted to the Administrative Assistant (Custodian of Records).	Administrative Assistant	Administrative Assistant	As requested	Personnel File
• Staff has the right to examine their own personnel files and to respond to the contents of those files.	Administrative Assistant	Administrative Assistant	As requested	Personnel File

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (h) (i) (ii) (iii) (iv)

GOAL: The Hidalgo County Head Star t Program will ensure that all staff, consultants and volunteers abide by the Program's Standards of Conduct.

OBJECTIVE: (iii) To ensure that child/staff ratio is maintained by adult supervision at all times that child/staff ratios are required.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
By having appropriate staff members assigned to supervise children the Program will ensure that child/staff ratio is maintained at all times and that no child is ever left alone or unattended. (15 to 1 - 3 year olds) (18 to 1 - 4 year olds)	Education Area Directors Center Managers	Center Manager Executive Team	Ongoing School Program Year July 2013 to May 2014	Substitute Pool

HIDALGO COUNTY HEAD START PROGRAM
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2013-2014

PERFORMANCE STANDARD: 1304.52 (h) (1) (i) (ii) (iii) (iv)

GOAL: The Hidalgo County Head Star t Program will ensure that all staff, consultants and volunteers abide by the Program's Standards of Conduct.

OBJECTIVE: (iv) To ensure the use of positive, non punitive methods of guidance and discipline.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Staff will ensure that positive methods of child guidance are used and will not engage in corporal punishment, emotional or physical abuse or humiliation. They will not employ methods of discipline that involve isolation, the use of food as punishment or rewards, or denial of basic needs. In accomplishing this standard staff will: • Develop clear, reasonable, and consistent age appropriate rules and expectations for children. • Guide children to positive problem solving. • Supervise and guide at all times in order to ensure the potential need to discipline. • Staff will respect and acknowledge children's feelings by listening, praising and providing guidance.	Teachers Assistant Teacher Disability Aides Substitutes	Center Managers Executive Team	School Program Year July 2013 to May 2014	Daily Schedule Curriculum Progress Notes Classroom rules Discipline and Guidance Policy

HIDALGO COUNTY HEAD START PROGRAM
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2013-2014

PERFORMANCE STANDARD: 1304.52 (h) (2) (3)

GOAL: The Hidalgo County Head Star t Program will ensure that all staff, consultants and volunteers abide by the Program's Standards of Conduct.

OBJECTIVE: (2) To ensure that employees engage appropriately with contracts and financial awards and will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The Program will ensure that employees conduct to the highest standards of conduct when handling any contracts and other financial awards that are defined as "significant monetary value."	Administrative Assistant	Administrative Assistant	Yearly	Standards of Conduct (Statement of Ethical Conduct and Behavior) Statement of Ethical Conduct and Behavior Ethics Policy

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PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (h) (2) (3)

GOAL: The Hidalgo County Head Start Program will ensure that all staff, consultants and volunteers abide by the Program's Standards of Conduct.

OBJECTIVE: (3) To ensure that all staff, consultants and volunteers are accountable for meeting the agency's Standards of Conduct.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The Program will ensure that Policies and Procedures include provisions for appropriate penalties for violating the Standards of Conduct. Misconduct and/or breach of the Standards of Conduct will be grounds for disciplinary action, which may include dismissal in accordance to the Hidalgo County Civil Service Commission Rules and Policies.	Executive Director	Administrative Assistant	Ongoing	Civil Service Personnel Policies and Procedures Personnel File Standards of Conduct Policy Form

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (i)

GOAL: The Hidalgo County Head Start Program will ensure to administer Performance Evaluations on all staff.

OBJECTIVE: To identify training and professional development needs.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Program will ensure that all staff members upon employment are evaluated through Performance Evaluation forms to identify staff training and professional development. Staff will be evaluated in the following manner:	Administrative Assistant	Administrative Assistant	Upon employment, (6months probationary); thereafter, annually (May)	Employee Performance Review Form Personnel File
Once a month during the six (6) month probationary period of employment; thereafter, once a year. Employee Performance Evaluations are reviewed once received.	Administrative Assistant	Administrative Assistant	School Program Year 2013-2014; thereafter, as deemed necessary	Employee Performance Review Form
Training recommendations for professional growth are provided to the Staff Development Director for professional development planning and training.	Education Area Directors	Executive Team	Annually	Training Agendas

HIDALGO COUNTY HEAD START PROGRAM
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2013-2014

PERFORMANCE STANDARD: 1304.52 (j) (1)

GOAL: The Hidalgo County Head Start Program will ensure that all staff has an initial health examination that includes screening for tuberculosis and a periodic re-examination.

OBJECTIVE: (j) (1) To ensure a safe and health environment for children and staff.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The Program will assure that each staff member has an initial health examination (that includes screening for tuberculosis) to assure that they are free of a communicable disease and do not pose a significant risk to the health and safety of others. This will be accomplished as follows: • Upon employment, the employee will have thirty (30) working days to have an initial health appraisal by his/her physician; thereafter, screened every three (3) years (includes tuberculosis screening). The Tuberculosis Questionnaire will be implemented annually. • Bus Drivers (CDL): Once hired, the bus driver must submit a Health Appraisal and Medical Examiner Certificate (Required by DOT); thereafter, screened every two (2) years (includes tuberculosis screening). Bus drivers will not drive the bus until the Health Appraisal and Medical Certificate is received at the Human Resources Department. • Employees will be given a 1st, 2nd and Final Notice to comply with the health examination requirements. • Upon the final notice, employees will be given five (5) working days, to comply with the health examination requirements. • After five (5) working days employees will be subject to disciplinary action constituting leave without pay until the Health Appraisal is provided. Reference to Civil Service Policy Standards of Conduct.	Administrative Assistant	Administrative Assistant	Ongoing	Health Appraisal Tuberculosis Form Medical Certificate Confidential Files

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SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (j) (2)

GOAL: The Hidalgo County Head Start Program will ensure that volunteers who volunteer on regular basis be screened for tuberculosis.

OBJECTIVE: (j) (2) To ensure a safe healthy environment for children and staff.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The Program will ensure that all volunteers participating on a daily basis will be screened for tuberculosis in accordance to state, tribal, and local laws. This will be accomplished as follow : TB Screening at Parent/Volunteer training; and thereafter, whenever necessary.	Family Service Director Center Manager	Center Manager	Ongoing	Volunteer File

HIDALGO COUNTY HEAD START PROGRAM
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2013-2014

PERFORMANCE STANDARD: 1304.52 (j) (3)

GOAL: The Hidalgo County Head Start Program will ensure that all staff receives mental health and wellness information with concerns that may affect their job performance

OBJECTIVE: To ensure that the complexity of challenges in caring for children and families will not generate problems of "burnout" to staff.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The Program will ensure that mental health and wellness information is available to staff with concerns that may affect their job performance. This will be accomplished by: Providing information on job related stress, mental health and wellness training. Sponsor mental wellness programs such as exercise groups or staff support groups. Make confidential referrals to community agencies such as mental health centers and/or alcohol and drug counseling centers.	Health Services Director	Health Services Director	Ongoing	Training Agendas Referrals

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (k) (1) - (3)

GOAL: The Hidalgo County Head Start Program will ensure that orientation to all new staff, consultants and volunteers includes the goals and underlying philosophy of Head Start and the manner the Program is implemented.

OBJECTIVE: (1) To assist staff, volunteers and consultants in acquiring or increasing the knowledge and skills required to fulfill their job responsibilities.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The Program will ensure that staff, new employees, volunteers and consultants receive orientation at a minimum on the goals and underlying philosophy of Head Start and the manner in which they are implemented by the Program:	Administrative Assistant Staff Development Director	Staff Development Director	Ongoing	Orientation Agendas
All volunteers will receive orientation training on the goals and philosophy of Head Start through the Parent Volunteer and Fatherhood Conferences.	Family Service Director Health Services Director	Family Service Director Health Services Director	August 2013 to February 2014	Agendas

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (k) (1) -(3)

GOAL: The Hidalgo County Head Start Program will establish and implement a structured approach to staff training and development, with a designed purpose to help build relationships among staff and to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities.

OBJECTIVE: (2) To maintain Program excellence by having well trained qualified staff.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The Program will ensure that all staff is provided with trainings in all facets of the Program during Pre-Service and throughout the year. In addition, academic trainings will be available to all interested staff and parent volunteers.	Executive Director Staff Development Director Executive Team	Staff Development Director	Ongoing	Staff Development Files Training Calendars Agendas

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (k) (1) - (3)

GOAL: The Program will implement a training system that will include on-going opportunities for staff to gain knowledge and skills necessary to implement the Head Start Performance Standards.

OBJECTIVE: (3) A creative process for training staff which will meet the goals of each employee will be implemented.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The Program ensures a comprehensive form of staff development for staff to acquire knowledge and skills about the Program's Performance Standards, and advancement into their academic education through college course work. This is accomplished by: • Staff orientation designed for the Program's goals, Performance Standards, and Personnel Policies. • Pre-Service and ongoing training through the year. • Individualized training and technical assistance at work site. • Academic college course training • Educational Leave • Increase in Salaries (upon receipt of degree, (where applicable))	Staff Development Director	Staff Development Director	Ongoing	Training Calendar Staff Development Files Agendas

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52. (K) (3) (i) & (ii)

GOAL: The Hidalgo County Head Start Program will ensure that a method for identifying child abuse and neglect that comply with applicable state and local laws is in place.

OBJECTIVE: (3) (1) To support staff who assist families facing issues concerning identifying and reporting suspected child abuse and neglect.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The Program will provide staff with the policies and guidelines on how to identify and report suspected child abuse and neglect. Staff will sign on a yearly basis, a statement of acknowledgment on how to identify and report suspected child abuse and neglect. Staff is provided annually a Pre-Service annually a one (1) hour training during Pre-Service on a child abuse and neglect, and how to report.	Health Services Director Administrative Assistant	Administrative Assistant	Ongoing	Child Abuse and Neglect Policy Acknowledgment document

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52. (K) (3) (i) & (ii)

GOAL: The Program will ensure that a plan to transition child and family to and from Head Start is in place.

OBJECTIVE: 3 (ii) To have a method that supports a successful transition for families and children.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Staff will implement activities on transition from home to Program and from Program to public entities such as school and private day care. Staff will assist families and children with the transition. Assist parents in advocating for their children in the school system and exercising their rights and responsibilities concerning their child's education. Maintain on-going communication and cooperation with schools and other child care settings. A written plan on how to transition children with disabilities is in place.	Transition, Literacy and Community Partnership Director Center Managers Family Service Director Special Service Director	Transition Literacy and Community Partnership Director	Ongoing	Schedule Plan Lesson Plan File

HIDALGO COUNTY HEAD START PROGRAM
PROGRAM DESIGN AND MANAGEMENT PLAN
SECTION: HUMAN RESOURCE MANAGEMENT
2013-2014

PERFORMANCE STANDARD: 1304.52 (k) (4)

GOAL: The Hidalgo County Head Start Program will provide training/orientation to the Head Start Governing Body and Policy Council Board members to carry out their Program governance responsibilities effectively.

OBJECTIVE: To inform the Governing Body and Policy Council Board members about the Head Start Program and the knowledge and skills needed to carry out their Program governance responsibilities effectively.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The Program will ensure that the Governing Body and the Policy Council Board members are adequately trained with the Program's oversight responsibilities. Trainings will be addressed in the following areas: • The Program's history, mission statement, and organizational structure. • The roles and responsibilities of governing, organizing, and operating the Program. • The goals, underlying philosophy, and performance standards of Head Start.	Executive Director Family Service Director	Executive Director	School Program Year July 2013 to May 2014	Training Calendar Training Agendas Conferences (local, state, regional and national)

Mental Health Services Plan

Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: May 15, 2013

SUBJECT: Discussion/Approval of the Mental Health Services Program Plan 2013-2014

RATIONALE/NEED: The Mental Health Services Plan must be approved annually to comply with the Federal Performance Standards.

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: Mental Health Services Program Plan

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INITIATED BY: Lupita Valdez, Health Services Director

REVIEWED BY: Edmundo Garcia, Assistant Program Director

EXECUTIVE DIRECTOR'S APPROVAL: Teresa Flores

Hidalgo County
Head Start Program

Mental Health Services

Program Plan
2013 – 2014

Advisory Committee Approval: 04.25.13
Policy Council Approval: 05.15.13
Commissioners' Court Approval:

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2013-2014

PERFORMANCE STANDARD: 1304.24 (a) (1)

GOAL: ***Hidalgo County Head Start Program*** will ensure that the grantee and delegate agencies coordinate and collaborate with parents (see 45 CFR 1304.40(f) for issues related to parent education.

OBJECTIVE: Provide educational opportunities for parents to discuss any concerns about their child's mental health status.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will obtain information child's mental health thru the status following activities: • enrollment • home visits • parent/staff conference • parent partnership agreements • Parent Interview Assessment for children with challenging behaviors • Parent meetings • Daily informal contact (such as dropping or picking their child up from the center) • Health records • Orientation meeting (Parents Handbook on Mental Health Services for 2012-2013 issued at this meeting)	Classroom Staff Case Manager to include: Center Manager Support Services Staff Mental Health Services Coordinator	Mental Health Services Coordinator Health Services Director Health Nurse	August thru May	Home visit report Child's health records Family Partnership Agreement Parent Interview Assessment Parents Handbook

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2013-2014

PERFORMANCE STANDARD: 1304.24 (a) (1) (i)

GOAL: ***Hidalgo County Head Start Program*** together with parent will obtain information, observations, and concerns about their child's mental health.

OBJECTIVE: Provide opportunities for parents to discuss any concerns about their child's mental health status.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will obtain information child's mental health status thru the following activities: • enrollment • home visits • parent/staff conference • parent partnership agreements • Parent Interview Assessment for children with challenging behaviors • Parent meetings • Daily informal contact (such as dropping or picking their child up from the center) • Health records • Orientation meeting (Parents Handbook on Mental Health Services for 2012-2013 issued at this meeting)	Classroom Staff Case Manager to include: Center Manager Support Services Staff Mental Health Services Coordinator	Mental Health Services Coordinator Health Services Director Health Nurse	August thru May	Home visit report Child's health records Family Partnership Agreement Parent Interview Assessment Parents Handbook

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2013-2014

PERFORMANCE STANDARD: 1304.24(a)(1)(ii)

GOAL: ***Hidalgo County Head Start Program*** will share staff observations of their child's behavior and development, including separation and attachment issues with the parent/legal guardian**.**

OBJECTIVE: Provide opportunities for parents to discuss information and concerns about their child's mental health status.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. The results of all screens, assessments and other reports are discussed with parents or guardians during home visits. This includes results and all findings. Screenings, assessments and other reports discussed with parents are the following: • Devereux Early Childhood Assessment (DECA) • Learning Assessment Profile Diagnostic (LAP-D) • Speech Screener • Classroom observations by Mental Health Professional • Behavior observations by staff • Behavior plans	Classroom Staff Case Manager to include: Center Manager Support Services Staff Mental Health Services Coordinator	Mental Health Services Coordinator Health Services Director Health Nurse	August thru May	Classroom Observations by Teachers and Mental Health Professionals Home visit reports Behavior plans Devereux Early Childhood Assessment (DECA) Learning Assessment Profile Diagnostic (LAPD) Speech Screeners

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2013-2014

PERFORMANCE STANDARD: 1304.24(a)(1)(iii)

GOAL: ***Hidalgo County Head Start Program*** will discuss, identify, and communicate with parents appropriate responses to their child's behavior.

OBJECTIVE: Provide opportunities to solicit and discuss with parents, information and concerns about their child's mental health status.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Parent orientation meeting held at the start of the school year gives the opportunities for Mental Health Services Parent Handbook to be given out 2012-2013. The handbook explains: • Social and emotional development • Mental health process • Mental health resources 2. Staff model and demonstrate appropriate social skills in the classroom and explain to parents the use of positive methods of child guidance. Positive guidance taught to children through the Kindness curriculum and Positive Behavior Support training. • Respect of others • Sharing • Conflict resolutions • Love • Taking turns • Friendship skills	Classroom Staff Case Manager to include: Support Services Staff Mental Health Services Coordinator	Mental Health Services Coordinator Health Services Director Health Nurse	August thru May	Parents Handbook on Mental Health Services 2012-2013 HCHSP newsletter Lessons plans Education calendar with activities scheduled for each month Kindness curriculum Pre-Service sign-ins for Positive Behavior Support Parent meetings

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2013-2014

PERFORMANCE STANDARD: 1304.24(a)(1)(iv)

GOAL: ***Hidalgo County Head Start Program*** will work collaboratively with parents and discuss how to strengthen nurturing, supportive environments and relationships in the home and program.

OBJECTIVE: To encourage and support social and emotional development of each child.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Parents are included in the curriculum planning for the Program and in developing activities for the classroom including the social/emotional area of the lesson plans. 2. Parent/staff conference allows the opportunity to develop Individualized Positive Guidance plan for children with challenging behaviors. Staff encourages parents to use preventative strategies to strengthen relationships in the home and classroom environments. These strategies are written on the Individualized Positive Guidance plan and a copy is given to the parent. 3. Training is provided to parents through workshops, conferences, parent meetings and through the use of community resources to help them better understand how to strengthen supportive environments and relationships in the home and program.	Classroom Staff Case Manager to include: Support Services Staff Education Area Director Family Services Director Health Services Director Special Services Director	Mental Health Services Coordinator Health Services Director Health Nurse	August thru May or as needed.	Weekly lesson plans Health Services Advisory Individualized Positive Guidance Plan Parent Training Agendas Parent Meeting Agendas

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2013-2014

PERFORMANCE STANDARD: 1304.24(a)(1)(v)

GOAL: ***Hidalgo County Head Start Program*** will work in helping parents to better understand mental health issues.

OBJECTIVE: Provide opportunities for parents to discuss concerns about their child's mental health status.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Parents will provide training in child rearing practices and parenting skills through the use of "Exploring Parenting" curriculum and other community resources such as Mental Health Professionals available to the program. 2. Mental Health Professionals will offer guidance to parents to help understand mental health issues through trainings and center visits to provide services. 3. The mental health section of the Hidalgo County Head Start program quarterly newsletter will have articles related to healthy social/emotional development of children. Parents are issued newsletters on a quarterly basis.	Classroom Staff Case Manager to include: Support Services Staff Family Services Director Mental Health Services Coordinator	Mental Health Services Coordinator Health Services Director Health Nurse	August thru May or as needed	Parent sign-ins and agendas Individual mental health progress notes on children receiving services HCHSP newsletter

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2013-2014

PERFORMANCE STANDARD: 1304.24(a)(1)(vi)

GOAL: ***Hidalgo County Head Start Program*** will work in supporting parents' participation in any needed mental health interventions.

OBJECTIVE: Provide opportunities for parents to discuss concerns about their child's mental health status.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Parents are sent staffing notices to discuss child's behavior in the classroom. A team approach is utilized to develop an individualized positive guidance plan. Parents, staff, and Mental Health Providers work together to develop a behavior plan. 2. Staff will inform parents about how the program protects the confidentiality of the information they choose to share with the Parent Interview Assessment form. This form is completed prior to the development of the Individualized Positive Guidance Plan. 3. During staffing held to develop Individualized Positive Guidance plans parents are informed of local mental health providers. If parents need assistance with transportation or ways to pay for mental health services support services staff provide the resources as needed.	Support Services Staff Case Manager to include: Center Manager Education Area Director Mental Health Services Coordinator	Mental Health Services Coordinator Health Services Director Health Nurse	August thru May	Staffing notice Individualized Positive Guidance Plan Parent Interview Assessment form

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2013-2014

PERFORMANCE STANDARD: 1304.24(a)(2)

GOAL: ***Hidalgo County Head Start Program*** must secure the services of mental health professionals on a schedule of sufficient frequency to enable the timely and effective identification in family and staff concerns about a child's mental health.

OBJECTIVE: Provide opportunities for staff and parents to discuss concerns of a child's mental health status.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Mental Health Professionals will submit schedules of classroom observations in a timely manner. Classroom observations are done twice a year and or as needed.	Case Manager to include: Mental Health Providers Mental Health Services Coordinator	Mental Health Services Coordinator Health Services Director Health Nurse	August thru May	Schedules on classroom observations by Mental Health Providers

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2013-2014

PERFORMANCE STANDARD: 1304.24(a)(3)

GOAL: ***Hidalgo County Head Start Program*** ensures the mental health program services include a regular schedule of on-site mental health consultation involving the mental health professional, program staff, and parents.

OBJECTIVE: To provide opportunities for parents to discuss information and concerns about their child's mental health status.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Mental health providers submit schedules to the Program of regular on site visits and consultations available to children, parents and staff. 2. Parents are provided training in childrearing practices and parenting skills through "Exploring Parenting" curriculum.	Case Manager to include: Mental Health Providers Center Managers Support Services Staff Mental Health Services Coordinator	Mental Health Services Coordinator Family Services Director Health Services Director Health Nurse	August thru May	Mental Health Provider Schedules Parent agendas and sign-ins for Exploring Parenting

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2013-2014

PERFORMANCE STANDARD: 1304.24(a)(3)(i)

GOAL: ***Hidalgo County Head Start Program*** will design and implement program practices responsive to the identified behavioral and mental health concerns of an individual child or group of children.

OBJECTIVE: Provide opportunities for staff and parents to learn healthy social and emotional development.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Pre-service training is provided to staff on how to assess the strengths and needs and plan appropriate activities based on the following assessments/screenings: • The Devereux Early Childhood Assessment (DECA) • Learning Assessment Profile Diagnostic (LAP-D) • Speech screener 2. All staff is trained in Positive Behavior Support. This training offers staff positive techniques to respond to a child's behavior. 3. Staffing /meetings are held with parents and staff on supporting children who have been identified as needing special help. 4. Parents attend trainings, meetings, conferences, workshops to learn to help their children practice skills and encourage mentally healthy development.	Case Manager to include: Mental Health Services Coordinator Disability Services Director Education Area Director Family Services Director Health Services Director	Mental Health Services Coordinator Health Services Director Health Nurse	August thru May	Pre-Service Training Agendas/Sign-ins Orientation for new staff sign-ins and agendas Staffing notices, IEP Individualized Positive Guidance Plan Mental Health Tracking Records Fatherhood/Healthy Marriages Conference Agenda and sign-ins

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2013-2014

PERFORMANCE STANDARD: 1304.24(a)(3)(ii)

GOAL: ***Hidalgo County Head Start Program*** will promote children's mental wellness by providing group, individual staff and parent education on mental health issues.

OBJECTIVE: Provide opportunities for parents and staff to be supportive of children's mental wellness.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Parent group meetings in the month of February focused on mental wellness. Mental health professionals and other community speakers present at these parent meetings. 2. Parents are provided training in childrearing practices and parenting skills through "Exploring Parenting" curriculum. 3. The monthly schedule of visits submitted to the Program by the mental health professionals allows opportunities for parents and staff to speak to them.	Case Manager to include: Center Managers Support Services Staff Mental Health Services Coordinator	Mental Health Services Coordinator Health Services Director Health Nurse	August thru May	Parent sign-ins and agendas Mental Health provider schedules

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2013-2014

PERFORMANCE STANDARD: 1304.24(a)(3)(iii)

GOAL: ***Hidalgo County Head Start Program*** will assist in providing special help for children with atypical behavior or development.

OBJECTIVE: Provide opportunities for parents to discuss concerns about their child's mental health status.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Mental health professionals will provide services to children with atypical behavior. This is done during the time Mental Health Providers visit centers and meet with parents of children with atypical or challenging behaviors.	Case Manager to include: Support Services Staff Mental Health Services Coordinator	Mental Health Services Coordinator Health Services Director Health Nurse	August thru May	Schedule of visits by Mental Health Professionals Progress reports

PERFORMANCE STANDARD: 1304.24(a)(3)(iv)

GOAL: ***Hidalgo County Head Start Program*** will utilize other community mental health resources, as needed.

OBJECTIVE: Provide opportunities for parents to discuss concerns about their child's mental health status.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Mental health professionals will provide services to children with atypical behavior. This is done during the time Mental Health Providers visit centers and meet with parents of children with atypical or challenging behaviors.	Case Manager to include: Support Services Staff Mental Health Services Coordinator	Mental Health Services Director Health Services Director Health Nurse	August thru May	Schedule of visits by Mental Health Professionals Progress reports

SPECIAL SERVICES PLAN

Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: May 15, 2013

SUBJECT: Discussion/Approval of the Special Services Program Plan 2013-2014

RATIONALE/NEED: The Special Services Program Plan must be approved annually to comply with Federal Performance Standards.

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: Special Services Program Plan

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INITIATED BY: Connie Horta, Special Services Director CH

REVIEWED BY: Nora S. Munoz, Assistant Program Director

EXECUTIVE DIRECTOR'S APPROVAL: Teresa Flores

Hidalgo County
Head Start Program

Special Services

Program Plan
2013 – 2014

Advisory Committee Approval: 04.25.13
Policy Council Approval: 05.15.13
Commissioners' Court Approval:

NARRATIVE

Hidalgo County Head Start/Early Head Start Program believes that the early years of life are critical for learning and growth. It is during this time that children's cognitive, language, social and emotional development can be most influenced. If special needs are recognized and met during these years, children with disabilities will have an opportunity to reach their full potential and become independent adults.

Hidalgo County Head Start/Early Head Start Program believes that children with disabilities benefit from inclusion in a regular preschool setting. The benefits of inclusion are enhanced by teachers who are able to adapt their teaching techniques and activities. In an inclusive preschool program, children with disabilities will truly have a "Head Start" in achieving their fullest potential.

The Americans with Disabilities Act (ADA) and the Individuals with Disabilities Education Act (IDEA) support the right of young children with disabilities to participate in natural environments such as Hidalgo County Head Start/Early Head Start Program that serve young children without disabilities.

Young children with disabilities require a variety of services to ensure that their developmental needs are appropriately addressed. Hidalgo County Head Start/Early Head start Program believes that appropriate intervention includes addressing the needs of the entire family and that parents need to be actively involved with every phase of their child's program. In order to provide these comprehensive services, integration and collaboration between content areas within the agency and among other community resource agencies are essential.

At Hidalgo County Head Start/Early Head Start Program, the overall purpose of the special services effort is to ensure that children with suspected or diagnosed disabilities receive comprehensive services and are included in the full range of activities within the child development program. This effort will continue, though there have been some changes in the identification process of children with disabilities:

The Head Start Act of 2007 changed the identification process which Head Start programs must follow for identifying and serving children with disabilities. Beginning fiscal year 2009 "not less than 10 Percent of the total number of children actually enrolled by each Head Start agency will be children with disabilities who are determined to be eligible for special education and related services, or Early Intervention Services (ECI) by the state or a local agency providing services under section 619 or Part C of the Individuals with Disabilities Education Act (IDEA)." "The change simply states that now children receiving special services from the private rehabilitation providers will no longer be counted towards our 10%. The only children that will be counted towards the 10% are those children that are referred to the Special Education Department of the local school district (IDEA eligible) and are evaluated and qualified for services. The school district will provide the services to these children through their Individual Education Plan (IEP) with parental consent. The Hidalgo County Head Start Program will continue to assist the parents in arranging to secure services from private providers for our children in need of such services whether we can count them towards our 10% or not. The staff will secure evaluation reports addressing goals and objectives and the teachers will also continue to reflect those objectives in their weekly lesson plans and reinforce those objectives through appropriate activities in the classroom. The school districts continue to implement Recognition & Response (R&R) Response To Intervention (RTI). RTI is a system of intervention that allows children opportunity for intervention prior to being referred to special education for evaluation. Therefore, in striving to meet the overall purpose of the Hidalgo County Head Start/Early Head Start Program Special Services effort we are committed to the following major goals:

- Recruiting and enrolling a minimum of 10% (IDEA eligible) of the total funded enrollment slots which are for children with disabilities with particular emphasis on providing enrollment opportunities to children with more significant disabilities.
- Providing support to assist parents in the acceptance of, and learning about, their child's special needs.
- Establishing a collaborative effort between Hidalgo County Head Start/Early Head Start Program and other agencies and organizations serving children with disabilities to identify and to facilitate a continuity of services necessary to meet the child's developmental needs.
- Promoting content area coordination to ensure the delivery of comprehensive program services for every Hidalgo County Head Start/Early Head Start Program child with a disability and their families.
- Enhancing Hidalgo County Head Start/Early Head Start Program staff's understanding of disabilities related issues through a proactive staff development program.

Hidalgo County Head Start/Early Head Start Program is located in a primarily rural community with a significant Hispanic,

Spanish speaking population. Hidalgo County Head Start is funded to serve 3690 children ages 3-5 in the 2013-2014 program year; a minimum of 10% of the total funded enrollment slots are for children with disabilities (IDEA eligible). A Special Services Director and three (3) staff are designated to implement the Special Services Plan. The Health Advisory Committee, which includes parents from all content service area of the program as well as community representatives, will review the Special Services Plan for their approval. Ultimately, Policy Council will approve the Special Services Plan.

In an attempt to provide services collaboratively, Hidalgo County Head Start/Early Head Start Program has signed agreements with Local Education Agencies (LEA's), Early Childhood Intervention Program's (ECI's), Child Find and Community Resources Agencies.

Hidalgo County Head Start Program also has a Memorandum of Understanding (MOU) with a Local Education Agency (LEA). This MOU allows for early childhood students with disabilities recommended by LEA for the Preschool Program for Children with Disabilities (PPCD) opportunity to dual enroll in a total inclusive Head Start educational setting. These students may participate considering they meet the eligibility criteria for Head Start. Through this MOU, the LEA will provide special education support of one special education teacher and two para professionals to provide students supplemental services as specified by The Admission, Review and Dismissal Committee (ARD). It also provides support in the classroom to ensure compliance of The Individual Educational Plan (IEP) for each student. Hidalgo County Head Start Program and LEA continue to work collaboratively through this MOU to ensure that early childhood students with significant disabilities participate in an inclusive educational environment. In an inclusive preschool program, children with disabilities will truly have a "Head Start" in achieving their fullest potential.

HIDALGO COUNTY HEAD START PROGRAM

Special Services

ACRONYMS

IEP- Individual Education Plan (for children age 3 and over)

IFSP- Individual Family Service Plan (for ages 0-3)

IDEA- Individuals with Disabilities Education Act

ADA- Americans with Disabilities Act

LEA- Local Education Agency

ECI- Early Childhood Intervention (Serve Children 0-3)

T/TA- Training and Technical Assistance

FPA- Family Partnership Agreement

ARD- Admission, Review and Dismissal

SSI- Supplemental Security Income

PT- Physical Therapist

HS- Head Start

OT- Occupational Therapist

SLP- Speech Language Pathologist

HR- Human Resources

TEA- Texas Education Agency

PSA- Public Service Announcement

ESC- Education Service Center

LAP-D- Learning Accomplishment Profile Diagnostic

DECA- Deveraux Early Childhood Assessment

HIPAA- Health Insurance Portability Accountability Act

FIE- Full Individual Evaluation

PPCD- Pre-School Program for Children with Disabilities

EPSDT- Early Periodic Screening Development Test

RTI- Response To Intervention

R&R- Recognition and Response

DCA- Disability Classroom Assistant

MH- Mental Health

Special Services Plan
2013-2014

PERFORMANCE STANDARD: 45 CFR Part 1308.4, 1308.4(a) (b)

GOAL: The Hidalgo County Head Start /Early Head Start Program will develop a Special Services Plan providing strategies for meeting the special needs of children with disabilities and their families.

OBJECTIVES: The purpose of the disability plan is to assure that all content areas of Head Start are appropriately involved in the integration of children with disabilities and their families and that resources are used efficiently.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. The Head Start /Early Head Start Program will insure that a minimum of 10% of the total funded enrollment slots are made available for children who are evaluated and diagnosed with disabilities and who meet the Head Start eligibility criteria. The Head Start Program will coordinate and collaborate with LEAs to ensure evaluation and diagnosis and with other rehabilitation agencies to provide services to children in the least restrictive environment in accordance with the Individual Education Plan (IEP) or Individual Family Services Plan (IFSP). (con't on pg. 2)	Special Services Director Center Manager Teacher Support Services Staff	Executive Director Early Head Start Director Special Services Director Family Services Director	Ongoing	-Child Application -Enrollment Roster -IEP's on file -ECI transition meetings - referrals -Community Assessment -PIR

Special Services Plan
2013-2014

PERFORMANCE STANDARD: 45 CFR Part 1308.4, 1308.4(a) (b)

GOAL: The Hidalgo County Head Start /Early Head Start Program will develop a Special Services Plan providing strategies for meeting the special needs of children with disabilities and their families.

OBJECTIVES: The purpose of the Special Services Plan is to assure that all content areas of Head Start are appropriately involved in the integration of children with disabilities and their families and that resources are used efficiently.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The Head Start Act of 2007, states children receiving medical services from private rehabilitation providers will no longer be counted towards the 10%. Services will continue with the private providers, outside Head Start hours but only children evaluated and diagnosed by LEA will be counted towards the 10%.				
2. The plan is updated annually and presented to Policy Council for approval. The Health Advisory Committee provides input, allowing for parent and family engagement.	Special Services Director Health Advisory Committee	Executive Director Early Head Start Director Special Services Director Policy Council	May 2013	-Plan accessible to staff/parents –Copy at Head Start Centers

Special Services Plan
2013-2014

PERFORMANCE STANDARD: CFR Part 1308.4(c) (d) (e) (f), Related Standards 1304.51(a), 1304.41(a) (2) (iv) (viii), 1304.51(g)

GOAL: The Hidalgo County Head Start/Early Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start/Early Head Start children and ensure that all services on the IEP /IFSP are provided.

OBJECTIVES: To assure departmental area coordination in the provision of services to children with disabilities and their families. To link children with disabilities and their families to community resources available to provide special education and related services. Make needed adaptations for small and large group activities to help the child benefit fully from the program.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Maintain open communication with all content areas regarding services being provided or required for children with disabilities and their families. A link and referral system is maintained in order to assist families in receiving services. Needs will also be identified through use of Family Partnership Agreement (F.P.A.)	Special Services Director Support Services Staff Center Manager	Monitoring Director Special Services Director Family Services Director Support Services Staff Center Manager	Ongoing	-FPA on file -Child's disability reflected on FPA
2. A community resource directory will be provided to families in order to ensure maximum use of the local resources. LEA Special Education Department will be included.	Special Services Director Family Services Director Support Services Staff Center Manager	Special Services Director Family Services Director Support Services Staff Center Manager Monitoring Director	Ongoing	-Resource Directory on file -Sign in agenda of network meeting
3. A Social Services Network Meeting will be hosted by Head Start where local agencies will present an overview of their services.	Transition/Community Partnership Director	Transition/Community Partnership Director	Ongoing	-Agreements on file

Special Services Plan
2013-2014

PERFORMANCE STANDARD: CFR Part 1308.4(c) (d) (e) (f), Related Standards 1304.51(a), 1304.41(a) (2) (iv) (viii), 1304.51(g)

GOAL: The Hidalgo County Head Start/Early Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start/Early Head Start children and ensure that all services on the IEP /IFSP are provided.

OBJECTIVES: To assure departmental area coordination in the provision of services to children with disabilities and their families. To link children with disabilities and their families to community resources available to provide special education and related services. Make needed adaptations for small and large group activities to help the child benefit fully from the program.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
4. Accommodations for children with disabilities will include assigning volunteers, and/or disability classroom assistant (DCA) to provide extra instruction in small and large group activities; provide adequate special utensils, materials, equipment, facility accessibility, and anything else required by the child as per IEP. Provide Assistive Technology as required by the child's IEP. Assure facility accessibility for any individual with a disability.	Teacher Special Services Director Support Services Staff Center Manager Field Operation Director	Monitoring Director Special Services Director Family Services Director Support Services Staff Center Manager	Ongoing	-All forms and progress reports on file. -Ongoing monitoring -Requisitions and PO's on special material purchases/ ADA accommodations - DCA observation notes

HIDALGO COUNTY HEAD START PROGRAM
Special Services Plan
2013-2014

PERFORMANCE STANDARD: 45 CFR Part 1308.4(g), Related Standards 1304.40(h) (1-4)

GOAL: The Hidalgo County Head Start/Early Head Start Program will ensure the smooth joint transition training and planning of children with disabilities into Head Start and from Head Start to the next placement.

OBJECTIVES: In collaboration with Early Childhood Intervention (ECI) and LEA's, transition 3 year old Head Start eligible children with disabilities into Head Start. In collaboration with LEA's, transition children exiting Head Start into the public school. Provide parents and staff with information and training on transition issues and process.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Maintain coordination and collaboration with all ECI agencies and LEA's through use of faxes, e-mail, telephone, mailings, ARD meetings to ensure a smooth joint transition training and planning on children with possible disabilities to enroll in Head Start.	Transition Specialist (ECI) Special Services Director Transition Director	Monitoring Director Special Services Director Support Services Staff Center Manager	Ongoing	-ECI documentation on file -Ongoing monitoring
2. Maintain documentation on ECI transition meetings attended by Transition Director/ Support Services Staff.	Special Services Director Transition Director Support Service Staff/ Center Manager	Special Services Director Support Services Staff Center Manager	Ongoing	-ECI Notice of Transition Meeting -Transition paperwork
3. Maintain coordination and collaboration with LEA's regarding 3 & 4 year old Head Start eligible children with disabilities who may benefit from dual enrollment placement. Secure documentation on any type of communication.	Special Services Director Support Services Staff Center Manager	Special Services Director Center Manager Monitoring Director	Ongoing	-Ongoing monitoring -ARD minutes on file -Community Assessment MOU

HIDALGO COUNTY HEAD START PROGRAM
Special Services Plan
2013-2014

PERFORMANCE STANDARD: 45 CFR Part 1308.4(g), Related Standards 1304.40(h)(1-4)

GOAL: The Hidalgo County Head Start/Early Head Start Program will ensure the smooth joint transition training and planning of children with disabilities into Head Start and from Head Start to the next placement.

OBJECTIVES: In collaboration with Early Childhood Intervention (ECI) and LEA's, transition 3 year old Head Start eligible children with disabilities into Head Start. In collaboration with LEA's, transition children exiting Head Start into the public school. Provide parents and staff with information and training on transition issues and process.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
4. Provide all LEA Special Education Departments with a list of children with disabilities exiting Head Start and transitioning to public school.	Special Services Director Support Services Staff Center Manager	Special Services Director Transition Director Monitoring Director	May 2013	-Transition List to Sp. Ed. Dept.
5. Schedule training workshops or meetings in conjunction with LEA's, Region One ESC and ECI agencies to provide parents and Head Start Staff with information on joint transition training planning and what procedures to follow.	Transition Director Special Services Director/Coordinator Support Services Staff Center Manager	Special Services Director Transition Director Monitoring Director	Ongoing	-Transition meeting agenda and sign-in on file. -Child Find advisory agenda
6. Provide transition letter to parents with information on Special Education contacts to ensure a smooth transition for their children with special needs.	Transition Director Support Services Staff Center Manager	Special Services Director Transition Director Monitoring Director	May 2013	-Parent transition letter on file.
7. Attend Parent Committee Meetings and educate parents on transition/IDEA for children with disabilities transitioning to LEA.	Transition Director Special Services Director Support Services Staff	Special Services Director Transition Director Center Manager Monitoring Director	April-May 2013	-Agenda - Meeting sign-ins -Notice of meeting

HIDALGO COUNTY HEAD START PROGRAM
Special Services Plan
2013-2014

PERFORMANCE STANDARD: 45 CFR Part 1308.4(h) (1-7)

GOAL: The Hidalgo County Head Start/Early Head Start Program will include children with disabilities and their families in the full range of services provided to all children enrolled in Head Start/Early Head Start and ensure that all services on the IEP/IFSP are provided.

OBJECTIVES: Arrange for, provide, or procure services which may include, but are not limited to special education and related services (audiology, physical and occupational therapy, speech therapy, psychological services, transportation and assistive technology).

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. In conjunction with Family Services and other content areas, a Link and Refer Families system will be utilized in order to assure that needed services, to include special education and related services are addressed and delivered in a timely manner. Referrals to LEA will be initiated accordingly allowing R & R/ RTI. A copy of the Hidalgo County Head Start Program R&R /RTI will be maintained in children's file.	Special Services Director Mental Health Director Family Services Director Support Services Staff Center Manager	Family Services Director Support Services Staff Center Manager Special Services Director Health/Mental Health Director Special Services Staff	Ongoing	-R&R/RTI Form -Referral log -Follow-up -Progress reports - Self-Assessment -Ongoing monitoring
2. In conjunction with HS Education content area, secure lists from center managers on any children who failed the speech screening instrument for follow-up purposes in an attempt to avoid missing any child in need of further evaluation.	Support Service Staff Center Manager Education Area Director	Support Services Staff Center Manager Special Services Director Education Area Director	Ongoing	-Speech Screener -Child Assessment Screening Record -Ongoing monitoring

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PERFORMANCE STANDARD: 45 CFR Part 1308.4(i) (j) (1-5) (i) (ii) (iii)

GOAL: The Hidalgo County Head Start/Early Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start/Early Head Start children and ensure that all services on the IEP/IFSP are provided.

OBJECTIVES: Arrange for options with LEA to meet the needs of each child to include joint placement, shared services, or shared personnel and strategies to ensure that special needs are met.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Dual enroll children with LEA or other service provider as needed. Share disability classroom assistant with LEA if needed/or as per IEP.	Special Services Director Support Services Staff Center Manager Teacher	Special Services Director Education Area Director Special Services Staff	Ongoing	-Progress report -ARD minutes -On-going Monitoring - DCA Observation notes
2. Through and existing MOU with LEA children with significant disabilities from the PPCD Unit of LEA are allowed opportunity to dual enroll with HS and participate in an inclusive educational setting. The MOU allows for a Special Ed Teacher and 2 para professionals to come into the HS classroom and implement the IEP.	LEA Sp. Ed. Director LEA Sp. Ed. Teacher LEA Para Professionals HS Teacher/ Assistant Center Manager Sp. Services Director/ Staff	Special Services Director/Staff Center Manager Education Area Director Monitoring Director	Ongoing	-MOU - Teacher Notes -Monthly follow-up -Monthly follow-up/ notes
3. Strategies to be used to ensure that special needs are met include using substitutes, volunteers, and disability classroom assistants who provide extra instruction and assistance for children with disabilities. Also utilize special equipment/materials/transportation/ sign language interpreters etc.	Special Services Director Education Area Director Teacher Support Services Staff Center Manager	Special Services Director Education Area Director Special Services Staff	Ongoing	-Progress notes -Ongoing monitoring

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PERFORMANCE STANDARD: CFR Part 1308.4(k), Related Standards 1304.52(d) (7)

GOAL: The Hidalgo County Head Start/Early Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start/Early Head Start children and ensure that all services on the IEP/IFSP are provided.

OBJECTIVES: To assure that special education and related services are provided by or under the supervision of personnel meeting state qualifications.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. All LEA Special Education Staff are certified through the Texas Education Agency (TEA) or meet state licensure qualifications. LEA's require copies of such documents on file for each staff.	Special Services Director (LEA)	Special Services Director Monitoring Director Education Director	Ongoing	-Certification/ licensure on file with LEA -LEA Interagency Agreements

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PERFORMANCE STANDARD: CFR Part 1308.4(l), (1-7)

GOAL: The Hidalgo County Head Start/Early Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start/Early Head Start children and ensure that all services on the IEP/IFSP are provided.

OBJECTIVES: Inter-agency agreements will be developed to address, Child Find, joint staff and parent education training, link and refer to Special Ed., IEP meetings, placement, joint transition training and planning, resource sharing, December 1 child count, and any other jointly agreed upon item.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Inter-agency agreements will be secured with LEA and other agencies to provide services for children with disabilities and families.	Special Services Director Transition/Community Partnership Director	Special Services Director Transition/Community Partnership Director Monitoring Director	May-August 2013	-Agreements on file -PIR
2. Attend Child Find meetings, workshops, fairs for recruitment purposes. Special Services Director and Disability Coordinator participate on Child Find Advisory Committee with Region One ESC.	Special Services Director Disability Coordinator	Special Services Director Special Services Staff	As scheduled by LEA's and Region One ESC	-Agendas information on file
3. Coordinate and collaborate in resource sharing and joint training with LEA.	Support Services Staff Center Manager Special Services Director Special Services Staff	Monitoring Director Special Services Director Special Services Staff Education Director	Ongoing	- Referral training
4. Inter Agency Agreements will address all of the above mentioned objectives.	Special Services Director Transition Director	Special Services Director Transition Director	May-August 2013	-Referral training -Interagency Agreements -On going Monitoring

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PERFORMANCE STANDARD: 45 CFR Part 1308.4(m) (n) (o) (1-7)

GOAL: The Hidalgo County Head Start /Early Head Start Program will develop a Special Services Plan providing strategies for meeting the special needs of children with disabilities and their families.

OBJECTIVE: The purpose of the special services plan is to assure that all content areas of Head Start are ensuring Parent and Family Engagement in the integration of children with disabilities and that resources are used efficiently. Maintain level of fiscal support to fully implement the plan and serve a minimum of 10% children with disabilities, to include children with significant disabilities, as diagnosed by LEA and allow for expenditures such as salaries, evaluations, therapy services, transportation, special equipment/materials T/TA, facility accessibility etc as needed.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. The Special Services budget will be prepared and reviewed by the Head Start Executive Director, Finance Director and the Special Services Director. An appropriate allotment of funds will be assigned to ensure services to children with disabilities. Non-Head Start funding such as Medicaid, health insurance, in-kind etc. will be used to the maximum feasible coverage before Head Start funds are utilized. The Community Assessment is considered when preparing the budget.	Special Services Director Assistant Program Director Finance Director	Special Services Director Finance Director Executive Director Monitoring Director	Beginning to end of fiscal year	-Budget copy -Monthly budget reports -PIR -Community Assessment

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PERFORMANCE STANDARD: 45 CFR Part 1308.4(m) (n) (o) (1-7)

GOAL: The Hidalgo County Head Start /Early Head Start Program will develop a Special Services Plan providing strategies for meeting the special needs of children with disabilities and their families.

OBJECTIVE: The purpose of the special services plan is to assure that all content areas of Head Start are ensuring Parent and Family Engagement in the integration of children with disabilities and their families and that resources are used efficiently. Maintain level of fiscal support to fully implement the plan and serve a minimum of 10% children with disabilities, to include children with significant disabilities, as diagnosed by LEA and allow for expenditures such as salaries, evaluations, therapy services, transportation, special equipment/materials T/TA, facility accessibility etc. as needed.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
2. Allowable budget expenses include salaries for special services staff, children's evaluations and treatment, if needed, special equipment/materials, eating utensil, manipulatives, walkers, special scissors and T/TA for substitutes, travel, per diem, conference registration, consultants etc., and facility accessibility (ramps, etc.).	Special Services Director Assistant Program Director Finance Director	Special Services Director Assistant Program Director Executive Director Monitoring Director	Ongoing	-Monthly budget reports -On-going monitoring on budget expenditures

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PERFORMANCE STANDARD: 45 CFR Part 1308.4(m) (n) (o) (1-7)

GOAL: The Hidalgo County Head Start /Early Head Start Program will develop a Special Services Plan providing strategies for meeting the special needs of children with disabilities and their families.

OBJECTIVE: The purpose of the special services plan is to assure that all content areas of Head Start are ensuring Parent and Family Engagement in the integration of children with disabilities and their families and that resources are used efficiently. Maintain level of fiscal support to fully implement the plan and serve a minimum of 10% children with disabilities, to include children with significant disabilities, as diagnosed by LEA and allow for expenditures such as salaries, evaluations, therapy services, transportation, special equipment/materials T/TA, facility accessibility etc. as needed.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
3. Transportation is an allowable expense for those children that require transport to and from home or to therapy treatments. When transportation to treatment services can be accessed from other agencies, it should be used, otherwise, transportation will be provided.	Support Services Staff Center Manager Special Services Director Transportation Coordinator	Monitoring Director Special Services Director Special Services Staff Center Manager	Ongoing	-Request for Transportation - Parent Consent -Bus route Schedules -Community Assessment -Self – Assessment -Ongoing monitoring

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PERFORMANCE STANDARD: 45 CFR Part 1308.5, (a) (b) Related Standards-1305.5 (c), 1304.41(a) (1)

GOAL: The Hidalgo County Head Start /Early Head Start Program will establish and maintain an outreach and recruitment process to actively locate and recruit children with disabilities.

OBJECTIVE: To ensure a minimum of 10% of the total funded enrollment opportunities for children with disabilities to include infant and toddlers. Ensure the recruitment of children with significant disabilities. Provide needed training for staff and volunteers in recruitment regarding disability regulations, IDEA, and ADA and Section 504. Coordinate and collaborate in the recruitment efforts with LEAs and other agencies in the Child Find process. Provide staff training by agencies that specialize in working with children with disabilities.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Contact Early Childhood Intervention (ECI) agencies, Child Find, WIC, local health clinics, private rehabilitations, LEA's and any other community organizations that may have contact with families that have 0-5 year old children with disabilities and provide them with information on Head Start/Early Head Start Program. Mail outreach letters to such agencies.	Family Services Director Special Services Director Center Manager Teacher Support Services Staff	Monitoring Director Special Services Director Family Services Director Center Manager Education Director	Ongoing	-Flyers -Advertisement Poster -Community Assessment -Outreach letters
2. Develop and distribute Public Service Announcements (PSA's) for TV, radio, and newspaper, post flyers, and issue brochures on Head Start inviting families of children 0-5 with disabilities as well as those with significant disabilities to apply.	Family Services Director Special Services Director Center Manager Support Services Staff Teacher	Family Services Director Special Services Director	Ongoing	-Child Find Posters - Recruitment documentation -Brochures -PSA'S

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PERFORMANCE STANDARD: 45 CFR Part 1308.5, (a) (b) Related Standards-1305.5 (c), 1304.41(a) (1)

GOAL: The Hidalgo County Head Start /Early Head Start Program will establish and maintain an outreach and recruitment process to actively locate and recruit children with disabilities.

OBJECTIVE: To ensure a minimum of 10% of the total funded enrollment opportunities for children with disabilities to include infant and toddlers. Ensure the recruitment of children with significant disabilities. Provide needed training for staff and volunteers in recruitment regarding disability regulations, IDEA, and ADA and Section 504. Coordinate and collaborate in the recruitment efforts with LEAs and other agencies in the Child Find process. Provide staff training by agencies that specialize in working with children with disabilities.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
3. Participate in community Child Find efforts with LEA's, ECI's and Region One ESC for recruitment purposes. Contact Child Find Specialist and ECI Specialist as a recruitment effort.	Special Services Director Transition Director Support Services Staff Center Manager Family Services Director	Monitoring Director Special Services Director Transition Director Education Director Center Manager	Ongoing	-Community Assessment - Child Find meeting agendas -LEA Child Find, flyers/ Clinics
4. Distribute Head Start Child Find brochures solely for the purpose of recruiting children with disabilities.	Special Services Director Special Services Staff Center Manager Support Services Staff All Head Start field Staff	Special Services Director Special Services Staff Education Director Center Manager	Ongoing	-Community Assessment -Head Start Child Find brochures -HS disability banner

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PERFORMANCE STANDARD: 45 CFR Part 1308.5, (a) (b) Related Standards- 1305.5 (c), 1304.41 (a) (1)

GOAL: The Hidalgo County Head Start/Early Head Start Program will establish and maintain an outreach and recruitment process to actively locate and recruit children with disabilities.

OBJECTIVE: To ensure a minimum of 10% of the total funded enrollment opportunities for children with disabilities to include infant and toddlers. Ensure the recruitment of children with significant disabilities. Provide needed training for staff and volunteers in recruitment regarding disabilities regulations, IDEA, and ADA and Section 504. Coordinate and collaborate in the recruitment efforts with LEAs and other agencies in the Child Find process. Provide staff training by agencies that specialize in working with children with disabilities.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
5. Provide training on the Americans with Disability Act (ADA), Section 504/ Non-discrimination policy, and Disability Laws (IDEA),45 CFR 1308) to staff, particularly those directly involved in recruitment. Provide training for bus drivers and those working with children with special needs.	Special Services Director Staff Development Director ADA Trainer Family Services Director	Special Services Director Staff Development/Director Family Services Director Special Services Staff Monitoring Director	Ongoing	-Pre Service Training agenda's -Sign-in's -Ongoing monitoring -Recruitment training agenda
6 Provide ADA/IDEA/information to program Policy Council/Parent Committee members.	Special Services Director Support Services Staff Center Manager	Special Services Director Monitoring Director	As needed	-Training agenda's -ADA/IDEA brochures
7. Provide enrollment opportunity to any family requesting enrollment of a child with a disability regardless of severity.	Special Services Director Family Services Director Center Manager Support Services Staff	Family Services Director Special Services Director Monitoring Director	Ongoing	-Copy of Application on file -Community Assessment -PIR -HS disability banner

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PERFORMANCE STANDARD: 45 CFR Part 1308.5, (a) (b) Related Standards- 1305.5 (c), 1304.41 (a) (1)

GOAL: The Hidalgo County Head Start/Early Head Start Program will establish and maintain an outreach and recruitment process to actively locate and recruit children with disabilities.

OBJECTIVE: To Ensure a minimum of 10% of the total funded enrollment opportunities for with disabilities to include infant and toddlers. Ensure the recruitment of children with significant disabilities. Provide needed training for staff and volunteers in recruitment regarding disabilities regulations, IDEA, and ADA and Section 504. Coordinate and collaborate in the recruitment efforts with LEAs and other agencies in the Child Find process. Provide staff training by agencies that specialize in working with children with disabilities.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
8. Provide specially equipped buses with lifts to transport children with physical disabilities for compliance with ADA.	Support Services Staff Center Manager Special Services Director Transportation Coordinator	Special Services Director Transportation Coordinator Education Director	Ongoing	-Transportation Plan -Ongoing monitoring -Transportation schedules

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PERFORMANCE STANDARD: 45 CFR Part 1308.5 (c) (1-4) (d) (1-5) (e) (1-3) (f), Related Standards 1304.50 (d) (1) (viii), 1304.53(a) (10) (xviii), 1304.52(b) (1) (iii),1304.53(a) (2) (ii)

GOAL: The Hidalgo County Head Start Program/Early Head Start Program will enroll a minimum of 369, (10%) of the total funded enrollment, children with disabilities as diagnosed by LEA. Only LEA diagnosed children will be counted towards 10%.

OBJECTIVES: Will assure non-discrimination of children with disabilities in the selection process in meeting 10% provided they meet age and income requirements. After 10% enrollment is met, children will compete equally. Will observe applicable state laws regarding immunizations in enrollment process. Will ensure that no child is denied enrollment due to severity of disability, staff attitudes, facility inaccessibility, staff unfamiliarity with disabling conditions, nor need for personalized services or specialized equipment. Children previously identified as having a disability must not be excluded in the recruitment process.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENT OR FORMS
1. All age appropriate children with disabilities, to include those previously identified, (regardless of severity) will be granted equal opportunity in applying for enrollment, if Head Start is the appropriate placement. Children will be placed on a waiting list after 10% is met unless slots are still available; all will compete equally; all must be age and income eligible. Exception: ECI children identified by LEA with a diagnosis will be enrolled upon turning 3 years old, if there is a slot available.	Family Services Director Special Services Director Support Services Staff Center Manager	Special Services Director/Staff Family Services Director Education Director Monitoring Director	Ongoing	-Enrollment application -Waiting list -Community Assessment -PIR -ECI documentation
2. Immunization records are part of the application process and will be requested of parents. Those children in need of immunizations will have to meet such requirements before enrollment.	Health Services Director Special Services Director Support Services Staff Center Manager Parent / Teacher	Health Services Director Special Services Director/Staff Family Services Director Education Director Monitoring Director	Ongoing	-Copy of immunization on file -Community Assessment -Ongoing monitoring

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PERFORMANCE STANDARD: 45 CFR Part 1308.5(c) (1-4) (d) (1-5) (e) (1-3) (f), Related Standards 1304.50 (d) (1) (viii), 1304.53 (a) (10) (xviii), 1304.52(b) (1) (iii), 1304.53 (a) (2) (ii)

GOAL: The Hidalgo County Head Start Program/Early Head Start Program will enroll a minimum of 369, (10%) of the total funded enrollment, children with disabilities as diagnosed by LEA. Only LEA diagnosed children will be counted towards 10%.

OBJECTIVES: Will assure non-discrimination of children with disabilities in the selection process in meeting 10% provided they meet age and income. After 10% enrollment is met, children will compete equally. Will observe applicable state laws regarding immunizations in enrollment process. Will ensure that no child is denied enrollment due to severity or type of disability, staff attitudes, facility inaccessibility, staff unfamiliarity with disabling conditions, nor need for personalized services or specialized equipment. Children previously identified as having a disability must not be excluded in the recruitment process.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENT OR FORMS
3. Staff will be trained to be able to feel competent in working comfortably with children of different disabilities to ensure that staff attitudes and unfamiliarity with a particular disability are addressed. ADA training is accomplished at pre service annually and as needed.	Special Services Director ADA Trainer. Disability Coordinator Staff Development Director	Monitoring Director Special Services Director/Staff Disability Coordinator Staff Development Director	Ongoing	-Ongoing Monitoring Pre-service training agenda -Sign-ins

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PERFORMANCE STANDARD: 45 CFR Part 1308.6, (a) (1-3) (b) (1-3) Related Standards-1304.20(b) (1), 1304.20(a) (1) (ii)

GOAL: The Hidalgo County Head Start /Early Head Start Program will identify children in need of further evaluation within forty-five (45) calendar days of enrollment after the screening/assessment process.

OBJECTIVE: To provide developmental screenings to all Head Start and Early Head Start children within forty-five (45) calendar days of enrollment in the following areas: visual/motor, language and cognition, gross motor/ body awareness including speech, hearing and vision. To coordinate screening efforts with LEA, and Child Find, when appropriate. Will maintain a record keeping system for screening process and identification of children who do not pass the screening.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Medical examinations and follow ups will be performed.- Height and Weight will be obtained twice a year. -Visual acuity will be tested for each eye using the Visual Chart. Strabismus Testing will be performed annually. -Audiometric Testing will be performed annually -The Receptive & Expressive Language sections of the LAP-D will be used in identifying children with suspected language problems in conjunction with a speech screening tool which also screens articulation, fluency and voice for possible referral to LEA.	Special Services Director Support Services Staff Center Manager Education Area Director	Monitoring Director Health Services Director Medical Providers Parents Special Services Director/Staff Education Area Director	-Within forty-five (45) days of enrollment and as needed -Preferably encourage parents to complete before school year begins	-On-going monitoring -Speech Screener -Student file -Health Record -Physical -LAP-D on file -Speech screening training agenda -Child Assessment/ screening record

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PERFORMANCE STANDARD: 45 CFR Part 1308.6, (a) (1-3) (b) (1-3) Related Standards-1304.20(b) (1), 1304.20(a) (1) (ii)

GOAL: The Hidalgo County Head Start /Early Head Start Program will identify children in need of further evaluation within forty-five (45) calendar days of enrollment after the screening/assessment process.

OBJECTIVE: To provide developmental screenings to all Head Start and Early Head Start children within forty-five (45) calendar days of enrollment in the following areas: visual/motor, language and cognition, gross motor/ body awareness including speech, hearing and vision. To coordinate screening efforts with LEA, and Child Find, when appropriate. Will maintain a record keeping system for screening process and identification of children who do not pass the screening.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
2. A training is provided to all teaching staff by a certified/licensed speech/language pathologist to screen children for speech/language delays.	Special Services Director Speech Language Pathologist/Provider Center Manager/Teacher	Monitoring Director Special Services Director Certified SLP Education Director	-Pre-Service - As Needed	-Pre Service training agendas -New staff orientation trainings/Sign In -Pre Service manual

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PERFORMANCE STANDARD: 45 CFR Part 1308.6(c) (d), Related Standards 1304.20(b), 1304.40(e) (3)

GOAL: The Hidalgo County Head Start/Early Head Start Program will document progress and plan program activities that are developmentally appropriate and individualized for children with disabilities.

OBJECTIVE: To collect ongoing information on child's functioning in gross and fine motor skills, perceptual discrimination, cognition, attention skills, self-help, social, receptive and expressive language. Notify parents of assessment results and provide parents with information on developmental milestones and the 11 Domains of Learning. Offer support group information to parents/families or groups that will help parents on how to play and interact with their children; how to discipline; how to advocate and learn more about disability, etc.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Each child will be administered a standardized health and developmental assessment screening. Also the DECA, Speech Screening tool, as well as the LAP-D, in addition to any required screening instruments for children 0-5. LEA will administer screenings as needed upon referral.	Teacher Support Services Staff Center Manager LEA Special Education	Special Services Director/Staff Health Services Director Education Area Director Mental Health Director Monitoring Director	-Forty-five (45) days after enrollment -LEA Ongoing	-Copy of assessment screenings -Ongoing Monitoring -LEA documentation
2. Parents will be provided with information brochures on disability and development milestones, IEP progress reports which are connected to the 11 Domains of Learning and with six weeks progress report	Special Services Director/Staff Support Services Staff Center Manager Teacher	Special Services Director/Staff Education Area Director Center Manager Monitoring Director	Ongoing	- Disability brochures -IEP progress reports -Six weeks progress reports -IDEA/ADA brochures

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PERFORMANCE STANDARD: 45 CFR Part 1308.6(c) (d), Related Standards 1304.20(b), 1304.40(e) (3)

GOAL: The Hidalgo County Head Start/Early Head Start Program will document progress and plan program activities that are developmentally appropriate and individualized for children with disabilities.

OBJECTIVES: To collect ongoing information on child's functioning in gross and fine motor skills, perceptual discrimination, cognition, attention skills, self-help, social, receptive and expressive language. Notify parents of assessment results and provide parents with information on developmental milestones and the11 Domains of Learning. Offer support groups/information to parents/families or groups that will teach parents how to play and interact with their children; how to discipline; how to advocate and learn more about disability, etc.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
3. Notify Parents of progress through IEP Progress Reports and ARD meetings. Provide parents with support group information. Parents will also be provided with information on any other community organization sponsoring disability conferences, workshops, trainings to allow for parent connections with their children and community.	Special Services Director/Staff Support Services Staff Center Manager Teachers	Monitoring Director Special Services Director/Staff Education Area Director	Ongoing	- Support group list -Community participation information -Parent to Parent newsletter information -Community Assessment - IEP Progress Report

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PERFORMANCE STANDARD: 45 CFR Part 1308.6(e), (1-3) Related Standard 1304.20(a) (l) (iii), 1304.20(e) (5)

GOAL: The Hidalgo County Head Start /Early Head Start Program will establish a diagnostic process to ensure children with disabilities receive appropriate services through referral to LEA.

OBJECTIVES: Refer to the LEA/ECI for evaluation as soon as the need is evident. When LEA does not provide an evaluation, Head Start will arrange for an evaluation utilizing a mult-disciplinary team approach through other resources. More than one test tool will be utilized; address cultural/ linguistic differences; necessary accommodations (sensory, manual, communication skills); evaluations will be conducted by licensed/certified personnel; Parental consent will be secured prior evaluation; validated test tools are utilized.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Children who require further specialized assessment to determine whether they have a disability will be referred to LEA for appropriate evaluation/assessment which will assess all areas related to the suspected disability. These cases will count towards 10%, if qualified. Staff will secure RTI.	Special Services Director Support Services Staff Center Manager Parent LEA	LEA Special Services Director/Staff Education Director Monitoring Director	Ongoing	-Head Start referral -LEA referral -Ongoing monitoring -R&R/RTI -Parental consents - Agency to Agency Referral
2. If LEA does not provide the evaluation, the parents will be assisted in arranging services through other resources outside Head Start hours. Rehab will assure certified staff for evaluations. Parental consents will be obtained prior to assessments. More than one validated measure of information source will be used. Follow up will take place. The identified case will monitored but will not count towards 10%.	Special Services Director Support Services Staff Center Manager	Special Services Director/Staff Center Manager Monitoring Director	Ongoing	-Monthly follow up - Rehab evaluation report

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PERFORMANCE STANDARD: 45 CFR Part 1308.6(e), (1-3) Related Standard 1304.20(a) (l) (iii), 1304.20(e) (5)

GOAL: The Hidalgo County Head Start /Early Head Start Program will establish a diagnostic process to ensure children with disabilities receive appropriate services through referral to LEA.

OBJECTIVES: Refer to the LEA/ECI for evaluation as soon as the need is evident. When LEA does not provide an evaluation, Head Start will arrange for an evaluation utilizing a mult-disciplinary team approach through other resources. More than one test tool will be utilized; address cultural/ linguistic differences; necessary accommodations (sensory, manual, communication skills); evaluations will be conducted by licensed/certified personnel; Parental consent will be secured prior evaluation; validated test tools are utilized.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
3. Support Services Staff will ensure that children are allowed the appropriate R&R/RTI timelines to rule out cultural linguistic differences, socio-economic factors, inappropriate educational environment to determine whether the referral to LEA is warranted. LEA will consider above mentioned factors when evaluating child.	Special Services Director Support Services Staff Center Manager Teacher/Parent LEA	Monitoring Director Special Services Director/ Staff Education Director LEA /Center Manager	Ongoing	-Teacher notes -Monthly follow-up notes -Self-Assessment -R&R/RTI -LEA Referrals -Parent consent for evaluation
4. The LEA will continue to be actively involved in training HS Support Service staff/ Center Manager on the referral process, R&R/RTI and cultural linguistic differences.	Special Services Director Support Service Staff Center Manager LEA	Monitoring Director Special Services Director/Staff Support Service Staff LEA/Center Manager Education Director	Ongoing	-LEA R&R/ RTI referral training -Training agenda -Training sign in -Training hand outs

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PERFORMANCE STANDARD: 45 CFR Part 1308.6(e), (4) (5) Related Standard 1304.52(h) (1) (ii), 1304.52(d) (7)

GOAL: The Hidalgo County Head Start/Early Head Start Program will establish a diagnostic process to ensure children with disabilities receive appropriate services, through referrals to LEA.

OBJECTIVE: To maintain confidentiality in accordance with Program and State requirements. Evaluations will be administered by trained, state certified licensed personnel. Will determine eligibility for disability services using a multidisciplinary team approach by LEA. These eligible cases will be counted towards 10%.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Confidentiality must be maintained and this is accomplished through training and professional speaking presentations at in-services, workshops, conferences, parent conferences, etc. Make use of Human Resources confidentiality forms and obtain staff signatures.	Special Services Director Support Services Staff Center Manager Teacher	Monitoring Director Special Services Director/Staff Staff Development Director Education Director Center Manager	Ongoing	-Sign in's -agendas -HR confidentiality signed forms on file -Training sign ins -Self-Assessment
2. Reports requiring signature of certified/ licensed Special Services provider will be obtained. Evaluations will be administered only by qualified specialists.	Special Services Director Center Manager Support Service Staff	Monitoring Director Special Services Director/Staff Education Director Center Manager	Ongoing	-Partnership Agreements -SLP evaluation Reports

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PERFORMANCE STANDARD: 45 CFR Part 1308.6(e), (4) (5) Related Standard 1304.52(h) (1) (ii), 1304.52(d) (7)

GOAL: The Hidalgo County Head Start/Early Head Start Program will establish a diagnostic process to ensure children with disabilities receive appropriate services through referral to LEA.

OBJECTIVES: To maintain confidentiality in accordance with Program and State requirements. Evaluations will be administered by trained, state certified licensed personnel. Will determine eligibility for Head Start disability services using a multidisciplinary team approach by LEA. These eligible cases will be counted towards 10%.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
3. A multi-disciplinary team approach will be utilized for children evaluated by LEA to determine eligibility for disability services upon completion of the evaluation.	Special Services Director Support Services Staff Center Manager Teacher LEA	Monitoring Director Special Services Director/Staff Center Manager Education Director	Ongoing	-Referral/RTI -ARD minutes -PIR

HIDALGO COUNTY HEAD START PROGRAM
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PERFORMANCE STANDARD: CFR Part 1308.7 (a)-17(e)

GOAL: The Hidalgo County Head Start/Early Head Start Program will identify through a systematic process and meet the eligibility criteria for all identified disabilities to ensure services are adequately and professionally provided to children with special needs.

OBJECTIVES: Ensure that eligibility criteria is met when classifying children with an identified disability, per performance standards. The eligibility criteria are as follows: Health impairment, Emotional/behavioral disorders, Speech/language impairment, Mental Retardation, Hearing impairment including deafness, Orthopedic impairment, Visual impairment including blindness, Learning disabilities, Autism, Traumatic Brain Injury, Other impairment.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Attend staffings on children whose needs may be unique/ specific (Autism, Syndromes, etc.)	Content Area Director Support Services Staff Center Manager/Teacher	Monitoring Director Special Services Director/ Staff Education Director	Ongoing	-Staffing notice -Staffing notes -Community Assessment
2. Develop Plan of Care to monitor medical health condition/development (504 plan).	Support Services Staff Center Manager/Teacher Mental Health/Health Director	Monitoring Director Health Services Director Special Services Director/Staff Education Director	-As needed	-Plan of care (504)
3. Review classroom observation reports and all screening tools for follow-up on possible suspected disabilities. Meet with parent for possible further evaluations (speech, hearing, vision, other impairments etc.).	Support Services Staff Center Manager/Teacher Special Services Director Mental Health/Health Director	Mental Health/Health Director Education Area Director Special Services Director/Staff Monitoring Director	-Within 45 days of enrollment -Ongoing	-Information on file -Ongoing monitoring
4. Follow-up on child's challenging behavior by utilizing the Mental Health Process/Positive Behavior Support (PBS) which includes the development of Behavioral Plans.	Support Services Staff Center Manager Mental Health/Health Director/Coordinator Mental Health Consultant	Mental Health Director/Coordinator Center Manager	As needed	-PBS /Mental Health Process -Ongoing monitoring -Cameras

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PERFORMANCE STANDARD: CFR Part 1308.7 (a)-17(e)

GOAL: The Hidalgo County Head Start/Early Head Start Program will identify through a systematic process and meet the eligibility criteria for all identified disabilities to ensure services are adequately and professionally provided to children with special needs.

OBJECTIVES: Ensure that eligibility criteria is met when classifying children with an identified disability, per performance standards. The eligibility criteria are as follows: Health impairment, Emotional/behavioral disorders, Speech/language impairment, Mental Retardation, Hearing impairment including deafness, Orthopedic impairments, Visual impairment including blindness, Learning disabilities, Autism, Traumatic Brain Injury, Other impairment.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
5. Refer child to LEA for a Full Individual Evaluation (FIE) for possible identification and dual enrollment with LEA via Pre-School Programs for Children with Disabilities, (PPCD) if possible.	Special Services Director Support Services Staff Center Manager LEA	Education Director Special Services Director/Staff Monitor Director Center Manager	-As deemed necessary	-Evaluation report -ARD/IEP Minutes
6. Follow-up on physicals for possible suspected audiological/orthopedic/ . vision impairments. Observe the child in the educational setting while performing fine/gross motor skill activities.	Support Services Staff Center Manager Teacher Special Services Director Health/Mental Health Director	Monitor Director Health/Mental Health Director Special Services Director/Staff Education Director Support Services Staff Center Manager/Teacher	-Ongoing	-Progress notes -Ongoing monitoring -Cameras -Physicals
7. Provide staff with T/TA and literature on orientation and mobility for the visually impaired/blind.	Support Services Staff Center Manager Special Services Director	Monitor Director Special Services Director/Staff Education Director Center Manager	-As deemed necessary	-Training agenda -Literature on Visual Impairment

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PERFORMANCE STANDARD: 45 CFR Part 1308.18 (a) (b)

GOAL: The Hidalgo County Head Start/Early Head Start Program will have procedures established that allow for the full and efficient implementation of the disability content area according to the Performance Standards.

OBJECTIVES: Ensure that Disabilities, Health /Mental Health Director work closely together in the assessment process and follow-up to assure that the special needs of children with health and mental health needs are met.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. A referral and follow-up system in conjunction with mental health/ health services will be utilized to ensure that children with mental health and health impairments receive ongoing medical treatment.	Health/Mental Health Director/Coordinator Center Manager Support Service Staff Teachers	Health/Mental Health Director/Coordinator Special Services Director Education Director Monitoring Director	Ongoing	-PBS/Mental Health Process -Referral and follow-up -Ongoing monitoring -Self-Assessment
2. Staffing to include the health/ mental health and disability services content areas will be scheduled to communicate and collaborate regarding any children with medical health impairments and /or children with possible signs of depression, withdrawal, anxiety or abuse.	Center Manager Support Service Staff Teachers Health/Mental Health Director/Coordinator	Health/Mental Health Director Special Services Director Education Director Monitoring Director	Ongoing	-Staffing sign-in and notes -Notice of Staffing
3. Develop a plan of care for any child with a medical condition (504).	Health Services Director Center Manager	Health/Mental Health Director Education Director Center Manager Special Services Director Monitoring Director	Ongoing	-Plan of care (504)

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PERFORMANCE STANDARD: 45 CFR Part 1308.18 (c) (d)

GOAL: The Hidalgo County Head Start/Early Head Start Program will have procedures established that allow for the full and efficient implementation of the disability content area according to the Performance Standards.

OBJECTIVES: Ensure that all medications are properly administered and that parental consents are secured; that all medications dispensed are properly recorded and reviewed with parents; record any changes in child's behavior and share with staff, parents and physician; store, label and lock all medications. This will allow for parent and family engagement.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will educate teachers and parent/ guardian on the proper administration of medication, thus, allowing for dialogue with families.	Support Service Staff Center Manager/Teacher Health/ Mental Health Director	Monitoring Director Health/Mental Health Director Special Services Director Center Manager/Teacher Education Director	Ongoing	-Training agendas -Medication logs
2. Staff will administer, handle and store all medication in accordance with program policy and procedures which includes doctors instructions, properly labeled medication by pharmacist, parent consent to administer medication, record keeping to include changes in child's behavior, etc. (refer to policy and procedure on medication administration in the Health procedures Manual). Parent and family engagement practices will occur.	Support Service Staff Health/Mental Health Director Center Manager/Teacher	Health/Mental Health Director Special Services Director Monitoring Director Education Director Center Manager/Teacher	Ongoing	-Documentation notes -Medications -Policy/forms/ logs -Parent Consent

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PERFORMANCE STANDARD: 45 CFR Part1308.19 (a)-(k), Related Standard 1304.20(f) (1), 1304.20 (f) (2) (i), 1304.20(f) (2) (iv). 1304.40(a) (3), 1304.21(a) (1) (ii), 1304.21(a) (5) (iii), 1304.20(c) (4), 1304.24(a) (3) (iii), 1304.23(b) (l), 1304.23(c) (6)

GOAL: The Hidalgo County Head Start /Early Head Start Program will develop IEP's/IFSP's that meet the needs of children with disabilities and enables them to be included fully in the classroom. As per the 2007 Head Start Act only children identified with a disability as per LEA (IDEA eligible) will be counted towards the 10%.

OBJECTIVES: Participate and provide input into the LEA IEP/IFSP. When Head Start provides for the evaluation, the multidisciplinary team makes the determination whether the child meets the Head Start eligibility criteria. IEP's will be developed for such cases considering child's unique needs strengths, and child's abilities. When LEA develops the IEP a Head Start representative will attempt to attend IEP meeting to include teacher, parents, evaluator, interpreter for parents will be provide if needed. IEP's will be in parents dominant language; encourage parents to attend IEP meeting; have meeting without parents if necessary; implement IEP soon after meeting; if a child enters Head Start with IEP completed two (2) months prior to entry, implement such IEP within 2 weeks of enrollment; monitor implementation of IEP's/IFSP's and child's progress. Encourage more interaction between classroom teachers and service providers and Head Start Content Area Directors.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Ensure attendance of required Head Start staff, parent and other required team members of scheduled IEP/IFSP meeting upon completion of assessment to discuss eligibility results.	Special Services Director Support Services Staff Center Manager/Teacher LEA/Parent	Special Services Director/ Staff Monitoring Director Center Manager/Teacher Education Director	Within 30 days after evaluation completion	-ARD/IEP -ARD notice

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PERFORMANCE STANDARD: 45 CFR Part 1308.19(a)-(k), Related Standard 1304.20(f) (1), 1304.20(f) (2)(i), 1304.20(f)(2)(iv), 1304.40(a)(3),1304.21(a)(1)(ii), 1304.21(a)(5)(iii), 1304.20(c)(4), 1304.24(a)(3)(iii), 1304.23(b)(l), 1304.23(c)(6).

GOAL: The Hidalgo County Head Start /Early Head Start Program will develop IEP's that meet the needs of children with disabilities and enables them to be included fully in classroom. As per the 2007 Head Start Act only children identified with a disability as per LEA (IDEA eligible) will be counted towards the 10%.

OBJECTIVE: Participate and provide input into the LEA IEP/IFSP. When Head Start provides for the evaluation, the multidisciplinary team makes the determination whether the child meets the Head Start eligibility criteria. IEP's will be developed for such cases considering child's unique needs strengths, and child's abilities. When LEA develops the IEP a Head Start representative will attempt to attend IEP meeting to include teacher, parents, evaluator, interpreter for parents will be provide if needed. IEP's will be in parents dominant language; encourage parents to attend IEP meeting; have meeting without parents if necessary; implement IEP soon after meeting; if a child enters Head Start with IEP completed two (2) months prior to entry, implement such IEP within 2 weeks of enrollment; monitor implementation of IEP's/IFSP's and child's progress. Encourage more interaction between classroom teachers and service providers and Head Start Content Area Directors.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
2. The multi-disciplinary team will provide input into developing an appropriate IEP/IFSP to meet the special needs of children. The team will include a Head Start representative.	Special Services Director Support Services Staff Center Manager Teacher/Parent LEA	Monitoring Director Special Services Director/Staff Education Area Director Center Manager	Within thirty (30) days of evaluation or ASAP	-ARD -IFSP/IEP - PIR
3. The LEA agreement will note that LEA will notify Head Start of any scheduled IEP meetings for their participation.	Special Services Director LEA Center Manager Teacher Transition Director	Monitoring Director Special Services Director Education Area Director LEA	May-Aug 2013	-LEA Agreement -PIR

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PERFORMANCE STANDARD: 45 CFR Part 1308.19 (a)-(k), Related Standard 13047.20 (f) (1), 1304.20(f) (2) (i), 1304.20(f) (2) (iv), 1304.40(a) (3), 1304.21(a)(1)(ii), 1304.21(a)(5)(iii), 1304.20(c)(4), 1304.24(a)(3)(iii), 1304.23(b)(l), 1304.23(c)(6).

GOAL: The Hidalgo County Head Start /Early Head Start Program will develop IEP's that meet the needs of children with disabilities and enables them to be included fully in classroom. As per the 2007 Head Start Act only children identified with a disability as per LEA (IDEA eligible) will be counted towards the 10%.

OBJECTIVES: Participate and provide input into the LEA IEP/IFSP. When Head Start provides for the evaluation, the multidisciplinary team makes the determination whether the child meets the Head Start eligibility criteria. IEP's will be developed for such cases considering child's unique needs strengths, and child's abilities. When LEA develops the IEP a Head Start representative will attempt to attend IEP meeting to include teacher, parents, evaluator, interpreter for parents will be provide if needed. IEP's will be in parents dominant language; encourage parents to attend IEP meeting; have meeting without parents if necessary; implement IEP soon after meeting; if a child enters Head Start with IEP completed two (2) months prior to entry, implement such IEP within 2 weeks of enrollment; monitor implementation of IEP's/IFSP's and child's progress. Encourage more interaction between classroom teachers and service providers and Head Start Content Area Directors.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
4. A child enrolled in Head Start whose IEP is dated 2 months prior to enrollment is still eligible for services. However, existing IEP, has to be implemented within 2 weeks of enrollment.	Special Services Director Support Services Staff Center Manager Teacher/LEA	Special Services Director/Staff Monitoring Director Center Manager Education Director	-ASAP after enrollment -Ongoing	-IEP -Ongoing monitoring
5. Involve the different content areas when monitoring the child's IEP/ IFSP if needed to ensure that every area of need is satisfied, (nutrition, mental health etc.) Children with disabilities will be included in the full range of activities within the child development program.	Special Services Director Support Services Staff Center Manager Teacher/LEA Content Area Director	Monitoring Director Special Services Director/Staff Education Director Center Manager	Ongoing	-Reflect IEP objectives in weekly lesson plan -Cameras

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PERFORMANCE STANDARD: 45 CFR Part 1308.19 (a)-(k), Related Standard 1304.20(f)(1), 1304.20(f) (2) (i), 1304.20(f) (2) (iv), 1304.40(a) (3), 1304.21(a) (1) (ii), 1304.21(a) (5) (iii), 1304.20(c) (4), 1304.24(a) (3) (iii), 1304.23(b) (l), 1304.23(c) (6).

GOAL: The Hidalgo County Head Start /Early Head Start Program will develop IEP's that meet the needs of children with disabilities and enables them to be included fully in classroom. As per the 2007 Head Start Act only children identified with a disability as per LEA (IDEA eligible) will be counted towards the 10%.

OBJECTIVES: Participate and provide input into the LEA IEP/IFSP. When Head Start provides for the evaluation, the multidisciplinary team makes the determination whether the child meets the Head Start eligibility criteria. IEP's will be developed for such cases considering child's unique needs strengths, and child's abilities. When LEA develops the IEP a Head Start representative will attempt to attend IEP meeting to include teacher, parents, evaluator, interpreter for parents will be provide if needed. IEP's will be in parents dominant language; encourage parents to attend IEP meeting; have meeting without parents if necessary; implement IEP soon after meeting; if a child enters Head Start with IEP completed two (2) months prior to entry, implement such IEP within 2 weeks of enrollment; monitor implementation of IEP's/IFSP's and child's progress. Encourage more interaction between classroom teachers and service providers and Head Start Content Area Directors

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
6. Child's unique needs, strengths and developmental potential will be documented through use of different sources-IEP progress reports, six weeks progress report, monthly follow–up, etc.	Special Services Director Support Services Staff Center Manager Teacher	Special Services Director/Staff Monitoring Director Support Services Staff Education Director Center Manager	Ongoing	IEP/IFSP -Progress reports -Monthly follow-up -Teacher Notes
7. Interpreters at ARD/IEP meeting will be provided for Non-English speaking parents. Sign language interpreters will also be provided if needed.	Special Services Director Support Services Staff Center Manager	Special Services Director Monitoring Director Support Services Staff Education Director Center Manager	Ongoing	-Requisitions -Invoices -ARD/IEP -Monthly follow-up

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PERFORMANCE STANDARD 45 CFR Part 1308.19 (a)-(k), Related Standard 1304.20(f)(1), 1304.20(f) (2) (i), 1304.20(f) (2) (iv), 1304.40(a) (3), 1304.21(a) (1) (ii), 1304.21(a) (5) (iii), 1304.20(c) (4), 1304.24(a) (3) (iii), 1304.23(b) (l), 1304.23(c) (6).

GOAL: The Hidalgo County Head Start /Early Head Start Program will develop IEP's that meet the needs of children with disabilities and enables them to be included fully in classroom. As per the 2007 Head Start Act only children identified with a disability as per LEA (IDEA eligible) will be counted towards the 10%.

OBJECTIVES: Participate and provide input into the LEA IEP/IFSP. When Head Start provides for the evaluation, the multidisciplinary team makes the determination whether the child meets the Head Start eligibility criteria. IEP's will be developed for such cases considering child's unique needs strengths, and child's abilities. When LEA develops the IEP a Head Start representative will attempt to attend IEP meeting to include teacher, parents, evaluator, interpreter for parents will be provide if needed. IEP's will be in parents dominant language; encourage parents to attend IEP meeting; have meeting without parents if necessary; implement IEP soon after meeting; if a child enters Head Start with IEP completed two (2) months prior to entry, implement such IEP within 2 weeks of enrollment; monitor implementation of IEP's/IFSP's and child's progress. Encourage more interaction between classroom teachers and service providers and Head Start Content Area Directors

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
8. Establish a process for tracking child's IEP progress such as requesting therapy progress notes from private services provider at least every 3 months. Request observation notes from disability classroom assistant (if applicable). Document child's progress on the IEP Progress Report which is connected to the 11domains of learning. LEA provides progress reports every 6 weeks.	Special Services Director Support Services Staff Center Manager/Teacher LEA Disability Classroom Assistant	Monitoring Director Special Services Director/Staff Support Services Staff Center Manager Education Director	Ongoing	-DCA Notes -IEP progress report -Teacher progress report - IEP objectives reflect in weekly plan -Monthly follow up -LEA progress report

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PERFORMANCE STANDARD: 45 CFR Part 1308.19 (a)-(k), Related Standard 1304.20(f)(1), 1304.20(f) (2) (i), 1304.20(f) (2) (iv), 1304.40(a) (3), 1304.21(a) (1) (ii), 1304.21(a) (5) (iii), 1304.20(c) (4), 1304.24(a) (3) (iii), 1304.23(b) (l), 1304.23(c) (6).

GOAL: The Hidalgo County Head Start /Early Head Start Program will develop IEP's that meet the needs of children with disabilities and enables them to be included fully in classroom. As per the 2007 Head Start Act only children identified with a disability as per LEA (IDEA eligible) will be counted towards the 10%.

OBJECTIVES: Participate and provide input into the LEA IEP/IFSP. When Head Start provides for the evaluation, the multidisciplinary team makes the determination whether the child meets the Head Start eligibility criteria. IEP's will be developed for such cases considering child's unique needs strengths, and child's abilities. When LEA develops the IEP a Head Start representative will attempt to attend IEP meeting to include teacher, parents, evaluator, interpreter for parents will be provide if needed. IEP's will be in parents dominant language; encourage parents to attend IEP meeting; have meeting without parents if necessary; implement IEP soon after meeting; if a child enters Head Start with IEP completed two (2) months prior to entry, implement such IEP within 2 weeks of enrollment; monitor implementation of IEP's/IFSP's and child's progress. Encourage more interaction between classroom teachers and service providers and Head Start Content Area Directors

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
9. Encourage more interaction between teachers and service providers through IEP meetings, face-to-face contact, periodic telephone calls, classroom material sharing, child/parent home activities etc. Schedule visits and observe child during implementation of IEP in therapy session; LEA's and other special services providers usually accommodate such request.	Special Services Director Support Services Staff Center Manger/Teacher	Monitoring Director Support Services Staff Center Manager/Teacher Education Director	Ongoing	-Monthly follow-up -Teacher Notes -Take home activities -Cameras -Teacher/ Parent Conference -IEP meeting
10. If child is dually enrolled with LEA in the PPCD unit, visit such unit.	Special Services Director/Staff Support Services Staff Center Manager/Teacher	Monitoring Director Special Services Director Center Manager Education Director	Ongoing	-Sign-in's -Visitation log

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PERFORMANCE STANDARD: 45 CFR Part 1308.20 (a) (b) (c) (d)

GOAL: The Hidalgo County Head Start /Early Head Start Program will establish a process to ensure that staff and the Content Area Directors work together to ensure that provisions for the nutrition needs of children are met.

OBJECTIVES: Consult with physical, occupational, and speech therapists and dieticians on ways to assist the staff and parents on problems of chewing, swallowing and feeding for children with significant disabilities. Include activities to assist children with disabilities; participate in meals with classmates; address prevention with a nutrition basis.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Schedule trainings/workshops by the appropriate professionals such as SLP, OT, PT on specific nutrition needs for children with disabilities for parents/staff to ensure that proper procedures are learned and followed when caring for children with special nutritional needs.	Special Services Director Health/Mental Health Director Nutrition Director Teacher	Monitoring Director Support Service Staff Center Manager Special Services Director/Staff Education Director	Ongoing	-Training agendas -Sign-in's -Pre-service training topics -Nutrition training agendas
2. Encourage children with special needs to participate in meal/snack time interactions and weekly nutrition activities.	Special Services Director Support Service Staff Teachers Center Manager	Monitor Director Special Services Director Education Area Director Center Manager	Ongoing	-Classroom observation notes -Teacher weekly plan reflects nutrition activities -Cameras -Special Diet menus
3. Provide special diets for children with chewing, swallowing and feeding problems.	Special Services Director Nutrition Director Center Manager	Health/Mental Health Director Special Services Director Nutrition Director Monitoring Director Education Director	Ongoing	

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PERFORMANCE STANDARD: 45 CFR Part 1308.20 (a) (b) (c) (d)

GOAL: The Hidalgo County Head Start /Early Head Start Program will establish a process to ensure that staff and the Content Area Directors work together to ensure that provisions for the nutrition needs of children are met.

OBJECTIVES: Consult with physical, occupational, and speech therapists and dieticians on ways to assist the staff and parents on problems of chewing, swallowing and feeding for children with significant disabilities. Include activities to assist children with disabilities; participate in meals with classmates; address prevention with a nutrition basis

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
4. Hold staffings to ensure that children with special nutrition needs are identified for appropriate delivery of services as a means of prevention.	Support Service Staff Center Managers Special Services Director Teachers Nutrition Director	Nutrition Director Health/Mental Health Director Special Services Director/Staff Education Director	Ongoing	-Notice of staffing -Staffing notes

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PERFORMANCE STANDARD: 45 CFR Part 1308.21 (a) (1-10)

GOAL: The Hidalgo County Head Start /Early Head Start Program will allow for parent and family engagement throughout the disability effort and meet the family's needs when relating to joint transition training and planning.

OBJECTIVES: Assist in the transition of children entering Head Start and from Head Start to public school; Provide information to parents on fostering the development of their child with disabilities, to include siblings. Provide opportunities to parents to observe large and small group and individual activities to include program activities as per IEP; inform parents of their rights under IDEA; inform parents of available resources (i.e. SSI, EPSDT); provide parents with support group information. Provide follow-up assistance and activities to reinforce program activities at home. Build parent confidence, skill and knowledge to advocate for their children's special needs.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Head Start staff will participate in joint transition training and planning with ECI at least 90 days prior to the child's 3rd birthday to provide the parent education/information on Head Start Services for recruitment.	Support Services Staff Center Manager Transition Director ECI Representative	Special Services Director Transition Director Center Manager Monitoring Director Education Director	Ongoing	-Child's ECI records -ECI meeting Notes -LEA Referral and follow up
2. Provide parent with educational brochures on disabilities, federal and state laws and community resource directory, thus, assisting parents as learners.	Support Services Staff Center Manger Special Services Director	Special Services Director/Staff Transition Director Monitoring Director	Ongoing	-Resource Directory -Disability brochures -Flyers
3. Encourage parent and family engagement by providing opportunity to observe large, small and individual group activities to include activities per IEP; when evaluating the program by participating in the yearly Self-Assessment, to observe child's screening and assessments, to attend child's ARD meetings, to volunteer in the classroom and attend therapy sessions with their children when possible. This will assist the development of families as leaders.	Support Services Staff Center Manager Special Services Director Teacher Family Services Director	Special Services Director Center Manager Support Services Staff Monitoring Director Education Director	Ongoing	-Self-Assessment -Volunteer file -Cameras -IEP -screening /assessment

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PERFORMANCE STANDARD: 45 CFR Part 1308.21 (a) (1-10)

GOAL: The Hidalgo County Head Start /Early Head Start Program will allow for parent and family engagement throughout the disability effort and meet the family's needs when relating to joint transition training and planning.

OBJECTIVES: Assist in the transition of children entering Head Start and from Head Start to public school; Provide information to parents on fostering the development of their child with disabilities, to include siblings. Provide opportunities to parents to observe large and small group and individual activities to include program activities as per IEP; inform parents of their rights under IDEA; inform parents of available resources (i.e. SSI, EPSDT); provide parents with support group information. Provide follow-up assistance and activities to reinforce program activities at home. Build parent confidence, skill and knowledge to advocate for their children's special needs

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
4. Link and refer families to disability support group meetings. A support group list will be made available to parents through center managers. Cross cultural responsiveness will be considered.	Teachers Support Services Staff Center Manager Special Services Director	Special Services Director/Staff Education Area Director Monitoring Director Center Manger	Ongoing	-Support group list at center
5. Encourage parent and family engagement participation for trainings, workshops, conferences on IDEA/Section 504, ADA to promote families as advocates and leaders. Develop honest dialogue with families regarding ARD meeting to promote participation.	Support Services Staff Center Manager Special Services Director Teachers	Special Services Director/Staff Education Area Director Monitoring Director Family Services Director Center Manager	Ongoing	-Training agendas/sign- in - Flyers -Brochures -ARD

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PERFORMANCE STANDARD: 45 CFR Part 1308.21 (a) (1-10)

GOAL: The Hidalgo County Head Start /Early Head Start Program will allow for parent and family engagement throughout the disability effort and meet the families needs when relating to joint transition training and planning.

OBJECTIVES: Assist in the transition of children entering Head Start and from Head Start to public school; Provide information to parents on fostering the development of their child with disabilities, to include siblings. Provide opportunities to parents to observe large and small group and individual activities to include program activities as per IEP; inform parents of their rights under IDEA; inform parents of available resources (i.e. SSI, EPSDT); provide parents with support group information. Provide follow-up assistance and activities to reinforce program activities at home. Build parent confidence, skill and knowledge to advocate for their children's special needs

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
6. A resource directory and Parent Handbook will be provided at the 1st parent orientation meeting for information on parent education programs. Parents and staff will be provided opportunity to learn about first aid, principals of preventative health, safety measures and any information on disabilities that may assist parents with their family's disability needs, thus promoting family well being.	Support Services Staff Center Manager Teacher Transition Director Family Services Director	Family Services Director Special Services Director Transition Director Monitoring Director Center Manager	-Beginning of school year -Ongoing	-Training documentation -Resource Directory -Flyers -Brochures -Parent handbook
7. A Family Partnership Agreement (FPA) will be utilized to assist families in identifying basic life support needs to include siblings needs related to disabilities. HS will link and refer families to community agencies in order to assist them in receiving services.	Support Services Staff Center Manager Teacher Family Services Director	Monitoring Director Family Services Director Special Services Director/Staff Education Director Center Manager	-Ongoing	-FPA/Follow – up's -PIR -Referral

HIDALGO COUNTY HEAD START PROGRAM
Special Services Plan 2013-2014

PERFORMANCE STANDARD: 45 CFR Part 1308.21 (b) (c)

GOAL: The Hidalgo County Head Start /Early Head Start Program will allow for parent and family engagement throughout the disability effort and meet the families needs when relating to joint transition training and planning.

OBJECTIVES: Assist the parents in the transition of children from Head Start to public school or other placement/options. Notify the school of the child's planned enrollment prior to date of enrollment.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Provide parents with information on special education services available in the public school system as a guide to parents on joint transition training and planning.	Transition Director Support Services Staff Center Manager Special Services Director Teacher	Monitoring Director Special Services Director Transition Director Center manager Education Director	May 2013	-Transition information
2. Provide parent with transition brochures to facilitate joint transition training and planning.	Support Services Staff Center Manger/Teacher Transition Director	Special Services Director Transition Director Monitoring Director Center Manager	May 2013	-Transition brochures
3. With parent consent, transfer children's records LEA. Provide LEA special education with a list of all transitioning children with disabilities.	Support Services Staff Transition Director Center Manager Special Services Director	Monitor Director Special Services Director/Staff Transition Director Education Director Center Manager	May 2013	-Copies of consent on file -Transition list to LEA Special Education Dept.
4. Allow for communication with parent by providing a transition letter that lists special education staff contacts, phone numbers, campus assignment etc. in an attempt to provide a seamless transition.	Support Services Staff Transition Director Center Manager Special Services Director Teacher	Monitoring Director Special Services Director/Staff Transition Director Education Director Center Manager	May 2013	-Transition Letter to parents

HIDALGO COUNTY HEAD START PROGRAM
Special Services Plan
2013-2014

PERFORMANCE STANDARD CFR 1304.51 (i) (2) Ongoing Monitoring

GOAL: To ensure that the program is effectively implementing Federal Regulations.

OBJECTIVES: To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Special Services.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Administration of Speech Screener – All children will be administered a Speech Screening Tool which will address the areas of articulation, voice and fluency. This tool is administered either in English or Spanish as deemed necessary.	Teacher Assistant Teacher	Center Manager Support Services Staff Monitoring Director Content Area Directors	Within 45 days of Enrollment	-Compliance Monitoring Instrument -Speech Screener -Center observation form
Development of Individual Education Plans (IEP's) – The multidisciplinary team will develop an LEA IEP for children who were evaluated and qualified for a specific disability. IEP objectives will be reflected in the weekly lesson plan for reinforcement purposes by the teaching staff.	Teacher Assistant Teacher Disability Classroom Assistant LEA	Center Manager Support Service Staff Monitoring Director Content Area Directors	Initial-within 90 days Annual ARD-Yearly	-Compliance Monitoring Instrument - ARD minutes -Notice of ARD meeting -Weekly lesson plan -Center observation form
Referral Tracking Log – A referral tracking log will be maintained in the Special Services Department. The log will be updated as the referrals are received in the department.	Special Services Clerk Special Services Coordinator/Facilitator	Special Services Director Health/Mental Health Director /Secretary	Ongoing	-Compliance Monitoring Instrument -Referral Tracking Log

HIDALGO COUNTY HEAD START PROGRAM
Special Services Plan
2013-2014

PERFORMANCE STANDARD CFR 1304.51 (i) (2) Ongoing Monitoring

GOAL: To ensure that the program is effectively implementing Federal Regulations.

OBJECTIVES: To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Special Services.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
IEP Progress Report –IEP Progress Reports will be prepared by the teachers and sent out to parents every nine (9) weeks. The IEP progress report is connected to the 11 Domains of Learning/Child Outcomes and will reflect the child's progress on the IEP objectives.	Teacher	Center Manager Support Services Staff Monitoring Director Content Area Directors	Every nine (9) weeks	-Compliance Monitoring Instrument -IEP Progress Report -Center observation form
Therapy Classroom Sign Out/In log for tracking services – The teachers will maintain the Therapy Sign out/in log in their classrooms individually for every child receiving services. The service provider will sign the child out and in when returning to the classroom after the service. The teacher will submit the log to the Special Services Department at the end of the month.	Teacher Assistant Teacher	Center Manager Support Services Staff Monitoring Director Content Area Directors	Monthly	-Therapy Sign Out/In Log -Center observation form -Compliance Monitoring Instrument
Monthly Follow-Up Notes – The case worker (Center Manager or Support Services Staff) will submit monthly follow-up notes reflecting the child's progress/case notes to the Special Services Department on a monthly basis.	Center Manager Support Services Staff	Monitoring Director Center Manager Support Service Staff Content Area Directors	Monthly	-Monthly Follow-Up Notes -Center observation form -Compliance Monitoring Instrument

HIDALGO COUNTY HEAD START PROGRAM
Special Services Plan
2013-2014

PERFORMANCE STANDARD CFR: 1304.51 (i) (2) Ongoing Monitoring

GOAL: To ensure that the program is effectively implementing Federal Regulations.

OBJECTIVES: To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Special Services.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Case Staffings – Case staffings will be held for children with a disability or suspected disability. All areas of need will be discussed (i.e.-special diets, special equipment/materials, medical plan of action etc.) so that the best possible services may be provided to the child upon enrollment.	Teacher Parent Support Services Staff Center Manager Special Services Director Content Area Directors (as needed)	Content Area Directors Monitoring Director Center Manager Support Service Staff	Ongoing	-Staffing Notice -Staffing Notes -Center observation Form -Compliance Monitoring Instrument
Disability Observation Notes – The Disability Classroom Assistants (DCA) provide additional help to children with disabilities in the classroom. The DCA's document observation notes on children they assist on a daily basis. The teacher is responsible for reviewing the observation notes daily and signing the notes as acknowledgement. Notes are done daily and submitted to the Special Services Department weekly.	Disability Classroom Assistant Teacher	Teacher Center Manager Support Services Staff Monitoring Director Content Area Directors	Weekly	-Observation Notes -Center observation Form -Compliance Monitoring Instrument

Transition Services Plan

Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: May 15, 2013

SUBJECT: Discussion/Approval of the Transition Services Program Plan 2013-2014

RATIONALE/NEED: The Transition Services Program Plan must be approved annually to comply with the Federal Performance Standards.

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: Transition Services Program Plan

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INITIATED BY: Ramiro Silva, Transition Services Director

REVIEWED BY: Nora S. Munoz, Assistant Program Director

EXECUTIVE DIRECTOR'S APPROVAL: Teresa Flores

Hidalgo County
Head Start Program

Transition Services

Program Plan
2013 – 2014

Advisory Committee Approval: 04.25.13
Policy Council Approval: 05.15.13
Commissioners' Court Approval:

HIDALGO COUNTY HEAD START PROGRAM
TRANSITION SERVICES PROGRAM PLANS
PROGRAM YEAR 2013 - 2014

Performance Standard C. F. Regulation: 1304. 41 (c) (1) (i) (iii), and 1304.41 (c) (3) ***Transition Services***

Goal: ***To communicate and coordinate with the local education agencies through networking meetings to plan for transition services.***

Objective: ***To maintain and establish procedures that will facilitate the transition process for children enrolled in the Head Start program.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
1. The parents will be notified of necessary records and information that are required for enrollment for their designated local education agency. Staff will prepare a packet to be transferred to the next educational setting.	Center Managers	Transition Director	On-going	Confidentiality Statement – Child Record
2. The Program will maintain on-going coordination and collaboration between the Head Start staff and their counterparts in the schools and community programs.	Center Managers	Transition Director	On-going	Networking Meeting Record
3. The Program will meet with the center managers and support services facilitators to facilitate preparing and involving children and parents in joint transition training and planning activities.	Transition Director Area Directors	Transition Director	On-going As scheduled in May	Field Trip Request Form
4. The Program will encourage community participation through community wide events to allow parents, staff, community organizations, and children to meet, visit the program, and ask questions.	Transition Director Family Services Director	Transition Director	On-going	Network Meeting Parent Fair Monthly Parent Mtg.

HIDALGO COUNTY HEAD START PROGRAM
TRANSITION SERVICES PROGRAM PLANS
PROGRAM YEAR 2013 - 2014

Performance Standard C. F. Regulation: 1304. 41 (c) (2) 1304.20 (f) (2) (iii) ***Transition Services***

Goal: ***To encourage and involve parents in the transition of their child into Head Start.***

Objective: ***To involve the parents in the transition of their children into the Head Start Program; and to plan the transition of children with disabilities into the Head Start Program.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
1. The Program will coordinate and collaborate with ECI Early Childhood Intervention agencies on children who are being referred to the Head Start Program.	Center Managers, Support Services Facilitators and Support Services Assistants	Transition Director	On-going	Referral Data Confidentiality Statement
2. The Program will conduct "face to face" transition meetings with the parents, ECI agency, and the local education agency.	Center Managers, Support Services Facilitators and Support Services Assistants	Transition Director	On-going	Referral Data
3. The Program will ensure that appropriate placement of children enrolled with developmental programs, are provided with the steps necessary to participate and enroll in the Head Start Program.	Transition Director & Special Services Director	Transition Director & Special Services Director	On-going	Confidentiality Statement

HIDALGO COUNTY HEAD START PROGRAM
TRANSITION SERVICES PROGRAM PLANS
PROGRAM YEAR 2013 - 2014

Performance Standard C. F. Regulation: 1304. 41 (c) (2) 1304.20 (f) (2) (iii) ***Transition Services***

Goal: ***To ensure that the Transition Services are successfully implemented.***

Objective: ***To ensure that the performance standards on Transition Services are met.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
1. The Program will ensure that implementation and compliance of the Head Start Performance Standards in the areas of Joint Transition Training and Planning.	Transition Director	Transition Director	On-going	Referral Data Form Information Packet
2. The Program will provide joint in-service opportunities and cross-program visitations for staff and parents to increase the understanding of early childhood development and assist in placing practices which assures developmental continuity across the different programs.	Transition Director, Staff Development & Dept. Directors	Transition Director	On-going	
3. The Program will prepare and submit a monthly report on all Joint Transition Training and Planning activities.	Transition Director	Transition Director	On-going	On file

HIDALGO COUNTY HEAD START PROGRAM
TRANSITION SERVICES PROGRAM PLANS
PROGRAM YEAR 2013 - 2014

Performance Standard C. F. Regulation: 1304. 41 (c) (1) (i) (iii), and 1304.41 (c) (3) ***Transition Services/On-going Monitoring***

Goal: ***To ensure that the program is effectively implementing Federal regulations.***
Objective: ***To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Transition.***

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
1. Joint Transition Training and Planning Packets-Parents are notified of necessary records and information that is required for enrollment to their designated school district. We will prepare a packet to be given to local education agency at the end of school year.	Center Managers	Transition Director	On-going	Confidentiality Statement – Child Record
2. Joint Transition Training and Planning Networking Meeting- The department will have an ongoing coordination and collaboration with the Head Start staff and the local education agency and community partners.	Center Managers Transition Director Area Directors	Transition Director	On-going On-going As scheduled in May	Networking Meeting Record Field Trip Request Form
3. The Program will meet with the center managers and support services facilitators to prepare and involve children and parents into transition to public school	Transition Director Family Services Director	Transition Director	On-going	Referral forms Tracking Logs
4. ECI Early Childhood Intervention Agencies- The department will arrange for meetings to be held between the referring agency and the Head Start staff.	Transition Director	Transition Director	Ongoing	Referral forms Tracking Logs
5. Face to Face Meetings-The department conducts meetings with the parent, ECI agency and with the local community partners.	Transition Director	Transition Director	Ongoing	Agendas Sign-In Forms
6. Community / LEA Meeting for Joint Transition Training and Planning Packages – The department will meet with the Local Education (school districts) to hand deliver Head Start children's transition packages.				

TRANSPORTATION SERVICES PLAN

Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: May 15, 2013

SUBJECT: Discussion/Approval of the Transportation Services Program Plan 2013-2014

RATIONALE/NEED: The Transportation Services Plan must be approved annually to comply with the Federal Performance Standards.

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: Transportation Services Program Plan

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INITIATED BY: Oscar Palacios, Maintenance/Transportation Director

REVIEWED BY: Edmundo Garcia, Assistant Program Director

EXECUTIVE DIRECTOR'S APPROVAL: Teresa Flores

Hidalgo County
Head Start Program

Transportation Services

Program Plan
2013 – 2014

Advisory Committee Approval: 04.25.13
Policy Council Approval: 05.15.13
Commissioners' Court Approval:

Hidalgo County Head Start Program

Transportation

OSCAR PALACIOS
Field Operations Director

Oliver Solis
Transportation Coordinator

Nicolas Castillo
Warehouse Coordinator

Darlene Garza
Field Operations Secretary

Leonor Morales
Field Operations/Transportation Clerk

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2012-2013

PERFORMANCE STANDARD: 1310.1

GOAL: The Hidalgo County Head Start Program in coordination and collaboration with parents/guardians will establish a plan to transport children in a safe manner.

OBJECTIVE: To ensure an on-going training and certification program for all assigned drivers and parents education program where applicable to include pedestrian safety and cost control.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. Parents of qualifying children are provided with a set of bus safety rules and an acknowledgement form to sign. Bus safety is also presented to all children at the beginning and during the school year in the curriculum's daily lesson plan. The transportation plan shall be developed with staff, parent coordination, collaboration and community member participation. Drivers will receive required training and certifications to ensure the safety of children. Vehicles will be inspected daily as part of a preventive maintenance and cost control program.	Field Operations Director, Coordinator, Bus Drivers	Field Operations Director, Transp. /Maint. Coordinator,	Pre-service, On-going, Parent Orientation May of current school year (to be implemented the following year) August thru May	Agendas, Sign-In forms Agendas, Certificates of Completion Vehicle Inspection Report

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2012-2013

PERFORMANCE STANDARD: 1310.2 (a) (b) (c)

GOAL: The Hidalgo County Head Start Program will ensure that the necessary number of vehicles to transport qualifying program participants will be provided.

OBJECTIVE: To ensure that the program will provide transportation to all qualifying enrolled children in or leased vehicles with proper arrangements.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program currently is utilizing thirty-two (32) buses and also doing double routes and has plans to acquire sufficient number of vehicles to transport qualifying children, budget permitting.	Field Operations Director, Trans. /Maint. Coordinator	Field Operations Director, Trans. /Maint. Coordinator	On-going	Transportation Request form, Vehicle Inventory
2. In situations where the program is not able to accommodate transportation, then private services shall be considered for cost effectiveness.			On-going	Transportation Request Form, Lease Contracts

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2012-2013

PERFORMANCE STANDARD: 1310.10 (a) (b) (c) (d) (1) (2) (3) (4) (e) (f) (g)

GOAL: Hidalgo County Head Start Program will assist families and help secure transportation to families the program is not able to provide transportation for. The program will also ensure all vehicles are equipped with all required safety equipment and materials.

OBJECTIVE: To ensure that families not transported by the program be assisted and guided to other means of transportation so that children will attend the program; each transportation unit is equipped with a communication system, fire extinguisher with sign, reflective triangles, spare electrical fuses, first aid kit with sign, a seat belt cutter with sign. Auxiliary seating shall be part of the transportation unit and factory installed, maintained and inspected annually. Ensure all accidents be reported observing state requirements. Children released to authorized persons and rosters kept up to date by appropriate personnel.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS FORMS
1. The program is currently providing transportation to a portion of the enrolled children with a total of forty-four (44) regular routes. All other families whose children are not being transported and request assistance are provided with guidance for other alternatives.	Field Operations Director, Coordinator	Field Operations Director, Coordinator	Pre-service On-going training Parent orientation	Agendas Sign-in Forms
2. All vehicles used for transportation are equipped with all safety requirements to include, but not limited to, fire extinguisher with sign, reflective triangles, spare fuses, first aid kit with sign, seat belt cutter, and bio-hazard kit.	Field Operations Director, Coordinator, Bus Drivers	Field Operations Director, Coordinator Risk Management Specialist	Pre-service On-going Training	Agendas Sign-in Forms
3. All auxiliary seating is inspected annually as part of the required annual inspection for compliance.	Field Operations Director, Coordinator	Field Operations Director, Coordinator, Risk Management Specialist	August thru May	Transp. Notice Letter
4. The program ensures that children transported are released only to authorized persons.	Bus Aide	Bus Driver	August thru May	Parent Sign In/Out roster

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2012-2013

PERFORMANCE STANDARD: 1310.11

GOAL: The Hidalgo County Head Start Program will ensure that all transportation vehicles are equipped with appropriate and approved child safety restraint systems.

OBJECTIVE: Each designated transportation vehicle will be inspected to ensure that safety restraint systems, as required for children, are appropriate for height and weight.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The Program was compliant by January 20, 2004 ensuring that all transportation units were equipped with an approved child restraint system in proportion to height and weight.	Field Operations Director, Coordinator, Bus Drivers	Assigned bus driver	On-going	Inspection Log

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2012-2013

PERFORMANCE STANDARD: 1310.12 (a) (b) (1) (2) (c) (b)

GOAL: The Hidalgo County Head Start Program will use grant money to purchase school buses or alternate allowable vehicles.

OBJECTIVE: To ensure that all vehicles used for transporting children will not only be in compliance with child restraint systems, but reverse beepers as well, and that transportation vehicles purchased with grant funds meet all federal, state and local requirements.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program currently has ensured that all vehicles used for transporting children are approved school buses or allowable alternate vehicles with reverse beepers.	Field Operations Director, Coordinator	Field Operations Director Risk Management Specialist	Grant award Guidelines	Specification Sheet
2. Specifications for new vehicles will be drawn from an approved source, such as the State's General Service Agency.	Procurement Officer	Transp. Coordinator	Grant award Guidelines	Specification Sheet

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2012-2013

PERFORMANCE STANDARD: 1310.13 (a) (b) (c)

GOAL: The Hidalgo County Head Start Program will ensure that all vehicles are in safe operation condition at all times

OBJECTIVE: To ensure the safety of the children the program will establish and implement the following program:

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program has established and is implementing procedures to ensure the safe operation of all transportation units. Procedures such as yearly inspection by state motor vehicle inspection stations; preventive maintenance and daily pre and post trip inspection by the driver.	Field Operations Director, Coordinator Drivers	Field Operations Director, Coordinator, Risk Management Specialist	On-going	Preventive Maintenance Log Pre/Post Trip Inspection Report

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2012-2013

PERFORMANCE STANDARD: 1310.14

GOAL: The Hidalgo County Head Start Program will specify correct specifications on new vehicles to include its intended use.

OBJECTIVE: To ensure a thorough specification check list and applicable certification upon receipt of new vehicles.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program ensures that all bid announcements comply with state and federal regulations including its intended use. Furthermore, the program examines the vehicle upon receipt to ensure compliance to all bid specifications and certification with Federal Motor Vehicle Safety Standards.	Field Operations Director, Coordinator, Procurement Director	Field Operations Director, Coordinator, Procurement Director	Proposal request date and receipt of vehicles	Proposal outline and specification check list

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2012-2013

PERFORMANCE STANDARD: 1310.15 (a) (b) (c) (d)

GOAL: Hidalgo County Head Start Program will ensure that appropriate height and weight safety restraint systems be utilized for children weighing 50 pounds or less while vehicle is in motion; isles and emergency exits be kept clear and loose articles be properly restraint.

OBJECTIVE: To ensure that children will be safely transported to and from the center, program related activities and service providers.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program ensured that all vehicles used for transportation were equipped with an approved restraint system before January 2004. The program also ensures that all baggage and loose articles are properly secured including maintaining clear aisles and emergency exits unobstructed at all times. 2. The program ensures that each bus has a qualified bus-aide to assist and supervise children. When the assigned bus-aide is absent, a substitute is utilized.	Field Operations Director, Transp. /Maint. Coordinator, Driver	Assigned bus driver, bus aide, Transportation Director and Transportation Coordinator Risk Management Specialist	On-going	Monitoring instrument

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2012-2013

PERFORMANCE STANDARD: 1310.16 (a) (1) (2) (b) (1) (2) (3) (c)

GOAL: The Hidalgo County Head Start Program will ensure that all assigned drivers be fully qualified and possessing current required certification, including physical and mental ability.

OBJECTIVE: To ensure a safe and efficient transportation operation by implementing a comprehensive application and screening process on all persons seeking employment as drivers.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program will ensure that all assigned drivers be current on all the required drug testing, certifications and be tested randomly for drugs, also mental and physical ability, or with reasonable accommodations be able to perform duties determined by a medical examination. Medical examination shall be completed prior to commencing driving duties.	Field Operations Director, Transp. /Maint. Coordinator, Risk Management, Human Resources	Field Operations Director, Transp. /Maint. Coordinator	On-going	Driver license, required training and certifications
2. The Hidalgo County Head Start Program will develop a questionnaire relevant to driving and work experience to be implemented during the interview process, including previous employment verification, criminal background check and driving traffic violations	Field Operations Director, Transp. /Maint. Coordinator, Risk Management, Human Resources	Field Operations Director, Transp. /Maint. Coordinator	On-going	Questionnaire form

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2012-2013

PERFORMANCE STANDARD: 1310.17 (a) (b) (1) (2) (3) (4) (5) (6) (7) (c) (d) (e) (f) (1) (2)

GOAL: The Hidalgo County Head Start Program will ensure that all designated drivers receive the required training within the allowed time frame.

OBJECTIVE: To provide safe transportation to program participants.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program provides the required training to all drivers upon hiring and during pre-service, on-going and as needed. Topics include classroom, behind-the-wheel to safely and efficiently operate the vehicle; running fixed routes; loading/unloading children; stopping at railroad crossing and other maneuvers; evacuation procedures and the operation of special equipment (lifts assistive devices). Bus monitors are also trained in their area of responsibility. Each driver will be evaluated yearly which will include road performance.	Field Operations Director, Transp. /Maint. Coordinator	Transp. /Maint. Coordinator	July thru May	Calendar
2. Hands on training at Region One Education Center.				
3. The program provides training to bus monitors before being assigned on the following topics: child boarding/exiting procedures, the use of child safety restraint systems, required paperwork, emergency evacuation procedures, use of special equipment, child pickup and release procedures, and pre and post trip vehicle checks.	Trans. Coordinator	Field Operations Director	July thru May	Agendas, sign-in sheets
4. Fixed routes are implemented with no backing or "U" turns only for safety reasons. When roadway crossing is required, children are escorted by monitor or adult person.	Field Operations Director, Trans. Coordinator	Field Operations Director, Trans. Coordinator	July thru May	Agendas, sign-in sheets

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2012-2013

PERFORMANCE STANDARD: 1310.20 (a) (b) (1) (2) (3) (4) (5) (6) (7)

GOAL: The Hidalgo County Head Start Program will ensure that training be provided to parents at the beginning of the school year.

OBJECTIVE: To make parents aware and responsible on the transportation regulations

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program's primary concern is the safety of the children. Parents are provided training within the first thirty days of the child's enrollment. The program also ensures that each route does not exceed one-hour ride only if there is no shorter route or poses a safety concern.	Field Operations Director, Transp. /Maint. Coordinator Center Manager	Field Operations Director, Transp. /Maint. Coordinator	September	Training agendas, Sign-in sheets

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2012-2013

PERFORMANCE STANDARD: 1310.21 (a) (b) (1) (2) (3) (4) (5) (c) (1) (2) (e)

GOAL: The Hidalgo County Head Start Program in collaboration with the parents and children will conduct training regarding pedestrian safety; safe riding practices; safe loading and unloading procedures; roadway crossing to and from the vehicle at stops; danger zones around the bus and emergency evacuation procedures. The program will also conduct three evacuation drills during the school year including activities reminding children of the training.

OBJECTIVE: To ensure an on-going transportation safety program for children and parents to help prevent harm or injury.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program provides bus safety training in areas such as pedestrian safety for children and parents. The training takes place within the first thirty days of the program year.	Field Operations Director, Coordinator	Field Operations Director, Coordinator,	August thru May	Agendas Hand-outs
2. The children are taught safe riding practices, boarding and unloading procedures, roadway crossings, the danger zones, and emergency evacuation procedures as part of the daily lessons. The program ensures that the Bus Aide escort children when crossing the street.	Field Operations Director, Coordinator Center Manager	Field Operations Director, Coordinator	Three times during the program year	Evacuation Record

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2012-2013

PERFORMANCE STANDARD: 1310.22 (a) (b) (c) (1) (2) (3) (4) (5)

GOAL: The Hidalgo County Head Start Program will make available appropriate number of buses or allowable alternate vehicles for transporting children with disabilities. Children's Individual Education Plan (IEP) or Individual Family Service Plan (IFSP) shall specify special transportation requirements such as seating, equipment and any special assistance that may be required.

OBJECTIVE: To ensure the appropriate and safe transporting of children with disabilities to include, whenever possible, the inclusion of children with disabilities by transporting them in the vehicles as are non-disabled peers.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program provides transportation to children with disabilities in appropriately equipped buses to their respective school district for services. The program also mainstreams children with disabilities by transporting them on the regular bus routes. Individual Education Plan (IEP) reflects child's need for transportation and is accommodated with special adaptive equipment, if needed, including bus driver and monitor training.	Field Operations Director, Transp. /Maint. Coordinator, Center Manager	Field Operations Director, Transp. /Maint. Coordinator	August thru May	Memorandum Budget work Shop
2. Children with disabilities needing therapy are transported to their respective school district to receive speech therapy.	Center Manager	Special Services Director	August thru May	Child's file Progress notes

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2012-2013

PERFORMANCE STANDARD: 1310.23 (a) (b) (1) (2) (3)

GOAL: The Hidalgo County Head Start Program will make a coordinated effort to explore the possibility of implementing private or other human services agencies to improve the cost of transportation services.

OBJECTIVE: To ensure adequate and cost effective transportation to qualifying children.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The program currently does not have the need to contract private or public transportation services. The program has a collaborative agreement with Teaching and Mentoring Communities Head Start to facilitate transportation should our program not have adequate number of buses for program sponsored events. The program has also developed a "cost per child" report to determine the feasibility of transportation by geographical areas. The program has also contacted the Lower Rio Grande Valley Development Council, but currently the program does not have the need for alternate transportation.	Field Operations Director, Transp. Maint. Coordinator	Field Operations Director, Transp. /Maint. Coordinator	On-going	Cost per child monthly report

AI-38623 **Head Start 16. D.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted For: Teresa Flores **Submitted By:** Linda Galaviz, HEAD START

Department: HEAD START

Information

CAPTION

1. Requesting Exemption from Competitive Bidding Under the Texas Local Government Code 262.024 (a)(4) for Professional Services to Provide Medical, Dental, and Mental Health Services, Sign Language Interpreter Services to Head Start Children
2. Presentation of Responses Received for the Purpose of Commissioners' Court Accepting the Providers as "Qualified" in Order to Proceed to the Next Phase of the Procurement Process- Negotiating Contracts

Medical and Dental RFQ #2013-001-04-12

Nuestra Clinica Del Valle, Inc. -Medical	Mohammad H. Mirmohammadi, DDS - Dental
Dr. Bose, Industrial & Family Medicine, dba/Industrial Health Works -Medical	Nuestra Clinica Del Valle, Inc. - Dental

Mental Health #2013-002-04-12

Professional Counseling Services, PLLC	Anita Sandoval	Tony Guzman, DBA/Guzman & Associates
Esmeralda Meave	Maricela Medrano	Maria C. Quiliantan Diaz
Challenges & Change, PLLC	Anita Flores	Generations Growing Together, Inc.

Speech Interpreting Services #2013-003-04-12

Amy Jane Hermansen

Sign Language Interpreters, LLC dba/A Sign Language Company

3. Approval for Head Start to Negotiate Contracts (in a form approved by Legal Counsel)for all the Professional Services Providers as Requested through the Hidalgo County Head Start Program's RFQ for said Services and as Detailed above Attached Hereto

BACKGROUND

Policy Council Approval: 05.15.13

Attachments

RFQs

Form Review

Inbox	Reviewed By	Date
Budget & Management	Angela Garcia	05/08/2013 02:17 PM
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Linda Galaviz Started On: 05/06/2013 03:16 PM

Final Approval Date: 05/17/2013

Hidalgo County Head Start Program
Policy Council Agenda

DATE: May 15, 2013

SUBJECT: 1. Requesting Exemption from Competitive Bidding Under the Texas Local Government Code 262.024 (a)(4) for Professional Services to Provide Medical, Dental and Mental Health Services and Sign Language Interpreter Services to Head Start Children.

2. Presentation of Responses Received for the Purpose of Commissioners' Court Accepting the Providers as "Qualified" in Order to Proceed to the Next Phase of the Procurement Process-Negotiating Contracts:

a. **Medical / Dental RFQ #2013-001-04-12**

Nuestra Clinica Del Valle, Inc. (Medical)	
Dr. Bose, Industrial & Family Medicine, PLLC, dba/Industrial Health Works	
Mohammad H. Mirmohammadi, DDS	Nuestra Clinica Del Valle, Inc. (Dental)

b. **Mental Health #2013-002-04-12**

Professional Counseling Services, PLLC.	Anita Sandoval	Tony Guzman, DBA/Guzman & Associates
Esmeralda Meave	Maricela Medrano	Maria C. Quiliantan Diaz
Challenges & Change, PLLC	Anita Flores	Generations Growing Together, Inc.

Speech Interpreting Services #2013-003-04-12

Amy Jane Hermansen
Sign Language Interpreters, LLC, dba/ A Sign Language Company

2. Approval for Head Start to Negotiate Contracts (in a form approved by Legal Counsel) for all the Professional Services Providers as Requested through the Hidalgo County Head Start Program's RFQ for said Services as detailed above and attached hereto.

RATIONALE/NEED: Administration needs to obtain medical, dental, mental health and Speech Interpreting services for all Head Start children for the next school year.

RECOMMENDATION: Administration recommends approval

COST: Head Start funds for this project are available.
Medical/Dental Services: Account 19-5252-20-10000-305
Mental Health Services: Account 19-5256-20-10000-305
Special Services: Account 19-5257-20-1000-405

RELATED INFORMATION INCLUDED: Memo/Grading-Scoring/Contract

* * * \

HIDALGO COUNTY HEAD START PROGRAM

P. O. BOX 0117 ♠ EDINBURG, TEXAS 78540♠ TEL: (956) 383-0706 ♠ FAX: (956) 380-2588

TO: Edmundo Garcia, Assistant Program Director

FROM: Ambrosio Tovar, Procurement Director

DATE: May 6, 2013

SUBJ: RFQ Recommendations

The Request for Qualification (FRQ) for Medical and Dental, Mental Health and Special Services were received on April 12, 2013. These Request for Qualifications were reviewed by the Procurement Department, Health Department and Special Services Department.

The Departments have submitted their recommendations of the providers to be approved for services to the Head Start Program for the next school year starting in August 2013. These providers meet the requirements.

These services (medical, dental, & mental) will only be charged to Head Start in the event families don't qualify for Medicaid or private insurance.

Should you have any questions please let me know.

Thank you.

Hidalgo County Head Start Program
Health Services Department

Medical & Dental RFQ 2013-001-04-12

Name of Provider HEALTH	Professional Qualifications (20 Available)	Experience of Project Manager (25 Available)	Experience/ Availability of Project Manager (20 Available)	Understanding of Project (25 Available)	Familiarity with Applicable Rules and Regulation (10 Available)	Total
Nuestra Clinica Del Valle, Inc.	20	25	20	25	10	100
Dr. Bose Industrial & Family Medicine, dba/Industrial Health Works	20	25	20	25	10	100

Name of Provider DENTAL	Professional Qualifications (20 Available)	Experience of Project Manager (25 Available)	Experience/ Availability of Project Manager (20 Available)	Understanding of Project (25 Available)	Familiarity with Applicable Rules and Regulation 10 Available	Total
Nuestra Clinica del Valle, Inc.	20	25	20	25	10	100
Mohammad H. Mirmohammadi, D.D.S.	20	25	20	25	10	100

Hidalgo County Head Start Program
Health Services Department

Mental Health RFQ 2013-002-04-12

Name of Provider MENTAL HEALTH	Professional Qualifications 20 Available	Experience of Project Manager 25 Available	Experience/ Availability of Project Manager 20 Available	Understanding of Project 25 Available	Familiarity with Applicable Rules and Regulation 10 Available	Total
Professional Counseling Service	20	25	20	25	10	100
Esmeralda Meave	20	25	20	25	10	100
Anita Sandoval	20	25	20	25	10	100
Maricela Medrano	20	25	20	25	10	100
Tony Guzman, dba/ Guzman & Associates	20	25	20	25	10	100
Maria C. Quilantan Diaz	20	25	20	25	10	100
Anita Flores	20	25	20	25	10	100
Challenges & Change, PLLC	20	25	20	25	10	100
Generations Growing Together, Inc.	20	25	20	25	10	100

Hidalgo County Head Start Program

Special Services Department

Special Services RFQ No 2013-003-04-12

Name of Provider	Professional Qualifications 20 Available	Experience of Project Manager 25 Available	Experience/ Availability of Project Manager 20 Available	Understanding of Project 25 Available	Familiarity with Applicable Rules and Regulation 10 Available	Total 100
Amy Jane Hermansen	18	21	18	21	10	88
Sign Language Interpreters,LLC dba /A sign Language Company	18	22	18	22	10	90

AI-38624 **Head Start 16. E.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted For: Teresa Flores **Submitted By:** Linda Galaviz, HEAD START

Department: HEAD START

Information

CAPTION

Discussion/Approval of Audit Findings and Corrective Action Plan for the Child and Adult Care Food Program

BACKGROUND

Policy Council Approval: 05.15.13

Attachments

Corrective Action Plan

Form Review

Inbox	Reviewed By	Date
Budget & Management	Angela Garcia	05/08/2013 02:17 PM
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Linda Galaviz Started On: 05/06/2013 03:34 PM

Final Approval Date: 05/17/2013

Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: May 15, 2013

SUBJECT: Discussion/Approval of Corrective Action for the Child and Adult Care Food Program

RATIONALE/NEED: The Texas Department of Agriculture conducts a review every three (3) years of the Child and Adult Care Food Program. This year the review was conducted the week of March 4-8, 2013 resulting in some areas of non-compliance for the Head Start Program. A corrective action plan has been prepared and submitted to the Texas Department of Agriculture.

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: Review Findings and Corrective Action Plan

****

INITIATED BY: Gilbert Silva, Child Nutrition Director

REVIEWED BY: Edmundo Garcia, Assistant Program Director

EXECUTIVE DIRECTOR'S APPROVAL:

Memorandum

TO: Mrs. Teresa Flores, Executive Program Director

FROM: Mr. Gilbert Silva, Child Nutrition Director

THROUGH: Mr. Edmundo Garcia, Assistant Program Director

DATE: May 1, 2013

RE: **Administrative and Sponsored Center(s) Review Findings of Child and Adult Care Food Program-Child Care Centers (CACFP-CCC)/CE ID #02480**

CC Mrs. Nora Munoz, Assistant Program Director
Education Area Director

The Texas Department of Agriculture (TDA) conducted an administrative and center Audit of our CACFP contract on March 5th -8th, 2013. Every three years, TDA Audits our Contract. The test month selected was December 2012. It consists of a thorough review of the various components, by the food program personnel, as it applies to our program here in Head Start. I have attached a letter with the listing of the areas they reviewed during the Audit. In short, it ranges from administrative, Kitchen and Center level auditing and review of all documentation, specifically, as they apply to Food Program regulations/guidelines. During the review, there were three minor findings with no areas that constituted any adverse actions. A listing of the findings has also been attached along with the corrective action plan. Of note, they were very pleased with our National Nutrition month festivities that were ongoing. We received excellent praise on the efforts that we are putting forth to educate the community and get everyone involved including Children, Parents, Teachers, and Program Administrative Staff.

Furthermore, Acceptance of the correction action plan has been approved by TDA on April 29th, 2013. No further action is required at this time.

Attachments: A. Letter specifying date and time of audit along with listing of various components to be inspected
B. A listing of the areas of non-compliance along with the corrective action response.
C. Letter of acceptance of Corrective action plan and closure of review (CE ID #2480).

TEXAS DEPARTMENT OF AGRICULTURE

Attachment A

TODD STAPLES
COMMISSIONER

February 19, 2013

Hidalgo County Head Start Program
Mr. Gilberto Silva
P.O. Box 0117
Edinburg, Texas 78540

RE: Administrative and Sponsored Center(s) Review of Child and Adult Care Food Program – Child Care Centers (CACFP - CCC) / CE ID #02480

Dear Mr. Silva:

On March 5, 2013, the Texas Department of Agriculture (TDA) will conduct an administrative and sponsored center(s) review of your CACFP - CCC program to assess compliance with applicable federal and state regulations. The test month will be December 2012, but may be expanded to other months if necessary.

In addition to reviewing CACFP records for the test month, TDA will review 12 months of financial records. Failure to provide organized and complete financial records for the past 12 months, at the start of your review, will result in a finding and may impact your CACFP reimbursement.

To help us conduct the review and cause a minimum amount of disruption to your operations, we request that you:

- Have the **Records** on **Attachment A** ready at your office for examination.
- Email the **Annual Fiscal Review Spreadsheet** with your financial information for the past 12 months entered to cynthia.carrera@texasagriculture.gov at least one week prior to your review.
- Provide a work area for the Reviewer with sufficient space to review all necessary documents.

RECEIVED
FEB 22 2013
By

P.O. Box 12847 Austin, Texas 78711 (512) 463-7476 Fax: (888) 223-8861
For the Hearing Impaired: (800) 735-2988
www.TexasAgriculture.gov

An entrance conference will be conducted on March 5, 2013, at 8:30 am. Cynthia Carrera will be leading the review and three additional Program Review Specialists will be conducting the review.

During the entrance conference, the Reviewer will review and inventory your requested records. If any records are missing, you will have until the end of the first day or two (2) hours prior to scheduled exit conference, (whichever comes first) to provide the missing information to the Reviewer. Missing records that prevent complete review of the meal service may result in disallowed meals. Please review your signed Permanent Agreement with TDA that states that CACFP Contracting Entities must "allow TDA and USDA officials and other appropriate officials determined by TDA to inspect facilities and records and to audit, examine, and copy records at any reasonable time, whether announced or unannounced. This includes access to all records of costs paid, even in part, by TDA."

The review will take approximately two days. The length of time for the review may be expanded and the number of staff may be increased, as needed. Our records indicate that the location for TDA staff to conduct the review is at 1901 W. State Hwy 107, McAllen, Texas 78504. If this has changed, please notify me immediately.

If you have any questions regarding the procedures outlined in this letter, please contact me at (956) 207-6130 or email at cynthia.carrera@texasagriculture.gov.

Sincerely,

Cynthia Carrera

Cynthia Carrera
Program Review Specialist

Enclosure: Attachment A
Annual Fiscal Review Spreadsheet

ATTACHMENT A

Records that Must be Available for CACFP Review

Reference: Section 5210 –Examination of Records, of the CACFP – CCC Handbook

PROGRAM EXPENSES

- Documentation of Meals Served and claim consolidation records (including all sites) for the test month – be prepared to provide additional months of data, if requested.
- Sponsoring Organization Disbursement Record for the test month – be prepared to provide additional months of data, if requested.
- Records to show payments made to sponsored centers for the test month – be prepared to provide additional months of data, if requested.
- Written Compensation Policy for positions approved in your CACFP budget and paid in whole or part with food service funds.
- Time Distribution records for positions approved in your CACFP budget and paid in whole or in part with food service funds.
- Cost allocation records – all itemized receipts, invoices, billings, and payroll records that support the Annual Fiscal Review spreadsheet and are approved expenses in your CACFP budget.
- Bookkeeping ledgers or other documentation demonstrating that CACFP income, expenses and balances are being tracked each month.
- Bank statements that support the Annual Fiscal Review spreadsheet.
- Inventory records of all items used to operate the program.
- The most current TDA-approved Management Plan and **all** attachments.
- Program Income records - including money collected from program and non-program adults (not participants) for meals served, or other income to the nonprofit food service program, if applicable.
- Records of interest earned on CACFP reimbursement, if applicable.
- Financial System Description to enable the review and monitoring of the non-profit service.

TRAINING

- Training Records indicating the dates, topics, names of participants, signature of participants, location of training, and person conducting training for the last 12-month period, prepared in the following manner:
    a. New center's training.
    b. Participating center's training.
    c. CE's and sponsored center's new staff training – this applies to all staff that performs key CACFP activities PRIOR to beginning key CACFP activities.
    d. CE's annual staff training.
- Documentation to support that all individuals (CE staff and sponsored center's staff) with CACFP responsibilities received Civil Rights training within the past 12 months.
- Sample of the written documentation presented to sponsored centers to acknowledge their completion of training.

RECEIVED
FEB 22 2013
By

MONITORING

- Facility Pre-Approval Visit(s) for new centers added to your organization for the past 18 months, if applicable.
- Monitor Review(s) for all centers sponsored by your organization for the past 18 months.
- Meal Edit Checks conducted for each sponsored center for the test month.
- Documentation for any household contacts conducted by your organization within the past 18 months, if applicable.
- Food Service Management Company (FSMC)/Vendor Monitor Review for FSMC and/or vendors that you have/had contracts with within the last 12 months, if applicable.

PROCUREMENT

- Copy of your written procurement procedures.
- Copy of your written Code of Standards of Conduct; this may be part of your procurement procedures.
- Conflict of Interest Policy.

For purchases requiring formal competitive procurement process:

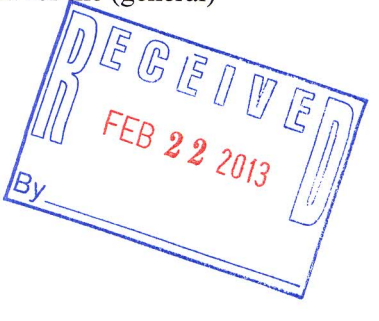
- A copy of bid specification package(s) that was given to all potential bidder(s); copy of bid selection and evaluation process and any other documentation to support purchasing decisions.
- Copy(s) of final vended contracts for all services and products received, including contracts with dieticians.
- Documentation to support that Form(s) H2048 and H2049 has been completed on all sub-contractor(s), if applicable.

ADMINISTRATIVE RESPONSIBILITIES

- The current organizational chart that includes the names and functions for all current employees, board members officers, agents, consultants and employees involved in any aspect of the CACFP.
- Audit Report and outstanding audit issues, if applicable.

CIVIL RIGHTS

- Copies of brochures or materials developed for the public that discusses your participation in the CACFP and the non-discrimination policy.
- Documentation of potential beneficiaries by racial/ethnic categories and documentation of the source of the information.
- Documentation of current beneficiaries by racial/ethnic categories and eligibility categories for each sponsored center.
- Name of the Section 504 Coordinator - (for CEs with 15 or more employees).
- Copy of your Grievance Procedure - (for CEs with 15 or more employees).
- Copy of your Complaint Procedure.
- Display of the required USDA Civil Rights Poster: This poster is required at the main office and at each sponsored center. The poster must be displayed in a prominent area for the (general) public to see.



SANITATION AND STORAGE

- Health Inspection Documentation.

Have the following Records at the Review for Every Feeding Site:

ENROLLMENT

- An alphabetized list of children enrolled for the test month.
- CACFP enrollment forms (or other forms that are used to capture all the required CACFP enrollment information) alphabetized for all children enrolled for the test month.
- Sign In / Sign Out sheets for the test month.

MEAL BENEFIT INCOME ELIGIBILITY FORMS

- Meal Benefit Income Eligibility Forms for participants claimed for the test month, prepared in the following manner:
  1. Copy Eligibility Forms for the participants enrolled for the test month
  2. Put the Forms in alphabetical order by center for comparison to enrollment and attendance records.

DAILY MEAL COUNT AND ATTENDANCE RECORDS

- Daily Meal Count & Attendance Records (Centers and Emergency Shelters), or alternate forms for the test month.
- Documentation to support field trip activities if they are being claimed for food program purposes.

DAILY MENU RECORDS

- Daily Menu Records, or alternate forms for the test month.
- Inventory records of food and non-food items that support the food program operation.
- CN Label documentation, Product Analysis information or Manufacturer's Specification, if applicable.
- Special Diet documentation, if applicable.

TITLE XIX / TITLE XX ELIGIBILITY

- Documentation to support that 25% or more of the enrolled participants were Title XIX / Title XX recipients for the test month, if applicable (for-profit centers only).

Be prepared to provide additional months of records, if requested.

RECEIVED
FEB 22 2013
By

Hidalgo County Head Start Program

P.O. Box 0117
Edinburg, Texas 78540-0117
Phone: 956/383-0706
Fax: 956/380-2588

Attachment B

May 1, 2013

Attachment B:

Contracting Entity: **HIDALGO COUNTY HEAD START PROGRAM**

Finding Description: **Finding V-709:**

The CE does not ensure that the same meal type is not observed at all monitor reviews for the same site. The following was noted:

CE reviewed the same meal type for the following centers: Donna I; Edcouch; Edinburg II; Edinburg III; La Herencia; La Joya; Mercedes and Progresso during each monitor visit conducted.

Corrective Action Plan:

Shifting in personal monitoring areas as related to the East and West section of Hidalgo County resulted in failure to keep track of previous meals observed for that specific year. Consequently, resulting in repeated meal types being observed for certain centers.

A new Center monitoring worksheet developed by TDA will be utilized commencing March 18th, 2013. Worksheet will be added as an attachment to showcase all meals observed for that year January through December and not for our program year which starts from August through May.

Monitoring of meals observed will vary in the form of a Breakfast, Lunch and P.M. Snack then rotated again through the process on a yearly basis.

After each monitoring, a review will be conducted in order to comply with TDA guidelines. Members responsible for compliance of meals observed will be Gilbert Silva Department Director, Mrs. Christian Barajas, and Mrs. Marlene Coronel, Nutrition Department Coordinators', will implement corrective action plan and make sure it is followed through.

Finding Description: **Finding V-704:**

The CE is not in compliance with the requirement that there be no more than 6 months between monitor reviews.

The following sites were not monitored within 6 months of each monitor review: Alamo; Edinburg I; Edinburg III; Edinburg V; Elsa; Pharr; and UTPA.

Corrective Action Plan:

A misunderstanding between program year and regular Calendar year led to the violation of the compliance between site monitoring's being reviewed later than 6 months between reviews. I was under the understanding that at the beginning of every program year the monitoring cycle began, but I was wrong and corrections have been made to avoid any further concerns.

A new Center monitoring worksheet developed by TDA will be utilized commencing March 18th, 2013. Worksheet will be utilized and to keep track of all monitoring's conducted for that year January through December. Furthermore, worksheet will be attached and submitted via email as our amended monitoring plan.

Monitoring of Centers will be reviewed no later than 6 months apart and scheduled according to TDA guidelines. All monitoring done will be unannounced and will be scheduled in October, January and May of every year. A copy of the plan developed has been emailed to TDA for review.

Members responsible for compliance of monitoring timelines will be Gilbert Silva Department Director, Mrs. Christian Barajas, and Mrs. Marlene Coronel, Nutrition Department Coordinators', who will implement corrective action plan and make sure it is followed through.

Finding Description: **Finding V-215f-N/A**

Site Observed: **San Juan II Head Start Center**
601 Earling
San Juan, TX 78589

The site's meal count process does not meet program requirements. The following was noted:

Class room number one had the lunch meal recorded on form H 1535 before the meal was served. TDA observed the amount recorded was the amount actual served; therefore, no disallowance.

Corrective Action Plan:

According to Center Manager, circumstances that resulted in the non-compliance were strictly based on a misunderstanding of point of service from the classroom teachers at the center level.

The San Juan II Center Manager and the Nutrition Department has met with all Center Staff members, and have revisited the beginning of the year training that each employee receives in regards to meal service documentation. We have retrained all Center staff on how to properly document all meals at the point of service. Form 1535 is utilized to document any and all meals served including all adult meals. In this form, all Children's names are listed in alphabetical order for each and every Classroom at the center. By utilizing a Black or Blue pen, documentation will be taking place immediately after the children are served to validate each meal on a daily basis. Furthermore, Pre-service training and new hire trainings will be conducted at the beginning of every program year and during orientations to reinforce compliance of point of service.

Close monitoring will take place on an ongoing basis during the months of October, January, and May by the Nutrition Director and Nutrition Coordinators to ensure that this misunderstanding does not resurface again. Gilbert Silva Nutrition Department Director, along with Mrs. Christian Barajas, and Mrs. Marlene Coronel, Nutrition Department Coordinators', will oversee corrective action plan and that it is followed through. Inception date will begin March 18th, 2013.

Enclosure: Attachment B 1 (Monitoring Schedule)

Attachment B1

Contracting Entity Legal Name: Hidalgo County Head Start Program	CE ID. 02480

SECTION 700: CENTER MONITORING WORKSHEET

CENTER NAME	DATE OF MONITORING	INDICATE TYPE OF VISIT					WHAT MEAL WAS OBSERVED?						
Alamo	1/28/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
Alton	1/28/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
Austin One Stop	2/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
Donna I	1/29/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
Donna II	1/29/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
Donna IV	1/28/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At

Legend

DATE OF MONITORING – ***Format entry as M/D/yyyy all in numbers.***

INDICATE TYPE OF VISIT
Solicits 2 types of responses (i.e. Regular & Unannounced).

R = Regular P = Pre-Approval F = FSMC A = Announced U = Unannounced

WHAT MEAL WAS OBSERVED?

B = Breakfast A = AM Snack L = Lunch S = Supper P = PM Snack E = Evening Snack At = At-Risk

Contracting Entity Legal Name: Hidalgo County Head Start Program	CE ID. 02480

SECTION 700: CENTER MONITORING WORKSHEET

CENTER NAME	DATE OF MONITORING	INDICATE TYPE OF VISIT					WHAT MEAL WAS OBSERVED?						
Edcouch	1/30/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
Edinburg I	2/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
Edinburg II	2/6/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
Edinburg III	2/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
Edinburg IV	2/7/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
Edinburg V	1/31/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At

Legend

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INDICATE TYPE OF VISIT
Solicits 2 types of responses (i.e. Regular & Unannounced).

R = Regular **P = Pre-Approval** **F = FSMC** **A = Announced** **U = Unannounced**

WHAT MEAL WAS OBSERVED?

B = Breakfast **A = AM Snack** **L = Lunch** **S = Supper** **P = PM Snack** **E = Evening Snack** **At = At-Risk**

Contracting Entity Legal Name: Hidalgo County Head Start Program	CE ID. 02480

SECTION 700: CENTER MONITORING WORKSHEET

CENTER NAME	DATE OF MONITORING	INDICATE TYPE OF VISIT					WHAT MEAL WAS OBSERVED?						
Elsa	1/30/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
Hidalgo	2/4/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
La Herencia	2/6/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
La Joya	2/6/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
Las Milpas I	1/29/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
Las Milpas II	1/29/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At

Legend

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INDICATE TYPE OF VISIT

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WHAT MEAL WAS OBSERVED?

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Contracting Entity Legal Name: Hidalgo County Head Start Program	CE ID. 02480

SECTION 700: CENTER MONITORING WORKSHEET

CENTER NAME	DATE OF MONITORING	INDICATE TYPE OF VISIT					WHAT MEAL WAS OBSERVED?						
McAllen IV	2/5/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
McAllen V	2/5/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
McAllen VI	2/4/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
Mercedes I	2/6/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
Mercedes II	2/7/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
Mission I	2/7/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At

Legend

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Contracting Entity Legal Name: Hidalgo County Head Start Program	CE ID. 02480

SECTION 700: CENTER MONITORING WORKSHEET

CENTER NAME	DATE OF MONITORING	INDICATE TYPE OF VISIT					WHAT MEAL WAS OBSERVED?						
Mission II	2/7/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
Mission III	2/4/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
Mission IV	1/31/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
Monte Alto	1/30/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
Palmview I	1/31/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
Palmview II	1/30/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At

Legend

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Contracting Entity Legal Name: Hidalgo County Head Start Program	CE ID. 02480

SECTION 700: CENTER MONITORING WORKSHEET

CENTER NAME	DATE OF MONITORING	INDICATE TYPE OF VISIT					WHAT MEAL WAS OBSERVED?						
Palmview III	1/30/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
Pharr	2/4/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
Progreso	2/7/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
San Carlos	1/31/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
San Juan I	2/8/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
San Juan II	2/4/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At

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Contracting Entity Legal Name: Hidalgo County Head Start Program	CE ID. 02480

SECTION 700: CENTER MONITORING WORKSHEET

CENTER NAME	DATE OF MONITORING	INDICATE TYPE OF VISIT					WHAT MEAL WAS OBSERVED?						
Sullivan City	2/6/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
UTPA	2/6/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
Vine Terrace	2/5/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
Weslaco I	2/5/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
Weslaco II	2/5/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
CENTER NAME	**DATE OF MONITORING**	**INDICATE TYPE OF VISIT**					**WHAT MEAL WAS OBSERVED?**						
Weslaco III	2/6/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At

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Contracting Entity Legal Name: Hidalgo County Head Start Program	CE ID. 02480

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Western Road	1/28/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
	5/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☒-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
	10/1/2013	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☒-L	☐-S	☐-P	☐-E	☐-At
	1/1/2014	☒-R	☐-P	☐-F	☐-A	☒-U	☐-B	☐-A	☐-L	☐-S	☒-P	☐-E	☐-At
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		☐-R	☐-P	☐-F	☐-A	☐-U	☐-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
		☐-R	☐-P	☐-F	☐-A	☐-U	☐-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
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		☐-R	☐-P	☐-F	☐-A	☐-U	☐-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
		☐-R	☐-P	☐-F	☐-A	☐-U	☐-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
		☐-R	☐-P	☐-F	☐-A	☐-U	☐-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
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		☐-R	☐-P	☐-F	☐-A	☐-U	☐-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
		☐-R	☐-P	☐-F	☐-A	☐-U	☐-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
		☐-R	☐-P	☐-F	☐-A	☐-U	☐-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
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		☐-R	☐-P	☐-F	☐-A	☐-U	☐-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
		☐-R	☐-P	☐-F	☐-A	☐-U	☐-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
		☐-R	☐-P	☐-F	☐-A	☐-U	☐-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
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		☐-R	☐-P	☐-F	☐-A	☐-U	☐-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
		☐-R	☐-P	☐-F	☐-A	☐-U	☐-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At
		☐-R	☐-P	☐-F	☐-A	☐-U	☐-B	☐-A	☐-L	☐-S	☐-P	☐-E	☐-At

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TEXAS DEPARTMENT OF AGRICULTURE

TODD STAPLES
COMMISSIONER

Attachment C

5/1/2013

April 29, 2013

Hidalgo County Head Start Program
Mr. Gilberto Silva
P.O. Box 0117
Edinburg, Texas 78540

RE: Child and Adult Care Food Program-Child Care Center (CACFP-CCC)
Acceptance of Corrective Action Plan and Closure of Review (CE ID #2480)

Dear Mr. Silva:

The Texas Department of Agriculture (TDA) received Hidalgo County Head Start Program's corrective action plan (CAP) on April 23, 2013. After review of the CAP, it is determined that the plan, if implemented as written and approved by TDA, will correct the non-compliances cited in the review finding letter.

Failure to implement the plan in its entirety may result in adverse action up to and including termination of Hidalgo County Head Start Program's contract and denial of future applications.

If there are any questions regarding this letter or the review, please feel free to contact our office at (956)787-8866.

Sincerely,

Jose F. Rodriguez
Program Review Specialist
Food and Nutrition

acknowledged.
Jesse Flores
5-1-13

P.O. Box 12847 Austin, Texas 78711 (512) 463-7476 Fax: (888) 223-8861
For the Hearing Impaired: (800) 735-2988
www.TexasAgriculture.gov

AI-38625 **Head Start 16. F.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted For: Teresa Flores **Submitted By:** Linda Galaviz, HEAD START

Department: HEAD START

Information

CAPTION

Discussion/Approval of Memorandum of Understanding (MOU) Between Hidalgo County Head Start Program and the University of Texas Pan American

BACKGROUND

Policy Council Approval: 04.17.13

Attachments

MOU w UTPA

Form Review

Inbox	Reviewed By	Date
Budget & Management	Angela Garcia	05/08/2013 02:17 PM
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Linda Galaviz Started On: 05/06/2013 03:37 PM

Final Approval Date: 05/17/2013

Hidalgo County Head Start Program
Policy Council Agenda

DATE: April 17, 2013

SUBJECT: Discussion/ Approval of Memorandum of Understanding (MOU) Between Hidalgo County Head Start Program and the University of Texas Pan American

RATIONALE/NEED: Memorandum of Understanding (MOU) is needed to continue providing Head Start services to children of the community.

RECOMMENDATION: Administration recommends approval.

COST: There is no cost for the use of classrooms.

RELATED INFORMATION INCLUDED: Memorandum of Understanding and Memo

****

INITIATED BY: Ambrosio Tovar, Procurement Director

REVIEWED BY: Mr. Edmundo Garcia, Assistant Director

PROGRAM DIRECTOR'S APPROVAL: Teresa Flores

HIDALGO COUNTY HEAD START PROGRAM

P. O. BOX 0117 ♠ EDINBURG, TEXAS 78540-0117 ♠ TEL: (956) 383-0706 ♠ FAX: (956) 380-2588

To: Edmundo Garcia, Assistant Program Director

From: Ambrosio Tovar, Procurement Director A. Tovar

Date: May 6, 2013

Sub: Renewal of UTPA Memorandum of Understanding

We are submitting the UTPA Memorandum of Understanding (MOU) for approval for the next school year (2013-2014). The current MOU will expire on June 30, 2013.

If approved, this will be the fifth year that HCHSP would be in partnership with the University of Texas- Pan American. This MOU has been reviewed and approved by the County's legal counsel, Atlas, Hall & Rodriguez, on May 1, 2013.

Should you have any questions please let me know.

Thank you.

MEMORANDUM OF UNDERSTANDING
Between
Hidalgo County Head Start Program and
The University of Texas-Pan American
2013 – 2014

WHEREAS, the County of Hidalgo Acting by and through the Hidalgo County Head Start Program ("Head Start"), a governmental entity, desires to provide a Head Start Program for children ages 3 and 4 years old at The University of Texas-Pan American campus, hereinafter referred to as "University".

WHEREAS, the University desires to provide facilities for Head Start to provide its services to qualified children of the service area,

NOW THEREFORE, The University and Head Start agree as follows:

1. Classes

Head Start agrees to provide all personnel, supplies and equipment, during regular Head Start hours, in order to provide child development and daycare services for qualified children of the service area (the "Services"). Head Start will operate between the hours of 7:30 a.m. and 5:30 p.m. as needed in facilities provided and designated by the University at College of Education Model Lab Center. The University will designate two (2) classrooms located in the College of Education, a kitchen area for food preparation, and office space (the "Facility"); a minimum of three (3) reserved parking spaces for parents and a playground area to be used by the Head Start Program for a program defined above will also be provided.

2. Term

The term of this Memorandum of Understanding is for one (1) year commencing August 1, 2013 and terminating July 31, 2014.

3. Facilities

The University hereby agrees to provide two (2) classrooms located in the College of Education ("COE"), a kitchen area for food preparation, office space, a minimum of three (3) reserved parking spaces for parents, and a playground area on a year round basis for Head Start to conduct its Early Childhood Development Program. Head Start agrees to pay for utilities, including but not limited to, lighting, heating, ventilation, air conditioning, water and general custodial services reasonably required to provide services. Utility cost will be prorated by the parties based on the square footage occupied by Head Start. Head Start will also pay for all expenses associated with the maintenance of the Facility and seven (7) parking passes for the Head Start staff. Head Start shall coordinate all programs and schedules with the assigned Liaison of the University. Head Start assumes responsibility and liability arising from, associated with or in any way connected to the storage of all property of Head Start on the premises of the University. In connection therewith and not in any way

limiting the foregoing, Head Start expressly assumes all liability and responsibility for theft or damages to property of Head Start located on the premises of the University.

4. Insurance

At all times during the term of this Memorandum of Understanding, Head Start shall maintain in place a commercial general liability insurance policy insuring its property against bodily injury and property damage claims brought in connection with this MOU. Head Start agrees to carry insurance in the amounts shown below. Head Start will furnish the University with certificates of insurance covering all required policies.

- Workers Compensation Insurance with statutory limits, and Employer's Liability Insurance with limits of not less than $1,000,000:

Employers Liability - Each Accident	$1,000,000
Employers Liability - Each Employee	$1,000,000
Employers Liability - Policy Limit	$1,000,000

- Commercial General Liability Insurance with limits of not less than:

Each Occurrence Limit	$1,000,000
Damage to Rented Premises	$ 100,000
Medical Expenses (any one person)	$ 10,000
Personal & Advertising Injury	$1,000,000

- Business Auto Liability Insurance covering all owned, non-owned or hired automobiles, with limits of not less than $1,000,000 Combined Single Limit Bodily Injury and Property Damage;

Insurance policies, with the exception of Workers' Compensation and Employer's Liability, will be endorsed and name University as an Additional Insured. All policies will be endorsed to provide a waiver of subrogation in favor of University. All policies with the exception of Workers' Compensation and Employer's Liability will be endorsed to provide primary and non-contributory coverage. No policy will be canceled until after thirty (30) days' unconditional written notice to University.

5. Indemnification

TO THE EXTENT ALLOWED BY LAW, HEAD START WILL AND DOES HEREBY AGREE TO INDEMNIFY, PROTECT, DEFEND WITH COUNSEL APPROVED BY UNIVERSITY, AND HOLD HARMLESS UNIVERSITY AND THE UNIVERSITY OF TEXAS SYSTEM, AND THEIR RESPECTIVE AFFILIATED ENTERPRISES, REGENTS, OFFICERS, DIRECTORS, ATTORNEYS, EMPLOYEES, REPRESENTATIVES AND AGENTS (COLLECTIVELY "**INDEMNITEES**") FROM AND AGAINST ALL DAMAGES, LOSSES, LIENS, CAUSES OF ACTION, SUITS, JUDGMENTS, EXPENSES, AND OTHER CLAIMS OF ANY NATURE, KIND, OR DESCRIPTION, INCLUDING REASONABLE ATTORNEYS' FEES INCURRED IN INVESTIGATING, DEFENDING OR SETTLING ANY OF THE FOREGOING (COLLECTIVELY "**CLAIMS**") BY ANY PERSON OR ENTITY, ARISING OUT OF, CAUSED BY, OR RESULTING FROM HEAD START'S PERFORMANCE UNDER OR BREACH OF THIS AGREEMENT AND THAT ARE CAUSED IN WHOLE OR IN PART BY ANY NEGLIGENT ACT, NEGLIGENT OMISSION OR WILLFUL MISCONDUCT OF HEAD START, ANYONE DIRECTLY EMPLOYED BY HEAD START OR ANYONE FOR WHOSE ACTS HEAD START MAY BE LIABLE. THE PROVISIONS OF THIS SECTION WILL NOT BE CONSTRUED TO ELIMINATE OR REDUCE ANY OTHER INDEMNIFICATION OR RIGHT WHICH ANY INDEMNITEE HAS BY LAW OR EQUITY. ALL PARTIES WILL BE ENTITLED TO BE REPRESENTED BY COUNSEL AT THEIR OWN EXPENSE.

TO THE EXTENT ALLOWED BY LAW, UNIVERSITY WILL AND DOES HEREBY AGREE TO INDEMNIFY, PROTECT, DEFEND WITH COUNSEL APPROVED BY HEAD START, AND HOLD HARMLESS HEAD START AND THE COUNTY, AND THEIR RESPECTIVE AFFILIATED ENTERPRISES, REGENTS, OFFICERS, DIRECTORS, ATTORNEYS, EMPLOYEES, REPRESENTATIVES AND AGENTS (COLLECTIVELY "**INDEMNITEES**") FROM AND AGAINST ALL DAMAGES, LOSSES, LIENS, CAUSES OF ACTION, SUITS, JUDGMENTS, EXPENSES, AND OTHER CLAIMS OF ANY NATURE, KIND, OR DESCRIPTION, INCLUDING REASONABLE ATTORNEYS' FEES INCURRED IN INVESTIGATING, DEFENDING OR SETTLING ANY OF THE FOREGOING (COLLECTIVELY "**CLAIMS**") BY ANY PERSON OR ENTITY, ARISING OUT OF, CAUSED BY, OR RESULTING FROM UNIVERSITY'S PERFORMANCE UNDER OR BREACH OF THIS AGREEMENT AND THAT ARE CAUSED IN WHOLE OR IN PART BY ANY NEGLIGENT ACT, NEGLIGENT OMISSION OR WILLFUL MISCONDUCT OF UNIVERSITY, ANYONE DIRECTLY EMPLOYED BY THE UNIVERSITY OR ANYONE FOR WHOSE ACTS THE UNIVERSITY MAY BE LIABLE. THE PROVISIONS OF THIS SECTION WILL NOT BE CONSTRUED TO ELIMINATE OR REDUCE ANY OTHER INDEMNIFICATION OR RIGHT WHICH ANY INDEMNITEE HAS BY LAW OR EQUITY. ALL PARTIES WILL BE ENTITLED TO BE REPRESENTED BY COUNSEL AT THEIR OWN EXPENSE.

6. Other

The University agrees to collaborate with Head Start through community service projects such as: Week of the Young Child, dia del libro, adopt a child, holiday events, etc. The COE agrees to identify courses that will participate in Head Start Model Lab Center to include: Early childhood Education, Bilingual Education and Special Education. Head Start agrees to allow the University to use the Head Start classrooms as a site for research involving young children by designated faculty with appropriate IRB forms. Head Start agrees to allow the University to use the Head Start classrooms to provide field experiences to students at the COE studying child development and the teaching and learning process (observations, activities, lessons, etc.). Head Start agrees to allow University faculty to model appropriate lessons based on young children's developmental needs and interests in areas such as early language and literacy skills, dual language development, math concepts, exploring science and nature, social and emotional skills, utilizing a philosophy of active learning through play that will contribute to their success in later schooling. Head Start will request

permission from Head Start parents whose children are participating in the COE Head Start Model Lab Center to be part of the naturalistic observation which takes place daily. The observation will be done through the one-way view windows in classrooms 1.404 and 1.406.

7. Termination

The University and Head Start shall have the right to cancel this Memorandum of Understanding for any reason upon thirty (30) day notice. Any notice of termination must be in writing and sent by certified mail no less than thirty (30) days before the effective date of such termination as follows:

If to University: The University of Texas-Pan American
1201 W. University Dr.
Edinburg, TX 78539
Attention: Martin Baylor
Vice-President for Business Affairs

with copy to: The University of Texas-Pan American
1201 W. University Dr.
Edinburg, TX 78539
Attention: Norma Dryer
Director of Materials Management

If to Head Start: Hidalgo County Head Start Program
P.O. Box 0117
Edinburg, TX 78540
Attention: Teresa Flores
Executive Director

8. Standards of Performance; Applicable Laws

Notwithstanding anything to the contrary contained in this Memorandum of Understanding, Head Start agrees and acknowledges that University is entering into this Memorandum of Understanding in reliance on Head Start's special and unique knowledge and abilities with respect to the operation and management of the Services. Head Start accepts the relationship of trust and confidence established between it and University by this Memorandum of Understanding. Head Start will use its best efforts, skill, judgment, and abilities to perform the Services and to further the interests of University in accordance with University's requirements and procedures, in accordance with the highest standards of Head Start's profession or business and in compliance with all applicable national, federal, state, and municipal, laws, regulations, codes, ordinances and orders.

9. Limited Access; Facility License

Head Start, its employees, representatives, agents, and subcontractors, will have the right to use and access only the Facility to perform the Services and will have no right to use or access any other University facilities. University will permit Head Start to use the Facility in accordance with the license contained in this Section. University licenses the Facility in its current, "as is" condition to Head Start for use by Head Start and its employees, representatives, agents, and subcontractors in the performance of the Services and for no other purpose. This is a non-exclusive license to use the Facility. University may enter the Facility at any time for any reason. No unlawful activities will be permitted in the use of the Facility. Head Start will comply with all Applicable Laws in connection with the use of the Facility. Head Start will cause all of its employees, representatives, agents, and subcontractors to observe and comply with all Applicable Laws.

Head Start will not modify, alter or repair the Facility or any other University facilities without the prior written approval of University and with project management of renovations by University.

Head Start will not harm the Facility or make any use of the Facility that is offensive as determined by University. Upon expiration or termination of this Memorandum of Understanding for any reason, Head Start will remove Head Start Owned Equipment and other effects, repair any damage caused by the removal, and peaceably deliver up the Facility in clean condition and in good order, repair and condition, ordinary wear and tear excepted. Any personal property of Head Start not removed within two (2) days following the termination will be deemed abandoned by Head Start and University may dispose of the property in any manner it chooses, with no liability or reimbursement obligation to Head Start.

Head Start will not suffer any mechanic's lien to be filed against the Facility or the adjoining facilities by reason of any work, labor, services, or materials performed at or furnished to the Facility for Head Start. Nothing in this Memorandum of Understanding will be construed as the consent of University to subject University's estate in the Facility or adjoining facilities to any lien.

The Facility is sufficiently equipped for Head Start to provide the Services in accordance with the terms and conditions of this Memorandum of Understanding.

Date:_____

By:_____
Martin Baylor, VP for Bus Affairs
The University of Texas-Pan American

Date:_____

By:_____
Honorable Ramon Garcia
Hidalgo County Judge

Approved As to Form:
Oxford & Gonzalez

Date:_____

By:_____
Ricardo Gonzalez

By:_____
Teresa Flores, Executive Director
Hidalgo County Head Start Program

Approved As to Form:
Atlas, Hall & Rodriguez, LLP

By:_____
Stephen L. Crain

By:_____
Arturo Guajardo, Jr.
Hidalgo County Clerk

Approved by Policy Council:
Approved by Commissioner' Court:

AI-38589 **WIC 17. A.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted For: Norma Longoria **Submitted By:** Margarita Gonzalez, WIC

Department: WIC

Information

CAPTION

Requesting approval to process the following AT&T and Verizon invoices as claims with authority for County Treasurer to issue check for auditing procedures are completed by County Auditor.

Vendor	Acct. #	Billing Date	Amount
AT&T	956-783-5471	April 3-May 2, 2013	45.52
AT&T	956-783-7251	April 3 - May 2,2013	31.02
AT&T	956-381-8620	April 9 - May 8,2013	626.51
AT&T	956-318-1609	April 9 - May 8,2013	87.42
AT&T	956-581-9768	April 11 - May 10,2013	29.14
AT&T	956-702-7740	April 13 - May 12,2013	58.26
AT&T	512-A37-6040 (14 Accounts)	April 13 - May 12,2013	1929.15
AT&T	956-519-7161	April 23 - May 22,2013	31.17
AT&T	956-519-8551	April 23 - May 22,2013	31.17
Verizon	956-AB5-0773 10 5475 2885234521 04	April 7 - May 6,2013	591.04
Verizon	956-968-3516 956-968-8321 956-968-3548 956-968-3744 956-968-5835 10 5492 2865578976 06	April 16 - May 15,2013	307.58
Verizon	956-968-0594 956-969-4433 956-447-8496 956-968-0595 956-969-2534 10 5492 2862151122 06	March 19 - April 19,2013	309.86
Verizon	Y2394668 Invoice 64824956	March 1 - March 31,2013	65.87
Verizon	956-849-1459 956-849-1453 956-849-1460 956-849-1470 956-849-1481	April 25 - May 24,2013	266.48

	10 5477 2840125685 06		
Verizon	956-488-0500 956-488-8356 956-488-8320 956-488-8391 956-488-8324 956-488-8352 10 5475 2895143324 03	March 28 - April 27,2013	356.36
Verizon	956-488-0500 956-488-8356 956-488-8320 956-488-8391 956-488-8324 956-488-8352 10 5475 2895143324 03	April 28 - May 27,2013	358.80
Verizon Wireless	956-279-7850 956-578-5972 956-720-1796 956-907-4943 956-929-1042 822603189-00011	Dec 24,2012 - Jan 23,2013	235.25
Verizon Wireless	956-279-7850 956-578-5972 956-720-1796 956-907-4943 956-929-1042 822603189-00011	Jan 24 - Feb 23,2013	256.78
Verizon Wireless	956-279-7850 956-578-5972 956-720-1796 956-907-4943 956-929-1042 822603189-00011	Feb 24 - March 23,2013	235.25

BACKGROUND

Invoices to be paid as claims because phone lines are not under DIR contract.

Fiscal Impact

FISCAL YEAR: 2013 **ACCT. #:** 3-1292-441-00-350-001-3-531/532

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:** N

BUDGETARY IMPACT:

Funds available as of 5/16/2013.

FISCAL YEAR: 2013 **ACCT. #:** 3-1292-441-00-350-014-3-532

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:** N

BUDGETARY IMPACT:

Funds available as of 5/17/2013 in the amount of $122.06.

Attachments

ATT- WIC
Verizon- WIC
Verizon MCI- WIC
Verizon 956-849-1459
March- April
April- May
Verizon Wireless (1)
Verizon Wireless (2)
Verizon Wireless (3)

Form Review

Inbox	Reviewed By	Date
Budget & Management	Angela Garcia	05/07/2013 11:54 AM
Obdett Calzada	Obdett Calzada	05/16/2013 02:07 PM
Auditor's Office	Merlen P. Munoz	05/16/2013 04:34 PM
Obdett Calzada	Obdett Calzada	05/17/2013 01:07 PM
Auditor's Office	Obdett Calzada	05/17/2013 01:26 PM
Obdett Calzada	Obdett Calzada	05/17/2013 01:26 PM
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Margarita Gonzalez Started On: 05/02/2013 03:21 PM

Final Approval Date: 05/17/2013

HIDALGO COUNTY
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539 - 9406

Account Number 956 783-5471 915 4
Billing Date Apr 3, 2013

Web Site att.com

at&t

Monthly Statement

Bill-At-A-Glance

Previous Bill	136.91
Payment Received 3-16	91.30CR
Adjustments	.00
Past Due - Please Pay Immediately	45.61
Current Charges	45.52
Total Amount Due	**$91.13**
Current Charges Due in Full by	Apr 26, 2013

Billing Summary

Billing Questions? Visit **att.com/billing**

	Page	
Plans and Services	1	30.66
1 800 770-2260		
Payment Arrangements: 1 800 924-1743		
Service Changes: 1 800 321-2000		
Repair Services: 1 800 286-8313		
AT&T Long Distance	1	14.86
1 800 559-7928		
Total Current Charges		45.52

News You Can Use Summary

- PREVENT DISCONNECT
- LONG DIST. PROVIDERS

See "News You Can Use" for additional information

Plans and Services

Monthly Service - Apr 3 thru May 2

1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Monthly Service	**22.15**

Additions and Changes to Service

This section of your bill reflects charges and credits resulting from account activity.

Item No.	Description	Quantity	Monthly Rate	Amount Billed
	Activity on Apr 1, 2013 (Monthly Charges are Prorated from Apr 1, 2013 through Apr 2, 2013)			
3.	Federal Universal Service Fee	1		.00

Surcharges and Other Fees

4. Federal Subscriber Line Charge	5.49
5. 911 Fee	.56
6. Federal Universal Service Fee	.95
7. Municipal right-of-way Fee	1.51
Total Surcharges and Other Fees	**8.51**

Taxes

8. Federal	.00
9. State and Local	.00
Total Taxes	**.00**

Total Plans and Services 30.66

AT&T Long Distance

Important Information

Your Rates, Terms or Services Will Change:
Thank you for being a valued AT&T customer. Effective June 12, 2013, the minimum usage charge for customers that are not on a long distance plan will increase from $12.50 to $17.50. The minimum usage charge only applies to customers that have not chosen a long distance calling plan. For more information, to cancel service, or to discuss other long distance calling plans, please call the toll free number on your bill or visit us online at www.att.com.

Message Regarding Terms & Conditions:

RECEIVED
APR 12 2013
By

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

GO GREEN - Enroll in paperless billing.

Printed on Recyclable Paper

Return bottom portion with your check in the enclosed envelope.

DUE BY: Apr 26, 2013 **$91.13** Amount After **Apr 29, 2013** **$91.13**

at&t

Past Due Charges - $45.61 - Please Pay Immediately
Billing Date Apr 3, 2013
Date Mailed Apr 10, 2013

Account Number **956 783-5471 915 4**
Please include your account number on your check

HIDALGO COUNTY
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539 - 9406

Make check payable to:
AT&T
PO BOX 105414
ATLANTA GA 30348-5414

9765 95678354719154 8000000000000 1520100000000456100000009113

V 328626

GOODS/SERVICES RECEIVED BY: 4-3-13

INVOICE RECEIVED BY: Genie Hernandez

INVOICE NO. 4-3-13 ACCT NO. 956783-5471 915-4

5-2-13

2013 APR 19 AM 10 31

P.O. NO. 688371

COUNTY AUDITOR

RECEIVED BY

ACCT. NO. 3-1292-441.00.350.001-3-531

AMOUNT DUE: #45.52 (P) 4-16-13

APPROVED BY: Norma L Longoria

HIDALGO COUNTY
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539 - 9406

Account Number 956 783-7251 387 8
Billing Date Apr 3, 2013
Web Site att.com

at&t

Monthly Statement

Bill-At-A-Glance

Previous Bill	93.33
Payment Received 3-16	62.22CR
Adjustments	.00
Past Due - Please Pay Immediately	31.11
Current Charges	31.02
Total Amount Due	**$62.13**
Current Charges Due in Full by	Apr 26, 2013

Billing Summary

Billing Questions? Visit **att.com/billing** **Page**

Plans and Services	1	31.02
1 800 770-2260		
Payment Arrangements: 1 800 924-1743		
Service Changes: 1 800 321-2000		
Repair Services: 1 800 286-8313		
Total Current Charges		31.02

News You Can Use Summary

- PREVENT DISCONNECT
- LONG DIST. PROVIDERS

See "News You Can Use" for additional information

Plans and Services

Monthly Service - Apr 3 thru May 2

1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Monthly Service	**22.15**

Additions and Changes to Service

This section of your bill reflects charges and credits resulting from account activity.

Item No.	Description	Quantity	Monthly Rate	Amount Billed
Activity on Apr 1, 2013				
(Monthly Charges are Prorated from Apr 1, 2013 through Apr 2, 2013)				
3.	Federal Universal Service Fee	1		.00

Surcharges and Other Fees

4. Federal Subscriber Line Charge	5.49
5. 911 Fee	.56
6. Federal Universal Service Fee	.95
7. Municipal right-of-way Fee	1.87
Total Surcharges and Other Fees	**8.87**

Taxes

8. Federal	.00
9. State and Local	.00
Total Taxes	**.00**

Total Plans and Services 31.02

News You Can Use

PREVENT DISCONNECT

Thank you for being a valued customer. Please be aware that all charges must be paid each month to keep your account current and prevent collection activities. We are required to inform you that certain charges such as your telephone line, and fees and surcharges MUST be paid in order to prevent interruption of basic local service. These charges are already included in the Total Amount Due and are $61.01 . Also, neglecting payment for other charges, such as long distance, voice mail, InLine®, wireless, and Internet may result in those services being interrupted.

RECEIVED
APR 12 2013
By

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

GO GREEN - Enroll in paperless billing. Printed on Recyclable Paper

Return bottom portion with your check in the enclosed envelope.

V 328626

GOOD/SERVICES RECEIVED BY: 4-3-13

INVOICE RECEIVED BY: Genie Hernandez

INVOICE NO. 4-3-13 ACCT NO. 956783-7251

5-2-13 387-8

P.O. NO. 688371

ACCT NO. 3-1292-441.00.350.001 3-531

AMOUNT DUE: $ 31.02 (P) 4-16-13

APPROVED BY: Norma L Laguna

COUNTY AUDITOR RECEIVED BY 2013 APR 19 AM 10 31

COUNTY OF HIDALGO
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539 - 9406

Account Number 956 381-8620 644 0
Billing Date Apr 9, 2013
Web Site att.com

at&t

Monthly Statement

Bill-At-A-Glance

Previous Bill	2,022.43
Payment	1,613.14CR
Adjustments	.00
Past Due - Please Pay Immediately	409.29
Current Charges	626.51
Total Amount Due	**$1,035.80**
Current Charges Due in Full by	May 2, 2013

Billing Summary

Billing Questions? Visit **att.com/billing**

	Page	
Plans and Services	1	626.51
1 800 770-2260		
Payment Arrangements: 1 800 924-1743		
Service Changes: 1 800 321-2000		
Repair Services: 1 800 286-8313		
Total Current Charges		626.51

News You Can Use Summary

- PREVENT DISCONNECT
- LONG DIST. PROVIDERS

See "News You Can Use" for additional information

Detail of Payments and Adjustments

Item No.	Date	Description	Adjustments	Payments
1.	3-16	Payment		1,613.14

Plans and Services

Monthly Service - Apr 9 thru May 8

Charges for 956 381-8620	
2. Monthly Charges	1.30
3. Basic Local Service - Business	20.85
Total Charges for 956 381-8620	22.15
Charges for 956 287-0988	
4. Monthly Charges	1.30
5. Basic Local Service - Business	20.85
Total Charges for 956 287-0988	22.15
Charges for 956 316-1346	
6. Monthly Charges	1.30
7. Basic Local Service - Business	20.85
Total Charges for 956 316-1346	22.15
Charges for 956 316-1394	
8. Monthly Charges	1.30
9. Basic Local Service - Business	20.85
Total Charges for 956 316-1394	22.15
Charges for 956 318-0453	
10. Monthly Charges	1.30
11. Basic Local Service - Business	20.85
Total Charges for 956 318-0453	22.15
Charges for 956 318-1723	
12. Monthly Charges	1.30
13. Basic Local Service - Business	20.85
Total Charges for 956 318-1723	22.15
Charges for 956 380-1732	
14. Monthly Charges	6.30
15. Basic Local Service - Business	20.85
Total Charges for 956 380-1732	27.15
Charges for 956 381-0017	
16. Monthly Charges	1.30
17. Basic Local Service - Business	20.85
Total Charges for 956 381-0017	22.15

RECEIVED
APR 18 2013
By

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

GO GREEN - Enroll in paperless billing.

Printed on Recyclable Paper

Return bottom portion with your check in the enclosed envelope.

COUNTY OF HIDALGO
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539 - 9406

News You Can Use

PREVENT DISCONNECT
Thank you for being a valued customer. Please be aware that all charges must be paid each month to keep your account current and prevent collection activities. We are required to inform you that certain charges such as your telephone line, and fees and surcharges MUST be paid in order to prevent interruption of basic local service. These charges are already included in the Total Amount Due and are $1013.40 . Also, neglecting payment for other charges, such as long distance, voice mail, InLine®, wireless, and Internet may result in those services being interrupted.

LONG DIST. PROVIDERS
Our records indicate that you have selected AT&T Corp.
or a company that resells their services as your primary local toll carrier and AT&T Corp. or a company that resells their services as
your primary long distance carrier. Please contact us if this does not agree with your records.

Terms and Conditions

CARRIER QUESTIONS
You may contact the Public Utility Commission of Texas, Office of Customer Protection, P.O. Box 13326, Austin, TX 78711-3326, 1-512-936-7120 or toll-free in Texas at 1-888-782-8477 if you believe the local exchange provider or the interexchange carrier on your bill are not correct or if there are unauthorized charges on your bill. Hearing and speech impaired customers with text telephones (TTY) may call 1-512-936-7136. When corresponding by mail, include your complaint and copies of the phone bills. Please contact AT&T Texas to switch your service back to the carrier of your choice.

For a complete listing of Terms and Conditions, please refer to:
- The inside of the AT&T White Pages directory, or
- Visit us on the web at att.com/terms

V 328626
FOOD/SERVICES RECEIVED BY: 4-18-13
INVOICE RECEIVED BY: Gena Hernandez
INVOICE NO. 4-9-13 5-8-13 ACCT NO. 956381-8620 644-0
P.O. NO. 688371
ACCT. NO. 3-1292-441.00.350.001-3-531
AMOUNT DUE: $626.51 (P) 4-18-13
RECEIVED BY: Norma L Lozano
COUNTY AUDITOR
2013 APR 19 AM 10 31

HIDALGO COUNTY
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539 - 9406

Account Number 956 318-1609 052 4
Billing Date Apr 9, 2013
Web Site att.com

at&t

Monthly Statement

Bill-At-A-Glance

Previous Bill	277.82
Payment Received 3-16	177.40CR
Adjustments	.00
Past Due - Please Pay Immediately	100.42
Current Charges	87.42
Total Amount Due	**$187.84**
Current Charges Due in Full by	May 2, 2013

Billing Summary

Billing Questions? Visit **att.com/billing**

	Page	
Plans and Services	1	87.42
1 800 770-2260		
Payment Arrangements: 1 800 924-1743		
Service Changes: 1 800 321-2000		
Repair Services: 1 800 286-8313		
Total Current Charges		87.42

Plans and Services

Monthly Service - Apr 9 thru May 8

Charges for 956 318-1609	
1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Charges for 956 318-1609	22.15
Charges for 956 318-1500	
3. Monthly Charges	1.30
4. Basic Local Service - Business	20.85
Total Charges for 956 318-1500	22.15
Charges for 956 318-1564	
5. Monthly Charges	1.30
6. Basic Local Service - Business	20.85
Total Charges for 956 318-1564	22.15
Total Monthly Service	**66.45**

Additions and Changes to Service

This section of your bill reflects charges and credits resulting from account activity.

Item No.	Description	Quantity	Monthly Rate	Amount Billed
Activity on Apr 1, 2013				
(Monthly Charges are Prorated from Apr 1, 2013 through Apr 8, 2013)				
7.	Federal Universal Service Fee	1		.01CR
8.	Federal Universal Service Fee	1		.01CR
9.	Federal Universal Service Fee	1		.01CR
Total Additions and Changes to Service				**.03CR**

Surcharges and Other Fees

10. Federal Subscriber Line Charge	16.47
11. 911 Fee	1.68
12. Federal Universal Service Fee	2.85
Total Surcharges and Other Fees	**21.00**

Taxes

13. Federal	.00

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HIDALGO COUNTY
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539-9406

2013 APR 19 AM 10 32
COUNTY AUDITOR
RECEIVED BY

v 328626

FOOD/SERVICES RECEIVED BY: 4-18-13

INVOICE RECEIVED BY: Genie Hernandez

INVOICE NO. 4-9-13 5-8-13 ACCT NO. 956 318-1609 0524

P.O. NO. 688371

ACCT. NO. 3-1292-441.00.350.001-3-531

AMOUNT DUE: $ 87.42 (P) 4-18-13

APPROVED BY: Norma L Lopez

RECEIVED BY
COUNTY AUDITOR
2013 APR 19 AM 10 32

HIDALGO COUNTY
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539 - 9406

Account Number 956 581-9768 749 5
Billing Date Apr 11, 2013

Web Site att.com

at&t

Monthly Statement

Bill-At-A-Glance

Previous Bill	89.70
Payment Received 3-16	60.46CR
Adjustments	.00
Past Due - Please Pay Immediately	29.24
Current Charges	29.14
Total Amount Due	**$58.38**
Current Charges Due in Full by	May 6, 2013

Billing Summary

Billing Questions? Visit **att.com/billing** **Page**

Plans and Services	1	29.14

1 800 770-2260
Payment Arrangements:
1 800 924-1743
Service Changes:
1 800 321-2000
Repair Services:
1 800 286-8313

Total Current Charges 29.14

Plans and Services

Monthly Service - Apr 11 thru May 10

1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Monthly Service	**22.15**

Additions and Changes to Service

This section of your bill reflects charges and credits resulting from account activity.

Item No.	Description	Quantity	Monthly Rate	Amount Billed
Activity on Apr 1, 2013				
	(Monthly Charges are Prorated from Apr 1, 2013 through Apr 10, 2013)			
3.	Federal Universal Service Fee	1		.01CR

Surcharges and Other Fees

4. Federal Subscriber Line Charge	5.49
5. 911 Fee	.56
6. Federal Universal Service Fee	.95
Total Surcharges and Other Fees	**7.00**

Taxes

7. Federal	.00
8. State and Local	.00
Total Taxes	**.00**

Total Plans and Services 29.14

News You Can Use

PREVENT DISCONNECT
Thank you for being a valued customer. Please be aware that all charges must be paid each month to keep your account current and prevent collection activities. We are required to inform you that certain charges such as your telephone line, and fees and surcharges MUST be paid in order to prevent interruption of basic local service. These charges are already included in the Total Amount Due and are $57.26 . Also, neglecting payment for other charges, such as long distance, voice mail, InLine®, wireless, and Internet may result in those services being interrupted.

News You Can Use Summary

- PREVENT DISCONNECT
- LONG DIST. PROVIDERS

See "News You Can Use" for additional information

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

GO GREEN - Enroll in paperless billing.

Printed on Recyclable Paper

Return bottom portion with your check in the enclosed envelope.

DUE BY: May 6, 2013 **$58.38** Amount After May 8, 2013 $58.38

V 3286 26

FOOD/SERVICES RECEIVED BY: 4-11-13

INVOICE RECEIVED BY: Genie Hernandez

INVOICE NO. 4-11-13 5-10-13 ACCT NO. 956581-9768 7449-5

P.O. NO.

ACCT. NO. 3-1292-441.00.350.001-3-531

AMOUNT DUE: $ 29.14 5-6-13

APPROVED BY: Norma L Lozano

HIDALGO COUNTY OF
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539 - 9406

Page 1 of 2
Account Number 956 702-7740 500 3
Billing Date Apr 13, 2013
Web Site att.com

at&t

Monthly Statement

Bill-At-A-Glance

Previous Bill	58.48
Payment	.00
Adjustments	.00
Past Due - Please Pay Immediately	58.48
Current Charges	58.26
Total Amount Due	**$116.74**
Current Charges Due in Full by	May 8, 2013

Billing Summary

Billing Questions? Visit **att.com/billing**

	Page	
Plans and Services	1	58.26
1 800 770-2260		
Payment Arrangements: 1 800 924-1743		
Service Changes: 1 800 321-2000		
Repair Services: 1 800 286-8313		
Total Current Charges		58.26

Plans and Services

Monthly Service - Apr 13 thru May 12

Charges for 956 702-7740

1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Charges for 956 702-7740	22.15

Charges for 956 702-7863

3. Monthly Charges	1.30
4. Basic Local Service - Business	20.85
Total Charges for 956 702-7863	22.15
Total Monthly Service	**44.30**

Additions and Changes to Service

This section of your bill reflects charges and credits resulting from account activity.

Item No.	Description	Quantity	Monthly Rate	Amount Billed
Activity on Apr 1, 2013				
	(Monthly Charges are Prorated from Apr 1, 2013 through Apr 12, 2013)			
5.	Federal Universal Service Fee	1		.02CR
6.	Federal Universal Service Fee	1		.02CR
Total Additions and Changes to Service				**.04CR**

Surcharges and Other Fees

7. Federal Subscriber Line Charge	10.98
8. 911 Fee	1.12
9. Federal Universal Service Fee	1.90
Total Surcharges and Other Fees	**14.00**

Taxes

10. Federal	.00
11. State and Local	.00
Total Taxes	**.00**

Total Plans and Services 58.26

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HIDALGO COUNTY OF
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539-9406

v328626

FOOD/SERVICES RECEIVED BY: 4-13-13

INVOICE RECEIVED BY: Genie Hernandez

INVOICE NO. 4-13-13 5-12-13 ACCT NO. 956702-7740 500-3

P.O. NO. _____

ACCT. NO. 3- 1292-441.00.350.001-3-531

AMOUNT DUE: $ 58.26 5-7-13

APPROVED BY: Norma L Lozano

7534.1.6.231 4 SP 1.520 hn
HIDALGO CTY OF
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539-9406

V 328624

FOOD/SERVICES RECEIVED BY: 4-13-13

INVOICE RECEIVED BY: Gene Hernandez

INVOICE NO. 4-13-13 5-12-13 ACCT NO. 512A376040 807-7

P.O. NO. _____

ACCT. NO. 3-1292-441.00.350.001-3-531

AMOUNT DUE: $ 1929.15 5-7-13

APPROVED BY: Norma L Longoria

From:
AT&T
PO Box 598002
ORLANDO FL 32859-8002

Priority Mail U.S. Postage Paid AT&T

7534.1.6.231 4 SP 1.520 hn
HIDALGO CTY OF
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539-9406

HIDALGO CTY OF
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539 - 9406

Account Number 512 A37-6040 807 7
Billing Date Apr 13, 2013
Web Site att.com

at&t

Monthly Statement

Bill-At-A-Glance

Previous Consolidated Bill	3,956.07
Payment Received 4-13	2,002.83CR
Adjustments	.00
Past Due - Please Pay Immediately	1,953.24
Current Charges	1,929.15
Total Amount Due	**$3,882.39**
Current Charges Due in Full by	May 8, 2013

Billing Summary

Billing Questions? Visit **att.com/billing** **Page**

Plans and Services		.00
1 800 559-7928		
Payment Arrangements: 1 800 924-1743		
Service Changes: 1 800 499-7928		
Repair Services: 1 800 286-8313		
Individual Account Summary	1	1,929.15
Total Current Charges		**1,929.15**

Individual Account Summary

Consolidated Summary of Current Charges

Account Number	Plans and Services	Other Providers	Taxes	Total Charges
956 262-2620 387	670.39	.00	.00	670.39
956 316-3772 912	366.42	.00	.00	366.42
956 380-0398 002	31.25	.00	.00	31.25
956 383-3478 002	29.13	.00	.00	29.13
956 485-2752 956	119.85	.00	.00	119.85
956 514-0236 509	130.47	.00	.00	130.47
956 581-9947 653	30.58	.00	.00	30.58
956 584-1143 892	30.58	.00	.00	30.58
956 683-1822 568	162.46	6.42	.00	168.88
956 702-3334 003	29.13	.00	.00	29.13
956 702-7097 002	29.13	.00	.00	29.13
956 782-6061 425	31.00	3.55	.00	34.55
956 787-0994 263	127.55	.00	.00	127.55
956 972-0554 475	131.24	.00	.00	131.24
Totals	1,919.18	9.97	.00	1,929.15

News You Can Use

PREVENT DISCONNECT
Thank you for being a valued customer. Please be aware that all charges must be paid each month to keep your account current and prevent collection activities. We are required to inform you that certain charges such as your telephone line, and fees and surcharges MUST be paid in order to prevent interruption of basic local service. These charges are already included in the Total Amount Due and are $3749.11 . Also, neglecting payment for other charges, such as long distance, voice mail, InLine®, wireless, and Internet may result in those services being interrupted.

LONG DIST. PROVIDERS
Our records show that you have not selected a primary local toll or long distance carrier. Please contact us if this does not agree with your records

7534.1.6.231 4 SP 1.520 hn

HIDALGO CTY OF
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539-9406

HIDALGO COUNTY
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539

Account Number 956 262-2620 387 3
Billing Date Apr 13, 2013
Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	.00
Payment	.00
Adjustments	.00
Balance	.00
Current Charges	670.39
Total Applied to 512 A37-6040	**$670.39**

Do Not Pay

Billing Summary

Billing Questions? Visit **att.com/billing**

	Page	
Plans and Services	1	670.39
1 800 770-2260		
Payment Arrangements: 1 800 924-1743		
Service Changes: 1 800 321-2000		
Repair Services: 1 800 286-8313		
Total Current Charges		670.39

News You Can Use Summary

- LONG DIST. PROVIDERS

See "News You Can Use" for additional information

Plans and Services

Monthly Service - Apr 13 thru May 12

Charges for 956 262-2620	
1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Charges for 956 262-2620	22.15
Charges for 956 262-1324	
3. Monthly Charges	1.56
4. Basic Local Service - Business	22.36
Total Charges for 956 262-1324	23.92
Charges for 956 262-1325	
5. Monthly Charges	1.56
6. Basic Local Service - Business	22.36
Total Charges for 956 262-1325	23.92
Charges for 956 262-9085	
7. Monthly Charges	1.56
8. Basic Local Service - Business	22.36
Total Charges for 956 262-9085	23.92
Charges for 956 380-3956	
9. Monthly Charges	1.30
10. Basic Local Service - Business	20.85
Total Charges for 956 380-3956	22.15
Charges for 956 381-1267	
11. Monthly Charges	1.30
12. Basic Local Service - Business	20.85
Total Charges for 956 381-1267	22.15
Charges for 956 464-2082	
13. Monthly Charges	1.56
14. Basic Local Service - Business	22.36
Total Charges for 956 464-2082	23.92
Charges for 956 464-2251	
15. Monthly Charges	1.56
16. Basic Local Service - Business	22.36
Total Charges for 956 464-2251	23.92
Charges for 956 464-2252	
17. Monthly Charges	1.56
18. Basic Local Service - Business	22.36
Total Charges for 956 464-2252	23.92
Charges for 956 464-9882	
19. Monthly Charges	1.30
20. Basic Local Service - Business	20.85
Total Charges for 956 464-9882	22.15

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

Terms and Conditions

CARRIER QUESTIONS
You may contact the Public Utility Commission of Texas, Office of Customer Protection, P.O. Box 13326, Austin, TX 78711-3326, 1-512-936-7120 or toll-free in Texas at 1-888-782-8477 if you believe the local exchange provider or the interexchange carrier on your bill are not correct or if there are unauthorized charges on your bill. Hearing and speech impaired customers with text telephones (TTY) may call 1-512-936-7136. When corresponding by mail, include your complaint and copies of the phone bills. Please contact AT&T Texas to switch your service back to the carrier of your choice.

For a complete listing of Terms and Conditions, please refer to:
- The inside of the AT&T White Pages directory, or
- Visit us on the web at att.com/terms

HIDLGO CNTY WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539

Account Number 956 316-3772 912 8
Billing Date Apr 13, 2013

Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	.00
Payment	.00
Adjustments	.00
Balance	.00
Current Charges	366.42
Total Applied to 512 A37-6040	**$366.42**

Do Not Pay

Billing Summary

Billing Questions? Visit **att.com/billing**

	Page	
Plans and Services	1	366.42
1 800 770-2260		
Payment Arrangements: 1 800 924-1743		
Service Changes: 1 800 321-2000		
Repair Services: 1 800 286-8313		
Total Current Charges		366.42

News You Can Use Summary

- LONG DIST. PROVIDERS

See "News You Can Use" for additional information

Plans and Services

Monthly Service - Apr 13 thru May 12

Charges for 956 316-3772	
1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Charges for 956 316-3772	22.15
Charges for 956 262-7041	
3. Monthly Charges	1.30
4. Basic Local Service - Business	20.85
Total Charges for 956 262-7041	22.15
Charges for 956 464-9249	
5. Monthly Charges	1.30
6. Basic Local Service - Business	20.85
Total Charges for 956 464-9249	22.15
Charges for 956 485-9047	
7. Monthly Charges	1.30
8. Basic Local Service - Business	20.85
Total Charges for 956 485-9047	22.15
Charges for 956 565-3626	
9. Monthly Charges	1.30
10. Basic Local Service - Business	20.85
Total Charges for 956 565-3626	22.15
Charges for 956 565-3656	
11. Monthly Charges	1.30
12. Basic Local Service - Business	20.85
Total Charges for 956 565-3656	22.15
Charges for 956 584-8890	
13. Monthly Charges	1.30
14. Basic Local Service - Business	20.85
Total Charges for 956 584-8890	22.15
Charges for 956 584-8897	
15. Monthly Charges	1.30
16. Basic Local Service - Business	20.85
Total Charges for 956 584-8897	22.15
Charges for 956 668-1226	
17. Monthly Charges	1.30
18. Basic Local Service - Business	20.85
Total Charges for 956 668-1226	22.15
Charges for 956 686-9447	
19. Monthly Charges	1.30
20. Basic Local Service - Business	20.85
Total Charges for 956 686-9447	22.15

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

CITY OF HIDALGO
3105 W STATE HIGHWAY 107
EDINBURG TX 78539

Account Number 956 380-0398 002 9
Billing Date Apr 13, 2013
Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	.00
Payment	.00
Adjustments	.00
Balance	.00
Current Charges	31.25
Total Applied to 512 A37-6040	**$31.25**

Do Not Pay

Billing Summary

Billing Questions? Visit **att.com/billing** Page

Plans and Services	1	31.25
1 800 770-2260		
Payment Arrangements: 1 800 924-1743		
Service Changes: 1 800 321-2000		
Repair Services: 1 800 286-8313		
Total Current Charges		31.25

News You Can Use Summary

- LONG DIST. PROVIDERS

See "News You Can Use" for additional information

Plans and Services

Monthly Service - Apr 13 thru May 12

1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Monthly Service	**22.15**

Additions and Changes to Service

This section of your bill reflects charges and credits resulting from account activity.

Item No.	Description	Quantity	Monthly Rate	Amount Billed
Activity on Apr 1, 2013				
(Monthly Charges are Prorated from Apr 1, 2013 through Apr 12, 2013)				
3.	Federal Universal Service Fee	1		.02CR

Surcharges and Other Fees

4. Federal Subscriber Line Charge	5.49
5. 911 Fee	.56
6. Federal Universal Service Fee	.95
7. Municipal right-of-way Fee	2.12
Total Surcharges and Other Fees	**9.12**

Taxes

8. Federal	.00
9. State and Local	.00
Total Taxes	**.00**

Total Plans and Services 31.25

News You Can Use

LONG DIST. PROVIDERS

Our records indicate that you have selected AT&T Long Distance or a company that resells their services as your primary local toll carrier and AT&T Long Distance or a company that resells their services as your primary long distance carrier. Please contact us if this does not agree with your records.

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

CITY OF HIDALGO
3105 W STATE HIGHWAY 107
EDINBURG TX 78539

Account Number 956 383-3478 002 3
Billing Date Apr 13, 2013

Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	.00
Payment	.00
Adjustments	.00
Balance	.00
Current Charges	29.13
Total Applied to 512 A37-6040	**$29.13**

Do Not Pay

Billing Summary

Billing Questions? Visit **att.com/billing**

	Page	
Plans and Services	1	29.13

1 800 770-2260

Payment Arrangements:
1 800 924-1743

Service Changes:
1 800 321-2000

Repair Services:
1 800 286-8313

Total Current Charges 29.13

News You Can Use Summary

- LONG DIST. PROVIDERS

See "News You Can Use" for additional information

Plans and Services

Monthly Service - Apr 13 thru May 12

1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Monthly Service	**22.15**

Additions and Changes to Service

This section of your bill reflects charges and credits resulting from account activity.

Item No.	Description	Quantity	Monthly Rate	Amount Billed
Activity on Apr 1, 2013				
(Monthly Charges are Prorated from Apr 1, 2013 through Apr 12, 2013)				
3.	Federal Universal Service Fee	1		.02CR

Surcharges and Other Fees

4. Federal Subscriber Line Charge	5.49
5. 911 Fee	.56
6. Federal Universal Service Fee	.95
Total Surcharges and Other Fees	**7.00**

Taxes

7. Federal	.00
8. State and Local	.00
Total Taxes	**.00**

Total Plans and Services 29.13

News You Can Use

LONG DIST. PROVIDERS
Our records indicate that you have selected AT&T Corp. or a company that resells their services as your primary local toll carrier and AT&T Corp. or a company that resells their services as your primary long distance carrier. Please contact us if this does not agree with your records.

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

HIDALGO COUNTY OF
3105 W STATE HIGHWAY 107
EDINBURG TX 78539

Account Number 956 485-2752 956 6
Billing Date Apr 13, 2013

Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	.00
Payment	.00
Adjustments	.00
Balance	.00
Current Charges	119.85
Total Applied to 512 A37-6040	**$119.85**

Do Not Pay

Billing Summary

Billing Questions? Visit **att.com/billing** Page

Plans and Services	1	119.85
1 800 770-2260		
Payment Arrangements: 1 800 924-1743		
Service Changes: 1 800 321-2000		
Repair Services: 1 800 286-8313		
Total Current Charges		119.85

News You Can Use Summary

- LONG DIST. PROVIDERS

See "News You Can Use" for additional information

Plans and Services

Monthly Service - Apr 13 thru May 12

Charges for 956 485-2752	
1. Monthly Charges	4.37
2. Basic Local Service - Business	20.85
Total Charges for 956 485-2752	25.22
Charges for 956 485-2615	
3. Monthly Charges	1.30
4. Basic Local Service - Business	20.85
Total Charges for 956 485-2615	22.15
Charges for 956 485-2758	
5. Monthly Charges	1.56
6. Basic Local Service - Business	20.85
Total Charges for 956 485-2758	22.41
Charges for 956 485-9647	
7. Monthly Charges	1.30
8. Basic Local Service - Business	20.85
Total Charges for 956 485-9647	22.15
Total Monthly Service	**91.93**

Additions and Changes to Service

This section of your bill reflects charges and credits resulting from account activity.

Item No.	Description	Quantity	Monthly Rate	Amount Billed
Activity on Apr 1, 2013				
(Monthly Charges are Prorated from Apr 1, 2013 through Apr 12, 2013)				
9.	Federal Universal Service Fee	1		.02CR
10.	Federal Universal Service Fee	1		.02CR
11.	Federal Universal Service Fee	1		.02CR
12.	Federal Universal Service Fee	1		.02CR
Total Additions and Changes to Service				**.08CR**

Surcharges and Other Fees

13. Federal Subscriber Line Charge	21.96
14. 911 Fee	2.24
15. Federal Universal Service Fee	3.80
Total Surcharges and Other Fees	**28.00**

Taxes

16. Federal	.00
17. State and Local	.00
Total Taxes	**.00**

Total Plans and Services 119.85

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

at&t

HID CNTY WIC PROG
PROGRESO CTR
3105 W STATE HIGHWAY 107
EDINBURG TX 78539

Account Number 956 514-0236 509 8
Billing Date Apr 13, 2013

Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	.00
Payment	.00
Adjustments	.00
Balance	.00
Current Charges	130.47
Total Applied to 512 A37-6040	**$130.47**

Do Not Pay

Billing Summary

Billing Questions? Visit **att.com/billing**

	Page	
Plans and Services	1	130.47
1 800 770-2260		
Payment Arrangements: 1 800 924-1743		
Service Changes: 1 800 321-2000		
Repair Services: 1 800 286-8313		
Total Current Charges		130.47

Plans and Services

Monthly Service - Apr 13 thru May 12

Charges for 956 514-0236

1. Monthly Charges	1.56
2. Basic Local Service - Business	22.36
Total Charges for 956 514-0236	23.92

Charges for 956 514-0237

3. Monthly Charges	1.56
4. Basic Local Service - Business	22.36
Total Charges for 956 514-0237	23.92

Charges for 956 514-0238

5. Monthly Charges	1.30
6. Basic Local Service - Business	20.85
Total Charges for 956 514-0238	22.15

Charges for 956 825-9941

7. Monthly Charges	1.30
8. Basic Local Service - Business	20.85
Total Charges for 956 825-9941	22.15
Total Monthly Service	**92.14**

Additions and Changes to Service

This section of your bill reflects charges and credits resulting from account activity.

Item No.	Description	Quantity	Monthly Rate	Amount Billed
Activity on Apr 1, 2013				
(Monthly Charges are Prorated from Apr 1, 2013 through Apr 12, 2013)				
9.	Federal Universal Service Fee	2		.03CR
10.	Federal Universal Service Fee	1		.02CR
11.	Federal Universal Service Fee	1		.02CR
Total Additions and Changes to Service				**.07CR**

Surcharges and Other Fees

12. Federal Subscriber Line Charge	21.96
13. 911 Fee	2.24
14. Federal Universal Service Fee	3.80
15. Municipal right-of-way Fee	10.40
Total Surcharges and Other Fees	**38.40**

Taxes

16. Federal	.00

News You Can Use Summary

- LONG DIST. PROVIDERS

See "News You Can Use" for additional information

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

HIDALGO CTY HEALTH
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539

Account Number 956 581-9947 653 3
Billing Date Apr 13, 2013

Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	.00
Payment	.00
Adjustments	.00
Balance	.00
Current Charges	30.58
Total Applied to 512 A37-6040	**$30.58**

Do Not Pay

Billing Summary

Billing Questions? Visit **att.com/billing**

	Page	
Plans and Services	1	30.58
1 800 770-2260		
Payment Arrangements: 1 800 924-1743		
Service Changes: 1 800 321-2000		
Repair Services: 1 800 286-8313		
Total Current Charges		30.58

News You Can Use Summary

- LONG DIST. PROVIDERS

See "News You Can Use" for additional information

Plans and Services

Monthly Service - Apr 13 thru May 12

1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Monthly Service	**22.15**

Additions and Changes to Service

This section of your bill reflects charges and credits resulting from account activity.

Item No.	Description	Quantity	Monthly Rate	Amount Billed
Activity on Apr 1, 2013				
(Monthly Charges are Prorated from Apr 1, 2013 through Apr 12, 2013)				
3.	Federal Universal Service Fee	1		.02CR

Surcharges and Other Fees

4. Federal Subscriber Line Charge	5.49
5. 911 Fee	.56
6. Federal Universal Service Fee	.95
7. Municipal right-of-way Fee	1.45
Total Surcharges and Other Fees	**8.45**

Taxes

8. Federal	.00
9. State and Local	.00
Total Taxes	**.00**

Total Plans and Services 30.58

News You Can Use

LONG DIST. PROVIDERS
Our records indicate that you have selected AT&T Corp. or a company that resells their services as your primary local toll carrier and AT&T Corp. or a company that resells their services as your primary long distance carrier. Please contact us if this does not agree with your records.

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

at&t

HID CNTY HID CITY WIC
IMMUNIZATION PRGRM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539

Account Number 956 584-1143 892 3
Billing Date Apr 13, 2013
Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	.00
Payment	.00
Adjustments	.00
Balance	.00
Current Charges	30.58
Total Applied to 512 A37-6040	**$30.58**

Do Not Pay

Billing Summary

Billing Questions? Visit **att.com/billing**

	Page	
Plans and Services	1	30.58

1 800 770-2260
Payment Arrangements:
1 800 924-1743
Service Changes:
1 800 321-2000
Repair Services:
1 800 286-8313

Total Current Charges 30.58

Plans and Services

Monthly Service - Apr 13 thru May 12

1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Monthly Service	**22.15**

Additions and Changes to Service

This section of your bill reflects charges and credits resulting from account activity.

Item No.	Description	Quantity	Monthly Rate	Amount Billed
Activity on Apr 1, 2013				
(Monthly Charges are Prorated from Apr 1, 2013 through Apr 12, 2013)				
3.	Federal Universal Service Fee	1		.02CR

Surcharges and Other Fees

4. Federal Subscriber Line Charge	5.49
5. 911 Fee	.56
6. Federal Universal Service Fee	.95
7. Municipal right-of-way Fee	1.45
Total Surcharges and Other Fees	**8.45**

Taxes

8. Federal	.00
9. State and Local	.00
Total Taxes	**.00**

Total Plans and Services 30.58

News You Can Use

LONG DIST. PROVIDERS
Our records indicate that you have selected AT&T Corp. or a company that resells their services as your primary local toll carrier and AT&T Corp. or a company that resells their services as your primary long distance carrier. Please contact us if this does not agree with your records.

News You Can Use Summary

- LONG DIST. PROVIDERS

See "News You Can Use" for additional information

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

HIDALGO CITY WIC PROGRA
STE 8
3105 W STATE HIGHWAY 107
EDINBURG TX 78539

Account Number 956 683-1822 568 7
Billing Date Apr 13, 2013
Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	.00
Payment	.00
Adjustments	.00
Balance	.00
Current Charges	168.88
Total Applied to 512 A37-6040	**$168.88**

Do Not Pay

Billing Summary

Billing Questions? Visit **att.com/billing**

	Page	
Plans and Services	1	162.46
1 800 559-7928		
Payment Arrangements: 1 800 924-1743		
Service Changes: 1 800 499-7928		
Repair Services: 1 800 286-8313		
AT&T Long Distance	2	6.42
1 800 559-7928		
Total Current Charges		168.88

News You Can Use Summary

- LONG DIST. PROVIDERS

See "News You Can Use" for additional information

Plans and Services

Monthly Service - Apr 13 thru May 12

Charges for 956 683-1822	
1. Monthly Charges	1.56
2. Basic Local Service - Business	22.36
Total Charges for 956 683-1822	23.92
Charges for 956 664-2037	
3. Monthly Charges	1.30
4. Basic Local Service - Business	20.85
Total Charges for 956 664-2037	22.15
Charges for 956 664-2392	
5. Monthly Charges	1.30
6. Basic Local Service - Business	20.85
Total Charges for 956 664-2392	22.15
Charges for 956 664-2697	
7. Monthly Charges	1.56
8. Basic Local Service - Business	22.36
Total Charges for 956 664-2697	23.92
Charges for 956 683-8429	
9. Monthly Charges	1.30
10. Basic Local Service - Business	22.36
Total Charges for 956 683-8429	23.66
Total Monthly Service	**115.80**

Additions and Changes to Service

This section of your bill reflects charges and credits resulting from account activity.

Item No.	Description	Quantity	Monthly Rate	Amount Billed
Activity on Apr 1, 2013				
(Monthly Charges are Prorated from Apr 1, 2013 through Apr 12, 2013)				
11.	Federal Universal Service Fee	3		.05CR
12.	Federal Universal Service Fee	1		.02CR
13.	Federal Universal Service Fee	1		.02CR
Total Additions and Changes to Service				**.09CR**

Surcharges and Other Fees

14. Federal Subscriber Line Charge	27.45
15. 911 Fee	2.80
16. Federal Universal Service Fee	4.75
17. Municipal right-of-way Fee	11.75
Total Surcharges and Other Fees	**46.75**

Taxes

18. Federal	.00

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

News You Can Use

LONG DIST. PROVIDERS
Our records indicate that you have selected AT&T Long Distance or a company that resells their services as your primary local toll carrier and AT&T Long Distance or a company that resells their services as your primary long distance carrier. Please contact us if this does not agree with your records.

Terms and Conditions

CARRIER QUESTIONS
You may contact the Public Utility Commission of Texas, Office of Customer Protection, P.O. Box 13326, Austin, TX 78711-3326, 1-512-936-7120 or toll-free in Texas at 1-888-782-8477 if you believe the local exchange provider or the interexchange carrier on your bill are not correct or if there are unauthorized charges on your bill. Hearing and speech impaired customers with text telephones (TTY) may call 1-512-936-7136. When corresponding by mail, include your complaint and copies of the phone bills. Please contact AT&T Texas to switch your service back to the carrier of your choice.

For a complete listing of Terms and Conditions, please refer to:
- The inside of the AT&T White Pages directory, or
- Visit us on the web at att.com/terms

CITY OF HIDALGO
3105 W STATE HIGHWAY 107
EDINBURG TX 78539

Account Number 956 702-3334 003 9
Billing Date Apr 13, 2013

Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	.00
Payment	.00
Adjustments	.00
Balance	.00
Current Charges	29.13
Total Applied to 512 A37-6040	**$29.13**

Do Not Pay

Billing Summary

Billing Questions? Visit **att.com/billing** **Page**

Plans and Services	1	29.13

1 800 559-7928

Payment Arrangements:
1 800 924-1743

Service Changes:
1 800 499-7928

Repair Services:
1 800 286-8313

Total Current Charges 29.13

Plans and Services

Monthly Service - Apr 13 thru May 12

1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Monthly Service	**22.15**

Additions and Changes to Service

This section of your bill reflects charges and credits resulting from account activity.

Item No.	Description	Quantity	Monthly Rate	Amount Billed
Activity on Apr 1, 2013				
(Monthly Charges are Prorated from Apr 1, 2013 through Apr 12, 2013)				
3.	Federal Universal Service Fee	1		.02CR

Surcharges and Other Fees

4. Federal Subscriber Line Charge	5.49
5. 911 Fee	.56
6. Federal Universal Service Fee	.95
Total Surcharges and Other Fees	**7.00**

Taxes

7. Federal	.00
8. State and Local	.00
Total Taxes	**.00**

Total Plans and Services 29.13

News You Can Use

LONG DIST. PROVIDERS
Our records indicate that you have selected AT&T Corp. or a company that resells their services as your primary local toll carrier and AT&T Corp. or a company that resells their services as your primary long distance carrier. Please contact us if this does not agree with your records.

News You Can Use Summary

- LONG DIST. PROVIDERS

See "News You Can Use" for additional information

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

at&t

CITY OF HIDALGO
3105 W STATE HIGHWAY 107
EDINBURG TX 78539

Page 1 of 2
Account Number 956 702-7097 002 9
Billing Date Apr 13, 2013

Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	.00
Payment	.00
Adjustments	.00
Balance	.00
Current Charges	29.13
Total Applied to 512 A37-6040	**$29.13**

Do Not Pay

Billing Summary

Billing Questions? Visit **att.com/billing**

	Page	
Plans and Services	1	29.13
1 800 770-2260		
Payment Arrangements: 1 800 924-1743		
Service Changes: 1 800 321-2000		
Repair Services: 1 800 286-8313		
Total Current Charges		29.13

News You Can Use Summary

- LONG DIST. PROVIDERS

See "News You Can Use" for additional information

Plans and Services

Monthly Service - Apr 13 thru May 12

1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Monthly Service	**22.15**

Additions and Changes to Service

This section of your bill reflects charges and credits resulting from account activity.

Item No.	Description	Quantity	Monthly Rate	Amount Billed
Activity on Apr 1, 2013				
(Monthly Charges are Prorated from Apr 1, 2013 through Apr 12, 2013)				
3.	Federal Universal Service Fee	1		.02CR

Surcharges and Other Fees

4. Federal Subscriber Line Charge	5.49
5. 911 Fee	.56
6. Federal Universal Service Fee	.95
Total Surcharges and Other Fees	**7.00**

Taxes

7. Federal	.00
8. State and Local	.00
Total Taxes	**.00**

Total Plans and Services 29.13

News You Can Use

LONG DIST. PROVIDERS
Our records indicate that you have selected AT&T Corp. or a company that resells their services as your primary local toll carrier and AT&T Corp. or a company that resells their services as your primary long distance carrier. Please contact us if this does not agree with your records.

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

HIDALGO COUNTY
WIC PROG-PHARR
3105 W STATE HIGHWAY 107
EDINBURG TX 78539

Account Number 956 782-6061 426 7
Billing Date Apr 13, 2013
Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	.00
Payment	.00
Adjustments	.00
Balance	.00
Current Charges	34.55
Total Applied to 512 A37-6040	**$34.55**

Do Not Pay

Billing Summary

Billing Questions? Visit **att.com/billing** Page

Plans and Services	1	31.00
1 800 770-2260		
Payment Arrangements: 1 800 924-1743		
Service Changes: 1 800 321-2000		
Repair Services: 1 800 286-8313		
AT&T Long Distance	1	3.55
1 800 559-7928		
Total Current Charges		34.55

News You Can Use Summary

- LONG DIST. PROVIDERS

See "News You Can Use" for additional information

Plans and Services

Monthly Service - Apr 13 thru May 12

1. Basic Local Service - Business	.00
2. Basic Local Service - Business	20.85
3. Touchtone	1.30
Total Monthly Service	**22.15**

Additions and Changes to Service

This section of your bill reflects charges and credits resulting from account activity.

Item No.	Description	Quantity	Monthly Rate	Amount Billed
Activity on Apr 1, 2013				
(Monthly Charges are Prorated from Apr 1, 2013 through Apr 12, 2013)				
4.	Federal Universal Service Fee	1		.02CR

Surcharges and Other Fees

5. Federal Subscriber Line Charge	5.49
6. 911 Fee	.56
7. Federal Universal Service Fee	.95
8. Municipal right-of-way Fee	1.87
Total Surcharges and Other Fees	**8.87**

Taxes

9. Federal	.00
10. State and Local	.00
Total Taxes	**.00**

Total Plans and Services 31.00

AT&T Long Distance

Important Information

Your Rates, Terms or Services Will Change:
Thank you for being a valued AT&T customer. Effective June 12, 2013, the minimum usage charge for customers that are not on a long distance plan will increase from $12.50 to $17.50. The minimum usage charge only applies to customers that have not chosen a long distance calling plan. For more information, to cancel service, or to discuss other long distance calling plans, please call the toll free number on your bill or visit us online at www.att.com.

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

at&t

HIDALGO COUNTY
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539

Account Number 956 787-0994 263 4
Billing Date Apr 13, 2013
Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	.00
Payment	.00
Adjustments	.00
Balance	.00
Current Charges	127.55
Total Applied to 512 A37-6040	**$127.55**

Do Not Pay

Billing Summary

Billing Questions? Visit **att.com/billing**

	Page	
Plans and Services	1	127.55
1 800 559-7928		
Payment Arrangements: 1 800 924-1743		
Service Changes: 1 800 499-7928		
Repair Services: 1 800 286-8313		
Total Current Charges		127.55

News You Can Use Summary

- LONG DIST. PROVIDERS

See "News You Can Use" for additional information

Plans and Services

Monthly Service - Apr 13 thru May 12

Charges for 956 787-0994	
1. Monthly Charges	1.56
2. Basic Local Service - Business	22.36
Total Charges for 956 787-0994	23.92
Charges for 956 787-1023	
3. Monthly Charges	1.30
4. Basic Local Service - Business	20.85
Total Charges for 956 787-1023	22.15
Charges for 956 787-4190	
5. Monthly Charges	1.56
6. Basic Local Service - Business	22.36
Total Charges for 956 787-4190	23.92
Charges for 956 787-4704	
7. Monthly Charges	1.30
8. Basic Local Service - Business	20.85
Total Charges for 956 787-4704	22.15
Total Monthly Service	**92.14**

Additions and Changes to Service

This section of your bill reflects charges and credits resulting from account activity.

Item No.	Description	Quantity	Monthly Rate	Amount Billed
Activity on Apr 1, 2013				
(Monthly Charges are Prorated from Apr 1, 2013 through Apr 12, 2013)				
9.	Federal Universal Service Fee	2		.03CR
10.	Federal Universal Service Fee	1		.02CR
11.	Federal Universal Service Fee	1		.02CR
Total Additions and Changes to Service				**.07CR**

Surcharges and Other Fees

12. Federal Subscriber Line Charge	21.96
13. 911 Fee	2.24
14. Federal Universal Service Fee	3.80
15. Municipal right-of-way Fee	7.48
Total Surcharges and Other Fees	**35.48**

Taxes

16. Federal	.00

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

at&t

CNTY OF HIDALGO
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539

Account Number 956 972-0554 475 1
Billing Date Apr 13, 2013
Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	.00
Payment	.00
Adjustments	.00
Balance	.00
Current Charges	131.24
Total Applied to 512 A37-6040	**$131.24**

Do Not Pay

Billing Summary

Billing Questions? Visit **att.com/billing**

	Page	
Plans and Services	1	131.24

1 800 770-2260
Payment Arrangements:
1 800 924-1743
Service Changes:
1 800 321-2000
Repair Services:
1 800 286-8313

Total Current Charges 131.24

News You Can Use Summary

- LONG DIST. PROVIDERS

See "News You Can Use" for additional information

Plans and Services

Monthly Service - Apr 13 thru May 12

Charges for 956 972-0554

1. Monthly Charges	1.56
2. Basic Local Service - Business	22.36
Total Charges for 956 972-0554	23.92

Charges for 956 972-0432

3. Monthly Charges	1.56
4. Basic Local Service - Business	22.36
Total Charges for 956 972-0432	23.92

Charges for 956 972-0474

5. Monthly Charges	1.56
6. Basic Local Service - Business	22.36
Total Charges for 956 972-0474	23.92

Charges for 956 972-0547

7. Monthly Charges	1.30
8. Basic Local Service - Business	20.85
Total Charges for 956 972-0547	22.15
Total Monthly Service	**93.91**

Additions and Changes to Service

This section of your bill reflects charges and credits resulting from account activity.

Item No.	Description	Quantity	Monthly Rate	Amount Billed
Activity on Apr 1, 2013				
(Monthly Charges are Prorated from Apr 1, 2013 through Apr 12, 2013)				
9.	Federal Universal Service Fee	3		.05CR
10.	Federal Universal Service Fee	1		.02CR
Total Additions and Changes to Service				**.07CR**

Surcharges and Other Fees

11. Federal Subscriber Line Charge	21.96
12. 911 Fee	2.24
13. Federal Universal Service Fee	3.80
14. Municipal right-of-way Fee	9.40
Total Surcharges and Other Fees	**37.40**

Taxes

15. Federal	.00
16. State and Local	.00
Total Taxes	**.00**

Total Plans and Services 131.24

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

COUNTY OF HIDALGO
ALTON CITY WIC
3105 W STATE HIGHWAY 107
EDINBURG TX 78539 - 9406

Page 1 of 2
Account Number 956 519-7161 604 6
Billing Date Apr 23, 2013

Web Site att.com

at&t

Monthly Statement

Bill-At-A-Glance

Previous Bill	93.79
Payment	.00
Adjustments	.00
Past Due - Please Pay Immediately	93.79
Current Charges	31.17
Total Amount Due	**$124.96**
Current Charges Due in Full by	May 16, 2013

Billing Summary

Billing Questions? Visit **att.com/billing** Page

Plans and Services	1	31.17

1 800 770-2260

Payment Arrangements:
1 800 924-1743

Service Changes:
1 800 321-2000

Repair Services:
1 800 286-8313

Total Current Charges 31.17

News You Can Use Summary

- PREVENT DISCONNECT
- LONG DIST. PROVIDERS

See "News You Can Use" for additional information

Plans and Services

Monthly Service - Apr 23 thru May 22

1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Monthly Service	**22.15**

Additions and Changes to Service

This section of your bill reflects charges and credits resulting from account activity.

Item No.	Description	Quantity	Monthly Rate	Amount Billed
Activity on Apr 1, 2013				
(Monthly Charges are Prorated from Apr 1, 2013 through Apr 22, 2013)				
3.	Federal Universal Service Fee	1		.03CR

Surcharges and Other Fees

4. Federal Subscriber Line Charge	5.49
5. 911 Fee	.56
6. Federal Universal Service Fee	.95
7. Municipal right-of-way Fee	2.05
Total Surcharges and Other Fees	**9.05**

Taxes

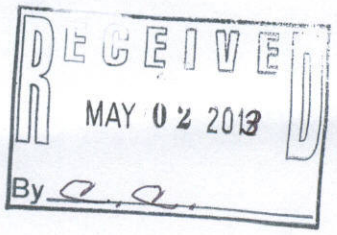
8. Federal	.00
9. State and Local	.00
Total Taxes	**.00**

Total Plans and Services 31.17

News You Can Use

PREVENT DISCONNECT

Thank you for being a valued customer. Please be aware that all charges must be paid each month to keep your account current and prevent collection activities. We are required to inform you that certain charges such as your telephone line, and fees and surcharges MUST be paid in order to prevent interruption of basic local service. These charges are already included in the Total Amount Due and are $122.72 . Also, neglecting payment for other charges, such as long distance, voice mail, InLine®, wireless, and Internet may result in those services being interrupted.



Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

GO GREEN - Enroll in paperless billing.

Printed on Recyclable Paper

Return bottom portion with your check in the enclosed envelope.

DUE BY: May 16, 2013 **$124.96** Amount After May 20, 2013 **$124.96**

at&t

Past Due Charges - $93.79 - Please Pay Immediately
Billing Date Apr 23, 2013
Date Mailed Apr 30, 2013

Account Number **956 519-7161 604 6**
Please include your account number on your check

COUNTY OF HIDALGO
ALTON CITY WIC
3105 W STATE HIGHWAY 107
EDINBURG TX 78539 - 9406

Make check payable to:
AT&T
PO BOX 105414
ATLANTA GA 30348-5414

9765 9565197161604 6 7000000000000 1520100000000937900000012496

V 328626

FOOD/SERVICES RECEIVED BY: 4-23-13

INVOICE RECEIVED BY: Genie Hernandez

INVOICE NO: 4-23-13 5-22-13 ACCT NO. 956519716160 4-6

P.O. NO. _____

ACCT. NO. 3-1292-441.00.350.001-3-531

AMOUNT DUE: $ 31.17 5-7-13

APPROVED BY: Norma L Longoria

COUNTY OF HIDALGO
ALTON CITY WIC
3105 W STATE HIGHWAY 107
EDINBURG TX 78539 - 9406

Account Number 956 519-8551 604 2
Billing Date Apr 23, 2013

Web Site att.com

at&t

Monthly Statement

Bill-At-A-Glance

Previous Bill	93.79
Payment	.00
Adjustments	.00
Past Due - Please Pay Immediately	93.79
Current Charges	31.17
Total Amount Due	**$124.96**
Current Charges Due in Full by	May 16, 2013

Billing Summary

Billing Questions? Visit **att.com/billing** Page

Plans and Services	1	31.17

1 800 770-2260
Payment Arrangements:
1 800 924-1743
Service Changes:
1 800 321-2000
Repair Services:
1 800 286-8313

Total Current Charges 31.17

Plans and Services

Monthly Service - Apr 23 thru May 22

1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Monthly Service	**22.15**

Additions and Changes to Service

This section of your bill reflects charges and credits resulting from account activity.

Item No.	Description	Quantity	Monthly Rate	Amount Billed
Activity on Apr 1, 2013				
(Monthly Charges are Prorated from Apr 1, 2013 through Apr 22, 2013)				
3.	Federal Universal Service Fee	1		.03CR

Surcharges and Other Fees

4. Federal Subscriber Line Charge	5.49
5. 911 Fee	.56
6. Federal Universal Service Fee	.95
7. Municipal right-of-way Fee	2.05
Total Surcharges and Other Fees	**9.05**

Taxes

8. Federal	.00
9. State and Local	.00
Total Taxes	**.00**

Total Plans and Services 31.17

News You Can Use

PREVENT DISCONNECT
Thank you for being a valued customer. Please be aware that all charges must be paid each month to keep your account current and prevent collection activities. We

1510.20.879.217295 1 AT 0.384 hn

COUNTY OF HIDALGO
ALTON CITY WIC
3105 W STATE HIGHWAY 107
EDINBURG TX 78539-9406

V 328626

FOOD/SERVICES RECEIVED BY: 4-23-13

INVOICE RECEIVED BY: Genie Hemander

INVOICE NO. 4-23-13 ACCT NO. 9565198551604 2
5-22-13

P.O. NO. _____

ACCT. NO. 3-1292-441.00.350.001-3-531

AMOUNT DUE: # 31.17 5-7-13

APPROVED BY: Norma L Longoria

verizon

Telephone Number : 956 AB5-0773 090116
Account Number: 10 5475 2885234521 04
How to Reach Us : See page 2

RIO GRANDE CITY WIC CLINIC

Account Summary

Previous Charges	$ 3,233.94
Payment(s) received. Thank you.	– 1,241.18
Past Due Charges (please pay now)	**$ 1,992.76**

New Charges	
Verizon (page 3)	$ 620.59
Total New Charges Due May 2, 2013	**$ 620.59**

To avoid a late payment charge of 5.0% or $5.00, whichever is greater, payment must be received before May 07, 2013.

Total Due	**$ 2,613.35**

V

FOOD/SERVICES RECEIVED BY: 4-17-13

INVOICE RECEIVED BY: Margie Jaeger

INVOICE NO. 4/7-5/6/13 ACCT NO. 956-AB5-0773-090116 10 5475 2885234521 04

P.O. NO. _____

ACCT. NO. 3-1292-441.00.350.001-3-531

AMOUNT DUE: $ 591.04 5/2/13

APPROVED BY: Norma L Longoria

RECEIVED
APR 17 2013
By

Mail Payments To:
VERIZON SOUTHWEST, PO BOX 920041, DALLAS TX 75392-0041

Change of billing address?
Go to verizon.com/billingaddress or call us.

▼ Detach & return payment slip with your check, payable to Verizon.

verizon

Account: 10 5475 2885234521 04
210*HBRDA1
00001786 3S0000010019
10-TX 5475
956AB50773 20090116

New Charges Due: May 02, 2013

Total Due: $ 2,613.35 040713

Amount Paid :

$ ☐☐☐☐.☐☐

00001786 01 MB 0.405 SW040711 0008
RIO GRANDE CITY WIC CLINIC
3105 W. UNIVERSITY DR
EDINBURG TX 78539-9406

VERIZON SOUTHWEST
PO BOX 920041
DALLAS TX 75392-0041

10 5475 2885234521 04N00000199276 00000261335 08

PAYMENTS

1	Payment Received on Mar 14.	CR 59.10
2	Payment Received on Mar 14.	CR 561.29
3	Payment Received on Mar 14.	CR 620.79
	Payment(s) applied to previous charges. **Total**	**CR $ 1,241.18**

MONTHLY LOCAL SERVICE - REGULATED (Apr 7 to May 6)

BASIC LOCAL SERVICE CHARGE

	Description	Qty	Unit Rate	
	CKT# 38.DHXS.432705..SW--.			
	LN#956AB50773			
4	DS1 special access line	1	455.76	455.76
5	DS1 special transport mileage 1.00 miles at 2% at 24.14 per mile	1	64.41	.48 64.41
6	DS1 special transport termination		Subtotal	520.65
	Total			**$ 520.65**

MISCELLANEOUS CHARGES AND CREDITS

7	Late payment charge on $591.04	29.55
	Total	**$ 29.55**

REGULATED SERVICE TAXES AND SURCHARGES

8	TX City Sales Tax	10.88
9	TX State Sales Tax	34.00
10	Cost of service surcharge	.92
11	Texas Universal Service	22.43
12	Municipal Right-of-Way Fee	2.16
	Total	**$ 70.39**
	Verizon regulated charges	***$ 620.59***
	Total Verizon charges	***$ 620.59***

For Your Information

Bankruptcy Information
If you are or were in bankruptcy, this statement may include amounts for pre-bankruptcy service. You should not pay pre-bankruptcy amounts; they are for your information only. Mail bankruptcy-related correspondence to 500 Technology Drive, Suite 550, Weldon Spring, MO 63304.

Payment by Check
Paying by check authorizes check processing or use of the check information for a one-time electronic fund transfer from your account. For all payments using bank account information, we may retain the information to send you electronic refunds or enable your future electronic payments to us (to opt out, call 1-888-500-5358).

Term Commitment Information
You are receiving special pricing for services based on a term commitment. Termination of these services prior to the end of the term commitment will result in early termination charges as specified in the tariff. If you have questions regarding the terms of your commitment, please contact your local Verizon business office at the telephone number listed on your bill.

Verizon Surcharges
Verizon's Surcharges include (i) a Federal Universal Service Charge applicable to local services that helps pay for the costs of providing and maintaining the local phone network; (ii) a Long Distance Access Charge to help defray the cost of access charges and fees that local exchange companies assess on us or our agents for state to state and international calling; (iii.) a Federal Universal Service Charge applicable to interstate and international services to recover fees imposed on us by the government to support universal service, and; (iv) a Carrier Cost Recovery Charge applicable to long distance customers that helps defray various charges we pay for state to state and international calling such as those for government number administration, local number portability, regulatory fees, and charges we or our agents must pay to terminate calls on other networks. Please note that these are

verizon

Billing Date: **04/16/13** Page 1 of 6
Telephone Number : 956 968-3516 021106
Account Number: 10 5492 2865578976 06
How to Reach Us : See page 2

HIDALGO COUNTY WIC PROGRAM

Account Summary

Previous Charges	$ 1,178.40
No Payment Received	.00
Past Due Charges (please pay now)	**$ 1,178.40**

New Charges	
Verizon (page 3)	$ 283.66
Verizon Long Distance (page 3)	23.92
Total New Charges Due May 11, 2013	**$ 307.58**

To avoid a late payment charge of 5.0% or $5.00, whichever is greater, payment must be received before May 16, 2013.

Total Due **$ 1,485.98** 251577

FOOD/SERVICES BUREAU
4-26-13
INVOICE RECEIVED BY: Genie Hernandez
INVOICE NO. 4-16-13 ACCT NO. 105492865578976 06
5-15-13
P.O. NO.
ACCT. NO. 3-1292-441.00.350.001-3-531
AMOUNT DUE: #307.58 5-7-13
APPROVED BY: Norma L Lozano NL

RECEIVED
APR 26 2013
By

Mail Payments To:
VERIZON SOUTHWEST, PO BOX 920041, DALLAS TX 75392-0041

Change of billing address?
Go to verizon.com/billingaddress or call us.

▼ Detach & return payment slip with your check, payable to Verizon.

verizon

Account: 10 5492 2865578976 06
New Charges Due: May 11, 2013
Total Due: $ 1,485.98

210*HBRDA1
00001820 3S0000011543
10-TX 5492
9569683516 20021106

041613

Amount Paid :
$ ☐☐☐☐.☐☐

00001820 01 MB 0.405 SW041611 0008
HIDALGO COUNTY WIC PROGRAM
3105 W. UNIVERSITY DR
EDINBURG TX 78539-9406

VERIZON SOUTHWEST
PO BOX 920041
DALLAS TX 75392-0041

10 5492 2865578976 06N00000117840 00000148598 07

MONTHLY LOCAL SERVICE - REGULATED (Apr 16 to May 15)

BASIC LOCAL SERVICE CHARGE

	Description	Qty	Unit Rate	
1	CustoPAK line - flat rate	5	48.00	240.00
2	Federal Access Recovery Charge	5	.15	.75
3	Federal Subscriber Line Charge	5	7.38	36.90
			Subtotal	277.65
	Total			**$ 277.65**

REGULATED SERVICE TAXES AND SURCHARGES

4	Cost of service surcharge	.42
5	9-1-1 Equalization Fee	.30
6	9-1-1 Fee	2.50
7	Municipal Right-of-Way Fee	.86
8	Federal Universal Service Fee	.21
9	Federal Universal Service Fee	1.72
	Total	**$ 6.01**
	Verizon regulated charges	***$ 283.66***
	Total Verizon charges	***$ 283.66***

ITEMIZATION OF TELEPHONE NUMBERS:

Listed below are the telephone numbers included with this billing:

956 968-3516 956 968-3548 956 968-3744 956 968-5835
956 968-8321

Should you have any questions, please contact Verizon by using the telephone number listed on page two of your bill.

Verizon Long Distance

LONG DISTANCE HELPFUL NUMBERS

Billing/customer service questions	1-800-483-5000
Repair	1-800-483-8494
Visit our Website at	verizonLD.com

SUMMARY OF CHARGES FOR VERIZON LONG DISTANCE

Domestic	Calls	Minutes	Amount	
Direct Dialed	50	47.8	3.04	
Total usage	50	47.8	$ 3.04	
Total Long Distance calls				**$ 3.04**
Other Charges and/or Credits				18.44
Taxes and Surcharges				2.44
Total Verizon Long Distance Charges				**$ 23.92**

Your calling plan(s): FirmRate Advantage Plan

Verizon Long Distance

FirmRate Advantage Plan (continued)

For 956 968-3744

Direct Dialed Calls (continued)

	Date	Time	Place called	Number called	Min	
1	Apr 15	8:15 am	Edinburg	TX 956 380-4056	0.6	.04
2	Apr 15	4:29 pm	Edinburg	TX 956 380-4056	0.9	.06
3	Apr 16	10:42 am	Edinburg	TX 956 380-4056	0.6	.04
4	Apr 16	1:53 pm	Edinburg	TX 956 380-4056	0.6	.04
5	Apr 16	5:21 pm	Edinburg	TX 956 380-4056	0.6	.04
				Subtotal		3.04

Summary of FirmRate Advantage Plan

6	Plan calls	3.04
	Total	**$ 3.04**

Total Long Distance calls **$ 3.04**

Thank you for using Verizon Long Distance.

MONTHLY PLAN CHARGES

7	Qualifying Long Distance Charges $3.04	
8	FirmRate Advantage Shortfall Charge	6.96
	Your Long Distance qualifying charges this month are $3.04. When your long distance charges are less than $10.00, the Short Fall charge is the difference between those charges and $10.00. All long distance charges except for taxes and surcharges are included.	
	Total	**$ 6.96**

MISCELLANEOUS CHARGES AND CREDITS

9	Long Distance Access Charge	4 at 1.85	7.40
10	Long Distance Administrative Charge	4 at .74	2.96
11	Carrier Cost Recovery Charge	4 at .28	1.12
	Total		**$ 11.48**

TAXES AND FEES ON SERVICES

12	Federal Universal Service Fee - Verizon LD	2.43
13	Texas Regulatory Fee	.01
	Total	**$ 2.44**

Verizon Long Distance charges **$ 23.92**

Total Verizon Long Distance Charges **$ 23.92**

Nonpayment of provider charges will not result in the disconnection of your local telephone service; however, collection of unpaid charges may be pursued by the service provider.

For Your Information

Bankruptcy Information
If you are or were in bankruptcy, this statement may include amounts for pre-bankruptcy service. You should not pay pre-bankruptcy amounts; they are for your information only. Mail bankruptcy-related correspondence to 500 Technology Drive, Suite 550, Weldon Spring, MO 63304.

Payment by Check
Paying by check authorizes check processing or use of the check information for a one-time electronic fund transfer from your account. For all payments using bank account information, we may retain the information to send you electronic refunds or enable your future electronic payments to us (to opt out, call 1-888-500-5358).

verizon

Telephone Number : 956 968-0594 850923
Account Number: 10 5492 2862151122 06
How to Reach Us : See page 2

HIDALGO COUNTY WIC PROGRAM

Account Summary

Previous Charges	$ 877.90
No Payment Received	.00
Past Due Charges (please pay now)	**$ 877.90**

New Charges	
Verizon (page 3)	$ 282.80
Verizon Long Distance (page 3)	27.06
Total New Charges Due May 14, 2013	**$ 309.86**

To avoid a late payment charge of 5.0% or $5.00, whichever is greater, payment must be received before May 19, 2013.

Total Due **$ 1,187.76**

FOOD/SERVICES RECEIVED BY: 251577
4-29-13

INVOICE RECEIVED BY: Genie Hernandez

INVOICE NO. 319-13 ACCT NO. 105492862151122 06
4-19-13

P.O. NO.
ACCT. NO. 3-1292-441.00.350.001-3-531
AMOUNT DUE: $ 309.86 5-7-13

APPROVED BY: Norma L Lozano NL

RECEIVED
APR 29 2013
By

Mail Payments To:
VERIZON SOUTHWEST, PO BOX 920041, DALLAS TX 75392-0041

Change of billing address?
Go to verizon.com/billingaddress or call us.

▼ Detach & return payment slip with your check, payable to Verizon.

verizon

Account: 10 5492 2862151122 06
New Charges Due: May 14, 2013
Total Due: $ 1,187.76

210*HBRDA1
00002030 3S0000013153
10-TX 5492
9569680594 19850923
Federal Cage #: 0ADR8
041913

Amount Paid :
$ ☐☐☐☐.☐☐

00002030 01 MB 0.405 SW041911 0012
HIDALGO COUNTY WIC PROGRAM
3105 W UNIVERSITY DR
EDINBURG TX 78539-9406

VERIZON SOUTHWEST
PO BOX 920041
DALLAS TX 75392-0041

10 5492 2862151122 06N00000087790 00000118776 09

MONTHLY LOCAL SERVICE - REGULATED (Mar 19 to Apr 19)

BASIC LOCAL SERVICE CHARGE

	Description	Qty	Unit Rate	
1	CustoPAK line - flat rate	5	48.00	240.00
2	Federal Access Recovery Charge	5	.15	.75
3	Federal Subscriber Line Charge	5	7.38	36.90
			Subtotal	277.65
	Total			**$ 277.65**

REGULATED SERVICE TAXES AND SURCHARGES

4	Cost of service surcharge	.42
5	9-1-1 Equalization Fee	.30
6	9-1-1 Fee	2.50
7	Federal Universal Service Fee	.21
8	Federal Universal Service Fee	1.72
	Total	**$ 5.15**
	Verizon regulated charges	***$ 282.80***
	Total Verizon charges	***$ 282.80***

ITEMIZATION OF TELEPHONE NUMBERS:

Listed below are the telephone numbers included with this billing:

956 968-0594 956 447-8496 956 968-0595 956 969-2534
956 969-4433

Should you have any questions, please contact Verizon by using the telephone number listed on page two of your bill.

Verizon Long Distance

LONG DISTANCE HELPFUL NUMBERS

Billing/customer service questions	1-800-483-5000
Repair	1-800-483-8494
Visit our Website at	verizonLD.com

SUMMARY OF CHARGES FOR VERIZON LONG DISTANCE

	Calls	Minutes	Amount
Domestic			4.10
Direct Dialed	64	85.0	$ 4.10
Total usage	64	85.0	
Total Long Distance calls			**$ 4.10**
Other Charges and/or Credits			20.25
Taxes and Surcharges			2.71
Total Verizon Long Distance Charges			**$ 27.06**

Your calling plan(s): FirmRate Advantage Plan

Verizon Long Distance

FirmRate Advantage Plan (continued)

For 956 969-4433

Direct Dialed Calls (continued)

	Date	Time	Place called	Number called	Min	
1	Apr 10	8:01 am	Edinburg	TX 956 381-0017	0.6	.04
2	Apr 10	8:02 am	Edinburg	TX 956 380-4056	0.7	.04
3	Apr 10	8:33 am	Edinburg	TX 956 380-4056	0.7	.04
4	Apr 10	3:43 pm	Edinburg	TX 956 381-0017	1.7	.11
5	Apr 10	3:56 pm	Edinburg	TX 956 381-0017	0.9	.06
6	Apr 11	9:14 am	Edinburg	TX 956 380-4056	0.7	.04
7	Apr 12	9:47 am	Edinburg	TX 956 316-1394	2.6	.17
8	Apr 15	9:15 am	Edinburg	TX 956 380-4056	0.9	.06
9	Apr 15	9:22 am	Edinburg	TX 956 381-0017	1.2	.08
10	Apr 16	9:48 am	Edinburg	TX 956 380-4056	0.6	.04
11	Apr 17	3:31 pm	Edinburg	TX 956 381-0017	1.8	.12
12	Apr 18	9:26 am	Edinburg	TX 956 380-4056	2.2	.14
13	Apr 18	9:40 am	Edinburg	TX 956 380-4056	1.0	.06
14	Apr 18	9:42 am	Edinburg	TX 956 380-4056	1.0	.06
15	Apr 18	9:45 am	Edinburg	TX 956 380-4056	1.0	.06
16	Apr 18	9:48 am	Edinburg	TX 956 380-4056	1.3	.08
17	Apr 18	9:51 am	Edinburg	TX 956 380-4056	0.7	.04
18	Apr 18	11:29 am	Edinburg	TX 956 380-4056	0.4	.03
19	Apr 18	12:24 pm	Edinburg	TX 956 380-4056	0.6	.04
				Subtotal		4.10

Summary of FirmRate Advantage Plan	
20 Plan calls	4.10
Total	**$ 4.10**

Total Long Distance calls **$ 4.10**

Thank you for using Verizon Long Distance.

MONTHLY PLAN CHARGES

21 Qualifying Long Distance Charges $4.10		
22 FirmRate Advantage Shortfall Charge		5.90
Your Long Distance qualifying charges this month are $4.10.		
When your long distance charges are less than $10.00, the		
Short Fall charge is the difference between those charges and $10.00.		
All long distance charges except for taxes and surcharges are included.		
Total		**$ 5.90**

MISCELLANEOUS CHARGES AND CREDITS

23 Long Distance Access Charge	5 at 1.85	9.25
24 Long Distance Administrative Charge	5 at .74	3.70
25 Carrier Cost Recovery Charge	5 at .28	1.40
Total		**$ 14.35**

For Your Information

2. Speech-to-Speech Service (STS) is another form of TRS available by calling 711. The CA can assume an active or passive role in repeating the conversation and follows the same guidelines as with TTY calls.
3. IP Relay Service is a form of TRS which relays calls from a WCD. A CA follows the TTY call guidelines.
To use IP Relay:
(a) connect a WCD to an Internet Service Provider;
(b) type in your TRS IP Internet address;
(c) enter your 10 digit presubscribed number; and
(d) select your preferred relay operator's icon.
4. Video Relay Service (VRS) relays calls for those using sign language. VRS information is available at fcc.gov/guides/video-relay-services or by calling TRS.
5. Some TRS providers offer Captioned Telephone Service (CTS) which is accessed with a captioned telephone and available for persons with some residual hearing.

Verizon
500 Technology Dr Ste 840
Weldon Springs MO 63304

Corporation ID 93258489
Bill Payer ID Y2394668
Node No. 15205250

004158 02 FP 0.433 I1011091 0022
ATTN: NORMA DE LA ROSA
HIDALGO COUNTY WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539-9406

Except as otherwise indicated, long distance service is provided by MCI Communications Services, Inc. d/b/a Verizon Business Services, and local service is provided by MCImetro Access Transmission Services, LLC d/b/a Verizon Access Transmission Services. Massachusetts local service is provided by MCImetro Access Transmission Services of Massachusetts, Inc. d/b/a Verizon Access Transmission Services of Massachusetts. Virginia intrastate long distance and local services are provided by MCImetro Access Transmission Services of Virginia, Inc. d/b/a Verizon Access Transmission Services of Virginia. New York local nonswitched private line service also may be provided by Metropolitan Fiber Systems of New York, Inc.

182.346

V325651

FOOD/SERVICES RECEIVED BY: 4-15-13

INVOICE RECEIVED BY: Genie Hernández

INVOICE NO 648249 56 ACCT NO. Y2394668

P.O. NO. 690481

ACCT. NO. 3-1292-441.00.350.001-3-531

AMOUNT DUE: $ 65.87 (S) 4-16-13

APPROVED BY: Norma L Lozano

RECEIVED
APR 15 2013
By

verizon

Attn: NORMA DE LA ROSA
Corporate ID: VN93258489
Bill Payer ID: Y2394668
Invoice Number: 64824956
Invoice Date: 04/10/2013
R Location: WSE

HIDALGO COUNTY WIC PROGRAM
3105 W UNIVERSITY DR
EDINBURG, TX 78539-9406

Statement Summary

Current Usage Charges	$15.31
Current Monthly Recurring Charges	$45.00
Current Non-Recurring Charges	$0.00
Discounts and Promotions Applied	$0.00
Subtotal Current Charges	**$60.31**
Federal Excise Tax	$0.00
State and Local Taxes	$0.00
Federal, State, and Local Surcharges	$0.73
Federal Universal Service Fee (FUSF)	$4.83
Total Taxes/Surcharges	**$5.56**
Total Current Charges	**$65.87**
Total Past Due	**$147.53**
Total Amount Due	**$213.40**

Sign Up for Online Billing and Go Paperless! See reverse side for details.

Contact us online at https://enterprisecenter.verizon.com or call 800-937-6000
See reverse side for additional contact and payment information.

verizon

Remittance Statement

Bill Payer ID: Y2394668
HIDALGO COUNTY WIC PROGRAM
Invoice Number: 64824956
Invoice Date: 04/10/2013

If Paying By Mail, Return This Form With Payment
Payment is Due Upon Receipt

Total Amount Due $ 213.40
Amount Enclosed $_____

2013 APR 19 AM 10 31
COUNTY AUDITOR
RECEIVED BY

107905 340203090406060 83 64824956 0000000658 7 04/10/13

10790534020309040606083648249560000000006587

Verizon Business
P.O. BOX 660794
DALLAS, TX 75266-0794

verizon

Important Messages to Our Customers

Invoice Number: 64824956 Invoice Date: 04/10/2013
Corporation ID: 93258489 Bill Payer ID: Y2394668 Node Number: 15205250

IF YOU HAVE A QUESTION ABOUT YOUR BILL:
CREATE AN INVOICE INQUIRY ONLINE VIA VERIZON ENTERPRISE CENTER

Save time by opening and monitoring billing inquiries in the Verizon Enterprise Center at https://enterprisecenter.verizon.com. You can access a "Create an Invoice Inquiry" link from multiple places in the Verizon Enterprise Center:

- In the left hand navigation links from any screen of your online invoice.
- From the Quick Access dropdown beside any account number in your Invoice List screen.
- From the Billing Inquiry pod on the Invoices home screen. You will need to enter an account number when using this path.

To open an inquiry, click "Create an Invoice Inquiry" from any of the above screens and follow three simple steps:

1. Select an inquiry issue from the drop down list and enter an account number if one did not automatically populate.
2. Add any details you feel are needed.
3. Review and click "Submit."

If you are not yet a Verizon Enterprise Center user, you can self enroll by following the steps under "Sign Up for Online Billing and Go Paperless to Avoid Future Paper Invoice Fees" shown on the reverse side of the Statement Summary page of this invoice.

TO OUR CUSTOMERS WHO PAY BY CHECK:
YOUR CHECK MAY BE PROCESSED AS AN ELECTRONIC FUNDS TRANSFER

When you provide a check as payment, you authorize Verizon either to use information from your check to make a one-time electronic funds transfer from your account or to process the payment as a check transaction.

TO OUR CUSTOMERS WITH CHARGES ELIGIBLE FOR FUSF:
FEDERAL UNIVERSAL SERVICE FEE TO CHANGE TO 15.5% EFFECTIVE APRIL 1, 2013

In response to changes in carrier contribution factors established by the Federal Communications Commission, Verizon's Federal Universal Service Fee (FUSF) will be adjusted from 16.1% to 15.5%, effective April 1, 2013. FUSF is applied to eligible interstate and international telecommunications charges and to interconnected Voice over IP charges. FUSF is defined in Verizon Business Service Publication and Price Guide, and appears on your invoice in the "Taxes and Surcharges" section of the Statement Summary report and on the Tax Summary report.

2013 APR 19 AM 10 31

TO OUR CUSTOMERS IN NORTH CAROLINA:
NOTICE OF TELECOMMUNICATIONS RELAY SERVICE (TRS) SURCHARGE INCREASE

2013 APR 19 AM 10 31
COUNTY AUDITOR
RECEIVED BY

verizon

Important Messages to Our Customers

Invoice Number: 64824956 Invoice Date: 04/10/2013
Corporation ID: 93258489 Bill Payer ID: Y2394668 Node Number: 15205250

Some examples are life safety systems, fax machines, Internet dial-up numbers, alarm and security systems, gates, speed dialers, mobile phone contact lists, call forwarding settings, voicemail services, and similar functions. Be sure to check your website, business stationery, advertising materials, personal checks, contact information, and your personal or pet ID tags to ensure the area code is included.

What will remain the same?
- Your telephone number, including current area code, will not change.
- The price of a call, coverage area, or other rates and services will not change due to the overlay.
- What is a local call now will remain a local call regardless of the number of digits dialed.
- You can still dial just three digits to reach 911.
- If 211, 311, 411, 511, 611, 711 and 811 are currently available in your community; you will still dial them with just three digits.

Who may you contact with questions?
If you have any questions regarding information provided in this notice, please call Verizon Customer Service at the Toll-Free number reflected on this invoice or access the following websites for more information:
http://www.verizonenterprise.com/us/ or the PUCT's website -
http://www.puc.texas.gov/industry/maps/areacodes/TxAreaCodes.aspx

Statement of Account as of 03/29/2013

HIDALGO COUNTY WIC PROGRAM
3105 W UNIVERSITY DR
EDINBURG, TX 78539-9406

Invoice Number 64824956
Invoice Date 04/10/2013
Page Number 1

Corporation ID 93258489 Bill Payer Y2394668 Node No. 15205250

Date	Reference Number	Invoice Amount	Adjustments	Adjustment Description	Payments	Total
02/10/2013	62955418	$78.92	$0.00		$0.00	$78.92
03/10/2013	63889839	$68.61	$0.00		$0.00	$68.61
Total Past Due		**$147.53**	**$0.00**		**$0.00**	**$147.53**

RECEIVED BY
COUNTY AUDITOR
2013 APR 19 AM 10 31

verizon

Additional Charges Summary

HIDALGO COUNTY WIC PROGRAM
3105 W UNIVERSITY DR
EDINBURG, TX 78539-9406

Invoice Number 64824956
Invoice Date 04/10/2013
Page Number 3

Corporation ID 93258489 Bill Payer Y2394668 Node No. 15205250

Description		Count	Billing Units	Recurring Charges	Non-Recurring Charges	Total
Service and Feature Charges						
Service Charge - CBL	03/01/2013 03/31/2013		1	$30.00	$0.00	$30.00
Total Service and Feature Charges				$30.00	$0.00	$30.00
Misc and Equipment Charges						
Invoice Media Paper	03/01/2013 03/31/2013		1	$15.00	$0.00	$15.00
Total Misc and Equipment Charges				$15.00	$0.00	$15.00
Estimated Discounts and Promotions						$0.00
Estimated Taxes & Surcharges*						$5.43
Total Additional Charges				$45.00	$0.00	$50.43

*Taxes may include Universal Service Fees.

RECEIVED BY
COUNTY AUDITOR
2013 APR 19 AM 10 31

verizon

Index to Accounts with Totals

HIDALGO COUNTY WIC PROGRAM
3105 W UNIVERSITY DR
EDINBURG, TX 78539-9406

Invoice Number 64824956
Invoice Date 04/10/2013
Page Number 5

Corporation ID 93258489 Bill Payer Y2394668 Node No. 15205250

Description	Calls	Minutes	Usage Charges	Recurring Charges	Non-Recurring Charges	Estimated Discounts & Promotions	Estimated Taxes*	Total
90482789 HIDALGO COUNTY WIC PROGRAM EDINBURG, TX N5540241	128	215.20	$15.31	$30.00	$0.00	$0.00	$5.56	$50.87
HIDALGO COUNTY WIC PROGRAM EDINBURG, TX Y2394668	0	0.00	$0.00	$15.00	$0.00	$0.00	$0.00	$15.00
Total	128	215.20	$15.31	$45.00	$0.00	$0.00	$5.56	$65.87

*Taxes may include Surcharges & Universal Service Fees.

Note: This report is sorted by account number.

RECEIVED BY
COUNTY AUDITOR
2013 APR 19 AM 10 31

verizon

verizon

Manage Your Account at verizon.com/businessbillview	Phone Number	Account Number	Billing Date
	956–849–1459	10 5477 2840125685 06	4/25/2013

Verizon News

Expand Your Outreach

Are you missing sales because your customers are getting a busy signal or rolling to voicemail when they call? Get an additional line and open the door to more opportunities. Your customers' experience & your bottom line could improve! Call today: 1–888–807–7211.

Questions About Your Bill?

For the help & support you need, contact us at 1–800–Verizon.

Customize Your Bundle

With a powerful combination of reliability, innovation, and value, Verizon Business Services can help your business needs today and in the future. Call us at 1–888–806–7288 today to review your account.

Quick Bill Summary for

ROMA WIC CLINIC

Previous Balance		
No Payment Received		$793.34
Balance Forward		$.00
		$793.34
New Charges		
Voice Services	(See pg 3)	$199.95
Taxes, Governmental Surcharges and Fees		$9.04
Verizon Surcharges and Other Charges & Credits		$57.49
Total New Charges Due by May 20, 2013		**$266.48**
Total Amount Due		**$1,059.82**

V 251577

FOOD/SERVICES RECEIVED BY: 5-3-13

INVOICE RECEIVED BY: Gnie Hernandez

INVOICE NO. 4-25-13 5-24-13 ACCT NO. 10547728402568506

P.O. NO. _____

ACCT. NO. 3-1292-441.00.350.001-3-531

AMOUNT DUE: $ 266.48 5-7-13

APPROVED BY: Norma L Leyva

RECEIVED
MAY 03 2013
By a.a.

Direct Payment Enrollment	Online Billing & Payment	Questions about your bill?
verizon.com/businessbillpay	verizon.com/businessbillview	verizon.com or 1–800–483–5700

Please return this remit slip with payment

verizon

New Charges Due May 20, 2013
Account Number 10 5477 2840125685 06
Total Amount Due: $1,059.82 042513

Make check payable to Verizon

$ ☐,☐☐☐.☐☐

00035774 01 AT 0.384 VS042511 0140 XX
ROMA WIC CLINIC
3105 W. UNIVERSITY DR
EDINBERG TX 78539–9406

VERIZON SOUTHWEST
PO BOX 920041
DALLAS TX 75392-0041

10 5477 2840125685 06N00000079334 00000105982 09

Questions?
Visit verizon.com or call
1–800–483–5700

Breakdown of Charges

Apr 25 – May 24

Voice Services

Line 956–849–1459	
VLD FirmRate Advantage Shortfall Charge	7.75
CKT# ..956.849.1459..	
CustoPak access line – 3 yr term	34.00
CustoPAK Basic Package	.00
CustoPAK Call forwarding – variable	.00
CustoPAK No restrictions	.00
CustoPAK Group call pick–up	.00
CustoPAK Hunting	.00
Inside Wire Maintenance – denied	.00
Voice Messaging – Mailbox	19.95
Total for Line 956–849–1459	61.70
Line 956–849–1453	
CKT# ..956.849.1453..	
CustoPak access line – 3 yr term	34.00
CustoPAK Basic Package	.00
CustoPAK Call forwarding – variable	.00
CustoPAK No restrictions	.00
CustoPAK Group call pick–up	.00
Inside Wire Maintenance – denied	.00
Total for Line 956–849–1453	34.00
Line 956–849–1460	
CKT# ..956.849.1460..	
CustoPak access line – 3 yr term	34.00
CustoPAK Basic Package	.00
CustoPAK Call forwarding – variable	.00
CustoPAK No restrictions	.00
CustoPAK Group call pick–up	.00
CustoPAK Hunting	.00
Inside Wire Maintenance – denied	.00
Total for Line 956–849–1460	34.00
Line 956–849–1470	
CKT# ..956.849.1470..	
CustoPak access line – 3 yr term	34.00
CustoPAK Basic Package	.00
CustoPAK Call forwarding – variable	.00
CustoPAK No restrictions	.00
CustoPAK Group call pick–up	.00
Inside Wire Maintenance – denied	.00
Total for Line 956–849–1470	34.00
Line 956–849–1481	
CKT# ..956.849.1481..	
CustoPak access line – 3 yr term	34.00
CustoPAK Basic Package	.00
CustoPAK Call forwarding – variable	.00
CustoPAK No restrictions	.00
CustoPAK Group call pick–up	.00

Call Detail, continued

VLD – FirmRate Advantage Plan

Date	Time	Place	Number	Type	Minutes	Amount
Apr 8	4:25 PM	Edinburg TX	956–381–0017	Direct	.80	.05
Apr 9	9:03 AM	Edinburg TX	956–380–4056	Direct	.60	.04
Apr 9	3:41 PM	Edinburg TX	956–380–4056	Direct	.60	.04
Apr 10	8:22 AM	Edinburg TX	956–380–4056	Direct	.50	.03
Apr 10	10:50 AM	Edinburg TX	956–380–4056	Direct	.60	.04
Apr 10	10:58 AM	Edinburg TX	956–380–4056	Direct	1.20	.08
Apr 10	3:49 PM	Edinburg TX	956–381–0017	Direct	.70	.04
Apr 19	8:04 AM	Edinburg TX	956–380–4056	Direct	.60	.04
Apr 19	9:20 AM	Edinburg TX	956–380–4056	Direct	.90	.06
Apr 19	9:44 AM	Edinburg TX	956–381–0297	Direct	.70	.04
Apr 23	11:42 AM	Edinburg TX	956–380–4056	Direct	.60	.04
Apr 23	1:30 PM	Edinburg TX	956–380–4056	Direct	.60	.04
Apr 23	6:20 PM	Mcallen TX	956–630–2628	Direct	.60	.04
Apr 24	3:20 PM	Edinburg TX	956–380–4056	Direct	.60	.04
Total for Line 956 849–1453						2.11
Line 956 849–1460						
Mar 27	4:39 PM	Laredo TX	956–326–9455	Direct	.30	.02
Apr 17	3:52 PM	Laredo TX	956–337–3739	Direct	1.90	.12
Total for Line 956 849–1460						.14
Subtotal						**$2.25**
Summary of VLD – FirmRate Advantage Plan						
Plan calls						2.25
Total VLD – FirmRate Advantage Plan						**$2.25**

Thank you for using Verizon Long Distance.

verizon

Billing Date: 03/28/13 Page 1 of 6
Telephone Number : 956 488-0500 070821
Account Number: 10 5475 2895143324 03
How to Reach Us : See page 2

RIO GRANDE CITY WIC CLINIC

Your business line/trunk term commitment has expired. You can save money on your month-to-month line or trunk rate by calling the toll-free number on your bill to renew.

RECEIVED BY
COUNTY AUDITOR
2013 APR 16 AM 11 11

Account Summary

Previous Charges	$ 718.94
No Payment Received	.00
Past Due Charges (please pay now)	**$ 718.94**
New Charges	
Verizon (page 3)	$ 334.80
Verizon Long Distance (page 4)	37.45
Total New Charges Due Apr 22, 2013	**$ 372.25**

To avoid a late payment charge of 5.0% or $5.00, whichever is greater, payment must be received before Apr 27, 2013.

Total Due $ 1,091.19

V 251577
FOOD/SERVICES RECEIVED BY: 4-5-13
INVOICE RECEIVED BY: Gene Hernandez
INVOICE NO. 3-28-13 ACCT NO. 105475 28951
4-27-13 4332403
P.O. NO. 690482
ACCT. NO. 3-1292-441.00.350.00 T3-531
AMOUNT DUE: $ 356.36 @ 4-9-13
APPROVED BY: Manuel L Longoria MW

RECEIVED
APR 05 2013
By

Mail Payments To:
VERIZON SOUTHWEST, PO BOX 920041, DALLAS TX 75392-0041

Change of billing address?
Go to verizon.com/billingaddress or call us.

▼ Detach & return payment slip with your check, payable to Verizon.

verizon

Account: 10 5475 2895143324 03
New Charges Due: Apr 22, 2013
Total Due: $ 1,091.19 032813

210*HBRDA1
00002070 3S0000012381
10-TX 5475
9564880500 20070821

Amount Paid :
$ ☐☐☐☐.☐☐

00002070 01 AB 0.384 SW032811 0012
RIO GRANDE CITY WIC CLINIC
3105 STATE HIGHWAY 107
EDINBURG TX 78539-9406

VERIZON SOUTHWEST
PO BOX 920041
DALLAS TX 75392-0041

10 5475 2895143324 03N00000071894 00000109119 09

How to Reach Us

Billing Questions	enterprisecenter.verizon.com	1-800-483-6000	8:30 am - 5 pm M-F
Order Questions	enterprisecenter.verizon.com	1-800-483-6000	8:30 am - 5 pm M-F
Online billing and payment	enterprisecenter.verizon.com		24 hours a day
Repair	enterprisecenter.verizon.com	1-888-875-4144	24 hours a day
Pay By Phone Service*	(third party fee applies)	1-800-345-6563	24 hours a day
Payment Arrangements		1-800-440-8052	7:00am-6:00pm CST M

* Pay by Phone Service - This service is optional and provided by an independent third party vendor for a fee.

For Your Information

Previous Payments
If you sent a payment that we did not receive in time to be reflected on this bill, please deduct that amount before sending payment. To check whether your payment has been received, call the Billing Questions number above.

Returned Payment
If your payment is returned for any reason, Verizon will resubmit it electronically. A charge may apply for each payment returned.

Past Due Amounts
The due date on your bill only applies to New Charges. Any past due amount should be paid immediately.

Service Suspension for Non-Payment
Based on state regulatory and notice requirements, once your bill is past due, some or all of your service may be suspended. Charges may apply to suspend and reconnect service. A deposit to reestablish service may also be required.

TX Slamming & Cramming
If you think you have been slammed, (your long distance service switched without your permission) or crammed (charged for services that you did not authorize), please contact us. If we do not resolve your problem, you may write the Public Utility Commission of Texas, c/o Office of Consumer Protection, PO Box 13326, Austin, TX 78711-3326, email at (customer@puc.state.tx.us or call 512-936-7120 (toll free in Texas 1-888-782-8477). TTY service available on 512-936-7136.

Consumer Information
For important consumer information see the Customer Guide in your Verizon White pages.

Automatic Bill Payment Enrollment for Account:

Enroll at verizon.com, or complete 4 steps below to authorize and instruct your financial institution to deduct the amount of your monthly telephone bill from your checking account and remit directly to Verizon. This also enrolls you in Paperless billing. To discontinue Automatic Bill Payment, you must call Verizon.

1. Check box **2. Sign here** **3. Put date here**

☐

4. Print email address here

Go Green! Go Paperless Billing! Pay Electronically!

MONTHLY LOCAL SERVICE - REGULATED (Mar 28 to Apr 27)

BASIC LOCAL SERVICE CHARGE

	Description	Qty	Unit Rate	
1	CustoPAK line - flat rate	3	48.00	144.00
2	Single line business - 1 year term	3	22.00	66.00
3	Federal Access Recovery Charge	3	.15	.45
4	Federal Access Recovery Charge	3	.86	2.58
5	Federal Subscriber Line Charge	6	7.38	44.28
			Subtotal	257.31
	Total			**$ 257.31**

MISCELLANEOUS CHARGES AND CREDITS

6	Late payment charge on $317.81	15.89
	Total	**$ 15.89**

REGULATED SERVICE TAXES AND SURCHARGES

7	Federal Excise Tax	8.36
8	Cost of service surcharge	.37
9	9-1-1 Equalization Fee	.36
10	9-1-1 Fee	3.00
11	Expanded Local Calling/Surcharge	21.00
12	Federal Universal Service Fee	.22
13	Federal Universal Service Fee	1.77
14	Federal Universal Service Fee	6.57
	Total	**$ 41.65**
	Verizon regulated charges	***$ 314.85***

MONTHLY SERVICE - NON-REGULATED (Mar 28 to Apr 27)

	Description	Qty	Unit Rate	
15	Voice Messaging - Mailbox	1	19.95	19.95
	Total			**$ 19.95**
	Verizon non-regulated charges **			***$ 19.95***

****Non-payment of non-regulated service charges WILL NOT result in the disconnection of your local telephone service.**

Total Verizon charges *$ 334.80*

ITEMIZATION OF TELEPHONE NUMBERS:

Listed below are the telephone numbers included with this billing:

956 488-0500	956 488-8320	956 488-8324	956 488-8352
956 488-8356	956 488-8391		

Should you have any questions, please contact Verizon by using the telephone number listed on page two of your bill.

Verizon Long Distance

LONG DISTANCE HELPFUL NUMBERS

Billing/customer service questions	1-800-483-5000
Repair	1-800-483-8494
Visit our Website at	verizonLD.com

SUMMARY OF CHARGES FOR VERIZON LONG DISTANCE

Domestic	Calls	Minutes	Amount	
Direct Dialed	8	35.0	2.24	
Total usage	8	35.0	$ 2.24	
Total Long Distance calls				**$ 2.24**
Other Charges and/or Credits				30.98
Taxes and Surcharges				4.23
Total Verizon Long Distance Charges				**$ 37.45**

Your calling plan(s): FirmRate Advantage Plan

FirmRate Advantage Plan

For 956 488-0500

Direct Dialed Calls

	Date	Time	Place called		Number called	Min	
1	Mar 21	1:10 pm	SanAntonio	TX	956 286-6094	0.3	.02
					Subtotal		.02

For 956 488-8324

Direct Dialed Calls

	Date	Time	Place called		Number called	Min	
2	Mar 12	1:35 pm	SanAntonio	TX	956 286-6094	6.7	.43
3	Mar 12	1:42 pm	SanAntonio	TX	956 286-6094	10.2	.65
4	Mar 21	1:11 pm	SanAntonio	TX	956 286-6094	10.1	.65
5	Mar 21	1:25 pm	SanAntonio	TX	956 286-6094	4.7	.30
					Subtotal		2.03

For 956 488-8356

Direct Dialed Calls

	Date	Time	Place called		Number called	Min	
6	Mar 8	10:18 am	Mattoon	IL	217 234-2522	1.4	.09
7	Mar 15	9:01 am	Pharr	TX	956 782-0695	0.6	.04
8	Mar 20	8:52 am	Jollyville	TX	512 514-4214	1.0	.06
					Subtotal		.19

Summary of FirmRate Advantage Plan

9	Plan calls	2.24
	Total	**$ 2.24**

Total Long Distance calls **$ 2.24**

Thank you for using Verizon Long Distance.

Verizon Long Distance

MONTHLY PLAN CHARGES

1	Qualifying Long Distance Charges $2.24		
2	FirmRate Advantage Shortfall Charge		7.76
	Your Long Distance qualifying charges this month are $2.24. When your long distance charges are less than $10.00, the Short Fall charge is the difference between those charges and $10.00. All long distance charges except for taxes and surcharges are included.		
	Total		**$ 7.76**

MISCELLANEOUS CHARGES AND CREDITS

3	Long Distance Access Charge	3 at 3.85	11.55
4	Long Distance Access Charge	3 at 1.85	5.55
5	Long Distance Administrative Charge	6 at .74	4.44
6	Carrier Cost Recovery Charge	6 at .28	1.68
	Total		**$ 23.22**

TAXES AND FEES ON SERVICES

7	Federal Universal Service Fee - Verizon LD	4.23
	Total	**$ 4.23**

Verizon Long Distance charges **$ 37.45**

Total Verizon Long Distance Charges **$ 37.45**

Nonpayment of provider charges will not result in the disconnection of your local telephone service; however, collection of unpaid charges may be pursued by the service provider.

For Your Information

Bankruptcy Information
If you are or were in bankruptcy, this statement may include amounts for pre-bankruptcy service. You should not pay pre-bankruptcy amounts; they are for your information only. Mail bankruptcy-related correspondence to 500 Technology Drive, Suite 550, Weldon Spring, MO 63304.

Payment by Check
Paying by check authorizes check processing or use of the check information for a one-time electronic fund transfer from your account. For all payments using bank account information, we may retain the information to send you electronic refunds or enable your future electronic payments to us (to opt out, call 1-888-500-5358).

verizon

Billing Date: 04/28/13 Page 1 of 6
Telephone Number : 956 488-0500 070821
Account Number: 10 5475 2895143324 03
How to Reach Us : See page 2

RIO GRANDE CITY WIC CLINIC

Account Summary

Previous Charges	$ 1,091.19
Payment(s) received. Thank you.	– 718.94
Past Due Charges (please pay now)	$ 372.25
New Charges	
Verizon (page 3)	$ 338.09
Verizon Long Distance (page 4)	37.29
Total New Charges Due May 23, 2013	$ 375.38
To avoid a late payment charge of 5.0% or $5.00, whichever is greater, payment must be received before May 28, 2013.	
Total Due	$ 747.63

Your business line/trunk term commitment has expired. You can save money on your month-to-month line or trunk rate by calling the toll-free number on your bill to renew.

V 251577

FOOD/SERVICES RECEIVED BY: 5-6-13

INVOICE RECEIVED BY: Gene Hernandez

INVOICE NO. 4-28-13 5-27-13 ACCT NO. 10547528951433 2403

P.O. NO. 690482

ACCT. NO. 3-1292-441.00.350.001-3-531

AMOUNT DUE: $358.80 5-6-13

RECEIVED
MAY 06 2013
By

APPROVED BY:

Mail Payments To:
VERIZON SOUTHWEST; PO BOX 920041, DALLAS TX 75392-0041

Change of billing address?
Go to verizon.com/billingaddress or call us.

▼ Detach & return payment slip with your check, payable to Verizon.

verizon

Account: 10 5475 2895143324 03
New Charges Due: May 23, 2013
Total Due: $ 747.63

210*HBRDA1
00002064 3S0000013451
10-TX 5475
9564880500 20070821

042813

Amount Paid :
$ ☐☐☐.☐☐

00002064 01 AB 0.384 SW042811 0012
RIO GRANDE CITY WIC CLINIC
3105 STATE HIGHWAY 107
EDINBURG TX 78539-9406

RECEIVED
2013 MAY 9 AM 10 15
COUNTY AUDITOR

VERIZON SOUTHWEST
PO BOX 920041
DALLAS TX 75392-0041

10 5475 2895143324 03N00000037225 00000074763 06

How to Reach Us

Billing Questions	enterprisecenter.verizon.com	1-800-483-6000	8:30 am - 5 pm M-F
Order Questions	enterprisecenter.verizon.com	1-800-483-6000	8:30 am - 5 pm M-F
Online billing and payment	enterprisecenter.verizon.com		24 hours a day
Repair	enterprisecenter.verizon.com	1-888-875-4144	24 hours a day
Pay By Phone Service*	(third party fee applies)	1-800-345-6563	24 hours a day
Payment Arrangements		1-800-440-8052	7:00am-6:00pm CST M-

* Pay by Phone Service - This service is optional and provided by an independent third party vendor for a fee.

For Your Information

Previous Payments
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Returned Payment
If your payment is returned for any reason, Verizon will resubmit it electronically. A charge may apply for each payment returned.

Past Due Amounts
The due date on your bill only applies to New Charges. Any past due amount should be paid immediately.

Service Suspension for Non-Payment
Based on state regulatory and notice requirements, once your bill is past due, some or all of your service may be suspended. Charges may apply to suspend and reconnect service. A deposit to reestablish service may also be required.

TX Slamming & Cramming
If you think you have been slammed, (your long distance service switched without your permission) or crammed (charged for services that you did not authorize), please contact us. If we do not resolve your problem, you may write the Public Utility Commission of Texas, c/o Office of Consumer Protection, PO Box 13326, Austin, TX 78711-3326, email at (customer@puc.state.tx.us or call 512-936-7120 (toll free in Texas 1-888-782-8477). TTY service available on 512-936-7136.

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1. Check box **2. Sign here** **3. Put date here**

☐

4. Print email address here

Go Green! Go Paperless Billing! Pay Electronically!

PAYMENTS

1	Payment Received on Apr 29.	CR 359.45
2	Payment Received on Apr 29.	CR 359.49
	Payment(s) applied to previous charges. **Total**	**CR $ 718.94**

MONTHLY LOCAL SERVICE - REGULATED (Apr 28 to May 27)

BASIC LOCAL SERVICE CHARGE

	Description	Qty	Unit Rate	
3	CustoPAK line - flat rate	3	48.00	144.00
4	Single line business - 1 year term	3	22.00	66.00
5	Federal Access Recovery Charge	3	.15	.45
6	Federal Access Recovery Charge	3	.86	2.58
7	Federal Subscriber Line Charge	6	7.38	44.28
			Subtotal	257.31
	Total			**$ 257.31**

MISCELLANEOUS CHARGES AND CREDITS

8	Late payment charge on $331.50	16.58
	Total	**$ 16.58**

REGULATED SERVICE TAXES AND SURCHARGES

9	Federal Excise Tax	8.36
10	Cost of service surcharge	.37
11	9-1-1 Equalization Fee	.36
12	9-1-1 Fee	3.00
13	Expanded Local Calling/Surcharge	21.00
14	Federal Universal Service Fee	.21
15	Federal Universal Service Fee	1.72
16	Federal Universal Service Fee	6.33
	Total	**$ 41.35**
	Verizon regulated charges	***$ 315.24***

LOCAL TOLL CALLS

For 956 488-0500

Direct Dialed Calls

	Day	Date	Time	Place called		Number called	Period	Min.	
17	Tue	Apr 16	9:40 am	Harlingen	TX	956 778-5822	Day	17	2.89
	Total								**$ 2.89**

Total local toll charges $ 2.89

Thank you for using Verizon.

LOCAL TOLL TAXES AND SURCHARGES

18	Cost of service surcharge	.01
	Total	**$ .01**
	Verizon local toll charges **	***$ 2.90***

****Non-payment of local toll charges WILL NOT result in the disconnection of your local telephone service.**

MONTHLY SERVICE - NON-REGULATED (Apr 28 to May 27)

	Description	Qty	Unit Rate	
19	Voice Messaging - Mailbox	1	19.95	19.95
	Total			**$ 19.95**
	Verizon non-regulated charges **			***$ 19.95***

****Non-payment of non-regulated service charges WILL NOT result in the disconnection of your local telephone service.**

RECEIVED BY
COUNTY AUDITOR
2013 MAY 9 AM 10 15

Total Verizon charges	*$ 338.09*

ITEMIZATION OF TELEPHONE NUMBERS:

Listed below are the telephone numbers included with this billing:

956 488-0500 956 488-8320 956 488-8324 956 488-8352
956 488-8356 956 488-8391

Should you have any questions, please contact Verizon by using the telephone number listed on page two of your bill.

Verizon Long Distance

LONG DISTANCE HELPFUL NUMBERS

Billing/customer service questions	1-800-483-5000
Repair	1-800-483-8494
Visit our Website at	verizonLD.com

SUMMARY OF CHARGES FOR VERIZON LONG DISTANCE

Domestic	Calls	Minutes	Amount	
Direct Dialed	16	42.3	2.71	
Total usage	16	42.3	$ 2.71	
Total Long Distance calls				**$ 2.71**
Other Charges and/or Credits				30.51
Taxes and Surcharges				4.07
Total Verizon Long Distance Charges				**$ 37.29**

Your calling plan(s): FirmRate Advantage Plan

FirmRate Advantage Plan

For 956 488-0500

Direct Dialed Calls

	Date	Time	Place called		Number called	Min	
1	Apr 16	5:47 pm	SanAntonio	TX	956 286-6094	0.3	.02
2	Apr 16	5:48 pm	SanAntonio	TX	956 286-6094	0.6	.04
					Subtotal		.06

For 956 488-8324

Direct Dialed Calls

	Date	Time	Place called		Number called	Min	
3	Apr 17	9:12 am	Weslaco	TX	956 472-6630	2.2	.14
4	Apr 17	12:33 pm	SanAntonio	TX	956 286-6094	12.6	.81
5	Apr 17	2:18 pm	Weslaco	TX	956 472-6630	0.7	.04
6	Apr 17	3:31 pm	Weslaco	TX	956 472-6630	1.4	.09
7	Apr 22	10:07 am	Brownsvl	TX	956 778-5822	5.8	.37
8	Apr 22	4:23 pm	Brownsvl	TX	956 778-5822	11.1	.71
					Subtotal		2.16

Verizon Long Distance

FirmRate Advantage Plan (continued)

For 956 488-8356

Direct Dialed Calls

	Date	Time	Place called		Number called	Min	
1	Apr 10	4:43 pm	Aransspass	TX	361 758-0087	1.1	.07
2	Apr 12	12:53 pm	Aransspass	TX	361 758-0087	1.2	.08
3	Apr 15	3:06 pm	Grafton	ND	701 352-5074	0.9	.06
4	Apr 16	12:43 pm	Grafton	ND	701 352-5074	1.4	.09
5	Apr 18	10:13 am	Grafton	ND	701 352-5074	0.5	.03
6	Apr 19	11:44 am	Grafton	ND	701 352-5074	0.9	.06
7	Apr 22	2:20 pm	Waco	TX	254 750-5415	0.6	.04
8	Apr 25	10:38 am	St Cloud	MN	320 656-6130	1.0	.06
					Subtotal		.49

Summary of FirmRate Advantage Plan

9	Plan calls	2.71
	Total	**$ 2.71**

Total Long Distance calls **$ 2.71**

Thank you for using Verizon Long Distance.

MONTHLY PLAN CHARGES

10 Qualifying Long Distance Charges $2.71

11 FirmRate Advantage Shortfall Charge 7.29

Your Long Distance qualifying charges this month are $2.71.
When your long distance charges are less than $10.00, the Short Fall charge is the difference between those charges and $10.00.
All long distance charges except for taxes and surcharges are included.

Total **$ 7.29**

MISCELLANEOUS CHARGES AND CREDITS

12	Long Distance Access Charge	3 at 3.85	11.55
13	Long Distance Access Charge	3 at 1.85	5.55
14	Long Distance Administrative Charge	6 at .74	4.44
15	Carrier Cost Recovery Charge	6 at .28	1.68
	Total		**$ 23.22**

TAXES AND FEES ON SERVICES

16 Federal Universal Service Fee - Verizon LD 4.07

Total **$ 4.07**

Verizon Long Distance charges **$ 37.29**

Total Verizon Long Distance Charges **$ 37.29**

Nonpayment of provider charges will not result in the disconnection of your local telephone service; however, collection of unpaid charges may be pursued by the service provider.

For Your Information

Bankruptcy Information

If you are or were in bankruptcy, this statement may include amounts for pre-bankruptcy service. You should not pay pre-bankruptcy amounts; they are for your information only. Mail bankruptcy-related correspondence to 500 Technology Drive, Suite 550, Weldon Spring, MO 63304.

Payment by Check

Paying by check authorizes check processing or use of the check information for a one-time electronic fund transfer from your account. For all payments using bank account information, we may retain the information to send you electronic refunds or

verizonwireless

P.O. BOX 105378
ATLANTA, GA 30348

Manage Your Account & View Your Usage Details	Account Number	Date Due
At vzw.com/mybusinessaccount	822603189–00011	Past Due
	Invoice Number	6843321269

20001450 02 MB 0.402 **AUTO T9 1 1123 78539-940605 1 E CNTX2305

COUNTY OF HIDALGO WIC
MARGARITA GONZALEZ
3105 W UNIVERSITY DR
EDINBURG, TX 78539-9406

Quick Bill Summary

Dec 24 – Jan 23

Previous Balance *(see back for details)*	$1,166.25
No Payment Received	$.00
Balance Forward Due Immediately	**$1,166.25**
Monthly Access Charges	$228.05
Usage Charges	
Voice	$.00
Verizon Wireless' Surcharges and Other Charges & Credits	$7.20
Taxes, Governmental Surcharges & Fees	$.00
Total Current Charges Due by February 18, 2013	**$235.25**

RECEIVED
FEB 04 REC'D
By

Total Amount Due **$1,401.50**

Our records indicate your account is past due. Please send payment now to avoid service disruption.

Pay from Wireless	Pay on the Web	Questions:
#PMT (#768)	At vzw.com/mybusinessaccount	1.800.922.0204 or *611 from your wireless

VE

verizonwireless

Bill Date	January 23, 2013
Account Number	822603189–00011
Invoice Number	6843321269

COUNTY OF HIDALGO WIC
MARGARITA GONZALEZ
3105 W UNIVERSITY DR
EDINBURG, TX 78539–9406

Total Amount Due

Make check payable to Verizon Wireless.
Please return this remit slip with payment.

$1,401.50

$□,□□□.□□

PO BOX 660108
DALLAS, TX 75266–0108

☐ Check here and fill out the back of this slip if your billing address has changed or you are adding or changing your email address.

5 JAN 11 23 2013 APR COUNTY AUDITOR

68433212690108226031890001100002352500014015097

Overview of Shared Usage

	Participating Lines as of 01/23/13	Lines Exceeding Allowance after Share	Shared Allowance	Shared Usage	Shared Billable	Cost
Talk–Nationwide Business Share	3	0	2,200	2,198	0	--

Overview of Lines

Lines Charges	Page Number	Monthly Access Charges	Usage Charges	Equipment Charges	VZW Surcharges and Other Charges and Credits	Taxes, Governmental Surcharges and Fees	Third–Party Charges (includes Tax)	Total Charges	Voice Plan Usage	Messaging Usage	Data Usage	Voice Roaming	Messaging Roaming	Data Roaming
956–279–7850 Wic Mobile	*4*	$85.04	--	--	$3.22	$.00	--	$88.26	1867	--	--	--	--	--
956–578–5972 Wic Adm Office Use	*5*	$19.99	--	--	$.76	$.00	--	$20.75	60	--	--	--	--	--
956–720–1796 Wic Mobile	*6*	$56.69	--	--	$2.15	$.00	--	$58.84	901	--	--	--	--	--
956–907–4943 Wic Adm Office Use	*7*	$28.34	--	--	$1.07	$.00	--	$29.41	271	--	--	--	--	--
956–929–1042 Wic Wireless Card	*8*	$37.99	--	--	$.00	$.00	--	$37.99	--	--	--	--	--	--
Total Current Charges		**$228.05**	**$.00**	**$.00**	**$7.20**	**$.00**	**$.00**	**$235.25**						

RECEIVED
APR 11 2013

Summary for Wic Mobile: 956-279-7850

Your Plan

Nationwide Business Talk 2000
$104.99 monthly access charge
2000 monthly allowance minutes
$.25 per minute after allowance

Friends & Family

Pay As You Use Megabyte Data
$1.99 per megabyte

Beginning on 12/14/10:
19% Access Discount

M2M National Unlimited
Unlimited monthly Mobile to Mobile

UNL Night & Weekend Min
Unlimited monthly OFFPEAK

Have more questions about your charges? Get details for all your Usage Charges at vzw.com/mybusinessaccount.

Charges

Monthly Access Charges

Nationwide Business Talk 2000 01/24 – 02/23	104.99
19% Access Discount 01/24 – 02/23	-19.95
	$85.04

Usage Charges

Voice		Allowance	Used	Billable	Cost
SharePlan	*minutes*	2000 (shared)	1867	--	--
Mobile to Mobile	*minutes*	unlimited	28	--	--
Total Voice					$.00

Total Usage Charges **$.00**

Verizon Wireless' Surcharges

Fed Universal Service Charge	3.22
	$3.22

Total Current Charges for 956-279-7850 **$88.26**

Order #: 1123 Copy #: 05 Control #:20001450-00012236

RECEIVED BY
COUNTY AUDITOR
2013 APR 5 AM 11 23

Summary for Wic Adm Office Use: 956–578–5972

Your Plan

Nationwide BUS Talk Share
$19.99 monthly access charge
$.25 per minute

Pay As You Use Megabyte Data
$1.99 per megabyte

M2M National Unlimited
Unlimited monthly Mobile to Mobile

UNL Night & Weekend Min
Unlimited monthly OFFPEAK

Have more questions about your charges? Get details for all your Usage Charges at vzw.com/mybusinessaccount.

Charges

Monthly Access Charges

Nationwide BUS Talk Share Add'l Line 01/24 – 02/23	19.99
	$19.99

Usage Charges

Voice		Allowance	Used	Billable	Cost
SharePlan	*minutes*	--	60	--	--
Mobile to Mobile	*minutes*	unlimited	8	--	--
Total Voice					$.00

Total Usage Charges **$.00**

Verizon Wireless' Surcharges

Fed Universal Service Charge	.76
	$.76

Total Current Charges for 956–578–5972 **$20.75**

Order #: 1123 Copy #: 05 Control #:20001450-00012235

RECEIVED BY
COUNTY AUDITOR
2013 APR 5 AM 11 23

Summary for Wic Mobile: 956-720-1796

Your Plan

Nationwide Talk Unlimited
$69.99 monthly access charge
Unlimited monthly minutes

Pay As You Use Megabyte Data
$1.99 per megabyte

Beginning on 09/24/11:
19% Access Discount

M2M National Unlimited
Unlimited monthly Mobile to Mobile

UNL Night & Weekend Min
Unlimited monthly OFFPEAK

Have more questions about your charges? Get details for all your Usage Charges at vzw.com/mybusinessaccount.

Charges

Monthly Access Charges

Nationwide Talk Unlimited 01/24 – 02/23	69.99
19% Access Discount 01/24 – 02/23	-13.30
	$56.69

Usage Charges

Voice		Allowance	Used	Billable	Cost
Calling Plan	*minutes*	unlimited	901	--	--
Mobile to Mobile	*minutes*	unlimited	11	--	--
Total Voice					$.00

Total Usage Charges **$.00**

Verizon Wireless' Surcharges

Fed Universal Service Charge	2.15
	$2.15

Total Current Charges for 956-720-1796 **$58.84**

Order #: 1123 Copy #: 05 Control #:20001450-00012234

RECEIVED BY
COUNTY AUDITOR
2013 APR 5 PM 11 23

Summary for Wic Adm Office Use: 956–907–4943

Your Plan

AC Business SharePlan 200
$34.99 monthly access charge
200 monthly allowance minutes
$.25 per minute after allowance

Unlimited Night & Weekend Mins

Beginning on 07/26/11:
19% Access Discount

M2M National Unlimited
Unlimited monthly Mobile to Mobile

Have more questions about your charges? Get details for all your Usage Charges at vzw.com/mybusinessaccount.

Charges

Monthly Access Charges

AC Business SharePlan 200 01/24 – 02/23	34.99
19% Access Discount 01/24 – 02/23	–6.65
	$28.34

Usage Charges

Voice		Allowance	Used	Billable	Cost
SharePlan	*minutes*	200 (shared)	271	--	--
Mobile to Mobile	*minutes*	unlimited	34	--	--
Total Voice					$.00

Total Usage Charges **$.00**

Verizon Wireless' Surcharges

Fed Universal Service Charge	1.07
	$1.07

Total Current Charges for 956–907–4943 **$29.41**

Order #: 1123 Copy #: 05 Control #:20001450-00012233

RECEIVED BY
COUNTY AUDITOR
2013 APR 5 AM 11 23

Summary for Wic Wireless Card: 956-929-1042

Your Plan

Mobile Broadband
$37.99 monthly access charge
$.25 per minute

Unlimited MB Allowance
Unlimited monthly kilobyte

Have more questions about your charges? Get details for all your Usage Charges at vzw.com/mybusinessaccount.

Charges

Monthly Access Charges

Mobile Broadband 01/24 – 02/23	37.99
	$37.99

Total Current Charges for 956-929-1042	**$37.99**

Order #: 1123 Copy #: 05 Control #:20001450-00012232

RECEIVED BY
COUNTY AUDITOR
2013 APR 5 AM 11 23

Need–to–Know Information

Limiting Notations On Payments

Written notations included with or on your payment cannot be reviewed when bills are processed and will not be honored. Please send such notated payment and any accompanying correspondence to the Correspondence Address on Page 2 of your bill.

Electronic Fund Transfer (EFT)

Your check authorizes us either to make a one–time electronic funds transfer (EFT) from your account or process as a check. An EFT may be withdrawn from your account the same day you make your payment and your check is not returned to you. If you want to be excluded from EFT, please call 1–866–544–0401. If payment is returned unpaid, you authorized us to collect an additional $25 fee through EFT from your account.

Experiencing A Problem With Your Verizon Wireless Device?

Just contact us toll–free at 1–866–406–5154 from a landline phone. If we can't resolve the problem and the problem is caused by a manufacturing defect within the first year you own the device, we'll send you a Certified Like–New Replacement (either a like unit or one of comparable quality) right to your door.

FUSC Change

The Federal Universal Service Charge (FUSC) is a Verizon Wireless charge that is subject to change each calendar quarter based on contribution rates prescribed by the FCC. On January 1, the FUSC decreased to 3.79 percent of assessable wireless charges, other than separately billed interstate and international telecom charges. The FUSC on separately billed interstate and international telecom charges decreased to 16.1 percent. For more details, please call 1–888–684–1888.

Notice Of Administrative Charge Decrease

Effective January 1, 2013, the monthly Verizon Wireless Administrative Charge for voice and email plans decreased from $0.99 to $0.90 per line for all eligible customers. The charge for Mobile Broadband customers remains at $.06. For information regarding this charge, call 1–888–684–1888. Please consult your Customer Agreement for information about rate changes.

America's Fastest 4G Network

With Verizon's 4G LTE you get speeds up to 10 times faster than 3G in over 440 markets nationwide. Verizon 4G LTE brings the power and speed you need to make your business more productive. Contact your rep today, or see verizonwireless.com/bestnetwork for details.

LTE is a trademark of ETSI.

Order #: 1123 Copy #: 05 Control #:20001450-00012231

verizonwireless

P.O. BOX 105378
ATLANTA, GA 30348

Manage Your Account & View Your Usage Details	Account Number	Date Due
At vzw.com/mybusinessaccount	822603189–00011	Past Due
	Invoice Number	9700513417

20000728 02 MB 0.402 **AUTO T4 0 2293 78539-940605 1 E CNTX2305

COUNTY OF HIDALGO WIC
MARGARITA GONZALEZ
3105 W UNIVERSITY DR
EDINBURG, TX 78539-9406

Quick Bill Summary

Jan 24 – Feb 23

Previous Balance *(see back for details)*	$1,401.50
Payments – Thank You	–$863.84
Balance Forward Due Immediately	**$537.66**
Monthly Access Charges	$228.05
Usage Charges	
Voice	$20.75
Verizon Wireless' Surcharges and Other Charges & Credits	$7.98
Taxes, Governmental Surcharges & Fees	$.00
Total Current Charges Due by March 18, 2013	**$256.78**

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MAR 05 2013
By

Total Amount Due **$794.44**

Our records indicate your account is past due. Please send payment now to avoid service disruption.

Pay from Wireless	Pay on the Web	Questions:
#PMT (#768)	At vzw.com/mybusinessaccount	1.800.922.0204 or *611 from your wireless

VB

verizonwireless

Bill Date	February 23, 2013
Account Number	822603189–00011
Invoice Number	9700513417

COUNTY OF HIDALGO WIC
MARGARITA GONZALEZ
3105 W UNIVERSITY DR
EDINBURG, TX 78539–9406

Total Amount Due

Make check payable to Verizon Wireless.
Please return this remit slip with payment.

$794.44

$□□□.□□

PO BOX 660108
DALLAS TX 75266–0108

☐ Check here and fill out the back of this slip if your billing address has changed or you are adding or changing your email address.

97005134170108226031890001100002567800007944 49

Overview of Shared Usage

	Participating Lines as of 02/23/13	Lines Exceeding Allowance after Share	Shared Allowance	Shared Usage	Shared Billable	Cost
Talk–Nationwide Business Share	3	3	2,200	2,283	83	$20.75

Overview of Lines

RECEIVED BY COUNTY AUDITOR MAR 5 AM 11 2013

Lines Charges	Page Number	Monthly Access Charges	Usage Charges	Equipment Charges	VZW Surcharges and Other Charges and Credits	Taxes, Governmental Surcharges and Fees	Third–Party Charges (includes Tax)	Total Charges
956–279–7850 Wic Mobile	*5*	$85.04	$4.50	—	$3.39	$.00	—	$92.93
956–578–5272 Wic Adm Office Use	*6*	$19.99	$13.75	—	$1.28	$.00	—	$35.02
956–720–1796 Wic Mobile	*7*	$56.69	—	—	$2.15	$.00	—	$58.84
956–907–4943 Wic Adm Office Use	*8*	$28.34	$2.50	—	$1.16	$.00	—	$32.00
956–929–1042 Wic Wireless Card	*9*	$37.99	—	—	$.00	$.00	—	$37.99
Total Current Charges		**$228.05**	**$20.75**	**$.00**	**$7.98**	**$.00**	**$.00**	**$256.78**

Voice Plan Usage	Messaging Usage	Data Usage	Voice Roaming	Messaging Roaming	Data Roaming
2018	—	—	—	—	—
55	—	—	—	—	—
1065	—	—	—	—	—
210	—	—	—	—	—
—	—	—	—	—	—

Order #: 2293 Copy #: 06 Control #:20000728-00006027

Shared Usage Overage Details

Current Usage

TALK–NATIONWIDE BUSINESS SHARE

Shared Usage Overage Details			Allowance	Used	Billable	Cost
NATIONWIDE BUSINESS TALK 2000	956–279–7850	WIC MOBILE	2,000	2,018	18	$4.50
NATIONWIDE BUS TALK SHARE	956–578–5972	WIC ADM OFFICE USE	—	55	55	$13.75
AC BUSINESS SHAREPLAN 200	956–907–4943	WIC ADM OFFICE USE	200	210	10	$2.50

Have more questions about your charges? Get details for all your Usage Charges at vzw.com/mybusinessaccount.

Order #: 2293 Copy #: 05 Control #:20000728-00006026

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COUNTY AUDITOR
2013 APR 5 AM 11 23

Summary for Wic Mobile: 956–279–7850

Your Plan

Nationwide Business Talk 2000
$104.99 monthly access charge
2000 monthly allowance minutes
$.25 per minute after allowance

Friends & Family

Pay As You Use Megabyte Data
$1.99 per megabyte

Beginning on 12/14/10:
19% Access Discount

M2M National Unlimited
Unlimited monthly Mobile to Mobile

UNL Night & Weekend Min
Unlimited monthly OFFPEAK

Have more questions about your charges? Get details for all your Usage Charges at vzw.com/mybusinessaccount.

Charges

Monthly Access Charges

Nationwide Business Talk 2000 02/24 – 03/23	104.99
19% Access Discount 02/24 – 03/23	–19.95
	$85.04

Usage Charges

Voice		Allowance	Used	Billable	Cost
SharePlan	*minutes*	2000 (shared)	2018	18	4.50
Mobile to Mobile	*minutes*	unlimited	27	--	--
Total Voice					$4.50

Total Usage Charges **$4.50**

Verizon Wireless' Surcharges

Fed Universal Service Charge	3.39
	$3.39

Total Current Charges for 956–279–7850 **$92.93**

Order #: 2293 Copy #: 05 Control #:20000728-00006025

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COUNTY AUDITOR
2013 APR 5 AM 11 23

Summary for Wic Adm Office Use: 956–578–5972

Your Plan

Nationwide BUS Talk Share
$19.99 monthly access charge
$.25 per minute

Pay As You Use Megabyte Data
$1.99 per megabyte

M2M National Unlimited
Unlimited monthly Mobile to Mobile

UNL Night & Weekend Min
Unlimited monthly OFFPEAK

Have more questions about your charges? Get details for all your Usage Charges at vzw.com/mybusinessaccount.

Charges

Monthly Access Charges

Nationwide BUS Talk Share Add'l Line 02/24 – 03/23	19.99
	$19.99

Usage Charges

Voice		Allowance	Used	Billable	Cost
SharePlan	*minutes*	--	55	55	13.75
Total Voice					$13.75
Total Usage Charges					**$13.75**

Verizon Wireless' Surcharges

Fed Universal Service Charge	1.28
	$1.28

Total Current Charges for 956–578–5972 **$35.02**

Order #: 2293 Copy #: 05 Control #:20000728-00006024

RECEIVED BY
COUNTY AUDITOR
2013 APR 5 AM 11 23

Summary for Wic Mobile: 956–720–1796

Your Plan

Nationwide Talk Unlimited
$69.99 monthly access charge
Unlimited monthly minutes

Pay As You Use Megabyte Data
$1.99 per megabyte

Beginning on 09/24/11:
19% Access Discount

M2M National Unlimited
Unlimited monthly Mobile to Mobile

UNL Night & Weekend Min
Unlimited monthly OFFPEAK

Have more questions about your charges? Get details for all your Usage Charges at vzw.com/mybusinessaccount.

Charges

Monthly Access Charges

Nationwide Talk Unlimited 02/24 – 03/23	69.99
19% Access Discount 02/24 – 03/23	–13.30
	$56.69

Usage Charges

Voice		Allowance	Used	Billable	Cost
Calling Plan	*minutes*	unlimited	1065	--	--
Mobile to Mobile	*minutes*	unlimited	29	--	--
Total Voice					$.00

Total Usage Charges **$.00**

Verizon Wireless' Surcharges

Fed Universal Service Charge	2.15
	$2.15

Total Current Charges for 956–720–1796 **$58.84**

Order #: 2293 Copy #: 05 Control #20000728-00006023

RECEIVED BY
COUNTY AUDITOR
2013 APR 5 AM 11 23

Summary for Wic Adm Office Use: 956–907–4943

Your Plan

AC Business SharePlan 200
$34.99 monthly access charge
200 monthly allowance minutes
$.25 per minute after allowance

Unlimited Night & Weekend Mins

Beginning on 07/26/11:
19% Access Discount

M2M National Unlimited
Unlimited monthly Mobile to Mobile

Have more questions about your charges? Get details for all your Usage Charges at vzw.com/mybusinessaccount.

Charges

Monthly Access Charges

AC Business SharePlan 200 02/24 – 03/23	34.99
19% Access Discount 02/24 – 03/23	–6.65
	$28.34

Usage Charges

Voice		Allowance	Used	Billable	Cost
SharePlan	*minutes*	200 (shared)	210	10	2.50
Promotional	*minutes*		42	--	--
Mobile to Mobile	*minutes*	unlimited	3	--	--
Total Voice					$2.50

Total Usage Charges **$2.50**

Verizon Wireless' Surcharges

Fed Universal Service Charge	1.16
	$1.16

Total Current Charges for 956–907–4943 **$32.00**

Order #: 2293 Copy #: 05 Control #:20000728-00006022

RECEIVED BY
COUNTY AUDITOR
2013 APR 5 AM 11 23

Summary for Wic Wireless Card: 956-929-1042

Your Plan

Mobile Broadband
$37.99 monthly access charge
$.25 per minute

Unlimited MB Allowance
Unlimited monthly kilobyte

Have more questions about your charges? *Get details for all your Usage Charges at* vzw.com/mybusinessaccount.

Charges

Monthly Access Charges

Mobile Broadband 02/24 – 03/23	37.99
	$37.99

Total Current Charges for 956-929-1042	**$37.99**

Order #: 2293 Copy #: 05 Control #:20000728-00006021

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COUNTY AUDITOR
2013 APR 5 AM 11 23

Need–to–Know Information

Limiting Notations On Payments

Written notations included with or on your payment cannot be reviewed when bills are processed and will not be honored. Please send such notated payment and any accompanying correspondence to the Correspondence Address on Page 2 of your bill.

Electronic Fund Transfer (EFT)

Your check authorizes us either to make a one–time electronic funds transfer (EFT) from your account or process as a check. An EFT may be withdrawn from your account the same day you make your payment and your check is not returned to you. If you want to be excluded from EFT, please call 1–866–544–0401. If payment is returned unpaid, you authorized us to collect an additional $25 fee through EFT from your account.

Experiencing A Problem With Your Verizon Wireless Device?

Just contact us toll–free at 1–866–406–5154 from a landline phone. If we can't resolve the problem and the problem is caused by a manufacturing defect within the first year you own the device, we'll send you a Certified Like–New Replacement (either a like unit or one of comparable quality) right to your door.

Save Money And Have Peace Of Mind When Traveling Abroad

Get wireless access to browse the Internet and check email abroad. 100 MB is now just $25 per month. Available in 120 countries worldwide. Learn more at www.verizonwireless.com/globaldata. Then bring along your Global Passport for 24/7 global support at your fingertips. Download/print at www.vzw.com/globalpassport.

Order #: 2293 Copy #: 05 Control #:20000728-00006020

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COUNTY AUDITOR
2013 APR 5 AM 11 23

verizonwireless

P.O. BOX 105378
ATLANTA, GA 30348

Manage Your Account & View Your Usage Details	Account Number	Date Due
At vzw.com/mybusinessaccount	822603189–00011	Past Due
	Invoice Number	9702168345

20000731 02 MB 0.402 **AUTO T4 0 2393 78539-940605 1 E CNTX2305

COUNTY OF HIDALGO WIC
MARGARITA GONZALEZ
3105 W UNIVERSITY DR
EDINBURG, TX 78539-9406

Quick Bill Summary

Feb 24 – Mar 23

Previous Balance *(see back for details)*	$794.44
No Payment Received	$.00
Balance Forward Due Immediately	**$794.44**
Monthly Charges	$228.05
Usage and Purchase Charges	
Voice	$.00
Verizon Wireless' Surcharges and Other Charges & Credits	$7.20
Taxes, Governmental Surcharges & Fees	$.00
Total Current Charges Due by April 18, 2013	**$235.25**

Total Amount Due **$1,029.69**

RECEIVED
APR 04 2013
By

Our records indicate your account is past due. Please send payment now to avoid service disruption.

Pay from Wireless	Pay on the Web	Questions:
#PMT (#768)	At vzw.com/mybusinessaccount	1.800.922.0204 or *611 from your wireless

VB

verizonwireless

Bill Date	March 23, 2013
Account Number	822603189–00011
Invoice Number	9702168345

Please Recycle

COUNTY OF HIDALGO WIC
MARGARITA GONZALEZ
3105 W UNIVERSITY DR
EDINBURG, TX 78539–9406

Total Amount Due

Make check payable to Verizon Wireless.
Please return this remit slip with payment.

$1,029.69

$☐,☐☐☐.☐☐

PO BOX 660108
DALLAS, TX 75266–0108

☐ Check here and fill out the back of this slip if your billing address has changed or you are adding or changing your email address.

RECEIVED BY AUDITOR COUNTY
APR 2013
S

97021683450108226031890001100002352500010296 99

Overview of Shared Usage

	Participating Lines as of 03/23/13	Lines Exceeding Allowance after Share	Shared Allowance	Shared Usage	Shared Billable	Cost
Talk–Nationwide Business Share	3	0	2,200	1,983	0	--

Overview of Lines

Lines Charges	Page Number	Monthly Charges	Usage and Purchase Charges	Equipment Charges	VZW Surcharges and Other Charges and Credits	Taxes, Governmental Surcharges and Fees	Third–Party Charges (includes Tax)	Total Charges
956–279–7850 Wic Mobile	*4*	$85.04	--	--	$3.22	$.00	--	$88.26
956–578–5972 Wic Adm Office Use	*5*	$19.99	--	--	$.76	$.00	--	$20.75
956–720–1796 Wic Mobile	*6*	$56.69	--	--	$2.15	$.00	--	$58.84
956–907–4943 Wic Adm Office Use	*7*	$28.34	--	--	$1.07	$.00	--	$29.41
956–929–1042 Wic Wireless Card	*8*	$37.99	--	--	$.00	$.00	--	$37.99
Total Current Charges		**$228.05**	**$.00**	**$.00**	**$7.20**	**$.00**	**$.00**	**$235.25**

Voice Plan Usage	Messaging Usage	Data Usage	Voice Roaming	Messaging Roaming	Data Roaming
1739	--	--	--	--	--
37	--	--	--	--	--
996	--	--	--	--	--
207	--	--	--	--	--
--	--	--	--	--	--

Order #: 2393 Copy #: 05 Control #:2000073 1-00006093

Summary for Wic Mobile: 956–279–7850

Your Plan

Nationwide Business Talk 2000
$104.99 monthly charge
2000 monthly allowance minutes
$.25 per minute after allowance

Friends & Family

Pay As You Use Megabyte Data
$1.99 per megabyte

Beginning on 12/14/10:
19% Access Discount

M2M National Unlimited
Unlimited monthly Mobile to Mobile

UNL Night & Weekend Min
Unlimited monthly OFFPEAK

Have more question about your charges? Get details for usage charges at www.verizonwireless.com. Sign into My Verizon to View Online Bill and click on Calls, Messages & Data.

Monthly Charges

Nationwide Business Talk 2000	03/24 – 04/23	104.99
19% Access Discount	03/24 – 04/23	–19.95
		$85.04

Usage and Purchase Charges

Voice		Allowance	Used	Billable	Cost
SharePlan	*minutes*	2000 (shared)	1739	--	--
Mobile to Mobile	*minutes*	unlimited	39	--	--
Total Voice					$.00

Total Usage and Purchase Charges **$.00**

Verizon Wireless' Surcharges

Fed Universal Service Charge	3.22
	$3.22

Total Current Charges for 956–279–7850 **$88.26**

Control #:20000731-00006092
Order #: 2393 Copy #: 05

RECEIVED BY
COUNTY AUDITOR
2013 APR 5 AM 11 23

Summary for Wic Adm Office Use: 956-578-5972

Your Plan

Nationwide BUS Talk Share
$19.99 monthly charge
$.25 per minute

Pay As You Use Megabyte Data
$1.99 per megabyte

M2M National Unlimited
Unlimited monthly Mobile to Mobile

UNL Night & Weekend Min
Unlimited monthly OFFPEAK

Have more question about your charges? Get details for usage charges at www.verizonwireless.com. Sign into My Verizon to View Online Bill and click on Calls, Messages & Data.

Monthly Charges

Nationwide BUS Talk Share Add'l Line	03/24 – 04/23	19.99
		$19.99

Usage and Purchase Charges

Voice		Allowance	Used	Billable	Cost
SharePlan	*minutes*	--	37	--	--
Mobile to Mobile	*minutes*	unlimited	13	--	--
Total Voice					$.00

Total Usage and Purchase Charges **$.00**

Verizon Wireless' Surcharges

Fed Universal Service Charge	.76
	$.76

Total Current Charges for 956-578-5972 **$20.75**

Order #: 2393 Copy #: 05 Control #:20000731-00006091

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2013 APR 5 AM 11 24

Summary for Wic Mobile: 956-720-1796

Your Plan

Nationwide Talk Unlimited
$69.99 monthly charge
Unlimited monthly minutes

Pay As You Use Megabyte Data
$1.99 per megabyte

Beginning on 09/24/11:
19% Access Discount

M2M National Unlimited
Unlimited monthly Mobile to Mobile

UNL Night & Weekend Min
Unlimited monthly OFFPEAK

Have more question about your charges? Get details for usage charges at www.verizonwireless.com. Sign into My Verizon to View Online Bill and click on Calls, Messages & Data.

Monthly Charges

Nationwide Talk Unlimited	03/24 – 04/23	69.99
19% Access Discount	03/24 – 04/23	-13.30
		$56.69

Usage and Purchase Charges

Voice		Allowance	Used	Billable	Cost
Calling Plan	*minutes*	unlimited	996	--	--
Mobile to Mobile	*minutes*	unlimited	38	--	--
Total Voice					$.00

Total Usage and Purchase Charges **$.00**

Verizon Wireless' Surcharges

Fed Universal Service Charge	2.15
	$2.15

Total Current Charges for 956-720-1796 **$58.84**

RECEIVED BY
COUNTY AUDITOR
2013 APR 5 AM 11 24

Order #: 2393 Copy #: 05
Control #:2000731-0000090

Summary for Wic Adm Office Use: 956–907–4943

Your Plan

AC Business SharePlan 200
$34.99 monthly charge
200 monthly allowance minutes
$.25 per minute after allowance

Unlimited Night & Weekend Mins

Beginning on 07/26/11:
19% Access Discount

M2M National Unlimited
Unlimited monthly Mobile to Mobile

Have more question about your charges? Get details for usage charges at www.verizonwireless.com. Sign into My Verizon to View Online Bill and click on Calls, Messages & Data.

Monthly Charges

AC Business SharePlan 200	03/24 – 04/23	34.99
19% Access Discount	03/24 – 04/23	–6.65
		$28.34

Usage and Purchase Charges

Voice		Allowance	Used	Billable	Cost
SharePlan	*minutes*	200 (shared)	207	--	--
Promotional	*minutes*		9	--	--
Mobile to Mobile	*minutes*	unlimited	19	--	--
Total Voice					$.00

Total Usage and Purchase Charges **$.00**

Verizon Wireless' Surcharges

Fed Universal Service Charge	1.07
	$1.07

Total Current Charges for 956–907–4943 **$29.41**

RECEIVED BY
COUNTY AUDITOR
2013 APR 5 AM 11 24

Summary for Wic Wireless Card: 956-929-1042

Your Plan

Mobile Broadband
$37.99 monthly charge
$.25 per minute

Unlimited MB Allowance
Unlimited monthly kilobyte

Have more question about your charges? Get details for usage charges at www.verizonwireless.com. Sign into My Verizon to View Online Bill and click on Calls, Messages & Data.

Monthly Charges

Mobile Broadband	03/24 – 04/23	37.99
		$37.99

Total Current Charges for 956-929-1042 **$37.99**

RECEIVED BY
COUNTY AUDITOR
2013 APR 5 AM 11 24

Need–to–Know Information

Limiting Notations On Payments

Written notations included with or on your payment cannot be reviewed when bills are processed and will not be honored. Please send such notated payment and any accompanying correspondence to the Correspondence Address on Page 2 of your bill.

Electronic Fund Transfer (EFT)

Your check authorizes us either to make a one–time electronic funds transfer (EFT) from your account or process as a check. An EFT may be withdrawn from your account the same day you make your payment and your check is not returned to you. If you want to be excluded from EFT, please call 1–866–544–0401. If payment is returned unpaid, you authorized us to collect an additional $25 fee through EFT from your account.

Experiencing A Problem With Your Verizon Wireless Device?

Just contact us toll–free at 1–866–406–5154 from a landline phone. If we can't resolve the problem and the problem is caused by a manufacturing defect within the first year you own the device, we'll send you a Certified Like–New Replacement (either a like unit or one of comparable quality) right to your door.

Order #: 2393 Copy #: 05 Control #:20000731-00006087

RECEIVED BY
COUNTY AUDITOR
2013 APR 5 AM 11 24

AI-38834 **Precinct #4** **18. A.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Resolution in Honor of Jose Maria Ochoa

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	05/17/2013 11:39 AM
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Monica Badillo Started On: 05/17/2013 09:32 AM

Final Approval Date: 05/17/2013

AI-38752 **Budget and Management 19. A.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted For: Constable Precinct No.1 **Submitted By:** Rosie Cantu, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

Justice Court Building Security Fund (1245):
Approval of appropriation of funds for the Justice Court Building Security Fund in the total amount of $83,061.25 to cover cost of security equipment and installation for the JP Precinct 1 office.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013 **ACCT. #:** 3-1245-412-00-060-002-0-XXX

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:** N

BUDGETARY IMPACT:

See attached appropriation.
Appropriation pending CC approval.

Attachments

APPROPRIATION

quotes

summary

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	05/15/2013 03:58 PM
Obdett Calzada	Obdett Calzada	05/16/2013 02:37 PM
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Rosie Cantu Started On: 05/14/2013 09:07 AM

Final Approval Date: 05/17/2013

DATE: May 15, 2013

2013
Appropriation

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

DEPARTMENT NAME: DBM for Constable JUSTICE CRT BLDG SECURITY (JP PRECINCT 1)

ACCOUNT NUMBER: 3-1245-412-00-060-002-0-XXX JUSTICE CRT BLDG SECURITY

Contact Person: Rosie Cantu **Ph#:** (956) 292-7025 ext. 5408

SUBJECT: **Budget Amendments** (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Budget Amendments (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

INCREASE ACCOUNT NUMBER(S)	ACCOUNT (OBJECT) NAME		AMOUNT
3-1245-412-00-060-002-0-439	JUSTICE CRT BLDG SECURITY-	OTHER R&M SRV	19,012.50
3-1245-412-00-060-002-0-619	JUSTICE CRT BLDG SECURITY-	OTHER MISC SUPPLIES	2,561.25
3-1245-412-00-060-002-0-679	JUSTICE CRT BLDG SECURITY-	OTHER R&M SUPPLIES	22,351.50
3-1245-412-00-060-002-0-745	JUSTICE CRT BLDG SECURITY-	COMPUTER EQUIPMENT	15,376.00
3-1245-412-00-060-002-0-748	JUSTICE CRT BLDG SECURITY-	OTHER EQUIPMENT	23,760.00
		TOTAL BUDGET INCREASE (DECREASE)	**83,061.25**

REASON: TO APPROPRIATE FUNDS TO COVER COST OF DATA DROPS, SECURITY CAMERAS, AND ACCESS CONTROL FOR THE DOORS AT THE JP/ CONSTABLE PCT 1.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

/ /
DATE

ATTEST COUNTY CLERK

STARR TELECOM

304 W. Veterans Blvd.
Palmview, TX 78572

Estimate

Date	Estimate #
3/28/2013	3100

Name / Address
HIDALGO COUNTY 100 S.CLOSNER EDINBURG, TEXAS 78539 PCT.1 JOP BUY BOARD CO#401-12

Project

Suggested Obj Codes

Description	Qty	Cost	Total
(RAZ-M16-4T) RAZBERI NVR 16 POE PORTS 4 TB HDD INTERNAL STORAGE	745 2	3,844.00	7,688.00
(LP200) RAZBERI 2.1 MP H.264 LOW PROFILE MNI DOME POE	679 11	445.50	4,900.50
(DV200L) RAZBERI 2.1 MP H.264 IR ANTI-VANDAL DOME POE	748 10	1,188.00	11,880.00
(MNT-W102) PELCO STYLE WALL MOUNT FOR DVO200 (L), CONFORMS TO 1.5 INCH NPT THREAD	619 10	74.00	740.00
LABOR RATE FOR INSTALLATION OF SYSTEMS	439 60	85.50	5,130.00

BUYBOARD VENDOR:AL3 Enterprises L.L.C., dba Starr Telecom
CONTRACT # 401-12

Total $30,338.50

Customer Signature _____

Phone #	Fax #	E-mail
956.580.1333	956.519.7859	ste@starrtelecom.com

STARR TELECOM

304 W. Veterans Blvd.
Palmview, TX 78572

Estimate

Date	Estimate #
3/28/2013	3101

Name / Address
HIDALGO COUNTY 100 S.CLOSNER EDINBURG, TEXAS 78539 PCT.1 CONSTABLES BUYBOARD CO#401-12

Suggested Obj Codes

Project

Description	Qty	Cost	Total
(RAZ-M16-4T) RAZBERI NVR 16 POE PORTS 4 TB HDD INTERNAL STORAGE	745 1	3,844.00	3,844.00
(LP200) RAZBERI 2.1 MP H.264 LOW PROFILE MNI DOME POE	679 4	445.50	1,782.00
(DV200L) RAZBERI 2.1 MP H.264 IR ANTI-VANDAL DOME POE	748 7	1,188.00	8,316.00
(MNT-W102) PELCO STYLE WALL MOUNT FOR DVO200 (L), CONFORMS TO 1.5 INCH NPT THREAD	619 7	74.00	518.00
LABOR RATE FOR INSTALLATION OF SYSTEMS	439 45	85.50	3,847.50

BUYBOARD VENDOR:AL3 Enterprises L.L.C., dba Starr Telecom
CONTRACT # 401-12

Total $18,307.50

Customer Signature _____

Phone #	Fax #	E-mail
956.580.1333	956.519.7859	ste@starrtelecom.com

STARR TELECOM

304 W. Veterans Blvd.
Palmview, TX 78572

Estimate

Date	Estimate #
5/14/2013	3102

Name / Address
HIDALGO COUNTY 100 S.CLOSNER EDINBURG, TEXAS 78539 PCT 5 JP'S BUY BOARD CO#401-12

Project

Suggested Obj Codes

Description	Qty	Cost	Total
(RAZ-M16-4T) RAZBERI NVR 16 POE PORTS 4 TB HDD INTERNAL STORAGE	745 1	3,844.00	3,844.00
(LP200) RAZBERI 2.1 MP H.264 LOW PROFILE MNI DOME POE	679 6	445.50	2,673.00
(DV200L) RAZBERI 2.1 MP H.264 IR ANTI-VANDAL DOME POE	748 3	1,188.00	3,564.00
(MNT-W102) PELCO STYLE WALL MOUNT FOR DVO200 (L), CONFORMS TO 1.5 INCH NPT THREAD	619 3	74.00	222.00
LABOR RATE FOR INSTALLATION OF SYSTEMS	439 30	85.50	2,565.00

BUYBOARD VENDOR:AL3 Enterprises L.L.C., dba Starr Telecom
CONTRACT # 401-12

Total $12,868.00

Customer Signature _____

Phone #	Fax #	E-mail
956.580.1333	956.519.7859	ste@starrtelecom.com

STARR TELECOM

304 W. Veterans Blvd.
Palmview, TX 78572

Estimate

Date	Estimate #
3/28/2013	3103

Name / Address
HIDALGO COUNTY 100 S.CLOSNER EDINBURG, TEXAS 78539 PCT 1 CONSTABLE C12-096-09-25

Project

Suggested Obj Codes

Description	Qty	Cost	Total
(990.22) INTEGRAL SINGLE MODULE ADD-ON KIT 679	12	595.00	7,140.00
(990.22) LABOR TO INSTALL MODULE 439	12	100.00	1,200.00
(990.22) PROXIMITY READER 679	24	130.00	3,120.00
(990.22) LABOR TO INSTALL READER 439	24	50.00	1,200.00
(990.22) ELECTROMAGNETIC LOCK 679	12	180.00	2,160.00
(990.22) LABOR TO INSTALL ELECTROMAGNETIC LOCK 439	12	125.00	1,500.00
(990.22) 12/24 POWER SUPPLY 619	4	200.00	800.00
(990.22) LABOR TO INSTALL POWER SUPPLY 439	4	100.00	400.00
(287.90) 18/2 SECURITY CABLE 679	12	48.00	576.00

ANY QUESTIONS FEEL FREE TO CALL THE OFFICE AT(956)580-1333

Total $18,096.00

Customer Signature _____

Phone #	Fax #	E-mail
956.580.1333	956.519.7859	ste@starrtelecom.com

STARR TELECOM

304 W. Veterans Blvd.
Palmview, TX 78572

Estimate

Date	Estimate #
5/14/2013	3105

Name / Address
HIDALGO COUNTY 100 S.CLOSNER EDINBURG, TEXAS 78539 CONTRACT C12-096-09-25 PCT 1 JP'S BUILDING

Project

Suggested
Obj Codes

Description	Qty		Cost	Total
(915.97) CAT 5e DATA DROP (NON PLENUM) REGULAR (POST PUNCH)	439	23	85.00	1,955.00
(MISC) J-HOOKS WALL HANGERS	619	50	3.75	187.50
(MISC) FIRE WALL PENETRATIONS	439	7	45.00	315.00

ANY QUESTIONS FEEL FREE TO CALL THE OFFICE AT(956)580-1333

Total $2,457.50

Customer Signature _____

Phone #	Fax #	E-mail
956.580.1333	956.519.7859	ste@starrtelecom.com

STARR TELECOM

304 W. Veterans Blvd.
Palmview, TX 78572

Estimate

Date	Estimate #
5/14/2013	3106

Name / Address
HIDALGO COUNTY 100 S.CLOSNER EDINBURG, TEXAS 78539 CONTRACT C12-096-09-25 PCT 5 JP'S BUILDING

Project

Suggested Obj Codes

Description	Qty	Cost	Total
(915.97) CAT 5e DATA DROP (NON PLENUM) REGULAR (POST PUNCH)	439 9	85.00	765.00
(MISC) J-HOOKS WALL HANGERS	619 25	3.75	93.75
(MISC) FIRE WALL PENETRATIONS	439 3	45.00	135.00

ANY QUESTIONS FEEL FREE TO CALL THE OFFICE AT(956)580-1333

Total $993.75

Customer Signature _____

Phone #	Fax #	E-mail
956.580.1333	956.519.7859	ste@starrtelecom.com

SUMMARY
OF QUOTES
BREAKDOWN BY OBJECT CODES

	AMOUNTS						
OBJECT CODES	ESTIMATE 3100	ESTIMATE 3101	ESTIMATE 3102	ESTIMATE 3103	ESTIMATE 3105	ESTIMATE 3106	TOTAL
439	$5,130.00	$3,847.50	$2,565.00	$4,300.00	$2,270.00	$900.00	$19,012.50
619	$740.00	$518.00	$222.00	$800.00	$187.50	$93.75	$2,561.25
679	$4,900.50	$1,782.00	$2,673.00	$12,996.00	$0.00	$0.00	$22,351.50
745	$7,688.00	$3,844.00	$3,844.00	$0.00	$0.00	$0.00	$15,376.00
748	$11,880.00	$8,316.00	$3,564.00	$0.00	$0.00	$0.00	$23,760.00
TOTALS	**$30,338.50**	**$18,307.50**	**$12,868.00**	**$18,096.00**	**$2,457.50**	**$993.75**	**$83,061.25**

AI-38674 **Purchasing Department 20. A. 3.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted By: Gabriel Navarro,
PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

A. Requesting approval to declare the items listed in Exhibit "A" (office furniture, equipment and vehicles) attached herein as surplus for the purpose of sale through auction (scheduled for 6-5-2013) in accordance with Texas Local Government Code 263.152 (a)(1); and, in the event "no bids" received;

B. Pursuant to Texas Local Government Code, 263.151(1) and/or 263.152(a)(3), Commissioners Court proceed to:'...order any of the property to be destroyed or othewise disposed of as worthless in as much as the sale of said items CC undertook to sell (under Subdivision (1) at auction on 6-5-2013 resulted in no bids were received.

C. Requesting authority to publish advertisment for the auction of surplus equipment and vehicles scheduled for 6-5-2013, including but not limited to Seized, Abandoned and Unclaimed Property or additional and/or necessary auctions.

BACKGROUND

An inventory was conducted at the auctioneer's premises and found several items broken, weathered, and/or obsolete. The assets have no value to the County due to their condition.

Fiscal Impact

FISCAL YEAR: **ACCT. #:**

FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Purchasing comment:
Any revenue received for said items would be a "windfall" if sold.

Attachments

Code
exhibit a

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Darlene Betancourt	05/09/2013 11:07 AM
Budget & Management	Angela Garcia	05/10/2013 08:25 AM
Manuel Chapa	Manuel Chapa	05/13/2013 03:01 PM
Auditor's Office	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Gabriel Navarro Started On: 05/08/2013 04:31 PM

Final Approval Date: 05/17/2013

SUBCHAPTER D. DISPOSITION OF SALVAGE OR SURPLUS PROPERTY

Sec. 263.151. DEFINITIONS. In this subchapter:

(1) "Salvage property" means personal property, other than items routinely discarded as waste, that because of use, time, accident, or any other cause is so worn, damaged, or obsolete that it has no value for the purpose for which it was originally intended.

(2) "Surplus property" means personal property that:

(A) is not salvage property or items routinely discarded as waste;

(B) is not currently needed by its owner;

(C) is not required for the owner's foreseeable needs; and

(D) possesses some usefulness for the purpose for which it was intended.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, Sec. 61(b), eff. Aug. 28, 1989.

Sec. 263.152. DISPOSITION. (a) The commissioners court of a county may:

(1) periodically sell the county's surplus or salvage property by competitive bid or auction, except that competitive bidding or an auction is not necessary if the purchaser is another county or a political subdivision within the county that is selling the surplus or salvage property;

(2) offer the property as a trade-in for new property of the same general type if the commissioners court considers that action to be in the best interests of the county;

(3) order any of the property to be destroyed or otherwise disposed of as worthless if the commissioners court undertakes to sell that property under Subdivision (1) and is unable to do so because no bids are made;

(4) dispose of the property by donating it to a civic or charitable organization located in the county if the commissioners court determines that:

(A) undertaking to sell the property under Subdivision (1) would likely result in no bids or a bid price that is less than the county's expenses required for the bid process;

(B) the donation serves a public purpose; and

(C) the organization will provide the county with adequate consideration, such as relieving the county of transportation or disposal expenses related to the property;

(5) transfer gambling equipment in the possession of the county following its forfeiture to the state to the Texas Building and Procurement Commission for sale under Section 2175.904, Government Code; or

(6) order any vehicle retired under a program designed to encourage the use of low-emission vehicles to be crushed and recycled, if practicable, without a competitive bid or auction.

(a-1) The commissioners court shall remit money received from the Texas Building and Procurement Commission from the sale of gambling equipment under Section 2175.904(c), Government Code, less administrative expenses incurred by the county in connection with the transfer and sale of the equipment, to the local law enforcement agency that originally seized the equipment.

(b) If the property is earth-moving, material-handling, road maintenance, or construction equipment, the commissioners court may exercise a repurchase option in a contract in disposing of property under Subsection (a)(1) or (a)(2). The repurchase price of equipment contained in a previously accepted purchase contract is considered a bid under Subsection (a)(1) or (a)(2).

(c) Repealed by Acts 2003, 78th Leg., ch. 43, Sec. 2; Acts 2003, 78th Leg., ch. 345, Sec. 3.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, Sec. 61(b), eff. Aug. 28, 1989; Acts 1991, 72nd Leg., ch. 416, Sec. 3, eff. Sept. 1, 1991; Acts 1993, 73rd Leg., ch. 237, Sec. 1, eff. Aug. 30, 1993; Acts 1995, 74th Leg., ch. 746, Sec. 5, eff. Aug. 28, 1995; Acts 1999, 76th Leg., ch. 254, Sec. 1, eff. May 28, 1999; Acts 2003, 78th Leg., ch. 43, Sec. 1, 2, eff. May 15, 2003; Acts 2003, 78th Leg., ch. 345, Sec. 1, 3, eff. June 18, 2003. Amended by:

Acts 2007, 80th Leg., R.S., Ch. 1233, Sec. 2, eff. June 15, 2007.

Acts 2009, 81st Leg., R.S., Ch. 931, Sec. 1, eff. September 1, 2009.

Hidalgo County
Surplus Auction
June 05, 2013

Asset No	Asset Description	Serial No
General Merchandise for Surplus		
12-0883	Desk - Grey (Sold in the Nov '12 auction but buyer left it behind)	-
12-0558	Printer - HP Deskjet 692C	SG77Z1V183
028200	Desk - Grey (Sold in the Nov '12 auction but buyer left it behind)	-
AA001271	Typewriter - Lexmark	11P2H38
12-0884	Printer - Okidata	812B2310641
12-1047	Corporate Express Code (LP-34)	E-161008
12-0885	Dishnetwork Consul	6452AAV930712A
018383	Desk - Portion (Broken)	Asset # reflects that it is a pool table
12-0886	Counter - The Analyzer HILTRA HTC 90 (Money)	-
AA001205	Printer - HP Laserjet 5	USKC301590
12-0887	Printer - Xerox	PR4038264
12-0513	Stands - Monitor	(Brought from Robert's Warehouse)
90-104	Calculators - Sharp	(Brought from Robert's Warehouse)
11-0864	Headphones - Plantronics Wireless	(Brought from Robert's Warehouse)
11-0869	Calculators - Sharp & IBCO	(Brought from Robert's Warehouse)
AD-11-9-8	Supplies - Printer Cartridges	(Brought from Robert's Warehouse)
AD 0310-152	Printer - HP Deskjet 940C	MX1686D19T
ME001503	Sony Dual Re-writable Drive	-
12-0888	Printer HP Jet Direct 170X	SG7230F122
12-0736	Supplies - In/Out Trays (Plastic)	(Brought from Robert's Warehouse)
90-109	Supplies - Miscellaneous Office	(Brought from Robert's Warehouse)

Hidalgo County
Surplus Auction
June 05, 2013

Asset No	Asset Description	Serial No
041985	Computer -Eureka	A465-21-23-A-60005
11-0680	Computer -Eureka	A4925-05-3W-40073
037804	TV - Sylvania (VCR Combo)	24131490
AD 099-111	Computer - Slim PC	A925063A40097
036980	Computer - Dell Optiplex GX150	C9G6T01
036976	Computer - Dell Optiplex GX150	49G6T01
036975	Computer - Dell Optiplex GX150	39G6T01
037034	Computer - Dell Optiplex GX150	FSH6T01
AD 0300-153	Computer - Eureka & Office Supplies	-
12-0889	Typewriter - Brother ML100	G8K734653
039895	Computer - Dell Optiplex GX 260	HW2S721
039889	Computer - Dell Optiplex GX 260	BX2S721
12-0577	Acer Monitor	ETL52091637250027A6351
12-0579	Acer Monitor	ETL5209163725002766351
12-0581	Acer Monitor	ETL52091637250022E6351
12-0589	Acer Monitor	ETL520916372600A566351
12-0588	Acer Monitor	ETL5209163725002486351
12-0587	Acer Monitor	ETL52091637250023B6351
12-0590	Acer Monitor	ETL520916372600A526351
AD-119-10	Misc Box Office Supplies	
31084	Hp LaserJet 5	USK8225407
41436	Dell Optiplex GX 270	2LS0Q31
AD0310-157	Hp laserJet 1320N	CNHC63N26G

Hidalgo County
Surplus Auction
June 05, 2013

Asset No	Asset Description	Serial No
44175	MPC Client Pro Computer	3768884-001
11-0013	Misc Box (Keyboards, cords, floppies)	
12-0753	Plastic Box of Ink Catridges	
11-0625	Acer PC Power 1000	PSP350601664A02EA22703
11-0686	SVA Monitor	V209290174
12-0517	Plastic Box (2 Keyboards w/ 1 mouse)	
427190	Hp Compaq Pc	MXL443029G
30338	Hp LaserJet 5	USLC00615
12-0703	Brother Intellifax	U60060H4J83895
34147	Hp LaserJet 4050	USB18014452
ME000030	Pansonic Fax	65BBB075599
43052	Pay Clock Lthem	5237347
11-0687	Phillips	75837946
12-0704	Dell Monitor	MX-0XH597-466-34-67K-2856
12-0706	Dell Monitor	CN-OM1609-46633-414-1V7SU
12-0705	Dell Monitor	CN-OM1609-46633-414-1V65
12-0707	Amptron Monitor	11244JA072513
40742	Clone Computer (HIDTA)	
37195	Dell Optiplex GX 270	9WXGH441
42514	Dell Optiplex GX 280	CWPV961
12-0701	Clone Computer	
37194	Dell Optiplex GX 270	8WXGH41
41693	Sony Laptop	3000033
36731	Dell laptop Latitude	75YLX01

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Asset No	Asset Description	Serial No
37192	Dell Optiplex GX 270	6WXGH41
42789	Hp Compaq	MXL4443028K
12-0518	Misc Box Keyboards (8) / Mouse, Power Cord/ CDR-RW Drive	
36730	Latitude Dell Laptop	18YLX01
43554	Hp laserjet 4200N	USGNS19133
11-1255	Black Laptop Bag	
38067	Monitor Sceptre	150TD00311
27686	Panasonic VCR	B45A20414
43576	Everfocus DVR	E3M025150280
ME001634	4 Channel Capture Color Multiplexor Deluxe	M0060054
29517	Sony Video Camera	27619
30122	Sony Video Camera	28027
30124	Sony Video Camera	28026
28368	Sony Video Camera	24220
12-1048	Sanyo Video Camera	45841096
27855	Sony Video Camera	21470
28370	Sony Video Camera	21629
28792	Sony Video Camera	24219
28790	Sony Video Camera	24214
28791	Sony Video Camera	24213
28367	Sony Video Camera	21630
30123	Sony Video Camera	28306
28788	Sony Video Camera	16888
28365	Sony Video Camera	24218
29516	Sony Video Camera	27089

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Asset No	Asset Description	Serial No
28366	Sony Video Camera	21626
28364	Sony Video Camera	19985
27852	Sony Video Camera	21465
29369	Sony Video Camera	24215
27853	Sony Video Camera	21418
28789	Sony Video Camera	21624
28793	Sony Video Camera	21628
43382	Xerox Phaser 8400	RPC052468
12-0857	Dell Optiplex GX 620	43W3981
12-0843	Hp Monitor	3CQ9190QJL
12-0847	Dell Monitor	CN044795716185A3GDJB
12-0848	Dell Docking Station	59D2542
42501	Dell Optiplex SX 280	FGGG961
12-0841	Dell Keyboard	69S01N9
12-0842	Dell Keyboard	4AT025D
44028	Dell Ooptplex SX 280	1HG6961
12-0852	Dell Keyboard	53F-05XV
12-1044	Sharp Calculator	3D045819
43058	HP Tablet	KRD41200R3
12-0844	Hp Monitor	3CQ9190QJ5
12-0845	Dell Monitor	4AV-AA9A
12-0851	Dell Monitor	83S3DU1
12-0855	Super Micro Sever	57033AT14004413
12-0859	Cisco 3310 Server	MX2804024A
12-0858	Cisco 3310 Server	MX280402UU
12-0856	MPC Clientpro 365	41126760001

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Asset No	Asset Description	Serial No
120854	Dell Optiplex GX 270	CVXGH41
me000082	Dell Optiplex GX 270	6WC8P31
12-0853	Microsoft Keyboard	576766
12-0846	Dell Monitor	33L-CNLY
47352	Hp Laserjet 4250N	CNRX523884
39891	Dell Optiplex GX260	3X25721
50-123	HP Deskjet 6540	C9053A
50-122	HP Deskjet 6540	C8963A
12-0751	Clone Computer	NO SERIAL
12-0752	6 Keyboards	NO SERIAL
12-0001	3 Keyboards	NO SERIAL
37193	Dell Optiplex GX 270	7WXGH41
ME001494	Multiwave Computer	33707083KN77
36298	A Open Computer	03615369JK
52843	Dell Optiplex GX 620	3FSRSB1
40005	Dell Power Edge 6005c	6B16026B6B3
52845	Dell Optiplex GX 620	2VQZM81
52846	Dell Optiplex GX 620	8TQZM81
12-0717	Emerson TV 19"	T35813679
29670	JVC TV 19"	12088746
47527	Dell Inspiron 630M	1j04w91
12-0709	Sanyo Microwave	7050601
36728	Dell Latitude	4CYLX01
44665	Dell Optiplex GX 280	CG8MR71
44664	Dell Optiplex GX 280	JD8MR71
38045	Copystar Copier	ZL47017075

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Asset No	Asset Description	Serial No
11-0666	Box of Misc Supplies	NO SERIAL
12-1046	Box of Folders	NO SERIAL
12-1045	Box of Paper Trays	NO SERIAL
39890	Dell Optiplex GX 260	CW25721
ME000131	OKI C5150 Copier	AE52001767A0
36729	Dell latitude C600	F9YLX01
12-0702	HP Laserjet 4200N	USDNL13662
52847	Dell Optiplex GX620	3VQZM81
42695	Xerox Phaser 3450	JC6801091A
42786	Hp Compaq Computer	MXL44302DF
44692	Dell Optiplex GX 280	7F8MR71
44674	Dell Optiplex GX 280	3Y8MR71
47874	Dell Optiplex GX 280	47QBQ71
46997	Dell Optiplex 745	G03NVD1
23664	US Robitix Courier	1603423B
43085	Dell Optiplex SX 280	5NL2861
AD-119-7	Box of Ink	NO SERIAL
AD-129-60	Box of Heaters	NO SERIAL
119-59	Box of Keyboards	NO SERIAL
110752	All In One Printer	XQH3501096
41111	Cobra 29 LDD CD	209215738
AE-099-107	Monitor Sceptre	AE15FP04301083
11-1263	Dell Monitor	CNC408039T
90-107	Dell Monitor	3AD-0GNL
AD-99-106	MPC Monitor	5002395
12-0042	Inva Care	95a54209

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Asset No	Asset Description	Serial No
70-102	Victor Automatic Calculator	3702041
12-0442	Bucket of Misc Power Tools	NO SERIAL
12-0432	Skill Router	NO SERIAL
12-0093	Battery Charger	3776730551
12-0890	Magnavox Video Cassette	D01908533
12-0607	Box of Computer Components	NO SERIAL
12-0933	View Sonic Monitor	114834
12-0608	Box of Monitor Stands	NO SERIAL
12-0458	Misc. paper Trays/Office Supplies	NO SERIAL
39663	Sony FD-Mavica Camera	1469054
12-0448	HP 940c Printer	MX16L6Z1HR
12-0567	Box of Speakers & Misc. Cables	NO SERIAL
12-0569	Linksys Router	C2130D636168
AA-00451	Apollo Overhead projector	2052989
17711	HP Laserjet Printer	2550111242
12-0891	Hp Laserjet 2600N	CNGC66C0H5
12-0892	Hp Laserjet Printer P1d06	VNB4G15649
41664	Hp Officejet 5110	CM375B111B
11-1245	IMEX Empty Case	NO SERIAL
11-1262	Norstar Phone	NNTM040D56ZG
12-0893	Health-o-Meter Scale	450780
12-0894	Box of Misc. Printer Parts	NO SERIAL
12-0895	Box of Misc. Plastic Paper Trays	NO SERIAL
12-0896	Hp Printer	5G64Q1P1ZJ
12-0897	U.S. Robotics Modem	217B2257KVRF

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Asset No	Asset Description	Serial No
12-0898	Tech Solutions Shredder	NO SERIAL
12-0899	Fellow Shredder PS -77CS	70315
32506	Nostar Phone	NO SERIAL
32539	Nostar Phone	NO SERIAL
40639	Nostar Phone	NO SERIAL
H-2034	Nostar Phone	NO SERIAL
37658	Nostar Phone	NO SERIAL
H-2542	Nostar Phone	NO SERIAL
32532	Nostar Phone	NO SERIAL
32499	Nostar Phone	NO SERIAL
32498	Nostar Phone	NO SERIAL
32507	Nostar Phone	NO SERIAL
33534	Nostar Phone	NO SERIAL
31009	Wesco Micro-scope	9702864
12-0992	Metal Paper Trays Brown	NO SERIAL
11-1246	Box of Misc. Meidcal Equipment	NO SERIAL
11-0947	Lab Corp Blood Machine	470503209
11-0693	Texas Instruments Laptop	38166650508
12-0993	TV Stand	NO SERIAL
12-0994	Bucket of Misc. Office Supplies	NO SERIAL
12-0995	Box of Ink	NO SERIAL
12-0996	Crate with Paper Tray	NO SERIAL
12-0997	Box of misc. Cables & Office Supplies	NO SERIAL
12-0998	Sharp Calculator	8D006516
12-0999	High Volume Air pump	NO SERIAL

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Asset No	Asset Description	Serial No
11-0626	Acer Power Desktop	2DD72703
12-1000	Brother GX6750 Typewriter	D761595
12-1001	First Aid Box	NO SERIAL
40649	NORSTAR PHONE	NO SERIAL
12-1002	CUBICLE DIVIDERS (4)	NO SERIAL
49424	Docugem Envelope Machine	NO SERIAL
12-1003	Lorell Magnifer lamp	NO SERIAL
12-1004	Green Box of Misc Cables & Supplies	NO SERIAL
12-1005	TA Adler Royale Typewriter	54300421
12-1006	Sharp UXP100 Fax machine	37234234
12-1007	Box of Paper Trays	NO SERIAL
12-1008	Small Box of Misc Office Supplies	NO SERIAL
W-00209	Hutch Gray	NO SERIAL
12-1009	Texas Instruments Calculator Ti-5660	14088
12-1010	Remote Control	NO SERIAL
41100	Brother SX4000 Typewriter	c4e823816
12-1011	Fans (2)	sr0502183847
11-1249	Trimax 12 X-Ray Machine	NO SERIAL
AD-11913	Paper Sorter Metal	NO SERIAL
12-1013	Children's Play Table	NO SERIAL
12-1014	Children's Play Table	NO SERIAL
12-1015	Deteco Baby Scale	NO SERIAL
12-1016	2 Boxes of Toilet Paper Holders	NO SERIAL
12-0770	Sylvania DVD/VCR	NO SERIAL
12-1017	Trashcan	NO SERIAL

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Asset No	Asset Description	Serial No
12-0798	Red Dolley	NO SERIAL
12-1018	Brother ID18 Typewriter GX6750	F90759470
12-1019	White Rolling Cabinet	NO SERIAL
12-1172	Briggs & Stratton Pump	980311YB
12-1170	Black Metal Desk	NO SERIAL
12-1171	Hon 4 drawer Filling Cabinet	NO SERIAL
12-1173	Emerson TV	T30846750
12-1174	Wall Mounts for T.V.	NO SERIAL
	(3) Boxes Misc. Wheels	NO SERIAL
12-1175	Blue Netgear Switch	
12-1188	LCD Toshiba Monitor	
12-1201	Emerson TV	T04839015
12-1202	Emerson TV	T14814677
12-1203	Emerson TV	T32863912
12-1204	Emerson TV	T24890210
12-1205	Emerson TV	T36824149
12-1187	Power Supply	
12-1184	Dome Camera	
12-1185	Dome Camera	
12-1186	Dome Camera	
12-1183	Dome Camera	
12-1182	Dome Camera	
12-1180	Dome Camera	
12-1179	Dome Camera	
12-1178	Dome Camera	
12-1181	Dome Camera	

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Asset No	Asset Description	Serial No
12-1177	Dome Camera	
12-1176	(9) Boxes of Speakers	
12-1191	(9) Boxes of Speakers	
12-1190	(9) Boxes of Speakers	
12-1192	(9) Boxes of Speakers	
12-1193	Dome Camera	
12-1189	Dome Camera	
12-1194	black Camera	
12-1196	JVC Camera W/Mount	
12-1195	JVC Camera W/Mount	
12-1209	Compaq CPU Monitor	
12-1208	HP CPU Monitor	
12-1207	Compaq CPU Monitor	
12-1206	HP CPU Monitor	
12-1213	Compaq CPU Monitor	
12-1212	HP CPU Monitor	
12-1211	HP CPU Monitor	
12-1210	Compaq CPU Monitor	
12-1214	HP CPU Monitor	
12-1215	Proview CPU Monitor	
12-1216	Epson Printer	
44211	HP Laserjet 4250N	
12-1217	Paymaster	
12-1218	Brother MFC 9700	60547
12-1219	Acer LCD Monitor	
12-1220	HP Compaq CPU	MXX8020097

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Asset No	Asset Description	Serial No
12-1221	HP Compaq CPU	MXL62406JN
12-1222	Compaq CPU	USW32409M6
12-1223	HP Compaq DX 2200	MXL7030MYZ
12-1224	HP Compaq D51C	
12-1225	Compaq Computer Monitor	
44212	HP Laserjet 4250N	
12-1226	Lexmark Printer	-9914
12-1227	Compaq Monitor	
12-1228	HP Monitor	
12-1229	Compaq Monitor	
12-1230	Compaq Monitor	
12-1231	Apex TV	
12-1232	Compaq Monitor	
12-1233	Compaq Monitor	
12-1234	Compaq Monitor	
12-1235	Compaq Monitor	
12-1236	Compaq Monitor	
12-1237	Compaq Monitor	
12-1238	Compaq Monitor	
12-1239	Compaq Monitor	
12-1240	Compaq Monitor	
12-1241	HP Monitor	
12-1242	Compaq Monitor	
12-1243	Hp Monitor	

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Asset No	Asset Description	Serial No
12-1244	Printer Epson	-3043
12-1245	Printer Epson C88+	-2989
12-1246	Brother All In One Printer	
12-1247	Epson Scanner 1670	
12-1248	JVC Camcorder	
12-1249	Power Supply Belkin	
12-1250	HP Computer	MXL6230FGF
12-1251	Compaq Computer	R307KN820190
40345	Compaq Computer	W250KNW8ZB791
12-1252	HP Computer	MXL7030M3Q
40310	Compaq Computer	W250KN8ZB756
12-1253	Power Supply Compaq	W05X
40384	Compaq CPU	W250KN82B830
12-1254	Compaq CPU	W250KN8ZB748
40277	Compaq CPU	W250KN8ZB
40324	Compaq CPU	W250KN8ZB770
40362	Compaq CPU	W250KN8ZB808
40275	Compaq CPU	W250KN8ZB721
12-1255	Compaq CPU	W250KN8ZB750
40279	Compaq CPU	W250KN8ZB725
40336	Compaq CPU	W250KN8ZB782
40292	Compaq CPU	W250KN8ZB738
40250	Compaq CPU	W250KN8ZB696
12-1256	Compaq CPU	W250KN8ZB767
40312	Compaq CPU	W250KN8ZB758

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Asset No	Asset Description	Serial No
40313	Compaq CPU	W250KN8ZB759
12-1257	Compaq Computer	W250KN8ZB798
40245	Compaq Computer	W250KN8ZB691
40342	Compaq Computer	W250KN8ZB788
12-1258	Compaq Computer	W250KN8ZB722
40381	Compaq Computer	W250KN8ZB827
40377	Compaq Computer	W250KN8ZB823
12-1259	Compaq Computer	W250KN8ZB753
12-1260	Compaq Computer	W250KN8ZB825
40340	Compaq Computer	W250KN8ZB786
40291	Compaq Computer	W250KN8ZB737
40330	Compaq Computer	W250KN8ZB776
12-1261	Compaq Computer	W250KN8ZB795
40287	Compaq Computer	W250KN8ZB733
12-1262	Compaq Computer	W250KN8ZB768
12-1263	Compaq Computer	W250KN8ZB729
12-1264	Compaq Computer	W250KN8ZB694
12-1265	Compaq Computer	W250KN8ZB727
12-1266	Compaq Computer	W250KN8ZB695
12-1267	Compaq Computer	W250KN8ZB826
40309	Compaq Computer	W250KN8ZB755
12-1268	Compaq Computer	W250KN8ZB692
12-1269	Compaq Computer	W250KN8ZB749
40367	Compaq Computer	W250KN8ZB813
40344	Compaq Computer	W250KN8ZB790

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Asset No	Asset Description	Serial No
12-1270	Compaq Computer	W250KN8ZB816
12-1297	ID Printer	
12-1298	Camera Instant	
12-1299	Camera Instant	
12-1300	Film Box	
12-1301	Espson Printer	2958
12-1302	Epson Printer	
12-1303	Computer Monitor	
12-1304	Paymaster	8U53491
12-1305	Bostitch Stapler	
12-1306	APC Power Battery Backup	
12-1307	Smar UPS Battery	
12-1308	Spotlight	
12-1309	APC Battery Backup	
12-1290	HP Computer	
12-1271	Compaq Computer	W250KN8ZB735
12-1272	Compaq Computer	W250KN8ZB792
40270	Compaq Computer	W250KN8ZB716
40256	Compaq Computer	W250KN8ZB702
40363	Compaq Computer	W250KN8ZB809
40285	Compaq Computer	W250KN8ZB731
12-1273	Compaq Computer	W250KN8ZB724
40354	Compaq Computer	W250KN8ZB800
40257	Compaq Computer	W250KN8ZB703
40383	Compaq Computer	W250KN8ZB829
40288	Compaq Computer	W250KN8ZB734

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Asset No	Asset Description	Serial No
12-1274	Compaq Computer	W250KN8ZB804
12-1275	Compaq Computer	W250KN8ZB0173
12-1276	Compaq Computer	W250KN8ZB09M5
12-1277	Compaq Computer	W250KN8ZB0385
12-1278	HP 7850 CPU	
12-1279	HP 7850 CPU	
49929	Lathem Time Clock	
12-1291	Box of 75 Keyboards	
12-1292	Mouses/Computer	
22181	Garmt Scanner	1489-082
22124	Garmt Scanner	0492-072
12-1293	(6) Desk Phones	
12-1294	Flashlights	
12-1295	Flashlights	
12-1296	Smith Coronoa Typewriter	
12-1344	HP Deskjet 940c	MXT706AICK
12-1348	Black Dell Keyboard	094H
12-1349	Dell Computer Cover	
12-1345	Brother ML100 Typewriter	H9K352387
12-1343	Fujitsu Fi-5120c Scanner	4008
12-1346	Brother ML100 Typewriter	C7K90810
12-1351	Viewsonic PJ358 LCD Projector	QHT074859601
12-1363	Dell Computer Cover	
47847	Dell Optiplex SX 280	
me-001414	Dell Optiplex 240	2WV09C1
12-1342	Sharp Calculator	E1-1192BL

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Asset No	Asset Description	Serial No
12-1355	15" gray MPC monitor	F15515002400
12-1357	APC Battery Backup	
47848	Dell Optiplex SX 280	2H00C61
47844	Dell Optiplex SX 280	1H00C61
12-1341	Cashier Till	EP-125K-SD
12-1352	Minute Stamp 9442	
12-1353	Altee Amplified Speaker	3920
50440	Dell Optiplex 760	CC4XFK1
41427	Del Optiplex GX 270	D300G31
12-1359	Beige Cabinet	8J11-15-K130
47843	Dell Optiplex SX 280	JHQQC61
12-13588	HP ENVELOPE FEEDER	CNBLB18540
H-1156	Grey Paper File	
T-48	Planner "17" Monitor	CN807QRGB
41568	Planner "17" Monitor	GA3616300156A
41574	Planner "17" Monitor	361653416A
41578	Planner "17" Monitor	34157222GA
41573	Planner "17" Monitor	361602396A
25309	Grey Desk	
H-1209	Grey Desk	
53241	HP Laserjet M122NF	T027
H-1241	Brown Shelf	
44329	Dell Power Edge 2850	DBPBH81
T-1249	Dell Power Edge 2850	HBPBH81
H-1675	Brown Shelf	
H-2368	HP LaserJet P3005	3PD6H01304

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Asset No	Asset Description	Serial No
41567	Planar "17" Monitor	361629966-X
41575	Planar "17" Monitor	361602866A
41569	Planar "17" Monitor	361602786A
41577	Planar "17" Monitor	
T-1236	Planar "17" Monitor	PSX061114825
26880	Grey Desk	
26851	Grey Desk	
Vehicles for Surplus		
33989	2000 FORD CROWN VICTORIA	2FAFP71W3YX113655
39908	2003 FORD EXPEDITION XLT	1FMPU15L13LB21422
42939	2005 FORD EXPEDITION	1FMPU15585LA50496
39923	2003 FORD EXPEDITION	1FMPU15LX3LB21421
39902	2003 FORD EXPEDITION XLT	1FMPU15L63LB21416
52568	2005 FORD F-150 TRUCK	1FTPW14515KF01855
33148	1999 FORD F-150 REG CAB	1FTZF1725XKA63127
45621	2006 FORD EXPEDITION	1FMPU15526LA75587
36856	2001 FORD EXPEDITION	1FMRU15L61LB56673
39879	2003 FORD F250 P/U	1FDNF20P13EB49422
30094	1996 CHEVROLET 1/2 TON PICK UP	1GCEC19R8TE178959
31483	1998 GMC SIERRA P/U	1GTEK19M3WE519664
30093	1996 CHEVROLET 1/2 TON PICK UP	1GCEC19R5TE180734

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Asset No	Asset Description	Serial No
30476	1996 FORD 4X2 SUPERCAB P/U	1FTHX25H6TEB31238
31247	1987 FORD F-700, DIESELTRUCK	1FDXT74P8HVA23980
35164	1995 GMC-2000 GAL WATER TRK	1GDM7H1J2SJ519272
	2008 Lincoln Mark LT	5LTPW18598FJ66848
	2005 Chevrolet Cobalt	1G1AK52F057590446
	2002 Nissan Frontier	1N6ED27T82C300387
	Chrysler Pt Cruiser	3C8FY688X5T584531
	1998 Peterbilt Tractor	1XP5DR9X4WD446439
	2000 Ford F-150 Truck	2FTZF073XYCA91157
	1997 Grey Dodge Van	2B4FP2533VR448845
	1993 Red Ford Ranger	1FTCR14A6PPA98478
	2001 Silver Windstar	2FMZA55441BC02882
	2000 Blue Ford Mustang	1FAFP4043YF101354
	2002 Freightliner Tractor	1FUJAHCG62LH99059
	1999 Great Dane Trailer	1GRAA0628XW071955
	2004 Chevrolet Classic	1G1ND52F04M675427

AI-38747 **Purchasing Department 20. B. 1.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted For: Comm. Tito Palacios, HC Pct. 2 **Submitted By:** Moises Salazar, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Recommendation by project engineer Raul Sesin, P.E., Hidalgo County Planning Dept., to award the following- Hidalgo County Precinct No. 2 projects to the lowest bidder meeting all specifications:

	Project Title:	Awarded Items	Awarded Vendor	Total Bid Award Amount	Project No.
a.	Little Mexico Subdivision and South Tower Estates Paving & Drainage Improvements Project	-Base Bid (minus line items: 11,12,13,17,23,24 & 28). -Bid Alternates: 2,3,4,5 & 6.	2GS, LLC	$468,569.70	2013-127-05-01-MSS
b.	McColl Road Ovelay & Curb and Gutter Improvements	-Base Bid	2GS, LLC	$408,758.00	2013-139-05-08-MSS

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013 **ACCT. #:** 3-1200-431-00-122-088-0-731

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Little Mexico Sub and South Tower Estates Project
Available balance as of 5-17-13 $518,212.19

FISCAL YEAR: 2013 **ACCT. #:** 3-1200-431-00-122-087-0-841

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

McColl Road Project (Dicker to Anaya)
Available balance as of 5-17-13 $384,683.28

Attachments

Little Mex Sub & South Tower Estates Award Bkp

Bid Tab for Pct 2 McColl Road Overlay Curb and Gutter Proj

McColl Rd Proj. -Award Recommendation Letter from Mr Sesin

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	05/17/2013 09:50 AM
Budget & Management	Obdett Calzada	05/17/2013 11:45 AM

Obdett Calzada	Obdett Calzada	05/17/2013 03:38 PM
Manuel Chapa	Manuel Chapa	05/17/2013 05:00 PM
Auditor's Office	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Moises Salazar Started On: 05/13/2013

Final Approval Date: 05/17/2013

Zimbra **moises.salazar@co.hidalgo.tx.us**

Low bid award Lil Mexico - South Tower and McColl Road

From : Agapito Vargas <agapito.vargas@co.hidalgo.tx.us> Fri, May 10, 2013 11:03 AM

Subject : Low bid award Lil Mexico - South Tower and McColl Road 3 attachments

To : 'Moises Salazar' <moises.salazar@co.hidalgo.tx.us>, 'Martha L. Salazar' <martha.salazar@co.hidalgo.tx.us>

Cc : 'Raul Silguero' <raul.silguero@co.hidalgo.tx.us>, 'Raul Sesin' <raul.sesin@gmail.com>, raul sesin <raul.sesin@co.hidalgo.tx.us>, carlos jasso <carlos.jasso@ucp.co.hidalgo.tx.us>, 'John Paul Lugo' <johnpaul.lugo@co.hidalgo.tx.us>, roy vargas <roy.vargas@co.hidalgo.tx.us>, 'Nora D Cavazos' <nora.cavazos@hchd.org>

Moy, please place the following item on CC agenda for Tuesday 21st May 2013:

Approval to award contract to sole low bidder for Precinct 2 Road and Bridge Project
Project Name: Little Mexico – South Tower Bid No. 2013-127-05-01-MSS
Project Location: Precinct 2
Low Bidder: 2GS, LLC from Penitas, TX
Project Engineer: Raul Sesin, P.E. County of Hidalgo
Account: 3-1200-431-00-122-088-0-731

Approval to award contract to sole low bidder for Precinct 2 Road and Bridge Project
Project Name: McColl Road (Dicker to Anaya) No. 2013-139-05-08-MSS
Project Location: Precinct 2
Low Bidder: 2GS, LLC from Penitas, TX
Project Engineer: Raul Sesin, P.E. County of Hidalgo
Account: 3-1200-431-00-122-087-0-841

Attached is engineer's letter of recommendation (I am lacking the recommendation letter for McColl) and engineer's tabulation sheet.
Thanks,

Agapito Vargas, Executive Director
Hidalgo County Border Colonias Access Program
301 East State
Pharr, TX 78577
Office Tel: 956/787-1891
Fax: 956/787-4683
email: agapito.vargas@co.hidalgo.tx.us
email smart phone: canics49@gmail.com

P Please refrain from printing this email unless completely necessary. Go Green!

McColl Bid Comparison.xls
91 KB
Little Mexico Recommendation Letter 5-8-13.pdf
35 KB
Little Mexico Revised Bid Comparison.pdf; 5-1-13.pdf
59 KB

Hidalgo County Planning Department

Raul E. Sesin, PE, CFM
Planning Administrator

Main Office
1304 S. 25th Street
Edinburg, Texas 78542
Phone (956) 318-2840
Fax (956) 318-2844

Engineering Projects Office
301 E. State Street
Pharr, Texas 78577
Phone (956) 318-2840
Fax (956) 318-2844

Precinct No. 1 Substation
1902 Joe Stephens Ave.
Weslaco, Texas 78596
Phone (956) 968-4734
Fax (956) 973-7850

Precinct No. 3 Substation
2401 N. Moorefield Rd.
Mission, Texas 78572
Phone (956) 205-7045
Fax (956) 205-7049

May 8, 2013

Honorable Commissioner Hector "Tito" Palacios
Hidalgo County Precinct No. 2
301 West Hall Acres Road
Pharr, Texas 78577

RE: Little Mexico Subdivision and South Tower Estates
Paving and Drainage Improvements
Hidalgo County Precinct No. 2
Bid No.: 2013-127-05-01-MSS

Dear Commissioner Palacios;

Bids were received and opened for Little Mexico Subdivision and South Tower Estates Road Paving and Drainage Improvements Bid No.: 2013-127-05-01-MSS on May 1, 2013. A total of five valid bids were received with 2GS, LLC being the overall low bidder with the combined alternates for the project. Attached is a copy of the bid tabulation for your review.

This project consists of road reconstruction and drainage improvements for South Tower Estates (San Antonio Circle) and road overlay and drainage improvements for Little Mexico Subdivision (Jaguar Dr. & Pantera Dr.). 2GS, LLC has constructed several projects to satisfaction within Hidalgo County. We recommend awarding the project to 2GS, LLC for the base bid minus line items 11, 12, 13, 17, 23, 24 and 28 and replacing them with alternates 5 and 6 (items pertaining to storm drain line). In addition we are recommending the award of alternates 2, 3, and 4 for a total project amount of $468,569.70.

If you have any questions or require further information, please feel free to contact me at your convenience.

Respectfully,
HIDALGO COUNTY PLANNING DEPARTMENT

Raul E. Sesin, P.E., C.F.M.
Planning Administrator

Attachments: Bid Comparison

HIDALGO COUNTY PURCHASING DEPARTMENT
HIDALGO COUNTY PCT. 2 -"LITTLE MEXICO SUBDIVISION AND SOUTH TOWER ESTATES PAVING AND DRAINGE IMPROVEMENTS"
2013-127-05-01-MSS
BID TABULATION SUMMARY

			2GS, LLC		GARCO INDUSTRIES		REIM CONSTRUCTION, INC.		EBERLE MATERIALS, INC.		JIMMY CLOSNER & SONS		O.G. CONSTRUCTION	
	LINE ITEM	QUANTITY	UNIT COST	EXTENDED AMOUNT	UNIT COST	EXTENDED AMOUNT	UNIT COST	EXTENDED AMOUNT	UNIT COST	EXTENDED AMOUNT	UNIT COST	EXTENDED AMOUNT	UNIT COST	EXTENDED AMOUNT
	1	6180	$ 1.50	$ 9,270.00	$ 2.25	$ 13,905.00	$ 1.25	$ 7,725.00	$ 4.50	$ 27,810.00	$ 1.20	$ 7,416.00	NON-RESPONSIVE	
	2	7237	$ 8.00	$ 57,896.00	$ 8.45	$ 61,152.65	$ 9.60	$ 69,475.20	$ 8.50	$ 61,514.50	$ 8.60	$ 62,238.20		
	3	7237	$ 6.00	$ 43,422.00	$ 4.00	$ 28,948.00	$ 2.40	$ 17,368.80	$ 4.90	$ 35,461.30	$ 2.20	$ 15,921.40	Vendor did not replace bid page	
	4	4240	$ 6.00	$ 25,440.00	$ 8.00	$ 33,920.00	$ 5.00	$ 21,200.00	$ 8.50	$ 36,040.00	$ 8.50	$ 36,040.00	as per Addendum No. 1	
	5	1	$ 1,500.00	$ 1,500.00	$ 2,000.00	$ 2,000.00	$ 4,900.00	$ 4,900.00	$ 5,000.00	$ 5,000.00	$ 8,500.00	$ 8,500.00		
	6	3732	$ 7.00	$ 26,124.00	$ 7.75	$ 28,923.00	$ 10.70	$ 39,932.40	$ 6.50	$ 24,258.00	$ 7.50	$ 27,990.00		
	7	144	$ 16.50	$ 2,376.00	$ 32.00	$ 4,608.00	$ 36.00	$ 5,184.00	$ 18.50	$ 2,664.00	$ 16.00	$ 2,304.00		
	8	1	$ 2,900.00	$ 2,900.00	$ 4,500.00	$ 4,500.00	$ 3,200.00	$ 3,200.00	$ 5,000.00	$ 5,000.00	$ 6,500.00	$ 6,500.00		
	9	615	$ 15.00	$ 9,225.00	$ 15.00	$ 9,225.00	$ 28.00	$ 17,220.00	$ 18.50	$ 11,377.50	$ 14.20	$ 8,733.00		
	10	180	$ 40.00	$ 7,200.00	$ 55.00	$ 9,900.00	$ 49.25	$ 8,865.00	$ 35.00	$ 6,300.00	$ 50.00	$ 9,000.00		
None Awarded Item	11	52	$ 32.00	$ 1,664.00	$ 40.00	$ 2,080.00	$ 32.75	$ 1,703.00	$ 38.00	$ 1,976.00	$ 40.00	$ 2,080.00		
None Awarded Item	12	744	$ 40.00	$ 29,760.00	$ 43.00	$ 31,992.00	$ 44.25	$ 32,922.00	$ 50.00	$ 37,200.00	$ 50.00	$ 37,200.00		
None Awarded Item	13	249	$ 50.00	$ 12,450.00	$ 65.00	$ 16,185.00	$ 59.75	$ 14,877.75	$ 63.00	$ 15,687.00	$ 65.00	$ 16,185.00		
	14	5	$ 2,985.00	$ 14,925.00	$ 3,500.00	$ 17,500.00	$ 4,180.00	$ 20,900.00	$ 3,250.00	$ 16,250.00	$ 5,000.00	$ 25,000.00		
	15	4	$ 3,200.00	$ 12,800.00	$ 3,500.00	$ 14,000.00	$ 3,660.00	$ 14,640.00	$ 3,850.00	$ 15,400.00	$ 4,500.00	$ 18,000.00		
	16	1046	$ 1.00	$ 1,046.00	$ 1.00	$ 1,046.00	$ 1.40	$ 1,464.40	$ 2.00	$ 2,092.00	$ 2.00	$ 2,092.00		
None Awarded Item	17	1045	$ 3.00	$ 3,135.00	$ 3.00	$ 3,135.00	$ 16.40	$ 17,138.00	$ 10.00	$ 10,450.00	$ 15.00	$ 15,675.00		
	18	893	$ 1.50	$ 1,339.50	$ 2.25	$ 2,009.25	$ 1.35	$ 1,205.55	$ 4.50	$ 4,018.50	$ 1.20	$ 1,071.60		
	19	893	$ 8.00	$ 7,144.00	$ 8.45	$ 7,545.85	$ 12.30	$ 10,983.90	$ 9.00	$ 8,037.00	$ 8.60	$ 7,679.80		
	20	1	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 5,000.00	$ 5,000.00	$ 5,500.00	$ 5,500.00	$ 10,800.00	$ 10,800.00		
	21	1	$ 2,200.00	$ 2,200.00	$ 3,500.00	$ 3,500.00	$ 3,800.00	$ 3,800.00	$ 5,000.00	$ 5,000.00	$ 6,500.00	$ 6,500.00		
	22	4	$ 1,000.00	$ 4,000.00	$ 350.00	$ 1,400.00	$ 941.00	$ 3,764.00	$ 1,000.00	$ 4,000.00	$ 1,150.00	$ 4,600.00		
None Awarded Item	23	102	$ 32.00	$ 3,264.00	$ 38.00	$ 3,876.00	$ 32.75	$ 3,340.50	$ 38.00	$ 3,876.00	$ 40.00	$ 4,080.00		
None Awarded Item	24	1245	$ 50.00	$ 62,250.00	$ 63.50	$ 79,057.50	$ 59.75	$ 74,388.75	$ 63.00	$ 78,435.00	$ 65.00	$ 80,925.00		
	25	4	$ 2,985.00	$ 11,940.00	$ 3,500.00	$ 14,000.00	$ 4,250.00	$ 17,000.00	$ 3,250.00	$ 13,000.00	$ 5,000.00	$ 20,000.00		
	26	4	$ 3,200.00	$ 12,800.00	$ 3,500.00	$ 14,000.00	$ 4,280.00	$ 17,120.00	$ 3,855.00	$ 15,420.00	$ 4,500.00	$ 18,000.00		
	27	1245	$ 1.00	$ 1,245.00	$ 1.00	$ 1,245.00	$ 1.30	$ 1,618.50	$ 1.50	$ 1,867.50	$ 2.00	$ 2,490.00		
None Awarded Item	28	1347	$ 3.00	$ 4,041.00	$ 3.00	$ 4,041.00	$ 17.60	$ 23,707.20	$ 10.00	$ 13,470.00	$ 15.00	$ 20,205.00		
	TOTAL BASE BID			$ 373,356.50		$ 415,694.25		$ 460,643.95		$ 467,104.30		$ 477,226.00		
	BASE TOTAL TO BE AWARDED			$ 256,792.50		$ 275,327.75		$ 292,566.75		$ 306,010.30		$ 300,876.00		
	ADD ALTERNATES													
None Awarded Item	1			$ 63,585.10		$ 64,890.00		$ 67,671.00		$ 60,564.00		$ 66,126.00		
	2			$ 42,175.20		$ 41,069.50		$ 35,530.75		$ 41,534.80		$ 33,688.50		
	3			$ 58,350.00		$ 66,500.00		$ 53,185.00		$ 64,260.00		$ 56,750.00		
	4			$ 12,900.00		$ 8,170.00		$ 10,621.00		$ 8,600.00		$ 9,030.00		
	5			$ 38,961.00		$ 46,629.00		$ 59,292.00		$ 36,580.00		$ 65,915.00		
	6			$ 59,391.00		$ 54,727.50		$ 89,522.00		$ 80,352.00		$ 98,475.00		
	TOTAL AWARD			$ 468,569.70		$ 492,423.75		$ 540,717.50		$ 537,337.10		$ 564,734.50		

BID COMPARISON

HIDALGO COUNTY PRECINCT NO. 2 PROJECT # 2013-127-05-01-MSS

LITTLE MEXICO SUBDIVISION AND SOUTH TOWER ESTATES PAVING AND DRAINAGE IMPROVEMENTS

BASE BID				2GS, LLC		GARCO INDUSTRIES, INC.		REIM Construction, Inc.		EBERLE MATERIALS, INC.		JIMMY CLOSNER & SONS CONST CO., INC	
Item No.	Item Description	Estimated Quantity	Unit	Unit Price In Figures	Total Extension In Figures	Unit Price In Figures	Total Extension In Figures	Unit Price In Figures	Total Extension In Figures	Unit Price In Figures	Total Extension In Figures	Unit Price In Figures	Total Extension In Figures
SOUTH TOWER ESTATES SUBDIVISION													
1	PRIME COAT (MC-30) ENTIRE BASE AND LEAVE IT READY FOR HMAC INSTALLATION (ESTIMATED 1,236 GAL.)	6,180	SY	$ 1.50	$ 9,270.00	$ 2.25	$ 13,905.00	$ 1.25	$ 7,725.00	$ 4.50	$ 27,810.00	$ 1.20	$ 7,416.00
2	8" COMPACTED CALICHE (LABOR & MATERIAL)	7,237	SY	$ 8.00	$ 57,896.00	$ 8.45	$ 61,152.65	$ 9.60	$ 69,475.20	$ 8.50	$ 61,514.50	$ 8.60	$ 62,238.20
3	BIAXIAL GEOGRID BX1200	7,237	SY	$ 6.00	$ 43,422.00	$ 4.00	$ 28,948.00	$ 2.40	$ 17,368.80	$ 4.90	$ 35,461.30	$ 2.20	$ 15,921.40
4	EXCAVATE STOCKPILE & TREAT CALICHE WITH 2% LIME AND REWORK EXISTING ROAD SECTION TO ACHIEVE PROP BASE	4,240	SY	$ 6.00	$ 25,440.00	$ 8.00	$ 33,920.00	$ 5.00	$ 21,200.00	$ 8.50	$ 36,040.00	$ 8.50	$ 36,040.00
5	EROSION AND SEDIMENT CONTROL STRUCTURAL PRACTICES TO COMPY WITH COUNTY AND TCEQ REQUIREMENTS FOR STORM WATER POLLUTION PREVENTION	1	LS	$ 1,500.00	$ 1,500.00	$ 2,000.00	$ 2,000.00	$ 4,900.00	$ 4,900.00	$ 5,000.00	$ 5,000.00	$ 8,500.00	$ 8,500.00
6	18" LAYDOWN CURB & GUTTER	3,732	LF	$ 7.00	$ 26,124.00	$ 7.75	$ 28,923.00	$ 10.70	$ 39,932.40	$ 6.50	$ 24,258.00	$ 7.50	$ 27,990.00
7	4 FT. CONCRETE VALLEY GUTTER	144	LF	$ 16.50	$ 2,376.00	$ 32.00	$ 4,608.00	$ 36.00	$ 5,184.00	$ 18.50	$ 2,664.00	$ 16.00	$ 2,304.00
8	TRAFFIC CONTROL	1	LS	$ 2,900.00	$ 2,900.00	$ 4,500.00	$ 4,500.00	$ 3,200.00	$ 3,200.00	$ 5,000.00	$ 5,000.00	$ 6,500.00	$ 6,500.00
9	4" ASPHALT DRIVEWAYS	615	SY	$ 15.00	$ 9,225.00	$ 15.00	$ 9,225.00	$ 28.00	$ 17,220.00	$ 18.50	$ 11,377.50	$ 14.20	$ 8,733.00
10	4" CONCRETE DRIVEWAYS	180	SY	$ 40.00	$ 7,200.00	$ 55.00	$ 9,900.00	$ 49.25	$ 8,865.00	$ 35.00	$ 6,300.00	$ 50.00	$ 9,000.00
11	18" RGRCP CL III STORM DRAIN PIPE	52	LF	$ 32.00	$ 1,664.00	$ 40.00	$ 2,080.00	$ 32.75	$ 1,703.00	$ 38.00	$ 1,976.00	$ 40.00	$ 2,080.00
12	24" RGRCP CL III STORM DRAIN PIPE	744	LF	$ 40.00	$ 29,760.00	$ 43.00	$ 31,992.00	$ 44.25	$ 32,922.00	$ 50.00	$ 37,200.00	$ 50.00	$ 37,200.00
13	30" RGRCP CL III STORM DRAIN PIPE	249	LF	$ 50.00	$ 12,450.00	$ 65.00	$ 16,185.00	$ 59.75	$ 14,877.75	$ 63.00	$ 15,687.00	$ 65.00	$ 16,185.00
14	MANHOLES	5	EA	$ 2,985.00	$ 14,925.00	$ 3,500.00	$ 17,500.00	$ 4,180.00	$ 20,900.00	$ 3,250.00	$ 16,250.00	$ 5,000.00	$ 25,000.00
15	TYPE C-C INLET WITH CONCRETE APRON	4	EA	$ 3,200.00	$ 12,800.00	$ 3,500.00	$ 14,000.00	$ 3,660.00	$ 14,640.00	$ 3,850.00	$ 15,400.00	$ 4,500.00	$ 18,000.00
16	TRENCH PROTECTION	1,046	LF	$ 1.00	$ 1,046.00	$ 1.00	$ 1,046.00	$ 1.40	$ 1,464.40	$ 2.00	$ 2,092.00	$ 2.00	$ 2,092.00
17	STORM TRENCH BEDDING AND BACKFILL AS PER DETAIL	1,045	LF	$ 3.00	$ 3,135.00	$ 3.00	$ 3,135.00	$ 16.40	$ 17,138.00	$ 10.00	$ 10,450.00	$ 15.00	$ 15,675.00
LITTLE MEXICO SUBDIVISION													
18	PRIME COAT (MC-30) ENTIRE BASE AND LEAVE IT READY FOR HMAC INSTALLATION (ESTIMATED 179 GAL.)	893	SY	$ 1.50	$ 1,339.50	$ 2.25	$ 2,009.25	$ 1.35	$ 1,205.55	$ 4.50	$ 4,018.50	$ 1.20	$ 1,071.60
19	8" COMPACTED CALICHE (LABOR & MATERIAL)	893	SY	$ 8.00	$ 7,144.00	$ 8.45	$ 7,545.85	$ 12.30	$ 10,983.90	$ 9.00	$ 8,037.00	$ 8.60	$ 7,679.80
20	EROSION AND SEDIMENT CONTROL STRUCTURAL PRACTICES TO COMPY WITH COUNTY AND TCEQ REQUIREMENTS FOR STORM WATER POLLUTION PREVENTION	1	LS	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 5,000.00	$ 5,000.00	$ 5,500.00	$ 5,500.00	$ 10,800.00	$ 10,800.00
21	TRAFFIC CONTROL	1	LS	$ 2,200.00	$ 2,200.00	$ 3,500.00	$ 3,500.00	$ 3,800.00	$ 3,800.00	$ 5,000.00	$ 5,000.00	$ 6,500.00	$ 6,500.00
22	SAFETY END TREATMENT	4	EA	$ 1,000.00	$ 4,000.00	$ 350.00	$ 1,400.00	$ 941.00	$ 3,764.00	$ 1,000.00	$ 4,000.00	$ 1,150.00	$ 4,600.00

BID COMPARISON

HIDALGO COUNTY PRECINCT NO. 2 PROJECT # 2013-127-05-01-MSS

LITTLE MEXICO SUBDIVISION AND SOUTH TOWER ESTATES PAVING AND DRAINAGE IMPROVEMENTS

Item No.	Item Description	Estimated Quantity	Unit	Unit Price In Figures	Total Extension In Figures	Unit Price In Figures	Total Extension In Figures	Unit Price In Figures	Total Extension In Figures	Unit Price In Figures	Total Extension In Figures	Unit Price In Figures	Total Extension In Figures
22	SAFETY END TREATMENT	4	EA	$ 1,000.00	$ 4,000.00	$ 350.00	$ 1,400.00	$ 941.00	$ 3,764.00	$ 1,000.00	$ 4,000.00	$ 1,130.00	$ 4,520.00
23	18" RGRCP CL III STORM DRAIN PIPE	102	LF	$ 32.00	$ 3,264.00	$ 38.00	$ 3,876.00	$ 32.75	$ 3,340.50	$ 38.00	$ 3,876.00	$ 40.00	$ 4,080.00
24	30" RGRCP CL III STORM DRAIN PIPE	1,245	LF	$ 50.00	$ 62,250.00	$ 63.50	$ 79,057.50	$ 59.75	$ 74,388.75	$ 63.00	$ 78,435.00	$ 65.00	$ 80,925.00
25	MANHOLES	4	EA	$ 2,985.00	$ 11,940.00	$ 3,500.00	$ 14,000.00	$ 4,250.00	$ 17,000.00	$ 3,250.00	$ 13,000.00	$ 5,000.00	$ 20,000.00
26	TYPE C-C INLET WITH CONCRETE APRON	4	EA	$ 3,200.00	$ 12,800.00	$ 3,500.00	$ 14,000.00	$ 4,280.00	$ 17,120.00	$ 3,855.00	$ 15,420.00	$ 4,500.00	$ 18,000.00
27	TRENCH PROTECTION	1,245	LF	$ 1.00	$ 1,245.00	$ 1.00	$ 1,245.00	$ 1.30	$ 1,618.50	$ 1.50	$ 1,867.50	$ 2.00	$ 2,490.00
28	STORM TRENCH BEDDING AND BACKFILL AS PER DETAIL	1,347	LF	$ 3.00	$ 4,041.00	$ 3.00	$ 4,041.00	$ 17.60	$ 23,707.20	$ 10.00	$ 13,470.00	$ 15.00	$ 20,205.00
			BASE BID TOTAL		**$ 373,356.50**		**$ 415,694.25**		**$ 460,643.95**		**$ 467,104.30**		**$ 477,226.00**
ADD ALTERNATE #1 BID				**2GS, LLC**		**GARCO INDUSTRIES, INC.**		**REIM Construction, Inc.**		**EBERLE MATERIALS, INC.**		**JIMMY CLOSNER & SONS CONST CO., INC**	
1	2" HMAC TYPE "D" (SOUTH TOWER)	6,180	SY	$ 11.30	$ 69,834.00	$ 10.50	$ 64,890.00	$ 10.95	$ 67,671.00	$ 9.80	$ 60,564.00	$ 10.70	$ 66,126.00
			ADD ALTERNATE #1 TOTAL		**$ 69,834.00**		**$ 64,890.00**		**$ 67,671.00**		**$ 60,564.00**		**$ 66,126.00**
ADD ALTERNATE #2 BID				**2GS, LLC**		**GARCO INDUSTRIES, INC.**		**REIM Construction, Inc.**		**EBERLE MATERIALS, INC.**		**JIMMY CLOSNER & SONS CONST CO., INC**	
1	1 1/2" D-GR HMA (QCQA)TY-D SAC-A PG 64-22 (LITTLE MEXICO)	3,231	SY	$ 9.20	$ 29,725.20	$ 9.50	$ 30,694.50	$ 9.25	$ 29,886.75	$ 10.80	$ 34,894.80	$ 8.50	$ 27,463.50
2	PLANE ASP CONC PAV (0-1 1/2") (LITTLE MEXICO)	830	SY	$ 15.00	$ 12,450.00	$ 12.50	$ 10,375.00	$ 6.80	$ 5,644.00	$ 8.00	$ 6,640.00	$ 7.50	$ 6,225.00
			ADD ALTERNATE # 2 TOTAL		**$ 42,175.20**		**$ 41,069.50**		**$ 35,530.75**		**$ 41,534.80**		**$ 33,688.50**
ADD ALTERNATE #3 BID				**2GS, LLC**		**GARCO INDUSTRIES, INC.**		**REIM Construction, Inc.**		**EBERLE MATERIALS, INC.**		**JIMMY CLOSNER & SONS CONST CO., INC**	
1	1 1/2" D-GR HMA (QCQA)TY-D SAC-A PG 64-22 (LITTLE MEXICO)	5,000	SY	$ 9.20	$ 46,000.00	$ 9.50	$ 47,500.00	$ 9.25	$ 46,250.00	$ 10.80	$ 54,000.00	$ 8.50	$ 42,500.00
2	PLANE ASP CONC PAV (0-1 1/2") (LITTLE MEXICO)	1,900	SY	$ 6.50	$ 12,350.00	$ 10.00	$ 19,000.00	$ 3.65	$ 6,935.00	$ 5.40	$ 10,260.00	$ 7.50	$ 14,250.00
			ADD ALTERNATE # 3 TOTAL		**$ 58,350.00**		**$ 66,500.00**		**$ 53,185.00**		**$ 64,260.00**		**$ 56,750.00**
ALTERNATE #4 BID				**2GS, LLC**		**GARCO INDUSTRIES, INC.**		**REIM Construction, Inc.**		**EBERLE MATERIALS, INC.**		**JIMMY CLOSNER & SONS CONST CO., INC**	
1	REPLACE ASPHALT AT STORM SEWER LINE INSTALLATION 1 1/2" HMAC TY D (LITTLE MEXICO)	860	SY	$ 15.00	$ 12,900.00	$ 9.50	$ 8,170.00	$ 12.35	$ 10,621.00	$ 10.00	$ 8,600.00	$ 10.50	$ 9,030.00
			ADD ALTERNATE # 4 TOTAL		**$ 12,900.00**		**$ 8,170.00**		**$ 10,621.00**		**$ 8,600.00**		**$ 9,030.00**
ALTERNATE #5 BID				**2GS, LLC**		**GARCO INDUSTRIES, INC.**		**REIM Construction, Inc.**		**EBERLE MATERIALS, INC.**		**JIMMY CLOSNER & SONS CONST CO., INC**	
1	18" CORRUGATED PVC STORM SEWER PIPE (SOUTH TOWER ESTATES)	52	SY	$ 30.00	$ 1,560.00	$ 25.00	$ 1,300.00	$ 22.75	$ 1,183.00	$ 31.00	$ 1,612.00	$ 35.00	$ 1,820.00
2	24" CORRUGATED PVC STORM SEWER PIPE (SOUTH TOWER ESTATES)	744	SY	$ 32.00	$ 23,808.00	$ 36.50	$ 27,156.00	$ 38.00	$ 28,272.00	$ 47.00	$ 34,968.00	$ 45.00	$ 33,480.00
3	30" CORRUGATED PVC STORM SEWER PIPE (SOUTH TOWER ESTATES)	249	SY	$ 42.00	$ 10,458.00	$ 52.00	$ 12,948.00	$ 51.00	$ 12,699.00	$ 62.00	$ 15,438.00	$ 60.00	$ 14,940.00
4	STORM TRENCH BEDDING AND BACKFILL AS PER DETAIL (SOUTH TOWER ESTATES)	1,045	SY	$ 3.00	$ 3,135.00	$ 5.00	$ 5,225.00	$ 16.40	$ 17,138.00	$ 10.00	$ 10,450.00	$ 15.00	$ 15,675.00

BID COMPARISON

HIDALGO COUNTY PRECINCT NO. 2 PROJECT # 2013-127-05-01-MSS

LITTLE MEXICO SUBDIVISION AND SOUTH TOWER ESTATES PAVING AND DRAINAGE IMPROVEMENTS

Item No.	Item Description	Estimated Quantity	Unit	Unit Price In Figures	Total Extension In Figures	Unit Price In Figures	Total Extension In Figures	Unit Price In Figures	Total Extension In Figures	Unit Price In Figures	Total Extension In Figures	Unit Price In Figures	Total Extension In Figures
	ADD ALTERNATE #5 TOTAL				**$ 38,961.00**		**$ 46,629.00**		**$ 59,292.00**		**$ 62,468.00**		**$ 65,915.00**
ALTERNATE #6 BID				**2GS, LLC**		**GARCO INDUSTRIES, INC.**		**REIM Construction, Inc.**		**EBERLE MATERIALS, INC.**		**JIMMY CLOSNER & SONS CONST CO., INC**	
1	18" CORRUGATED PVC STORM SEWER PIPE (LITTLE MEXICO)	102	SY	$ 30.00	$ 3,060.00	$ 25.00	$ 2,550.00	$ 22.75	$ 2,320.50	$ 31.00	$ 3,162.00	$ 35.00	$ 3,570.00
2	30" CORRUGATED PVC STORM SEWER PIPE (LITTLE MEXICO)	1,245	SY	$ 42.00	$ 52,290.00	$ 36.50	$ 45,442.50	$ 51.00	$ 63,495.00	$ 62.00	$ 77,190.00	$ 60.00	$ 74,700.00
3	STORM TRENCH BEDDING AND BACKFILL AS PER DETAIL (LITTLE MEXICO)	1,347	SY	$ 3.00	$ 4,041.00	$ 5.00	$ 6,735.00	$ 17.60	$ 23,707.20	$ 10.00	$ 13,470.00	$ 15.00	$ 20,205.00
	ADD ALTERNATE # 6 TOTAL				**$ 59,391.00**		**$ 54,727.50**		**$ 89,522.70**		**$ 93,822.00**		**$ 98,475.00**

BASE BID TOTAL	**$ 373,356.50**	**$ 415,694.25**	**$ 460,643.95**	**$ 467,104.30**	**$ 477,226.00**
ADD ALTERNATE #1 TOTAL	**$ 69,834.00**	**$ 64,890.00**	**$ 67,671.00**	**$ 60,564.00**	**$ 66,126.00**
ADD ALTERNATE #2 TOTAL	**$ 42,175.20**	**$ 41,069.50**	**$ 35,530.75**	**$ 41,534.80**	**$ 33,688.50**
ADD ALTERNATE #3 TOTAL	**$ 58,350.00**	**$ 66,500.00**	**$ 53,185.00**	**$ 64,260.00**	**$ 56,750.00**
ADD ALTERNATE #4 TOTAL	**$ 12,900.00**	**$ 8,170.00**	**$ 10,621.00**	**$ 8,600.00**	**$ 9,030.00**
ADD ALTERNATE #5 TOTAL	**$ 38,961.00**	**$ 46,629.00**	**$ 59,292.00**	**$ 62,468.00**	**$ 65,915.00**
ADD ALTERNATE #6 TOTAL	**$ 59,391.00**	**$ 54,727.50**	**$ 89,522.70**	**$ 93,822.00**	**$ 98,475.00**

BID COMPARISON
HIDALGO COUNTY PRECINCT No. 2
PROJECT NO. 2013-139-05-08-MSS
McCOLL ROAD OVERLAY AND CURB AND GUTTER IMPROVEMENTS

BASE BID				2GS, LLC		Jimmy Closner & Sons Const. Co, Inc.		Garco Industries, Inc.	
Item No.	Item Description	Estimated Quantity	Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	REMOVE AND REPLACE 24" CURB AND GUTTER	368	LF	$ 8.50	$ 3,128.00	$ 15.00	$ 5,520.00	$ 32.00	$ 11,776.00
2	INLET STORM WATER PROTECTION	27	EA	$ 40.00	$ 1,080.00	$ 350.00	$ 9,450.00	$ 150.00	$ 4,050.00
3	TRAFFIC CONTROL	1	LS	$ 8,000.00	$ 8,000.00	$ 9,500.00	$ 9,500.00	$ 6,500.00	$ 6,500.00
4	PLANE ASPH CONC PAV (0 - 1 1/2")	14,200	SY	$ 2.00	$ 28,400.00	$ 3.50	$ 49,700.00	$ 3.00	$ 42,600.00
5	1 1/2" D-GR HMA (QCQA) TY-D SAC-A PG 76-22	37,250	SY	$ 9.40	$ 350,150.00	$ 10.20	$ 379,950.00	$ 11.00	$ 409,750.00
6	PERMANENT PAVEMENT MARKINGS INCLUDING BUT NOT LIMITED TO THERMOPLASTIC 8" WHITE SOLID LINES, 4" WHITE BROKEN LINES, 4" YELLOW SOLID AND BROKEN LINES, 24" WHITE STOP LINE, WHITE ARROW, WHITE WORD, TYPE I-C AND TYPE II-AA RAISED PAVEMENT MARKERS	1	LS	$ 18,000.00	$ 18,000.00	$ 22,000.00	$ 22,000.00	$ 24,000.00	$ 24,000.00
			BASE BID TOTAL		**$ 408,758.00**		**$ 476,120.00**		**$ 498,676.00**

Hidalgo County Planning Department

Raul E. Sesin, PE, CFM
Planning Administrator

Main Office
1304 S. 25th Street
Edinburg, Texas 78542
Phone (956) 318-2840
Fax (956) 318-2844

Engineering Projects Office
301 E. State Street
Pharr, Texas 78577
Phone (956) 318-2840
Fax (956) 318-2844

Precinct No. 1 Substation
1902 Joe Stephens Ave.
Weslaco, Texas 78596
Phone (956) 968-4734
Fax (956) 973-7850

Precinct No. 3 Substation
2401 N. Moorefield Rd.
Mission, Texas 78572
Phone (956) 205-7045
Fax (956) 205-7049

May 16, 2013

Honorable Commissioner Hector "Tito" Palacios
Hidalgo County Precinct No. 2
301 West Hall Acres Road
Pharr, Texas 78577

RE: McColl Road Overlay and Curb and Gutter Improvements
Hidalgo County Precinct No. 2
Bid No.: 2013-139-05-08-MSS

Dear Commissioner Palacios;

Bids were received and opened for McColl Road Overlay and Curb and Gutter Improvements Bid No.: 2013-139-05-08-MSS on May 8, 2013. A total of three bids were received with 2GS, LLC being the low bidder for the project. Attached is a copy of the bid tabulation for your review.

This project consists of curb and gutter improvements at various inlets and the overlay of McColl Road from Dicker Road to Anaya Road. 2GS, LLC has constructed several projects to satisfaction within Hidalgo County. We recommend awarding the project to 2GS, LLC for the base bid amount of $408,758.00.

If you have any questions or require further information, please feel free to contact me at your convenience.

Respectfully,
HIDALGO COUNTY PLANNING DEPARTMENT

Raul E. Sesin, P.E., C.F.M.
Planning Administrator

Attachments: Bid Comparison

AI-38633 **20. B. 2.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted By: Nielda Cavazos, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

A. Requesting exemption from competitive bidding requirements under the Texas Local Government Code, Section 262.024 (A) (4) a professional engineering services.

B. Presentation of scoring grid (for the purpose of ranking by CC) of the firms graded and evaluated through the County's approved "pool" of professional engineering services for (On as needed basis) for Projects in Pct No. 2.

Evaluators	MEG Engineering	Terracon	Perez Consulting Engineering
Evaluators	97	93	82
Ranking			

C. Authority for the Purchasing Department to negotiate a professional engineering services contract with the No. 1 ranked firm of _____ for: the provision of professional engineering services for (On an as needed basis) for projects in Pct No. 2.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013 ACCT. #:

FUNDS AVAILABLE Y/N?: MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Pct will identify funding

Attachments

Grid

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Darlene Betancourt	05/08/2013 08:46 AM
Budget & Management	Angela Garcia	05/08/2013 02:32 PM
Manuel Chapa	Manuel Chapa	05/10/2013 08:38 AM
Auditor's Office	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Nielda Cavazos Started On: 05/07/2013 10:37 AM

Final Approval Date: 05/17/2013

HIDALGO COUNTY PRECINCT NO 2

FOR

Engineering Services

(On an as needed basis)

Scoring & Evaluation GRID

Engineering Services

Total Scores	MEG Engineering	Terracon	Perez Consulting Engineering
Evaluator 1	97	93	82
RANKING			

*Scoring & Evaluation was completed by Pct No 2 *

AI-38669 **Purchasing Department 20. C. 1.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted By: Rocio Villarreal, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Acceptance and approval of Work Authorization No. 1 (with an estimated cost of $40,920.00) as submitted by project engineer, Javier Hinojosa Engineering for engineering services for "Marisol Street, Ojo de Agua Street and Regency Acres Street" within Hidalgo County Pct. No. 3 through Contract #C-12-277-12-28.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013 **ACCT. #:** 3-1200-431-00-123-005-0-731

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:** n

BUDGETARY IMPACT:

Funds available as of 5/17/2013, Ref. Req. 236402

Attachments

Work Authorization No. 1

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Darlene Betancourt	05/09/2013 04:48 PM
Budget & Management	Angela Garcia	05/10/2013 08:25 AM
Obdett Calzada	Obdett Calzada	05/17/2013 01:21 PM
Auditor's Office	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Rocio Villarreal Started On: 05/08/2013 04:01 PM

Final Approval Date: 05/17/2013

HIDALGO COUNTY

Professional Engineering Services
Contract # C-12-277-12-28
Work Authorization Form

WORK AUTHORIZATION NO. 1

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Section I.A. of the Agreement made by and between **HIDALGO COUNTY**, action herein by and through the **Commissioner's Court**, hereinafter called the "**Owner**," and, **JAVIER HINOJOSA ENGINEERING** professional engineers of **MCALLEN,** Texas, hereinafter called "**Engineer**".

PART 1. SCOPE OF WORK

The purpose of this Work Authorization is for the **Engineer** to provide **Engineering services required for the preparation of construction plans for the paving improvements of Marisol Street, Ojo De Agua Street and Regency Acres Street.**

The scope of services to be provided by the **Owner** is identified in ***EXHIBIT "A" – Scope of Services to be Provided by the Owner*** attached hereto.

The scope of services to be provided by the **Engineer** is identified in ***EXHIBIT "B" – Scope of Services to be Provided by the Engineer*** attached hereto.

PART 2. ESTIMATED COST

The estimated cost for services under this Work Authorization is **$40,920.00**. This amount is based upon the costs outlined in the Estimated **Cost Proposal** attached hereto as **EXHIBIT "C".**

PART 3. PAYMENT

Compensation and payment to the Engineer for the services established under this Work Authorization shall be made in accordance with Article/Part/Section _____ of the Agreement.

PART 4. FUNDING

This Work Authorization No. **1** shall be funded through funding source:
Account No. 3-1200-431-10-123-005-0-731
Requisition Number 236-17 **(MUST BE INCLUDED AFTER CC APPROVAL)**

PART 5. PERIOD OF SERVICE

This Work Authorization shall become effective on the date of final acceptance of the parties hereto, and terminate upon completion of scopes of the work authorization or

_____.

PART 6. RESPONSIBILITIES AND OBLIGATIONS

This Authorization does not waive the parties' responsibilities and obligations provided under the **Agreement**.

PART 7. **ACKNOWLEDGEMENT AND CONFIRMATION**

Acknowledgement and confirmation by Hidalgo County Precinct No. **3** Commissioner **Joe M. Flores** as to content and detail of this Work Authorization No. **1**.

HIDALGO COUNTY
COMMISSIONER PRECINCT NO.**3**:

BY:_____

PART 8. ACCEPTANCE AND APPROVAL

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on _____ as indicated below and effective as of _____ day of_____, 2013.

THE ENGINEER:
JAVIER HINOJOSA ENGINEERING

_____
By: Javier Hinojosa, P.E, Owner

THE OWNER:
HIDALGO COUNTY

_____
By: Ramon Garcia, County Judge or Presiding Officer

ATTEST:

_____
by: Arturo Guajardo Jr., County Clerk

LIST OF ATTACHMENTS

ATTACHMENT "A" - Service to be Provided by the Owner
ATTACHMENT "B" - Services to be Provided by the Engineer
ATTACHMENT "C" - Cost Proposal

Javier Hinojosa Engineering
Engineering Contract Rates
Project: Hidalgo County Precinct No. 3 Paving Improvements
Marisol Street (West Side of Bentsen Palm Drive)
Ojo De Agua Street (South of Chihuahua Road)
Regency Acres Street (West Side of Wallace Road)

Project Description: Work Authorization No. 1 Hidalgo County Precinct No. 3 Marisol Street, Ojo De Agua Street and Regency Acres Street	Principal	Project Manager/Engineer	Engineering Assistant	R.P.L.S.	G.P.S. Survey Crew	3 Man Survey Crew	Project Inspector	CADD Operator/Designer	Admin./Clerical	Total Hours & Cost
Preliminary Phase	0	0	0	0	0	0	0	0	0	0
Design Phase	0	0	0	0	0	0	0	0	0	0
Construction Phase	0	0	0	0	0	0	0	0	0	0
TOTAL HOURS	0	0	0	0	0	0	0	0	0	0
RATE PER HOUR	$225.00	$150.00	$95.00	$145.00	$150.00	$110.00	$70.00	$70.00	$30.00	
TOTAL COST	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

EXHIBIT "D"
Preliminary Construction Cost Estimate
Hidalgo County Precinct No. 3 Paving Improvements
Marisol Street (West Side of Bentsen Palm Drive)
Ojo De Agua Street (South of Chihuahua Road)
Regency Acres Street (West Side of Wallace Road)
Prepared By: Javier Hinojosa Engineering
April 29, 2013

A. Marisol Street

1.	Unc. Excavation	2,400	CY	@	$5.00	=	$12,000.00
2.	Subgrade Preparation	4,800	SY	@	$2.50	=	$12,000.00
3.	8" Caliche Base	4,800	SY	@	$7.50	=	$36,000.00
4.	1 1/2" HMAC (Type "D")	4,200	SY	@	$10.00	=	$42,000.00
5.	18" RCP Culverts	70	LF	@	$25.00	=	$1,750.00
6.	15" RCP Culverts	525	LF	@	$20.00	=	$10,500.00
7.	Grade Bar Ditches	2,650	LF	@	$2.00	=	$5,300.00
8.	Safety End Treatments	2	EA	@	$1,500.00	=	$3,000.00
9.	Asphalt Driveways	20	EA	@	$400.00	=	$8,000.00
10.	Concrete Driveway	1	EA	@	$800.00	=	$800.00
	Subtotal Marisol Street					:	**$131,350.00**

B. Ojo De Agua Street

1.	Unc. Excavation	2,000	CY	@	$5.00	=	$10,000.00
2.	Subgrade Preparation	4,100	SY	@	$2.50	=	$10,250.00
3.	8" Caliche Base	4,100	SY	@	$7.50	=	$30,750.00
4.	1 1/2" HMAC (Type "D")	3,600	SY	@	$10.00	=	$36,000.00
5.	18" RCP Culverts	70	LF	@	$25.00	=	$1,750.00
6.	15" RCP Culverts	325	LF	@	$20.00	=	$6,500.00
7.	Grade Bar Ditches	2,500	LF	@	$2.00	=	$5,000.00
8.	Safety End Treatments	2	EA	@	$1,500.00	=	$3,000.00
9.	Asphalt Driveways	12	EA	@	$400.00	=	$4,800.00
10.	Concrete Driveway	1	EA	@	$800.00	=	$800.00
	Subtotal Ojo De Agua Street					:	**$108,850.00**

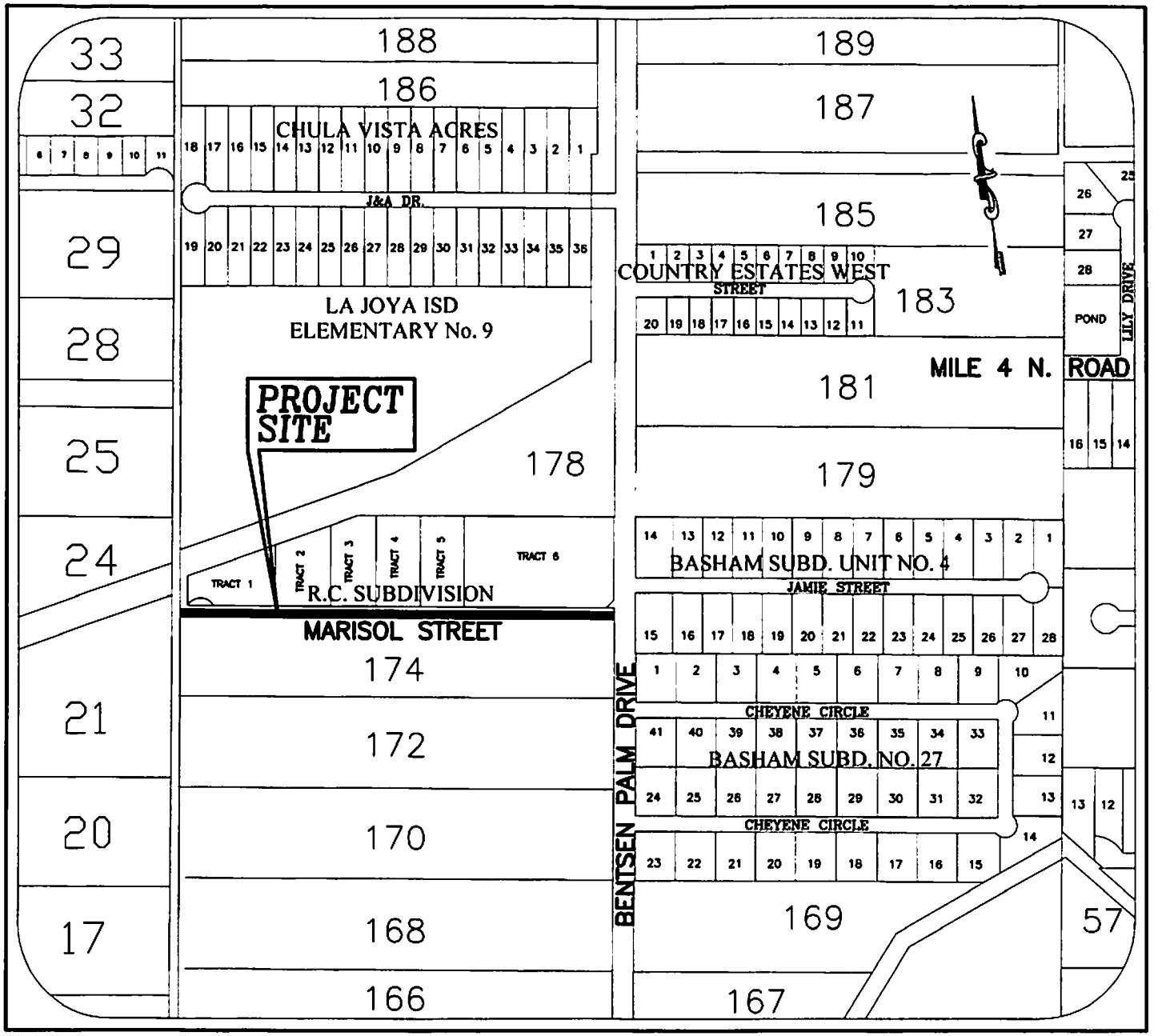
C. Regency Acres Street

1 Unc. Excavation	2,700 CY	@	$5.00	=	$13,500.00
2 Subgrade Preparation	5,400 SY	@	$2.50	=	$13,500.00
3 8" Caliche Base	5,400 SY	@	$7.50	=	$40,500.00
4 1 1/2" HMAC (Type "D")	4,700 SY	@	$10.00	=	$47,000.00
5 18" RCP Culverts	70 LF	@	$25.00	=	$1,750.00
6 15" RCP Culverts	675 LF	@	$20.00	=	$13,500.00
7 Grade Bar Ditches	3,000 LF	@	$2.00	=	$6,000.00
8 Safety End Treatments	2 EA	@	$1,500.00	=	$3,000.00
9 Asphalt Driveways	27 EA	@	$400.00	=	$10,800.00

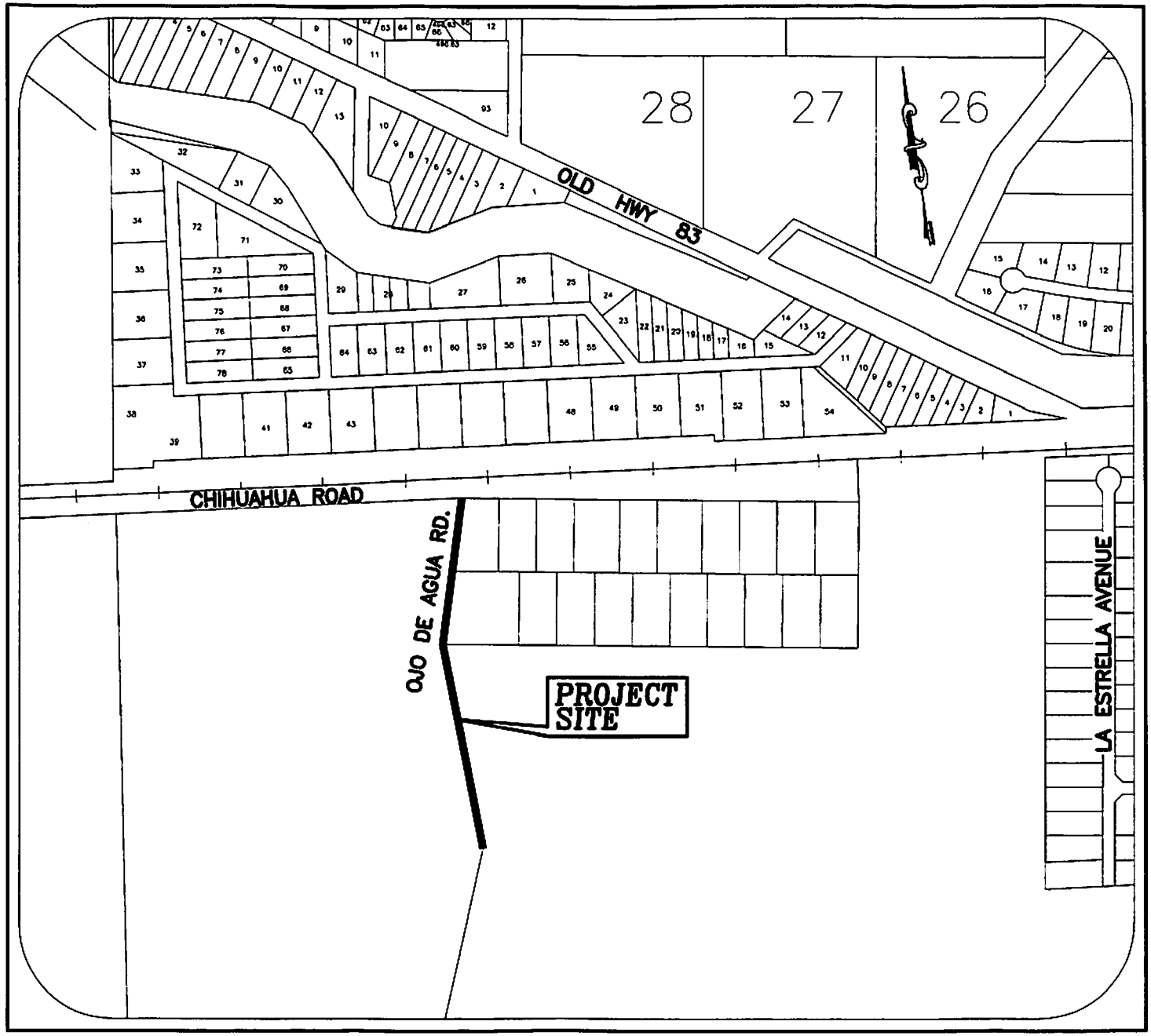
Subtotal Regency Acres Street	:	**$148,050.00**
Subtotal All Streets	:	**$388,250.00**
Engineering Fee	:	**$40,920.00**
Contingency (10%)	:	**$38,825.00**
Laboratory Testing	:	**$11,647.50**
Total	:	**$479,642.50**

Javier Hinojosa Engineering
Engineering Contract Rates
Project: Hidalgo County Precinct No. 3 Paving Improvements
Marisol Street (West Side of Bentsen Palm Drive)
Ojo De Agua Street (South of Chihuahua Road)
Regency Acres Street (West Side of Wallace Road)

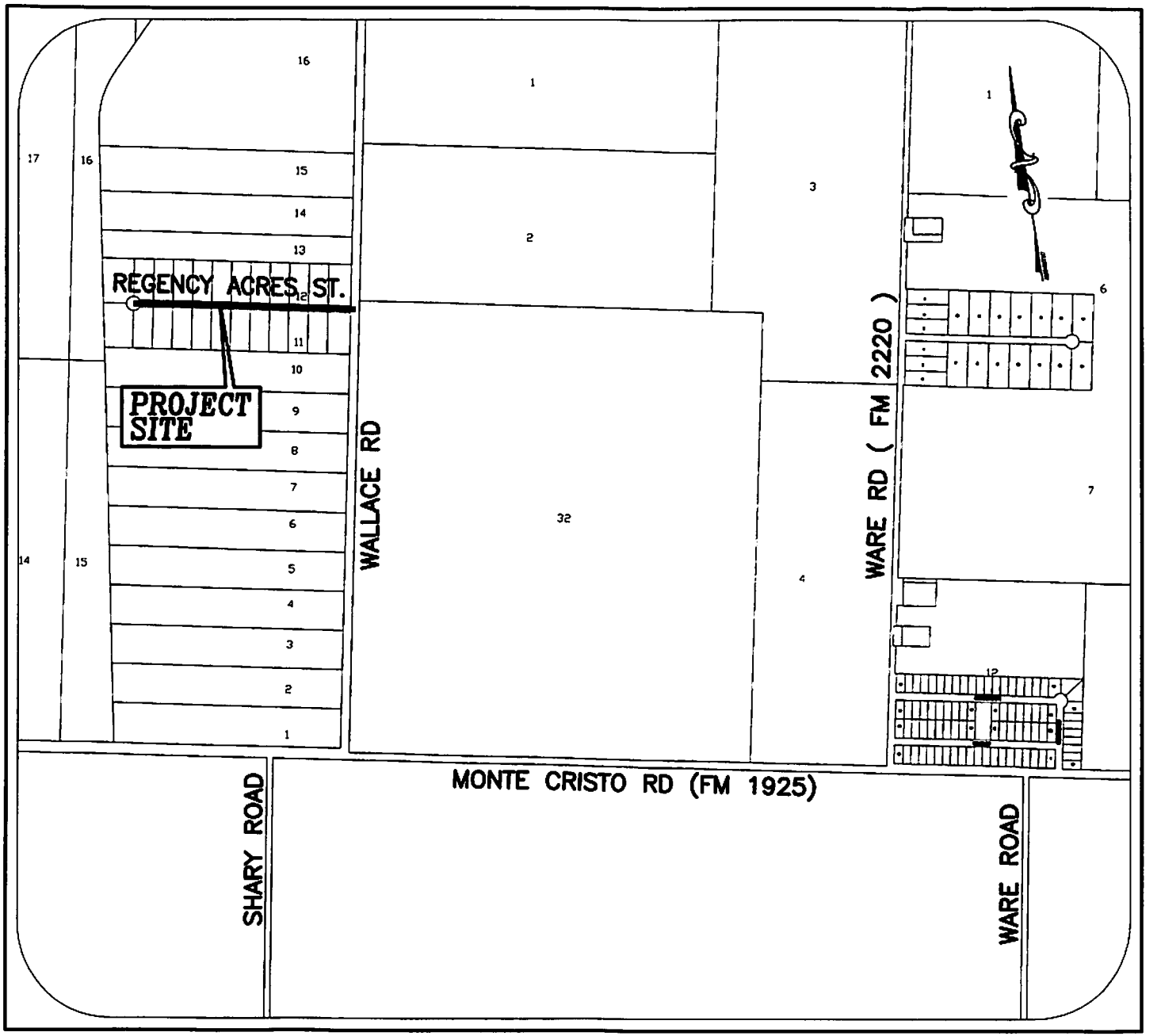
Project Description: Work Authorization No. 1 Hidalgo County Precinct No. 3 Marisol Street, Ojo De Agua Street and Regency Acres Street	Principal	Project Manager/Engineer	Engineering Assistant	R.P.L.S.	G.P.S. Survey Crew	3 Man Survey Crew	Project Inspector	CADD Operator/Designer	Admin./Clerical	Total Hours & Cost
Preliminary Phase	0	16	16	0	0	48	0	40	0	120
Design Phase	0	48	48	0	0	10	0	80	16	202
Construction Phase	0	24	24	0	0	30	0	8	8	94
TOTAL HOURS	0	88	88	0	0	88	0	128	24	416
RATE PER HOUR	$225.00	$150.00	$95.00	$145.00	$150.00	$110.00	$70.00	$70.00	$30.00	
TOTAL COST	$0.00	$13,200.00	$8,360.00	$0.00	$0.00	$9,680.00	$0.00	$8,960.00	$720.00	$40,920.00



LOCATION MAP
MARISOL STREET



LOCATION MAP
OJO DE AGUA STREET



LOCATION MAP
REGENCY ACRES STREET

AI-38629 **Purchasing Department 20. D. 1.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted For: Martha Salazar **Submitted By:** Sandy Suarez, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Presentation of bids received as detailed in tabulation sheet contained herein meeting all specifications and/or requirements for the purpose of award and approval of contract for Request for Sealed Quotes titled: Hidalgo County Sheriff's Office- "Electronic Security System Maintenance and Repair Service" through project No.: 2013-007A-04-29-SGS.

BACKGROUND

1. Contract will commence upon approval of Commissioner's Court.
2. Contract document was reviewed and approved by Legal Counsel as to form.

Fiscal Impact

FISCAL YEAR: 2013 **ACCT. #:** 3-1100-423-21-280-002-0-431

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:** N

BUDGETARY IMPACT:

Jail - $10,424.63 as of 05/14/13

Attachments

Contract

Legal approval

Memorandum, Tab & Participation list

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	05/16/2013 01:43 PM
Budget & Management	Obdett Calzada	05/16/2013 01:59 PM
Olga Garza	Olga Garza	05/17/2013 04:42 PM
Auditor's Office	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Sandy Suarez Started On: 05/07/2013 08:56 AM

Final Approval Date: 05/17/2013

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

SERVICE CONTRACT
C-13-007A-05-21

THIS CONTRACT is made and entered into this **21st** day of **May, 2013** by and between **Montgomery Technology Systems, LLC** the **County of Hidalgo, Texas** ("County") and ("Company").

WHEREAS, Company responded to notices for Request for Sealed Quotes (RFSQ) for: **"Electrical Security System Maintenance and Repair Service" (on an as needed basis)** (the "Services"); and

WHEREAS, Company submitted a sealed quote to provide services in accordance with Exhibit "A" Request for Sealed Quotes (RFSQ) Procurement Packet attached hereto respectively, and incorporated herein for all purposes of (the "RFSQ"); and;

WHEREAS, in recognition of and in consideration of Company's agreement to perform the Services in accordance with Specifications within Exhibit "A" Request for Sealed Quotes (RFSQ) Procurement Packet, the Commissioners Court of County awarded the sealed quote to Company.

NOW, THEREFORE, in mutual consideration of the foregoing and the further consideration of the following, the parties hereto agree as follows:

1. County and Company hereby agrees that this Contract is entered into in order to provide the Services to **Hidalgo County**. This Contract does not extend to any third parties any duties or benefits conferred in any manner hereunder or otherwise.

2. Company hereby promises and agrees to render and provide, during the term of this Contract, and shall be obligated to render and provide the services in accordance with the Specifications contained in Exhibit "A" Request for Sealed Quotes (RFSQ) Procurement Packet within **Hidalgo County**

following a request for Services by the **Hidalgo County Sheriff's Office**. Company agrees in performing the Services that it will use proper professional standards, comply with any and all appropriate laws and regulations in providing the Services, and devote such time as is necessary to safely and efficiently provide the Services. Further Hidalgo County reserves the right to request these services from other sources other than the successful vendor and shall not be in violation of any terms or conditions of said contract.

3. This Contract shall be for a period of **one (1) year (on an as needed basis)**, commencing on **May 21, 2013** and expiring on **May 20, 2014** and may be extended at the sole discretion of the County for an additional one (1) year term under the same rates, terms and conditions. Hidalgo County also reserves the right to continue this sealed quote for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay of award for the next term and contingent upon cost remaining unchanged.

4. As a condition of this Contract, Company shall hold and maintain throughout the term of this Contract all licenses and permits required, or which may be required by any authority during the term hereof to provide the Services.

5. All trucks or vehicles operated by the Company to perform the Services shall contain all equipment required by any authority to operate on streets and roads and all persons in the employ of Company who operate such trucks or vehicles shall have the required licenses, qualifications, skill and expertise to perform such Services and shall comply with all laws, rules and regulations prescribed by any agency or authority having jurisdiction with regard to the operation of such trucks or vehicles in providing the Services.

6. As consideration for rendering the Service provided for in this Contract, the County agrees to pay Company the amounts specified in Exhibit "B" attached hereto payable against written invoice submitted by Company.

7. Company shall provide insurance in force on all its vehicles and all persons connected with

providing services under this Contract naming County as an additional insured (with the coverages and in the amounts described on Exhibit "C" attached hereto and incorporated herein at this point for all purposes), and shall furnish to County certificates of such insurance coverage.

8. Company shall provide a sufficient number of trucks, vehicles, personnel and equipment available to safely and efficiently provide the Services.

9. Company shall indemnify and hold harmless County, its elected officials, employees and agents from any and all claims, damages, losses, and expenses including attorney's fees for the defense of any action against County arising out of, resulting from, or connected with the provision of the Service by Company under this Contract. Said indemnity shall cover any act or failure to act by the Company, its agents or employees.

10. This Contract shall not be assignable in whole or in part by either party without prior written consent of the other party.

11. It is expressly agreed that this Contract and the performance by the parties hereunder does not create any agency relationship or master-servant relationship that County has no supervision of the performance of the Services provided by Company, and that Company is an independent contractor under this Contract.

12. Any notice required or permitted to be given hereunder shall be in writing and shall be delivered personally or sent by certified mail, postage prepaid, as set forth below:

If to County:	County of Hidalgo Attn: County Judge 302 West University Drive Edinburg, Texas 78539
If to Company:	Montgomery Technology Systems, LLC Attn: Patrick Skipper, Vice President 23 Old Stage Road Greenville, Alabama 36037

13. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

14. This Agreement may be terminated by County without cause upon thirty (30) days written notice.

15. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Agreement.

16. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and shall be performable in Hidalgo County.

17. **Commitment of Current Revenues Only**. In the event that, during any term hereof, the Commissioners Court does not appropriate sufficient funds to meet the obligations of County under this Agreement, County may terminate this Agreement upon ninety (90) days written notice to Company. County agrees, however, to use reasonable efforts to secure funds necessary for the continued performance of this Agreement. The parties intend this provision to be a continuing right to terminate this Agreement at the expiration of each budget period of County pursuant to the provisions of Tex. Loc. Govt. Code Ann. ' 271.903 (Vernon Supp. 1996).

18. **Entire Agreement**. This Agreement contains the entire contract between the parties hereto, and each party acknowledges that neither has made (either directly or through any agent or representative) any representation or agreement in connection with this Agreement not specifically set forth herein. This Agreement may be modified or amended only by agreement in writing executed by the parties hereto, and not otherwise.

WITNESS our hands in duplicate originals this __day of _____, 2013.

APPROVED AS TO FORM
Atlas, Hall & Rodriguez, L.L.P.

By:_____
Stephen L. Crain, Attorney

COUNTY OF HIDALGO

ATTEST:

By: _____
Ramon Garcia, County Judge

By: _____
Arturo Guajardo, Jr., County Clerk

COMPANY:
Montgomery Technology Systems, LLC

By:_____
Printed Name: Patrick Skipper
Title: Vice President

EXHIBIT "A"

REQUEST FOR SEALED QUOTES (RFSQ) PROCUREMENT PACKET

PURCHASING DEPARTMENT
County Of Hidalgo

April 15, 2013

_____

_____

_____

_____

Re: **HIDALGO COUNTY SHERIFF'S OFFICE**
Request for Sealed Quotes-**"Electronic Security System Maintenance & Repair Service"**
RFSQ No: 2013-007A-04-29-SGS

Dear Gentleman/Ladies:

Enclosed please find a Request for Sealed Quotes (RFSQ) packet for your review and consideration.

Hidalgo County Purchasing Department welcomes and appreciates your participation in the RFSQ process.

If any further assistance is required, please do not hesitate to call the Purchasing Department 956/318-2626.

Sincerely,

Sandy Suarez, Buyer II
Hidalgo County Purchasing Department

Enclosures

Hidalgo County Purchasing Department
2812 S. Business Highway 281
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 318-2629

REQUEST FOR SEALED QUOTES (RFSQ)

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HIDALGO COUNTY SHERIFF'S OFFICE
"ELECTRONIC SECURITY SYSTEM MAINTENCE & REPAIR SERVICES"
RFSQ NO: 2013-007A-04-29-SGS

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3.	Exhibit A, Specifications/Requirements	4
4.	Exhibit A-1, References	1
5.	Exhibit B, RFSQ Page	2
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8.	Vendor/Bidder Application and W-9 form	6
9.	Certification Regarding Debarment	1
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The above mentioned items shall be found in the Request for Sealed Quotes (RFSQ) packet that is attached herewith. Should you find that any of the items are not attached in its entirety please contact Purchasing by calling (956) 318-2626, advise of missing documentation, and Purchasing will forward information either through facsimile or by U.S. Mail.

Thank you.

Sandy Suarez, Buyer II

April 15, 2013
Date

RFSQ No: 2013-007A-04-29-SGS	Buyer: Sandy Suarez	Tel. No: (956) 318-2626 Ext. 4860

REQUEST FOR SEALED QUOTES

HIDALGO COUNTY SHERIFF'S OFFICE

"ELECTRONIC SECURITY SYSTEM MAINTENANCE & REPAIR SERVICE"

RFSQ OPENING DATE:

April 29, 2013 @ 9:30 a.m.

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Physical Address: 2802 S. Business Hwy. 281 -New Administration Building
Mailing/Postal Address: 2812 S. Business Hwy. 281
Edinburg, Texas 78539

956 318-2626

Form HCPD-03

1. Sealed quotes will be received for **"- HIDALGO COUNTY SHERIFF'S OFFICE- ELECTRONIC SECURITY SYSTEM MAINTENANCE & REPAIR SERVICE"** in accordance with the specifications attached as Exhibit "A" hereto. RFSQs should address all specifications set forth. Participants may suggest substitutions of features which they feel would be in the best interest of Hidalgo County ("County"). Strong rationale must be presented for any deviation from the specifications. Hidalgo County reserves the right to reject the deviation and its effect on the overall RFSQ.

2. All RSFQs are required with the Participants name and return address clearly typed/printed on upper left hand corner and the proper notation clearly typed/printed on the lower left hand corner of the envelope and/or package: **"RFSQ NO. 2013-007A-04-29-SGS- HIDALGO COUNTY-ELECTRONIC SECURITY SYSTEM MAINTENANCE & REPAIR SERVICE"** and in County's Purchasing Department, physical address: 2802 S. Business Hwy 281, mailing address: 2812 S. Business 281 New Administration Building, Edinburg, Texas, **on or before 9:30 a.m. Monday, April 29, 2013.**

   NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY RFSQs RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED. OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS ENVELOPE OR PACKAGE IN REFERENCE TO RFSQ NO.: 2013-007A-04-29-SGS.

   Hidalgo County reserves the right to refuse and reject any/all RFSQs and to waive any/all formalities or technicalities, or to accept the RFSQ considered the best and most advantageous to Hidalgo County

3. Hidalgo County reserves the right to: A. separate and accept, or eliminate any item(s) listed under this RFSQ that it deems necessary to accommodate budgetary and/or operational requirements; B. reject any or all RFSQs submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid for approval; and C. award the RFSQ to one Participant or to multiple Participants if the County determines it is in its best interest to do so."

4. The Bidder shall not substitute items named in the RFSQ without the express written consent of Hidalgo County. Failure of the delivered item(s) to perform as specified, or failure to meet the stated delivery schedule shall release Hidalgo County from all obligations to the contracting party with regard to the item(s) in question. In such event, County may elect to award the contract to the next-lowest responsible bidder, or to reject all RFSQs and re-advertise.

5. **For work to be performed at a County owned or operated location, each Participant shall, in its sole discretion, visit the job site before preparing the RFSQ and thoroughly familiarize himself/herself with existing conditions. Bidder should take field dimensions and note all circumstances which affect the dollar amount of the RFSQ.**

6. Descriptive specifications are referenced in this document to indicate the general kind and quality of equipment desired by Hidalgo County. Due to various styles and models of equipment, bidders are required to include illustrations, specifications, explanation of warranties, and service data with their RFSQs including catalogue numbers and any necessary references.

7. No RFSQ may be withdrawn within thirty (30) days from the scheduled time to open RFSQ.

8. Proposed prices are to remain firm for a minimum of ninety (90) days after RFSQ opening.

9. Any interpretations, amendments, corrections or changes to this bid document must be in a written addendum and signed by the County Judge or his designee. Addenda will be mailed to all who are known to have received a copy of the Request for Sealed Quotes. Participants shall acknowledge receipt of all addenda as a part of their RFSQ.

10. County reserves the right to accept or reject any or all RFSQs.

11. Costs are to be net F.O.B., County Prepaid.

12. County is exempt from Federal Excise Tax, State Tax and Local Tax. Do Not include tax in cost figure. If it is determined that tax was included in the cost figures it will not be included in the tabulation of any awards. Tax exemption certificates will be furnished upon request.

13. Funds for this procurement have been provided through the County budget for this fiscal year only. County, on an annual basis, has the right to reconsider a contract during the budget process for ensuing years if financial resources of County are insufficient to meet the liabilities of said contract. The award of a RFSQ or contract hereunder will not be construed to create a debt of the County which is payable out of funds beyond the current fiscal year.

14. Upon award and prior to execution of a contract, Sole Proprietorships are required to submit a copy of their social security card to the Hidalgo County Auditor's Office in order to establish an account with the County. All awarded vendors must submit a completed W-9 and a copy of their Federal ID Number Certificate.

15. DELIVERY INSTRUCTIONS: (if applicable)

- No deliveries accepted after 3:00 P.M., Monday-Friday.
- At least seventy two (72) hours prior notice of delivery must be given to Martha L. Salazar, Purchasing Agent before delivery will be accepted.
- If you need additional information call the office listed below:

Hidalgo County Purchasing Department
Martha L. Salazar, Purchasing Agent
(956) 318-2626

16. **BILLING AND PAYMENT INSTRUCTIONS:**

- Invoices must include:
  a) Name and address of successful Participant
  b) Name and address of receiving department or official
  c) Purchase Order Number and contract number (if any)
  d) Notation-**"HIDALGO COUNTY SHERIFF'S OFFICE - "ELECTRONIC SECURITY SYSTEM MAINTENANCE & REPAIR SERVICE"** Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.
- Discount payments will be considered when offered.

- Contact person for Billing and Payment questions:

Hidalgo County Auditor's Office
Ray Eufracio, CPA, County Auditor
2809 S. Bus. Hwy 281
Edinburg, Texas 78539
(956) 318-2511

17. **SCHEDULE OF EVENTS**

RFSQ Opening 9:30 A.M.	**April 29, 2013**
Award of Contract	_____, 2013
Commence Work or Deliver Products	_____, 2013

18. ~~BID OR PERFORMANCE BOND; PAYMENT UNDER CONTRACT (IF APPLICABLE FOR PUBLIC WORKS PROJECTS):~~

- ~~If the contract proposed is for the construction of public works or is for a contract exceeding $100,000, all bidders shall furnish a good and sufficient bid bond in the amount of five percent of the total contract price. A bid bond must be executed with a surety company authorized to do business in Texas.~~

- ~~Together with the signing of a contract or issuance of a purchase order following the acceptance of a bid, and prior to commencement of the actual work, the bidder shall furnish a performance bond to the County for the full amount of the contract, if that contract exceeds $50,000.~~

- ~~If the contract is for $50,000 or less, no money will be paid to the contractor until completion and acceptance of the work or the fulfillment of the purchase obligation to the County, and, if applicable, the receipt by County of satisfactory evidence that all subcontractors and material men have been paid.~~

- ~~If a contract is for the construction, alteration or repair of public buildings or public works, the contractor *shall* provide a payment bond for a contract in excess of Twenty Five Thousand Dollars ($25,000.00), as required by Tex. Govt. Code Ch. 2253.~~

- ~~For requirements contracts, bond requirements are determined by applying the proposed unit price to the estimated quantities included in the specifications.~~

19. **ETHICAL STANDARDS:**

- It shall be a breach of ethics to offer, give or agree to give any elected official, department head or employee, or former elected official, department head or employee, of the County, or for any elected official, department head or employee or former elected official, department head or employee of the County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any

program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before any department or agency of the County.

- It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the County, or any person associated therewith, as an inducement for the award of a subcontract or order.

- No public official shall have an interest in a contract awarded hereunder except in accordance with Tex. Loc. Govt. Code Chapter 171.

20. **DISCLOSURE OF CONFLICT OF INTEREST:**

- Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County ("the County") to disclose in the Conflict of Interest Questionnaire (the "CIQ") attached as Exhibit D, the vendor, person, consultant or contractor's affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk's Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contracts or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful bidder fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

  Please Submit completed CIQ forms to the Hidalgo County Clerk's Office located at 100 N. Closner, Edinburg, Texas 78539-Hidalgo County Courthouse
  COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.

21. If, during the life of any contract or RFSQ awarded, the successful bidder's net prices generally available to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to County.

22. RFSQs, and all goods and services provided thereunder, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services.

23. Minimum Standards for Responsible Prospective Participants: A prospective Participant must affirmatively demonstrate Participant's responsibility. A prospective participant, by submitting a RFSQ, represents to County that it meets the following requirements:

- Possess or is able to obtain adequate financial resources as required to perform under the RFSQ;
- Be able to comply with the required or proposed delivery schedule;

- Have a satisfactory record of performance;
- Have a satisfactory record of integrity and ethics;
- Be otherwise qualified and eligible to receive an award.

24. Successful Participant will pay or cause to be paid, without cost or expenses to County, all FICA, FUTA/SUTA and Federal Income Withholding Taxes of all employees, and all wages and benefits as required by Federal or State law. Successful bidder's officers, agents and/or employees will not be entitled to any benefits of an employee or elected official of County, including, but not limited to, benefits associated with County's civil service system.

25. Any contract award to a successful bidder will be in effect until (a) the contract expires, (b) delivery and acceptance of products, and/or performance of services ordered, or (c) terminated by County with thirty day's written notice prior to cancellation.

26. County reserves the right to enforce performance of any contract awarded hereunder in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default by successful bidder; County reserves the right to terminate any contract immediately in the event a successful bidder fails to:

    A. Meet schedules;
    B. Pay any required fees or taxes; or
    C. Otherwise perform in accordance with the specifications.

27. Successful participant shall defend, indemnify and save harmless County and all its elected officials, officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful participant, or of any agent, employee, subcontractor or supplier of successful participant in the execution of, or performance under, any contract which may result from bid award or which arises from any event or casualty happening on or within County premises themselves or happening upon or in any halls, elevators, entrances, stairways or approaches of or to such County facilities. Successful participant shall pay any judgment with costs which may be obtained against county growing out of such injury or damages, and shall, upon request, provide a defense to County by counsel reasonably acceptable to County. Successful participant's indemnity hereunder shall include, but is not limited to, claims relating to patent, copyright or trademark infringement, and the like, arising out of the goods and services provided by successful participant.

28. Successful participant shall warrant that all items/services shall conform with the specifications and/or all warranties provided under the Uniform Commercial Code and be free from all defects in material, workmanship and the like. Items supplied under a contract pursuant to this Request for Sealed Quote shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful participant within two business days at no expense to County. Items not picked up within one (1) week after notification shall be deemed a donation to County and may be used or disposed of at County's discretion and without waiver of any other rights of County as to the item's nonconformity.

29. This document and any disputes arising hereunder shall be governed and construed according to the laws of the State of Texas, and will be performable exclusively in Hidalgo County, Texas.

30. The successful participant shall not assign, sell, transfer or convey its rights under any awarded contract, in whole or in part, without the prior written consent of County.

Request for Seal Quote
for
HIDALGO COUNTY SHERIFF'S OFFICE
"ELECTRONIC SECURITY SYSTEM MAINTENANCE & REPAIR SERVICE"

To: Sandy Suarez, Buyer II
Hidalgo County Purchasing Department
2802 S. Bus. Hwy. 281
Edinburg, Texas 78539

In accordance with the Specifications, and subject to all laws and regulations of the United States and state and local laws, the undersigned bidder proposes and commits to furnish all labor, equipment, material, software and services as set forth in the documents hereinbefore mentioned. The undersigned participant further agrees, upon acceptance of its RFSQ, to execute a contract and/or Purchase Order issued by Hidalgo County for performing and completing the work described in the Specifications within the time stated and for the prices proposed in the documents attached hereto and made a part hereof.

Participant acknowledges receipt of all of the pages of the documents referenced in the Invitation to Bid Checklist presented in connection with this procurement. Participant understands that Hidalgo County reserves the right to reject any or all RFSQ and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid.

Participant agrees that this RFSQ shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving RFSQs, as contained in the Specifications.

Respectfully submitted,

Bidder: _____

Address: _____

By: _____

Printed Name: _____

Title: _____

EXHIBIT "A"
HIDALGO COUNTY SHERIFF'S OFFICE
"Electronic Security System Maintenance and Repair Service"
RFSQ NO.: 2013-007A-04-29-SGS

I. PROJECT OVERVIEW:

Hidalgo County Sheriff's Office is requesting sealed quotes for a contract for the "Electronic Security System Maintenance and Repair Service" on an **"As Needed Basis**, but in no event to exceed the $50,000.00 (per year) statutory bid limit including, but not limited to the following:

II. Requirements/Specifications:

1. Vendors(s) submitting quote must warranty all services performed and parts.

2. Vendor(s) shall have been in business (in this field) for a minimum of three (3) years

3. A list of a minimum of three (3) current references/contracts for any state, local political subdivision, private sector or any other law enforcement agency must be submitted with your bid. Information should include, but not limited to the following:

   A). Company
   B). Contact Person
   C). Phone Number
   D). Work Preformed
   E).Contract Term

4. **All prices** for inspections, repairs and maintenance shall include consideration for hourly rate, plus parts percentage mark up; (if applicable). Any and all additional fees should be inclusive in quote price. (Exhibit "B").

5. Vendor(s) must comply with the following:
   a) Technician(s) must be factory trained to work on all MTI equipment and must provide a copy of their Certificate of Completion showing they have completed the factory trainings and that they are certified to work on MTI systems.
   b) Must meet MTI requirements in operating, maintaining and servicing any equipment used in the facility and be able to offer (MTI) warranty for all parts and materials used.
   c) Participant(s) must have their **own account** to purchase parts and/or materials from (MTI). May not reference Hidalgo County Sheriff's Office, when placing orders.

6. All original billing invoices must be itemized (i.e. parts, labor, etc.) on all work performed

7. Any/all supporting documentations for travel must be submitted with all invoices.
   a. All billing for travel time must be itemized (i.e. air travel, lodging, car rental, meals, mileage etc.)
   b. **Copies of original receipts** for all travels expenses must be provided with your invoice

Unless otherwise specified, any reference to make, manufacturer and/or model used in the RFSQ specification is merely descriptive and not restrictive, and is used only to indicate type, style, or quality of material desired.

8. Vendor(s) submitting quote must use **authorized & certified service technicians and parts**.

A). Manufactured through Montgomery Technology Incorporated (MTI), Hardware and software:

1. System interface control panel boards
2. Touch screen monitor systems
3. Opening and/or closing jail door electronic locking system
4. Cameras and intercom systems programmable logic controllers
5. **All MTI** parts, products, components(equal to or better) ; including hardware and/or Software for system **must be Backward Compatible**), to the existing MTI system.
6. Any new technology must be able to be integrated into the existing system.
7. The following MTI parts and products listed below, but not limited too, must be available on a repair or replace basis and must be **"Backward Compatible"** to the existing system: (equal to or better)

HP Compaq computers w/software program installed by MTI	RS-422 converters	Amps
PLC 2000 Plus (102612DBI).	V-link Ethernet serial server	Camera & speaker control boards
Mux board	Graphic panel (flat push button & key pad	Control wire (20, 18, 16, 14-awg shield 2, 4, 6 pair conductor wire and/or cat 5 plenum)
Locking boards	Switches	Wire terminating devices (wire nut, spade connectors, wire connectors, terminating blocks)
Locking relays	Power supply 12-DC	And/ or any part made by MTI or for MTI use in the door control system.
Decoder boards	Backup power supplies	
Relay's	Microphones	
Graphic panel PLC processors	Speakers	
Can routers (102612DBI) network drivers	Analog audio modules	

8. All work being performed on the electronic security system must be marked and identified with tape, labels etc. (i.e. not in use, change in system, changes to the wires etc.) A copy of all changes to programs or downloading information must be copied to a USB drive provided by the Sheriff's Maintenance Shop.
9. All parts used must meet the original Manufactures specs (MTI) and/or their subsidiaries. (equal to or better)
10. **If at any time,** a part or product is no longer available or being made by the Manufacturer; a letter must be sent from the original manufacturer (MTI) or their subsidiaries; to the Sheriff's Maintenance Shop, notifying them of this matter.

B). Vendor(s) must also be available for troubleshooting via telephone.

C). Vendor(s) must be able to respond within a reasonable time for onsite repairs. **(Indicate response time on Exhibit "B" - RFSQ page.)**

1. Call Response time – on a Regular hour basis
2. Call Response time – on an Emergency hour basis

III. Terms & Conditions

1. The term of the contract will be for one (1) year with the county's option to extend for an additional one (1) year under the same rates, terms and conditions, **but in no event to exceed the $50,000.00 (per year) statutory bid limit.**

2. Hidalgo County reserves the right to continue this quote for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay in award of new quote for next contract term.

3. Hidalgo County has the authority to utilize state awarded contracts from its membership with their existing or new cooperatives whenever it is in the county's best interest to do so.

4. Participant must submit and maintain all proper insurances for the duration of contract term (refer to EXHIBIT C).

5. Hidalgo County reserves the right to hold RFSQs for a period of ninety (90) days without taking any action.

6. Hidalgo County reserves the right to add or delete items during the term of the contract under the same rates and conditions.

7. Hidalgo County reserves the right to reject any or all quotes submitted, to waive any/all formalities or technicalities or to accept the quote considered the best and most advantage to the County.

8. Hidalgo County reserves the right to award the quote to one or to multiple vendors if the county determines it is in the best interest to do so.

9. The contract shall remain in effect until: a) contract expires, b) delivery/completion of services ordered or c) terminated by either party with a thirty (30) day written notice prior to any cancellation.

10. After quote is awarded and low vendor(s) defaults in meeting the general instructions to vendors and/or comply with contract agreement. Hidalgo County reserves the right to seek goods and/or services from the next low vendor. In such event, County will charge the successful vendor the difference for any additional cost of such item.

11. Participant(s) agrees that to the extent an item(s) is not available from vendor(s) own inventory, Vendor(s) will be responsible for locating an alternative supplier and for providing the product or service to Hidalgo County.

12. The Participant awarded the contract shall not engage the services of a subcontractor without prior written consent of Hidalgo County. When requesting written consent from Hidalgo County to retain a subcontractor to perform services hereunder the successful participant must present evidence and submit to the County that the successful participant and the proposed

subcontractor possess all necessary licenses and permits to perform the services described herein and that the successful bidder and the proposed subcontractor have obtained and submitted the required insurance coverage and policies as required by Hidalgo County.

13. **Name Brands**: Specifications may reference name brands and model numbers. It is not the intent of Hidalgo County to restrict theses quotes in such cases, but to establish a desired quality level of merchandise or to meet a pre-established standard due to like existing items. Offerors may offer items of equal stature and the burden of proof of such stature rests with offerors. Hidalgo County shall act as sole judge in determining equality and acceptability of products offered

14. **All costs and expenses associated with the preparation and submission of (bids, proposals, statements of qualifications (RFSQ) and quotes) shall be the responsibility of the bidder and no reimbursements for such charges or expenses shall be passed onto Hidalgo County.**

IV. Additional information

Hidalgo County is requesting that any and all questions, inquiries, and clarifications regarding quotes, bids, proposals, or statements of qualifications be addressed to, Martha L. Salazar, CPPB, purchasing agent, Attention: Sandy Suarez; postal/mailing: 2812 S. Business Highway 281, new administration building, Edinburg, Texas 78539. **Telephone inquiries will not be accepted.**

All written inquiries will be accepted via facsimile no later than Thursday, April 22, 2013, by 5:00 P.M. responses to said inquiries will be sent to all applications via facsimile by no later than, Monday, April 24, 2013, by 5:00 P.M.

EXHIBIT "A-1"
HIDALGO COUNTY SHERIFF'S OFFICE
"ELECTRONIC SECURITY SYSTEM MAINTENANCE & REPAIR SERVICE"
RFSQ NO.: 2013-007A-04-29-SGS

VENDOR-REFERENCES

Please list at least three (3) companies or government agencies (perferably municipalities) where the same or similar products and/or services as contained in the Specifications/requirements, were recently provided.

THIS FORM MUST BE RETURNED WITH YOUR RFSQ

REFERENCE ONE

Government/Company Name: _____

Address: _____

Contact Person Name and Title: _____

Phone Number: _____ Fax Number: _____

Contract Period _____ Scope of Work: _____

REFERENCE TWO

Government/Company Name: _____

Address: _____

Contact Person Name and Title: _____

Phone Number: _____ Fax Number: _____

Contract Period _____ Scope of Work: _____

REFERENCE THREE

Government/Company Name: _____

Address: _____

Contact Person Name and Title: _____

Phone Number: _____ Fax Number: _____

Contract Period _____ Scope of Work: _____

EXHIBIT "B"
Hidalgo County Sheriff's Office
"ELECTRONIC SECURITY SYSTEM MAINTENANCE & REPAIR SERVICE"
RFSQ NO.: 2013-007A-04-29-SGS

QUOTE PAGE

Repairs/maintenance should be on an hourly / time repair rate with mark up rates for parts. **Any and all additional fees should be included in RFSQ price**. (Refer to Exhibit "A" Specifications).

RATES:

1. ELECTRONIC SYSTEM:

   A. Technician hourly rate $_____ Regular business hours

   B. Technician hourly rate $_____ **After Hours, Emergencies,Weekends & Holidays**

   C. Mark Up rate for parts: _____% (if applicable)

2. **HOURS OF OPERATION: (Please fill in Time for each section)**

   - **Regular Business hours:** _____ A.M. to _____ P.M. (Monday-Friday)
   - **Weekends:** _____A.M. to _____P.M.
   - **After Hours** (commence): _____P.M.
   - **Holidays:** _____ A.M. to_____ P. M. (if applicable)

3. **WARRANTIES:** (State all warranties)

   A. Warranty for parts and products: _____

   B. Warranty on services: _____

4. **TROUBLE SHOOTING:**

   A. Trouble Shooting (Telephone) fee per hour $_____

5. **RESPONSE TIME:** Please specify how long the response time will be, once the **initial call** has been made to the Vendor.

   A. Response time – on a Regular business hour basis: _____ hours.
   B. Response time – on an Emergency hour basis: _____hours.

6. **OTHER: When do the Technician fees commence? (Please specify)**

   _____

   _____

Internal use only: Commodity Codes: 936-73 or 72 & 960-82

BIDDER'S INFORMATION

BIDDER/COMPANY NAME:_____

ADDRESS:_____

CITY/STATE/ZIP CODE:_____

PHONE NUMBER:_____

E-MAIL ADDRESS:_____

CELLULAR NUMBERS:_____

FAX NUMBER:_____

AUTHORIZED SIGNATURE:_____

PRINTED NAME:_____

TITLE:_____

DATE:_____

EXHIBIT "C"

Insurance Requirements
Applicable to the Acquisition of Goods and /or Services
(other than Professional Services)

The Bidder awarded the contract shall furnish proof of insurance, which will also include any subcontractor that is subcontracted by the bidder in at least the following limits, to be in place prior to providing any services under this Contract and to continue at all times in force in effect during the term of this Contract:

1. A Five Hundred Thousand Dollar ($500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of County.

2. Automobile liability insurance policy with limits of at least Three Hundred Thousand Dollars ($300,000.00) per person and Five Hundred Thousand Dollars ($500,000.00) per occurrence. Coverage should include injury to or death of persons and property damage claims with limits up to Five Hundred Thousand ($500,000.00) arising out of the services provided to County hereunder.

3. Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;

4. Workers compensation insurance in amounts established by Texas law, unless the Bidder is specifically exempted from the Texas Workers Compensation Act, Texas Labor Code Chapter 401, et. seq.

Hidalgo County will only accept certificates of insurance on an Acord form (as attached hereto). Certificates of insurance shall name Hidalgo County as additional insured and must be submitted to County for approval prior to any services being performed by Contractor. Each policy of insurance required hereunder shall extend for a period equivalent to, or longer than the term of the Contract, and any insurer hereunder shall be required to give at least thirty (30) days written notice to the County prior to the cancellation of any such coverage on the termination date, or otherwise. This Contract shall be automatically suspended upon the cancellation, or other termination, of any required policy of insurance hereunder, and such suspension shall continue until evidence adequate replacement coverage is provided to County. If replacement coverage is not provided within thirty (30) days following suspension of the Contract, this Contract shall automatically terminate.

Revised 10/01/08

ACORD

CERTIFICATE OF INSURANCE

DATE (MM/DD/YY)

PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
	INSURERS AFFORDING COVERAGE
INSURED	INSURER A:
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THER TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	**GENERAL LIABILITY** ☐ COMMERCIAL GENERAL LIABILITY ☐☐ CLAIMS MADE OCCUR ☐ OWNER'S & CONT PROT ☐ OWNER'S PROTECTIVE LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY PROJECT ☐ LOC				EACH OCCURRENCE	$
					FIRE DAMAGE (Any one fire)	$
					MED (Any one person)	$
					PERS & ADV INJURY	$
					AL AGGREGATE	$
					ODUCTS – COMP/OP AGG	$
B	**AUTOMOBILE LIABILITY** ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	$
					BODILY INJURY (Per person)	$
					BODILY INJURY (Per accident)	$
					PROPERTY DAMAGE (Per accident)	$
	GARAGE LIABILITY ☐ ANY AUTO				AUTO ONLY-EA ACCIDENT	$
					OTHER THAN AUTO ONLY EA ACC	$
					AGG	$
C	**EXCESS LIABILITY** ☐ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION $				EACH OCCURENCE	$
					AGGREGATE	$
						$
						$
						$
D	**WORKERS COMPENSATION AND EMPLOYER'S LIABILITY**				WC STATU-TORY LIMITS ☐ OTHER	
					E L EACH ACCIDENT	$
					E L DISEASE-EA EMPLOYEE	$
					E L DISEASE-POLICY LIMIT	$
	OTHER					

DESCRIPTION OF OPERATIONS / LOCATION / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

County of Hidalgo shall be named as additional insured on all Commercial General Liability policies.

CERTIFICATE HOLDER	ADDITIONAL INSURED; INSURER LETTER: _____ CANCELLATION
Hidalgo County Attn: Purchasing Department 2812 S Highway Bus. 281 Edinburg, Texas 78539	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BY CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL **30** DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE

SAMPLE

Insurance Requirement Acknowledgment

I, _____, authorized representative for _____,
Company/Vendor

hereby acknowledge receipt of the County's required insurance limits. Said requirements:

☐ will be acquired within 10 working days after notification from Purchasing Department of bid awarded by the Hidalgo County Commissioner's Court;

☐ will acquire additional amounts required to meet the County's requirements within 10 working days after notification from Purchasing Department of bid award by the Hidalgo County Commissioner's Court; currently carry the following:

Automobile Liability: $_____ General Liability: $_____

☐ have already been met; see attached copy of insurance certificate.

_____ _____.
Authorized Representative Date

Notice to Bidder:
A certificate of insurance for the required insurance limits shall be provided to the Purchasing Department's Contract Managers in order to qualify for award of bid and to execute a contract between your Company and the County

Failure to provide Certificates of Insurance to the Purchasing Department's Contract Managers will cause the bid award to be rescinded and re-awarded to next lowest bidder. Certificates of Insurance will be monitored and verified on a **quarterly basis** to ensure coverage policy is in place. It is the Company's obligation to maintain the appropriate insurance coverage throughout the term of the contract.

THIS FORM MUST ACCOMPANY BID PACKET

PROJECT REQUIREMENTS ACKNOWLEDGMENT

This is to certify that I, _____ possess all of the APPLICABLE:

1. Licenses: _____
2. Bonds: _____
3. Certificates: _____
4. Permits: _____
5. Other: _____

necessary to carry out the required project. Furthermore, I am providing copies of the required documentation so that, if my company is awarded this bid, I may be eligible to enter into a contract with Hidalgo County and proceed to complete the project in a timely manner.

* Any licenses, bonds, certificates, permits, etc. which are required must be presented as part of the bid packet in order to expedite the bid evaluation process. Failure to provide said documentation will result in the disqualification of your bid.

_____ _____.
Authorized Signature Date

_____.
Company

_____.
Address

_____.
City, State, Zip

EXHIBIT "D"

CONFLICT OF INTEREST QUESTIONNAIRE — FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. *See* Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006. Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of person who has a business relationship with local governmental entity.**

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 **Name of local government officer with whom filer has employment or business relationship.**

_____
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

4

_____ _____
Signature of person doing business with the governmental entity Date

Adopted 06/29/2007

HIDALGO COUNTY
PURCHASING DEPARTMENT
Bidder/Vendor Application

Complete in print or type. Please return this application to the Hidalgo County Purchasing Department thru Facsimile: (956) 318-2629 or (956) 292-7612 in person or regular mail to: 2812 S. Business Hwy. 281 , Edinburg, Texas 78539 or e-mail: purchasing@co.hidalgo.tx.us

Company Name: **Telephone No. ( )**
dba Name:
Legal Name:
Mailing Address : Fax No. ( )
Physical Address:
City, State, Zip **Tax I.D. No.**
Remit to Address : **City, State, Zip**
E-Mail Address:
Representative(s) Name(s) & Title(s)
Type of Organization (check one): _____ Individual _____ Partnership _____ Corporation _____Non-Profit _____ LLC _____ Sole Proprietor _____ Other, Specify **State Identification No._____ (Please attached completed W-9 form with this application)** **Federal Identification No. or (if individual) SS No.**
State of Incorporation: _____ Date:_____ Other:
Type of Business (check one): _____ Manufacturer _____ Wholesaler _____ Retailer _____ Broker _____ Distributor _____ Service Organization _____ Other, Specify
Name & Title of Person(s) Authorized to Sign Bids, Proposals, and/or Contracts:
Small and/or Disadvantaged Business Information (check application criteria) **Small Business:_____Disadvantaged Business (At Least 51% Ownership)** Less than 125,000 annual gross receipt — Black American — Native American Less than 250,000 annual gross receipt — Hispanic American — Women Less than 499,000 annual gross receipt — Asian Pacific American — Other More than 500,000 annual gross receipt **Have you been certified as a HUB or an MBE/WBE source?:** Yes No **Indicate Certification No.(s):_____ or are Certificate(s) attached?:** Yes No
What type of product(s) is/are solicited by your company?: **Would you like to be provided with specifications for procurements of such products?:** Yes No
To Be Completed by the County: Rec'd by (Purchasing):_____ Date Rec'd by (Purchasing): **Date Forwarded Information to Auditor's Office:_____Entry Date: _____ Vendor No.:**

Revised12/14/06

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION

The primary objective of the Hidalgo County HUB Program is to ensure Historically Underutilized Businesses receive a fair and equal opportunity for participation in the County's procurement process. This fact holds true for Services (Professional & Non-Professional), Commodities, and Construction contracts and any subcontracts thereto. The program strongly encourages Prime Contractors to provide subcontracting opportunities to Certified Hub Contractors/Vendors. Our goal for HUB contractor/vendor participation, as well as HUB subcontractor participation is 30%. To be considered as a "Certified HUB Contractor/Vendor" the contractor/vendor must have been certified by, and hold a current and valid certification with any of the three agencies listed below.

Have you been Certified as a HUB or an MBE/WBE source?: Yes No

If yes, by whom?: Texas Building & Procurement Commission Other_____

Indicate Certification No(s).: or Are Certificate(s) Attached?: Yes No

LIST OF CERTIFIED HUB SUBCONTRACTORS

(Attach additional pages if necessary)

What percentage of the Bid, RFP or RFQ is to be subcontracted with Certified HUB sources? : _____% (List HUB Subcontractor information below).

HUB Subcontractor Name: _____ HUB Status: _____
Certifying Agency (Check all applicable): Texas Building & Procurement Commission ☐ Other
Address: _____ City: _____ State: _____ Zip:
Contact Person: _____ Title: _____ Phone No.: ( )
Subcontract Amount: $_____ Description of Work to be Performed:

HUB Subcontractor Name: _____ HUB Status:
Certifying Agency (Check all applicable): Texas Building & Procurement Commission ☐ Other
Address: _____ City: _____ State: _____ Zip:
Contact Person: _____ Title: _____ Phone No.: ( )
Subcontract Amount: $_____ Description of Work to be Performed:

HUB Subcontractor Name: _____ HUB Status:
Certifying Agency (Check all applicable): Texas Building & Procurement Commission ☐ Other
Address: _____ City: _____ State: _____ Zip:
Contact Person: _____ Title: _____ Phone No.: ( )
Subcontract Amount: $_____ Description of Work to be Performed:

Form **W-9**
(Rev. January 2011)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification (required): ☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Other (see instructions) ▶

☐ Exempt payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

			–		–				

Employer identification number

		–							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶ Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,

2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

Disregarded entity. Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/ disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/ disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),

2. The United States or any of its agencies or instrumentalities,

3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,

4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or

5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

7. A foreign central bank of issue,

8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,

9. A futures commission merchant registered with the Commodity Futures Trading Commission,

10. A real estate investment trust,

11. An entity registered at all times during the tax year under the Investment Company Act of 1940,

12. A common trust fund operated by a bank under section 584(a),

13. A financial institution,

14. A middleman known in the investment community as a nominee or custodian, or

15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over $600 required to be reported and direct sales over $5,000 [1]	Generally, exempt payees 1 through 7 [2]

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at *www.ssa.gov*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/businesses* and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: *A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.*

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account [1]
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor [2]
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee [1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner [1]
5. Sole proprietorship or disregarded entity owned by an individual	The owner [3]
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	**Give name and EIN of:**
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity [4]
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: *spam@uce.gov* or contact them at *www.ftc.gov/idtheft* or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Certification
Regarding Debarment, Suspension and Ineligibility

As is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 76, Government-wide Debarment and Suspension, the applicant certifies, to the best of his or her knowledge and belief, that both it and its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;

b. Have not within a three-year period preceding this bid proposal and/or application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated herein; and

d. Have not within a three-year period preceding this bid proposal and/or application had one or more public transactions terminated for cause or default.

Signature:_____
Print Name:_____
Title:_____
Telephone Number:_____
Date:_____

If the bidder is unable to certify to all of the statements in this Certification, such bidder should attach an explanation to this proposal.

EXHIBIT "B"

VENDOR'S BID PRICE & TABULATION

HIDALGO COUNTY SHERIFF'S OFFICE
TABULATION SHEET

RFSQ OPENING DATE: April 29, 2013	**OPENING TIME: 9:30 A.M.**

DESCRIPTION OF RFSQ: "Electronic Security System Maintenance & Repair Services"

RFB NO: 2013-007A-04-29-SGS

ITEM DESCRIPTIONS:	**RECOMMENDED VENDOR** **MTI** Greenville, Alabama
1. HOURLY RATES:	
1) Technician hourly rate (regular)	$ 95.00
2) Technician hourly rate (After hours) (Emergencies-Weekends- etc.)	$ 150.00
Regular Business Hours	8:00 a.m. - 5:00 p.m.
Weekends	8:00 a.m. - 5:00 p.m.
Holidays	8:00 a.m. - 5:00 p.m.
After hours (Commence)	5:00 p.m.
Mark up Percentage Rate	N/A
2. WARRANTIES:	
A. Warranties for Parts & Products:	1 year
B. Warranties for Services:	N/A
3. TROUBLE SHOOTING :	
A. Trouble Shooting Fee Per Hour (Telephone)	$ 0.00
4. CALL RESPONSE TIME :	
A. Regular Business Hours Basis (8a.m.-5p.m.)	72 hours
B. Emergency Basis:	24 hours
Technicians Fee Begin:	One way travel time plus hours on site. (Traveling from Dallas, Tx.)

EXHIBIT "B"

Hidalgo County Sheriff's Office

"ELECTRONIC SECURITY SYSTEM MAINTENANCE & REPAIR SERVICE"

RFSQ NO.: 2013-007A-04-29-SGS

QUOTE PAGE

Repairs/maintenance should be on an hourly / time repair rate with mark up rates for parts. **Any and all additional fees should be included in RFSQ price**. (Refer to Exhibit "A" Specifications).

RATES:

1. ELECTRONIC SYSTEM:

   A. Technician hourly rate $ 95 Regular business hours

   B. Technician hourly rate $ 150 **After Hours, Emergencies,Weekends & Holidays**

   C. Mark Up rate for parts: N/A % (if applicable)

2. **HOURS OF OPERATION:** **(Please fill in Time for each section)**

   - **Regular Business hours:** 8 A.M. to 5 P.M. (Monday-Friday)
   - **Weekends:** 8 A.M. to 5 P.M.
   - **After Hours** (commence): until P.M.
   - **Holidays:** 8 A.M. to 5 P. M. (if applicable)

3. **WARRANTIES:** (State all warranties)

   A. Warranty for parts and products: One (1) Year

   B. Warranty on services: N/A

4. **TROUBLE SHOOTING:**

   A. Trouble Shooting (Telephone) fee per hour $ 0

5. **RESPONSE TIME:** Please specify how long the response time will be, once the **initial call** has been made to the Vendor.

   A. Response time – on a Regular business hour basis: 72 hours.
   B. Response time – on an Emergency hour basis: 24 hours.

6. **OTHER:** **When do the Technician fees commence? (Please specify)**

   One way travel time plus hours on site. (Traveling from Dallas, TX)

Internal use only: Commodity Codes: 936-73 or 72 & 960-82

EXHIBIT "B"

Hidalgo County Sheriff's Office

"ELECTRONIC SECURITY SYSTEM MAINTENANCE & REPAIR SERVICE"

RFSQ NO.: 2013-007A-04-29-SGS

BIDDER'S INFORMATION

BIDDER/COMPANY NAME: Montgomery Technology Systems, LLC

ADDRESS: 23 Old Stage Road

CITY/STATE/ZIP CODE: Greenville, AL 36037

PHONE NUMBER: 334-382-7441 / 800-392-8292

E-MAIL ADDRESS: johnf@montgomerytechnology.com

CELLULAR NUMBERS:

FAX NUMBER: 334-382-9793

AUTHORIZED SIGNATURE:

PRINTED NAME: Patrick Skipper

TITLE: Vice President

DATE: 04/22/2013

EXHIBIT "C"

INSURANCE REQUIREMENTS

MONTT-2 OP ID: EN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 02/19/13

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Thompson Insurance, Inc. 3300 Gatsby Lane (36106) P.O. Box 11408 Montgomery, AL 36111-0408 Bobby Grubbs 334-277-8970 334-271-0491	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:
INSURED Montgomery Technology Systems LLC 23 Old Stage Road Greenville, AL 36037	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Burlington Insurance Company — 23620 INSURER B : Cincinnati Insurance Company — 10677 INSURER C : RSUI Indemnity Company — 22314 INSURER D : Sentry Insurance — 24988 INSURER E : Continental Casualty Company INSURER F :

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X $5000 Ded GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC			HGL0028113	01/01/13	01/01/14	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ $ $ $ $ $	1,000,000 100,000 1,000 1,000,000 2,000,000 2,000,000
B	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			EBA 0106545	01/01/13	01/01/14	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $	1,000,000
C	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $			NHA057072	01/01/13	01/01/14	EACH OCCURRENCE AGGREGATE	$ $	4,000,000 4,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		90-54163-01	01/01/13	01/01/14	X WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $	1,000,000 1,000,000 1,000,000
E	Technology Professional Liab			425323187	02/17/13	02/17/14	Occ Lmt Ded		2,000,000 25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

HIC01ED

Hidalgo County Jail
Attn: Virginia Rodriguez
701 El Cibolo Road
Edinburg, TX 78539

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Robert W Grubbs

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Zimbra **leticia.saenz@co.hidalgo.tx.us**

RE: Review & Apporve - Contract C-13-007A-05-21-Montgomery Technology Systems, LLC-HCSO

From : Steve Crain <scrain@atlashall.com> Tue, May 14, 2013 12:36 PM

Subject : RE: Review & Apporve - Contract C-13-007A-05-21-Montgomery Technology Systems, LLC-HCSO

To : 'Leticia H. Saenz' <leticia.saenz@co.hidalgo.tx.us>

The contract is fine.

From: Leticia H. Saenz [mailto:leticia.saenz@co.hidalgo.tx.us]
Sent: Tuesday, May 14, 2013 12:00 PM
To: Steve Crain; Marynel Trevino
Cc: Martha L. Salazar; Darlene H. Betancourt; Sandy Suarez
Subject: Review & Apporve - Contract C-13-007A-05-21-Montgomery Technology Systems, LLC-HCSO
Importance: High

Good morning, Mr. Crain-

Please review and approve as to form, attached, **Contract #C-13-007A-05-21** with **Montgomery Technology Systems, LLC** for the purposes of **"Electronic Security Maintenance & Repair"** for the **Sheriff's Office.**

****Note: will be placed for approval of award of bid/contract on the next CC agenda 05/21/13.**

Please advise.

Thank you.

Letty Saenz, CPPB/Contracts Manager
Hidalgo County Purchasing Department
(956) 292-7000 Ext 4861

Hidalgo County Purchasing Office
2812 S. Business Highway 281
New Administration Building
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 318-2629

MEMORANDUM

TO: Rene Gonzalez Commander
Hidalgo County Sheriff's Office

ATTN: Juan Tapia, Procurement Specialist

FROM: Sandy Suarez, Buyer II
Hidalgo County Purchasing Dept.

DATE: April 29, 2013

RE: **BID AWARD RECOMMENDATION/ CONCURRENCE REQUEST**
Bid No. 2013-007-01-23-SGS-Hidalgo County Sheriff's Office-"Electrical Security System Maintenance and Repair Services"

We have received one (2) respondes to the above mentioned project. Enclosed you will find a copy of the tabulation sheet along with copies of the bid responses for your review and recommendation.

Please acknowledge by signing below, your recommendation/concurrence to award to the bidder meeting all specifications/requirements and return to the Purchasing Dept. **via fax to (956)-318-2629 or (956) 292-7612 or email: sandy.suarez@co.hidalgo.tx.us by no later than Wednesday, May 03 2013 @10:00 A.M. in order to place this item on the agenda for next proposed Commissioners Court Meeting, Tuesday, May 21, 2013.**

Indicate the name of the Vendor(s) in the box below. Should you have any questions or require further information please do not hesitate to call me at 318-2626- ext. 4860. Thank you for your attention and cooperation to this matter.

COMMENTS/CONCERNS: Please AWARD to Lowest Bid. MTI.

Budget Acct No.: 3-1100-423-21-280-002-0-481

AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE
	RENE GONZALEZ	HCSO	5/1/13

Enclosures

HIDALGO COUNTY SHERIFF'S OFFICE
TABULATION SHEET

RFSQ OPENING DATE: April 29, 2013	**OPENING TIME: 9:30 A.M.**

DESCRIPTION OF RFSQ: "Electronic Security System Maintenance & Repair Services"

RFB NO: 2013-007A-04-29-SGS

ITEM DESCRIPTIONS:	**PARTICIPATES**	
	MTI - (Recommended) Greenville, Alabama	**MCS** San Antonio, TX.
1. HOURLY RATES:		
A. **Hourly Rates**		
1) Technician hourly rate (regular)	$ 95.00	$ 100.00
2) Technician hourly rate (After hours) (Emergencies-Weekends- etc.)	$ 150.00	$ 150.00
B. Time of Operations		
Regular Business Hours	8:00 a.m. - 5:00 p.m.	8:00 a.m. - 5:00 p.m
Weekends	8:00 a.m. - 5:00 p.m.	8:00 a.m. - 5:00 p.m
Holidays	8:00 a.m. - 5:00 p.m.	8:00 a.m. - 5:00 p.m
After hours (Commence)	5:00 p.m.	5:01 p.m.
C. Parts -Mark up Rates		
Mark up Percentage Rate	N/A	15%
2. WARRANTIES:		
A. Warranties for Parts & Products:	1 year	1 year
B. Warranties for Services:	N/A	1 year
3. TROUBLE SHOOTING :		
A. Trouble Shooting Fee Per Hour (Telephone)	$ 0.00	$ 0.00
4. CALL RESPONSE TIME :		
A. Regular Business Hours Basis (8a.m.-5p.m.)	72 hours	6 hours
B. Emergency Basis:	24 hours	6 hours
Technicians Fee Begin:	One way travel time plus hours on site. (Traveling from Dallas, Tx.)	Fees commence once the Technician stats to travel to the facility.

HIDALGO COUNTY PURCHASING DEPARTMENT
PARTICIPATING BIDDER'S LOG
SPECIFICATIONS/BID PACKETS
RFB-RFP-RFSQ

BID OPENING DATE: APRIL 29, 2013 **RFSQ OPENING TIME: 9:30 A.M.**
DEPARTMENT/BID DESCRIPTION: HIDALGO COUNTY SHERIFF'S OFFICE-
"ELECTRONIC SECURITY SYSTEM MAINTENANCE & REPAIR SERVICE"

RFSQ-.2013-007A-04-29-SGS

NAME OF VENDOR: COMPANY/FIRM	BID REQUEST *VIA	SIGNATURE (IF APPLICABLE) OR INITIALS OF STAFF ADDRESSING MAIL OUT	DATE	ADDRESS & PHONE NO
1. Wunderlich-Maler **Attn: Keith Schanks** ext 114	Email	Sandy Suarez	04/15/13	2855 Trinty Square Drive, Suite 100 Carrollton, Texas 75006 Ph 469-574-2500 Fax 469-574-2525 Keith.schanks@wmeng.com
3. Montgomery Technology Systems, Inc. **Attn: Patrick Skipper** **Lydia Williams**	Email	Sandy Suarez	04/15/13	800 East Commerce St Greenville, Alabama. 36037 Ph: 334-382-7441 Fax 334-382-9793 darab@montgomerytechnology.com) Patrick@montgomerytechnology.com
4. Ventura Gonzalez **Attn: Ventura Gonzalez**	Email	Sandy Suarez	04/15/13	4807 West Avenue Suite 202 San Antonio, Texas 78213 210-344-1885 ph 210-219-3769 cell ventura@transamerica-detention.com
5. HERTU **Attn: Hector Borrego**	Email	Sandy Suarez	04/15/13	1708 Key Biscaque Weslaco, Texas 78539 956-463-0050 Hec_78539@yahoo.com
7. PRIME VENDOR INC **Leslie Hennessee**	Email	Sandy Suarez	04/15/13	4622 Cedar Avenue, Suite 123 Wilmington, North Carolina 28403-4429 Phone: 800 746-9554 Fax: 800 746-8307 bids17@prime-vendor.com
~~8. SUPERIOR ALARMS~~ ~~Kristi Rodriguez~~ ~~Executive Assistant~~ ~~Mark Garcia~~	~~Phone Request~~	~~Sandy Suarez~~	~~04/15/13~~	~~600 Ash Avenue~~ ~~McAllen, Texas 78501~~ ~~P#956 213 1230 956 213 1179 Fax~~ ~~k.rodriguez@superioralarms.com *~~ ~~m.garcia@superioralarms.com*~~

9. **Attn: Danny Smith** www.ActionCCTV.com www.PlasmaInstaller.com	Email	Sandy Suarez	04/15/13	Toll Free: (866) 550-4388 X. 719 Direct: (619) 722-1749 Fax: (619) 564-3464 Sales@ActionCCTV.Com
10. SOGOPS, LLC Attn: Jose Cruz	Email Request	Sandy Suarez	04/15/13	2008 S. Main Street McAllen, TX. 78503 P#956-213-2008 F#956-213-2010 jcruz@sogops.com
11. PROTECTION1 Attn: Roy Olivarez	Email Request	Sandy Suarez	04/15/13	1200 E. Hackberry Ave. Ste 1 McAllen, TX. 78501 P#956-686-1339 M#956-223-7416 royolivarez@protection1.com
12. D & C FENCE CO. Attn: Rich Hanner	Email Request	Sandy Suarez	04/15/13	O#361-289-2819 C#361-816-4169 F#361-289-5106 rhanner@dcfence.com
13. SOUTH STAR SECURITY SERVICE Attn: Johnny Ayala	Email Request	Sandy Suarez	04/15/13	802 W. Del Oro Lane Pharr, TX. 78577 P#956-783-8669 F#956-783-8704 starj@att.net
14. SIGMA STS 360 Attn: Lisa Roddy	Email Request	Sandy Suarez	04/15/13	P#214-427-5555 lisa@sts360.com
15. STARR TELECOMM Attn: Raphael Adame	Telephone Request	Sandy Suarez	04/15/13	P# 956-580-1333 radame@starrtelecom.com
16. APEX TECHNOLOGIES Attn: Wyatt Ciomperlik	Email Request	Sandy Suarez	04/15/13	P#956-230-6767 wyatt@apextech.us
17. KNIGHT SECURITY Attn: Whitney Oldfather	Email Request	Sandy Suarez	04/15/13	P# 512-590-7863 C#512-550-7128 woldfather@knightsecurity.com
18. SECURITY & FIRE JOHNSON CONTROLS Attn: Stephen T. Dolan	Email Request	Sandy Suarez	04/15/13	326 W. Nakoma San Antonio, TX. 78216 P#512-415-4003 F#210-349-8730 Stephen.t.dolan@jci.com
19. AZBELL ELECTRONICS Attn: Kent S. Marquardt, PMP	Email Request	Sandy Suarez	04/15/13	PO Box 5992-bldg 4926 Santa Fe Ave Fort Hood, TX. 76544 P#254-824-0237 M#254-291-4714 F#254-285-6719 km@azbellelectronics.com
20. INSIGHT NETWORKING Attn: Ronald Carlson	Email Request	Sandy Suarez	04/15/13	P#214-620-5575 ronald.carlson@insight.com
21. FANTASTIC SYSTEMS Attn: Darrell Dixon, Sales & Engineering Mgr.	Email Request	Sandy Suarez	04/15/13	P#817-376-7151 fantasticsystems@gmail.com
22. LENSEC Attn: Jamie Bradford	Email Request	Sandy Suarez	04/15/13	P#817-262-9987 [JBradford@lensec.com]

23. SCHNEIDER-ELECTRIC Attn: Nathan Adams Remove next time, not familiar with system	Email Request	Sandy Suarez	04/15/13	Nathan.adams@schneider-electric.com
24. THE ROSE REPORT Attn: Heather Ramirez	Email Request	Sandy Suarez	04/15/13	P.O. Box 890 Porter, TX. 77365 P#832-289-8596 F#281-747-7010 heather@therosereport.com
25. Prime Vendor Inc. Attn: Katie Collier	Email Request	Sandy Suarez	04/15/13	4622 Cedar Ave. Wilmington, NC. 28403 P#800-746-9554 F#800-746-8307 Bids3@prime-vendor.com
26. Security International, Inc. Attn: Daniel Backhaus	Email Request	Sandy Suarez	04/15/13	P#956-381-6655 x 240 F#956-380-3473 dbackhaus@sialarm.net
27. IT Innovations Attn: Rick Mendoza	TR	Sandy Suarez	04/15/13	401 S. Kansas Ste A-8 Weslaco, TX. 78596 P#956-377-4848 Rick.rgvgeeks@gmail.com
28. MCS Metroplex Control System Attn: Darwin Katan	Email Request	Sandy Suarez	04/15/13	12903 Delivery Dr. San Antonio, TX 78247 P#210-798-2938 F#210-495-9863 dkatan@mcsdet.com
29. Electronics Systems Design of Texas Attn: Stephen Manwell	E-mail requestq	Sandy Suarez	04/19/13	P.O. Box 2973 McAllen, TX. 78502 P# 956-686-2711 F#956-517-1377

IN PERSON (IP)
TELEPHONE REQUEST (TR)
BIDDER LIST MAIL OUT (BLM)
E-MAIL (EM)
E-MAIL REQUEST (ER)

AI-38681 **Purchasing Department 20. E. 1.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted For: Hon. Rene Guerra, H.C.D.A. **Submitted By:** Rocio Villarreal, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

a. Requesting exemption from competitive procurement requirements under the Texas Local Government Code, Section 262.024(a)(7)(a) proprietary software in connection with On-line Research Services for Hidalgo County;

b. Requesting approval of agreement(s) if applicable for "On-line Research Services" with Lexis Nexis including, but not limited to, the following Hidalgo County Departments/Elected Offices/Programs or Agencies commencing with the District Attorneys Office.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013 **ACCT. #:** 3-1100-412-00-080-002-0-342

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available funds as of 5/17/13.

Attachments

Agreement

Agreement

Amendment

Amendment-123DSK

Legal Review

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	05/17/2013 10:22 AM
Budget & Management	Obdett Calzada	05/17/2013 11:44 AM
Olga Garza	Olga Garza	05/17/2013 04:54 PM
Auditor's Office	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Rocio Villarreal Started On: 05/08/2013 05:00 PM

Final Approval Date: 05/17/2013

SLGovt

RENEW YOUR LEXISNEXIS SUBSCRIPTION NOW BY SIGNING THIS LETTER AGREEMENT

Thank you for using LexisNexis as your provider of dynamic, up-to-date news, legal and business information. We are dedicated to giving you the cutting edge you need to thrive in today's business environment.

Currently you are using the LexisNexis services pursuant to a Subscription Plan Amendment (the "Amendment") that allows you to use selected information relevant to your needs in exchange for a fixed monthly commitment. The fixed-rate Amendment offers you significant savings over transactional or "pay-as-you-go" pricing. However, your Amendment will expire soon.

By signing below, you may extend the term for the following period at the new monthly commitment rate indicated below:

Customer Name:	Hidalgo County DA's Office	**Account Number:**	1188F0

	Extension Period				**Monthly Commitment**
Beginning	**09/01/2013**	**to**	**08/31/2014**	**$**	**462**
Beginning	**09/01/2014**	**to**	**08/31/2015**	**$**	**485**
Beginning	**09/01/2015**	**to**	**08/31/2016**	**$**	**509**
Beginning		**to**		**$**	
Beginning		**to**		**$**	

Current Number of Attorneys/Judges: 6

Current Number of Other Government Professionals: _____

Included in Customer's lexis.com subscription, Customer will be granted access to the Lexis® Advance ("Lexis Advance"). To the extent available in Lexis Advance, Customer will have access to the same content in Lexis Advance as it currently has access to under the Amendment, including Customer's access to materials outside its subscription. If Customer has elected to have access to materials outside its LN subscription, Customer agrees to pay the then-current transactional charges applicable to Customer's use of out of plan content as such charges may be reviewed by Customer in the Lexis Advance user interface. Although Customer will be entitled to access the Lexis Advance product offering as part of its subscription, LN may also release premium functionality or enhanced content for an additional charge. Customer will be given the option to purchase these upgrades at its discretion pursuant to an additional agreement.

This letter agreement shall also serve as your acceptance of the new General Terms & Conditions for Use of the Online Services effective September 1, 2010 set forth at www.lexisnexis.com/terms/general.

These changes will be effective on 09/01/2013. Except as expressly stated above, all other terms of the Amendment will remain unchanged and unaffected by this letter amendment.

If you have any questions about your new rate or would like to see a comparison of other pricing options, please contact me, your account representative, at:

Angie Temke
Account Manager
Direct: 937-865-6800

Toll Free: 1-800-227-9597 x54074
Fax:1-866-960-2852
Angie.Temke@lexisnexis.com

If you agree with the new monthly commitment and extended term, then please print this message, provide the information requested for the total number of attorneys and judges in your office along with the total of other government professionals then sign and date. Upon completion, return the signed letter amendment to me at the fax number listed above. In order for these changes to be effective on the date listed above, please sign and return this letter amendment no later than the 20th of May.

If you do not respond to this letter, please be advised that the Amendment will expire at the end of the current commitment period and you will be charged standard, transactional rates for use of the LexisNexis Services.

Customer Name: Hidalgo County DA's Office

Authorized Signature: _____

Print Name: _____

Title: _____

Date: _____

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SLG

SUBSCRIPTION PLAN AMENDMENT
FOR STATE/LOCAL GOVERNMENT

"**Subscriber**": Hidalgo County District Attorney	"**LN**": LexisNexis, a division of Reed Elsevier Inc.

This Subscription Plan Amendment ("Amendment") amends and supplements the terms of the Subscription Agreement either previously entered into or executed simultaneously herewith between LN and Subscriber (the "Agreement"). This Amendment shall also serve as Subscriber's acceptance of the new General Terms & Conditions for Use of the Online Services effective September 1, 2010 set forth at www.lexisnexis.com/terms/general.

1. TERM

The term of this Amendment will begin (a) on the date Subscriber's billing account (a "Billgroup") is activated ("Activation") if Subscriber is a new LN customer, or (b) subject to Section 7, on the first day of the calendar month immediately following the execution of this Amendment and delivery of it to LN if Subscriber is an existing LN customer, and will continue until the last day of the final Commitment Period referenced in Section 5.1 (the "Term").

2. AUTHORIZED USERS

This Amendment relates only to the Subscriber's Billgroups and locations (the "Participating Billgroups") set forth below and the Authorized Users under the Participating Billgroups. "Authorized User" shall have the meaning set forth in the Agreement.

PARTICIPATING BILLGROUP #	LOCATION (CITY AND STATE)
123DSK	Edinberg, TX

In Process

3. CERTIFICATION

Subscriber certifies, by completing *all* highlighted areas, that on the date this Amendment is signed by Subscriber there are 0 judges and attorneys, and 2 government professionals for a total of 2 users (the "Reference Number") in Subscriber's organization. Throughout the Term, Subscriber will immediately notify LN in writing of any change in the Reference Number if the total number of judges and attorneys falls below 11. Upon the request of LN, Subscriber will recertify to the Reference Number.

4. MONTHLY SUBSCRIPTION CHARGE

During the Term, the Monthly Subscription Charge in Section 3 of the then-current applicable price schedule (the "Price Schedule") will be waived.

5. PREFERRED PRICING MATERIALS AND CHARGES

5.1 In consideration of Subscriber's payment to LN of the monthly commitment amounts specified below (the "Monthly Commitment"), the Participating Billgroups will be provided access to and use of certain Materials, products, services and features, identified below by source/menu number (the "Preferred Pricing Materials"), available in the *lexis.com*[SM] service or the LN Online Services accessed via proprietary software (the "Classic Online Services"). If Subscriber is an existing LN customer and this is a revision to Subscriber's Preferred Pricing Materials and Monthly Commitment, fees will be prorated for the month in which the change becomes effective if the change occurs other than on the first day of the month. At no additional charge, the Participating Billgroups may do offline printing, online printing and saving to disk of Preferred Pricing Materials. If your subscription includes Research Advantage, then your access to and use of Research Advantage shall be subject to and governed by the additional terms and conditions set forth in the software media at the time of its installation.

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	PREFERRED PRICING MATERIALS	SOURCE/MENU NUMBER	SHEPARDS
(a)	Law Enforcement Solutions Page	RK0IVP	Full
(b)	Sub News	IVP0NB	
(c)	Sub Pub Recs	SPRIVP	
(d)			
(e)			
(f)			
(g)			
(h)			
(i)			
(j)			
(k)			
(l)			
(m)			
(n)			
(o)			

☐ See attached Rider No. 1 for additional Preferred Pricing Materials

COMMITMENT PERIOD(S)				MONTHLY COMMITMENT
Beginning	9/1/2013	to	8/31/2014	$ 380.00
Beginning	9/1/2014	to	8/31/2015	$ 399.00
Beginning	9/1/2015	to	8/31/2016	$ 419.00
Beginning		to		$
Beginning		to		$
Beginning		to		$
Beginning		to		$

5.2 During the Term, the Monthly Commitment will be billed in lieu of the Information Charges specified in Section 1 of the Price Schedule for all access to and use of the Preferred Pricing Materials, except as otherwise provided in Section 5.3 and Section 6 (if elected) below.

5.3 The following Materials accessible from, but not included as part of the Preferred Pricing Materials, will be subject to monthly billing at the then-current standard undiscounted rates in accordance with the Price Schedule: (a) selected Images (those that include a charge in the Price Schedule); (b) Dun & Bradstreet Reports; and (c) Risk Solutions.

5.4 Included in Subscriber's *lexis.com*® subscription, Subscriber will be granted access to the Lexis® Advance ("Lexis Advance") product offering when it becomes generally available to Subscriber's market and price plan. Upon release, the Lexis Advance offering may be designed primarily for specific types of users within Subscriber's organization whom LN may recommend as the target user group, but IDs will be progressively released throughout the organization as additional functionality and content is made available. To the extent available in Lexis Advance, Subscriber will have access to the same content in Lexis Advance as it currently has access to under this Amendment, including Subscriber's access to materials outside its subscription (e.g., if Subscriber currently has access to out-of-plan usage, Subscriber will have access to content on a transactional basis in Lexis Advance). If Subscriber has access to out-of-plan content in Lexis Advance, Subscriber agrees to pay the then-current transactional charges for such content as such charges are available to Subscriber in the Lexis Advance user interface at the time the document is accessed. Although Subscriber will be entitled to access the Lexis Advance product offering as part of its subscription, LN may also release premium functionality or enhanced content for an additional charge. Subscriber will be given the option to purchase these upgrades at its discretion.

6. ADDITIONAL CHARGES

The Participating Billgroups may have access to and use of the LN services and features not accessed through the Preferred Pricing Materials ("Alternate Pricing Materials"). If Subscriber so elects by initialing below, or by notifying LN at a later date, Subscriber will have access through the Alternate Pricing Materials at then-current undiscounted rates in accordance with the Price Schedule in addition to the Monthly Commitment.

_____ **Subscriber elects access to the Alternate Pricing Materials**
(Initial)

7. CLOSED OFFER

The offer of LN contained herein is valid until September 1, 2013. In order to implement this Amendment by the first day of a calendar month, LN must receive this signed Amendment by the 20th day of the preceding month.

8. CONFIDENTIAL INFORMATION

Subject to any state open records or freedom of information statutes, this Amendment contains confidential pricing information of LN. Subscriber understands that disclosure of the pricing information contained herein could cause competitive harm to LN, and will receive and maintain this Amendment in trust and confidence and take reasonable precautions against such disclosure to any third person. This Section 8 will survive the termination or expiration of this Amendment.

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9. SUPPORT AND TRAINING

During the Term, Subscriber, with the support of LN, agrees to encourage the effective use of the LN Online Services through:

(a) Mandatory basic training in the use of the Online Services by LN for all Authorized Users;

(b) Meaningful participation in additional ongoing programs presented by LN to update and train Authorized Users;

(c) Authorize the periodic distribution of memos or other communications by LN and/or Subscriber to Authorized Users; and

(d) The periodic review with LN of Subscriber's Authorized User's use of materials and training under this Amendment.

10. MISCELLANEOUS

10.1 During the Term, use by and charges to the Participating Billgroups will not be eligible for other discounts or aggregation with the use of or charges for other billgroups.

10.2 During the Term, Subscriber may not terminate the Agreement. This Amendment may be terminated by Subscriber after the third Commitment Period on the last day of any calendar month upon at least 30 days prior written notice to LN. This Amendment may also be terminated by Subscriber on 10 days prior written notice to LN in the event of any increase in the Monthly Commitment, excluding any increases listed in Section 5.1. To be effective, notice of termination pursuant to the preceding sentence must be given within 90 days of the increase.

10.3 UPON TERMINATION OR EXPIRATION OF THIS AMENDMENT, CONTINUED USE OF THE ONLINE SERVICES BY SUBSCRIBER IS GOVERNED BY THE AGREEMENT AND WILL BE BILLED IN ACCORDANCE WITH THE PRICE SCHEDULE.

10.4 All capitalized terms not defined herein will have the meanings ascribed to them in the Agreement, including the Price Schedule.

10.5 Except as expressly modified by this Amendment, all other terms and conditions of the Agreement will remain in full force and effect and unaffected by this Amendment. In the event of a conflict or inconsistencies between the Agreement and this Amendment, this Amendment will control.

In Process

AGREED TO AND ACCEPTED BY:

HIDALGO COUNTY DISTRICT ATTORNEY	**LexisNexis, a division of Reed Elsevier Inc.**
SUBSCRIBER	
BY: _____	**BY:** _____
NAME: Roxana Segovia	**NAME:** _____
TITLE: _____	**TITLE:** _____
DATE: _____	**DATE:** _____

THIS AMENDMENT DOES NOT BIND EITHER PARTY UNTIL IT HAS BEEN ACCEPTED BY BOTH PARTIES. SUBSCRIBER MAY ACCEPT THIS AMENDMENT BY SIGNING ABOVE. LN MAY ACCEPT THIS AMENDMENT BY PERFORMING ACCORDING TO THIS AMENDMENT OR BY SIGNING ABOVE.

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LexisNexis
Advanced Government Solutions

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Core Public Records with Smartlinx
SmartLinx Comprehensive Reports search the largest collection of public and proprietary public records data available, making connections between businesses, individuals and locations (including those that are hard-to-find).
Click on the link…**http://law.lexisnexis.com/public-records**

Verdicts & Settlements Analyzer
VSA is a tool that will assist attorneys in valuing claims and measuring litigation success enabling the data-driven development of case strategy to assist during the during the fact investigation and cost/benefit analysis phases of Early Case Assessment. It was created in response to both the growth of early case assessment and the demand for value-added solutions that transform content into predictive analysis.
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Lexis Advance™

The Top 10 Most Important Things YOU Need to Know About Lexis Advance™....In 5 Minutes or Less

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Feature	How it Benefits You
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2. **Browse or Search for Source**	Click on **Browse Sources** above the red search box to access source selection modes. Search for sources using the alphabetical listing or simply type the name of the specific source in the **search sources** box. Once you find the source, you have the option to view source details, add the source to your search or mark the source as a favorite. In addition, users can now directly access the Table of Contents (TOC) for specific sources from the source results panel.
3. **Previously Viewed Icon**	The previously viewed icon allows you to easily keep track of the documents you have already accessed. The icon will indicate if the document has been accessed within the past 30 days.
4. **Browse Topics**	Click on **Browse Topics** just above the red search box. Select a topic from the list of all topics or enter a topic name in the **Search for topics** box. Use the arrows to expand topics or click on a topic and you will be presented with the option to 1) Get topic documents; 2) Add this topic to the search; 3) Favorite this topic; 4) Set up an alert for topic.
5. **Legal Issue Trail**	The Legal Issue Trail is a patented tool on Lexis Advance that allows you to efficiently analyze how an issue has evolved over time by quickly finding all the connections on a specific point of law. Once you do a search and find cases of interest to the point of law relevant to your search, click the activate passages button. This will return additional cases that cite to your case for the legal issue in the passage and supporting cases to your case that support the selected passage.
6. **Expanded Topic Summaries**	Our Topic Summaries have increased from 525 to over 4,000 reports. Topic Summaries provide information about a legal topic that is addressed in a case you are viewing. If legal topic summaries related to the case are available, you'll see **Topic Summaries** in the **About this Document** box at the top right of the page. Since a case may address multiple legal topics, you'll see a **View Reports** icon in each LexisNexis® Headnote for which there is a topic summary.
7. ***Shepard's* + *Shepard's* Graphical**	*Shepard's* – validate whether cases and statutes are still good law. *Shepard's* Graphical – just click on the Citing Decisions tab to see the history of the citing decisions in an easy visual grid or map format.
8. **Saving text to a Work Folder and options for Selected Text**	Use work folders to store and re-use results. When you highlight any text in Lexis Advance, a green box and plus sign(+) appears. This allows you to save that highlighted text to a work folder, run another search using the selected text or copy that text to import into your brief.
9. **Snapshot View**	The Snapshot tab provides an at-a-glance view of your results for all the content types you selected to search in. The first 4 content types you selected display as open pods at the top, with the first 3 document names listed and a portion of the first line of text of the document (depending on the content type).
10. **Transparent Pricing**	Search all available content with no search or connect fees. Charges are incurred when you access a document (opening, delivering or placing a document in a folder counts as "access"). In addition, the results list clearly shows which documents are part of your subscription and which ones can be purchased separately.

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APPROPRIATIONS AMENDMENT

LexisNexis, a division of Reed Elsevier Inc. ("LN") and Hidalgo County District Attorney (1188FO) ("Subscriber") agree to amend the Subscription Agreement (the "Agreement") between LN and Subscriber by adding to the Agreement the following terms and conditions (the “Amendment”).

APPROPRIATION OF FUNDS

If sufficient funds are not appropriated or allocated for payment under the Agreement for any current or future fiscal period, then Subscriber, at its option, may terminate the Agreement on the last day of any calendar month upon ten (10) days prior written notice to LN, without future obligations, liabilities, or penalties to LN, except for amounts due up to the time of termination. In addition, Subscriber shall certify and warrant in writing that sufficient funds have not been appropriated to continue the Agreement for the next fiscal year.

Except as expressly modified by this Amendment, all other terms and conditions of the Agreement will remain in full force and effect and unaffected by this Amendment. In the event of a conflict or inconsistencies between the Agreement and this Amendment, this Amendment will control.

AGREED TO AND ACCEPTED BY:

HIDALGO COUNTY DISTRICT ATTORNEY SUBSCRIBER	**LexisNexis, a division of Reed Elsevier Inc.**
BY: _____	**BY:** _____
NAME: _____	**NAME:** _____
TITLE: _____	**TITLE:** _____
DATE: _____	**DATE:** _____

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APPROPRIATIONS AMENDMENT

LexisNexis, a division of Reed Elsevier Inc. ("LN") and Hidalgo County District Attorney (123DSK) ("Subscriber") agree to amend the Subscription Agreement (the "Agreement") between LN and Subscriber by adding to the Agreement the following terms and conditions (the “Amendment”).

APPROPRIATION OF FUNDS

If sufficient funds are not appropriated or allocated for payment under the Agreement for any current or future fiscal period, then Subscriber, at its option, may terminate the Agreement on the last day of any calendar month upon ten (10) days prior written notice to LN, without future obligations, liabilities, or penalties to LN, except for amounts due up to the time of termination. In addition, Subscriber shall certify and warrant in writing that sufficient funds have not been appropriated to continue the Agreement for the next fiscal year.

Except as expressly modified by this Amendment, all other terms and conditions of the Agreement will remain in full force and effect and unaffected by this Amendment. In the event of a conflict or inconsistencies between the Agreement and this Amendment, this Amendment will control.

AGREED TO AND ACCEPTED BY:

HIDALGO COUNTY DISTRICT ATTORNEY SUBSCRIBER	**LexisNexis, a division of Reed Elsevier Inc.**
BY: _____	**BY:** _____
NAME: _____	**NAME:** _____
TITLE: _____	**TITLE:** _____
DATE: _____	**DATE:** _____

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Zimbra **rocio.villarreal@co.hidalgo.tx.us**

RE: Lexis Nexis Services

From : Steve Crain <scrain@atlashall.com> Wed, May 15, 2013 04:02 PM
Subject : RE: Lexis Nexis Services 2 attachments
To : 'Rocio Villarreal' <rocio.villarreal@co.hidalgo.tx.us>

Rocio: The Appropriation Clause will arguably work, however you should only extend the agreement for one year not multiple years. Thanks.

From: Rocio Villarreal [mailto:rocio.villarreal@co.hidalgo.tx.us]
Sent: Wednesday, May 15, 2013 3:41 PM
To: Steve Crain
Subject: Fwd: Lexis Nexis Services

Mr. Crain:

As previously advise by you, I have requested by Lexis Nexis to include the Current Revenue Clause. It appears they are not able to modify their agreement but they have included an amendment to the agreement that is similar to the requested clause. Can you please review and advise approval as to form. Thank you.

ROCIO VILLARREAL
HIDALGO COUNTY PURCHASING DEPT.
CONTRACTS MANAGER
(956) 318-2626 Work
(956) 292-7000 Ext. 4868 Work
rocio.villarreal@co.hidalgo.tx.us
2812 S. Business Hwy 281
Edinburg, Texas 78539

From: "Angie Temke (LNG-DAY)" <angie.temke@lexisnexis.com>
To: "rocio.villarreal (rocio.villarreal@co.hidalgo.tx.us)" <rocio.villarreal@co.hidalgo.tx.us>
Sent: Wednesday, May 15, 2013 3:36:33 PM
Subject: FW: Lexis Nexis Services

Hi Rocio,

I have attached an appropriation of funds amendment that should accomplish what you are looking for…
We cannot modify the contract itself, but we can include the appropriations addendum. Does this help?

Thanks,

Angie Temke
Account Manager, Advanced Government Solutions
Direct: 1-800-227-9597 x54074
Fax: 1-866-960-2852
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From: Rocio Villarreal [mailto:rocio.villarreal@co.hidalgo.tx.us]
Sent: Wednesday, May 15, 2013 3:08 PM
To: Temke, Angie (LNG-DAY)
Subject: Re: Lexis Nexis Services

Angie:

Hidalgo County legal counsel has review agreements and would like to request for a modification. The following is a clause that we would like to be included on both agreements:

Commitment of Current Revenues Only. *In the event that, during any term hereof, the Commissioners Court does not appropriate sufficient funds to meet the obligations of Buyer under this Agreement, Buyer may terminate this Agreement upon sixty (60) days written notice to Seller. Buyer agrees, however, to use reasonable efforts to secure funds necessary for the continued performance of this Agreement. The parties intend this provision to be a continuing right to terminate this Agreement at the expiration of each budget period of Buyer pursuant to the provisions of Tex. Loc. Govt. Code Ann. ' 271.903 (Vernon Supp. 1996).*

Can you please advise if it can be incorporated?

Thank you.

Rocio Villarreal

From: "Angie Temke (LNG-DAY)" <angie.temke@lexisnexis.com>
To: "Rocio Villarreal" <rocio.villarreal@co.hidalgo.tx.us>
Sent: Thursday, May 9, 2013 7:52:52 AM
Subject: RE: Lexis Nexis Services 145MSM

AI-38806 **Closed Session 21. C.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted For: Valde Guerra **Submitted By:** Aida Alvarez, SAFETY DIVISION

Department: SAFETY DIVISION

Information

CAPTION

Claim of Pedro & Maria De Jesus Mendoza and Angel & Jesus Mendoza, minors

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	05/16/2013 01:40 PM
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Aida Alvarez Started On: 05/16/2013 08:45 AM

Final Approval Date: 05/17/2013

AI-38837 **Closed Session 21. D.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Claim of Maria Losoya

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	05/17/2013 11:37 AM
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Monica Badillo Started On: 05/17/2013 09:53 AM

Final Approval Date: 05/17/2013

AI-38852 **Closed Session 21. E.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Civil Action No. 1:13-CV-00092; Jesus Guerrero et al v. Sheriff Guadalupe "Lupe" Trevino, the County of Hidalgo and Judge Homer Jasso, Sr.

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Monica Badillo Started On: 05/17/2013 05:21 PM

Final Approval Date: 05/17/2013

AI-38810 **Open Session 22. C.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted For: Valde Guerra **Submitted By:** Aida Alvarez, SAFETY DIVISION

Department: SAFETY DIVISION

Information

CAPTION

Claim of Pedro & Maria De Jesus Mendoza and Angel & Jesus Mendoza, minors

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	05/16/2013 01:40 PM
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Aida Alvarez Started On: 05/16/2013 08:52 AM

Final Approval Date: 05/17/2013

AI-38838 **Open Session 22. D.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Claim of Maria Losoya

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	05/17/2013 11:37 AM
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Monica Badillo Started On: 05/17/2013 09:53 AM

Final Approval Date: 05/17/2013

AI-38853 **Open Session 22. E.**

CC REGULAR

Meeting Date: 05/21/2013

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Civil Action No. 1:13-CV-00092; Jesus Guerrero et al v. Sheriff Guadalupe "Lupe" Trevino, the County of Hidalgo and Judge Homer Jasso, Sr.

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Monica Badillo	05/17/2013 05:53 PM

Form Started By: Monica Badillo Started On: 05/17/2013 05:21 PM

Final Approval Date: 05/17/2013