



Administrative Office

South Plains Community Action Association, Inc
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December 10, 2019

Clarissa Ramirez
WIC Director
Hidalgo County WIC

Dear Ms. Ramirez,

As part of SPCAA's contractual agreement with HHSC State WIC, SPCAA purchased two 2020 Ford Escapes to be transferred to the Hidalgo County WIC program.

SPCAA obtained written approval from the State WIC office prior to this purchase. The units were purchased with USDA funds under WIC FY 2019, in compliance with WIC policies, UGMS, and 2 CFR 200.

With the approval of the State WIC office, these units are gifted to the Hidalgo County WIC Program, and will be titled directly to the recipient upon delivery. Ongoing obligations of the County include: reporting the items on required WIC GC-11 inventory reports, insuring, maintaining, and using the vehicles in accordance with the WIC program.

Please contact SPCAA if further information is needed.

Thank You,

Whitney Quick, CPA
Finance Director