

COUNTY of HIDALGO



EDINBURG, TEXAS 78539

HIDALGO COUNTY AUDITOR'S OFFICE
Hidalgo County Administration Building
2808 South Business Highway 281
Edinburg, Texas 78539-6243
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor

March 24, 2019

The Honorable Richard Cortez, Hidalgo County Judge
The Honorable David Fuentes, Commissioner, Precinct No. 1
The Honorable Eduardo Cantu, Commissioner, Precinct No. 2
The Honorable Jose Flores, Commissioner, Precinct No. 3
The Honorable Ellie Torres, Commissioner, Precinct No. 4

RE: Certification of Revenue

Dear Judge and Commissioners:

Pursuant to Local Government Code § 111.0706 SPECIAL BUDGET FOR GRANT OR AID MONEY:

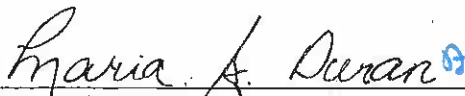
The county auditor shall certify to the commissioners court the receipt of all public or private grant or aid money that is available for disbursement in a fiscal year but not included in the budget for that fiscal year. On certification, the court shall adopt a special budget for the limited purpose of spending the grant or aid money for its intended purpose.

I, Maria Arcilia Duran, County Auditor of Hidalgo County, certify to the Hidalgo County Commissioners Court the receipt of an award from the Texas Office of the Health and Human Services. These funds may now be made available by creating a new special budget or amending a current budget for its intended purposes.

AMOUNT
\$ 39,990.00

PURPOSE
Award No. PENDING TO RECIEVE ADMENDMENT
WIC Extra Funding TXIN-INTERNET
Prog. 022 FY20

CERTIFIED BY:



Maria Arcilia Duran, CPA

3-21-20

Date

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 92ND D.C.

FERNANDO MORALES
JUDGE, 93RD D.C.

J. R. "BOBBY" FLORES
JUDGE, 139TH D.C.

ROSE GUERRA REYNA
JUDGE, 208TH D.C.

MARLA CUELLAR
JUDGE, 275TH D.C.

MARIO E. RAMIREZ, JR.
JUDGE, 332ND D.C.

NOE GONZALEZ
JUDGE, 376TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 389TH D.C.

L. KENO VASQUEZ
JUDGE, 389TH D.C.

ISRAEL RAMON, JR.
JUDGE, 438TH D.C.

RENEE R. BETANCOURT
JUDGE, 448TH D.C.

YSMAEL D. PONCEGA
JUDGE, 464TH D.C.

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The county auditor shall certify to the commissioners court the receipt of all public or private grant or aid money that is available for disbursement in a fiscal year but not included in the budget for that fiscal year. On certification, the court shall adopt a special budget for the limited purpose of spending the grant or aid money for its intended purpose.

I, Marla Arcilia Duran, County Auditor of Hidalgo County, certify to the Hidalgo County Commissioners Court the receipt of an award from the Texas Office of the Texas Department of State Health Services. These funds may now be made available by creating a new special budget or amending a current budget for its intended purposes.

AMOUNT
\$40,182.00

PURPOSE
Award No. PENDING TO RECIEVE ADMENDMENT
EXTRA FUNDING IMPROVING THE PARTICIPANT EXPERIENCE (IPE) PROG 023 FY20

CERTIFIED BY:

Maria Arcilia Duran, CPA

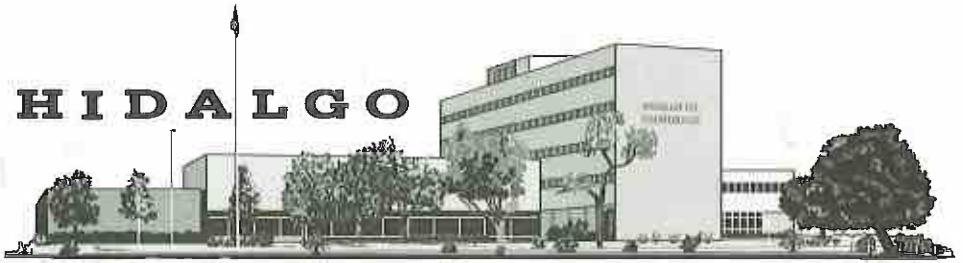
3-24-20

Date

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY JUDGE, 52ND D.C. FERNANDO MANCIAS JUDGE, 93RD D.C. J. R. "BOBBY" FLORES JUDGE, 135TH D.C. ROSE GUERRA REYNA JUDGE, 208TH D.C. MARLA CUELLAR JUDGE, 278TH D.C. MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER LETICIA LOPEZ JUDGE, 388TH D.C. L. XENO VASQUEZ JUDGE, 388TH D.C. ISRAEL RAMON, JR. JUDGE, 430TH D.C. RENEE R. BETANCOURT JUDGE, 446TH D.C. JAIME TIJERINA JUDGE, 464TH D.C.

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EDINBURG, TEXAS 78539

March 24, 2020

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Dear Judge and Commissioners:

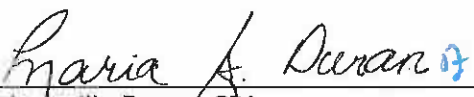
Pursuant to Local Government Code § 111.0706 SPECIAL BUDGET FOR GRANT OR AID MONEY:

The county auditor shall certify to the commissioners court the receipt of all public or private grant or aid money that is available for disbursement in a fiscal year but not included in the budget for that fiscal year. On certification, the court shall adopt a special budget for the limited purpose of spending the grant or aid money for its intended purpose.

I, Maria Arcilia Duran, County Auditor of Hidalgo County, certify to the Hidalgo County Commissioners Court the receipt of an award from the Texas Office of the Texas Department of State Health Services. These funds may now be made available by creating a new special budget or amending a current budget for its intended purposes.

AMOUNT	PURPOSE
\$257,000.00	Award No. PENDING TO RECIEVE ADMENDMENT EXTRA FUNDING-OTHER PROG 024 FY20

CERTIFIED BY:



Maria Arcilia Duran, CPA

3-21-20

Date

HIDALGO COUNTY DISTRICT JUDGES

LUIS H. SINGLETERRY JUDGE, 92 ND D.C.	FERRANDO MANGUS JUDGE, 95 TH D.C.	J. R. "BOBBY" FLORES JUDGE, 138 TH D.C.	ROSE GUERRA REYNA JUDGE, 204 TH D.C.	MARLA CUELLAR JUDGE, 278 TH D.C.	MARIO E. RAMIREZ, JR. JUDGE, 322 ND D.C.	NOE GONZALEZ JUDGE, 378 TH D.C. OVERSEER	LETICIA LOPEZ JUDGE, 381 TH D.C.	L. KENO VASQUEZ JUDGE, 388 TH D.C.	ISRAEL RAMON, JR. JUDGE, 420 TH D.C.	RENEE R. BETANCOURT JUDGE, 448 TH D.C.	YSMAEL D. FONSECA JUDGE, 454 TH D.C.
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AI-74816

WIC 37. A.

CC REGULAR AGENDA SPECIAL MTG

Meeting 03/24/2020
Date:

Submitted Margarita Gonzalez, WIC

By:

Department: WIC

Information

CAPTION

WIC ADMIN - Program: 001 - (1292)

1. Requesting approval to accept the FY 2017 amended contract and funding for FY 2020 reallocated funds Mid-Year Amendment in the amount of \$11,609,601.00.
2. Accept the decrease in funding in the amount of (280,938.00) for the FY 2020 Mid - Year Amendment.
3. Accept the increase of the Base Participant Rate of \$13.59.

WIC - TXIN Internet Funding Program: 022 - (1292)

1. Requesting approval to accept the TXIN Internet in the amount of \$39,990.00 for the FY 2020 Mid- Year Amendment.
2. Requesting approval of Certification of Revenues in the amount of \$39,990.00 as certified by the County Auditor for the FY 2020 Mid- Year Amendment and appropriation of the same.

WIC - Improving the Participant/ Clinic Experience (IPE) Program: 023 - (1292)

1. Requesting approval to accept the Improving the Participant / Clinic Experience (IPE) in the amount \$40,182.00 for the FY 2020 Mid-Year Amendment.
2. Approval of Certification of Revenues in the amount of \$40,182.00 as certified by the County Auditor for the Improving the Participant / Clinic Experience (IPE) FY 2020 Mid-Year Amendment and appropriation of the same.

WIC -Extra Other Funding Program: 024 - (1292)

1. Requesting approval to accept the Extra Other Funding in the amount of \$257,000.00 for the FY 2020 Mid- Year Amendment.
2. Requesting approval of Certification of Revenues as certified by the County Auditor, in the amount \$257,000.00 and appropriation of the same.

BACKGROUND

LA 12 FY 2020 Mid Year Amendment Letter

Ref: AI- 72027 09/24/2019

Budget Appropriations FY 20 Attachments

Fiscal Impact

CALENDAR YEAR: 2020 ACCT. #: 0-1292-441-00-350-02X-0-XXX

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

BUDGETARY IMPACT:

No Budgetary Impact: 100% Federally Funded

Attachments

Mid Award Letter FY 2020

Appropriations

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	03/12/2020 03:55 PM
Final Approval		
Form Started By: Margarita Gonzalez		Started On: 03/10/2020 12:15 PM



Azael Munoz <azael.munoz@auditor.co.hidalgo.tx.us>

Certification of Revenue AI 74816

1 message

Margarita Gonzalez <mague.gonzalez@wic.co.hidalgo.tx.us>

Wed, Mar 18, 2020 at 10:26 AM

To: "Munoz, Azael" <azael.munoz@auditor.co.hidalgo.tx.us>

Azael, I would like to request the Certification of Revenue Request for the following grants.

WIC Extra Funding Internet:	0-1292-331-12-350-022-0-000 -	39,990.00
WIC IPE	0-1292-331-12-350-023-0-000 -	40,182.00
WIC Extra Funding Other:	0-1292-331-12-350-024-0-000 -	\$257,000.00

--

Margarita Gonzalez
Division Manager II
mague.gonzalez@wic.co.hidalgo.tx.us
(956)381-4646 ext.4042

DATE: March 11, 2020

2020
Appropriation



DEPARTMENT HEAD: Clarissa Ramirez

DEPARTMENT NAME: WIC

ACCOUNT NUMBER: 0-1292-441-00-350-022-0-XXX WIC-EXTRA FND

Contact Person: M.Gonzalez Ph#: (956)381-4646 ext. 4042

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
0-1292-441-00-350-022-0-534	WIC-EXTRA FND-INTERNET	39,990.00
0-1292-331-12-350-022-0-000	WIC-EXTRA FND-REVENUE	39,990.00
TOTAL BUDGET INCREASE (DECREASE)		39,990.00

REASON:

To appropriate the reallocated/amended FY20 funding and to encumber the cost for Internet Sevices for the WIC Program.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK

DATE: March 11, 2020

DEPARTMENT HEAD: Clarissa Ramirez

2020
Appropriation



DEPARTMENT NAME: WIC

ACCOUNT NUMBER: 0-1292-441-00-350-023-0-XXX WIC IPE

Contact Person: M.Gonzalez Ph#: (956)381-4646 ext. 4042

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
0-1292-441-00-350-023-0-610	WIC IPE-GENERAL SUPPLIES	40,182.00
0-1292-331-12-350-023-0-000	WIC IPE REVENUES	40,182.00
TOTAL BUDGET INCREASE (DECREASE)		40,182.00

REASON:

To appropriate the reallocated/amended FY20 funding and to encumber cost for improving the Participant Clinic Experience on items that are needed at the clinics.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK

DATE: March 11, 2020

2020
Appropriation

DEPARTMENT HEAD: Clarissa Ramirez



DEPARTMENT NAME: WIC

ACCOUNT NUMBER: 0-1292-441-00-350-024-0-XXX WIC EXT FND OTHER

Contact Person: M.Gonzalez Ph#: (956)381-4646 ext. 4042

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
0-1292-441-00-350-024-0-583	WIC EXTRA FUND OTHER-TRAVEL OUT OF COUNTY	5,245.00
0-1292-441-00-350-024-0-584	WIC EXTRA FUND OTHER-REGISTRATION FEES	1,755.00
0-1292-441-00-350-024-0-752	WIC EXTRA FUND OTHER-VEHICLES	250,000.00
0-1292-331-12-350-024-0-000	WIC EXTRA FUNDING OTHER REVENUES	257,000.00
TOTAL BUDGET INCREASE (DECREASE)		257,000.00

REASON:

To appropriate the reallocated/amended FY20 funding and to encumber the cost for Out of County Travel to attend the 2020 Nutrition Breastfeeding Conference and for the purchase of a WIC Mobile Unit.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK

0 *
5,245.00+
1,755.00+
250,000.00+
257,000.00*



Azael Munoz <azael.munoz@auditor.co.hidalgo.tx.us>

Fwd: LA 012 FY2020 Funding Letter - Mid-Year Amendment

1 message

Margarita Gonzalez <mague.gonzalez@wic.co.hidalgo.tx.us>
To: "Munoz, Azael" <azael.munoz@auditor.co.hidalgo.tx.us>

Wed, Mar 4, 2020 at 6:11 PM

as per your request. Please advise.

----- Forwarded message -----

From: **Clarissa Ramirez** <clarissa.ramirez@wic.co.hidalgo.tx.us>
Date: Wed, Mar 4, 2020 at 3:39 PM
Subject: Fwd: LA 012 FY2020 Funding Letter - Mid-Year Amendment
To: mague gonzalez <mague.gonzalez@wic.co.hidalgo.tx.us>, Hector Sandoval <hector.sandoval@wic.co.hidalgo.tx.us>

Clarissa Ramirez
Director
Hidalgo County WIC Program
3105 W. University Dr.
Edinburg, TX 78539
(956) 381-4646

----- Forwarded message -----

From: **Latortue, Tanya (HHSC)** <Tanya.Latortue@hhsc.state.tx.us>
Date: Wed, Mar 4, 2020 at 11:50 AM
Subject: LA 012 FY2020 Funding Letter - Mid-Year Amendment
To: ramirez, clarissa <clarissa.ramirez@wic.co.hidalgo.tx.us>

Clarissa Ramirez, WIC Director

Hidalgo County dba Hidalgo County Health & Human Services, LA 012

Your FY 2017 Contract has been amended and funding for FY2020 has been reallocated. Your organization will be receiving funding as listed below. A contract amendment reflecting these changes is currently being processed and will be emailed to your organization's designated signatory in the near future.

There has been an increase to the Base Participant Rate. Your new per participant Rate is, 13.59.

Below is a table documenting the funding and redistribution amounts that will be reflected in the Mid-Year Amendment. *

Project	Project Contact	Current Amount (\$)	Redistribution Amount (\$)	Revised Project Total (\$)

Project	Project Contact	Current Amount (\$)	Redistribution Amount (\$)	Revised Project Total (\$)
WIC Funding	Elsa Rodriguez Elsa.rodriuez2@hhsc.state.tx.us (512) 341-4527	10,525,457	-618,110	9,907,347
Peer Counselor	Asia Sartor Asia.sartor@hhsc.state.tx.us (512) 341-4505	821,302	0	821,302
Registered Dietitian	Stephanie Holland Stephanie.Holland1@hhsc.state.tx.us (512) 341-4577	60,000	0	60,000
Lactation Services Center	Andrea Urquidez Andrea.urquidez@hhsc.state.tx.us (512)341-4521	289,000	0	289,000
Snap Program	Juliette Coronado Juliette.Coronado@hhsc.state.tx.us (512)341-4580	15,000	0	15,000
Extra Funding	Summer Food Service Program Jennifer Berringer Jennifer.berringer@hhsc.state.tx.us (512)341-4575	22,580	0	22,580
Extra Funding	IPE/Clinic Improvement Kara Nemethy Kara.nemathy@hhsc.state.tx.us (512)341-4531	0	40,182	40,182
Extra Funding	TXIN- IT Support Tanya Latortue Tanya.latortue@hhsc.state.tx.us (512) 341-4526	124,200	0	124,200

Project	Project Contact	Current Amount (\$)	Redistribution Amount (\$)	Revised Project Total (\$)
Extra Funding	TXIN Internet Tanya Latortue Tanya.latortue@hpsc.state.tx.us (512) 341-4526	33,000	39,990	72,990
Extra Funding	Extra-Other Tanya Latortue Tanya.latortue@hpsc.state.tx.us (512) 341-4526	0	257,000	257,000
	Contract Total	11,890,539	-280,938	11,609,601

This notice is for informational purposes only and it does not relieve the agency from seeking additional approvals as required by WIC Policy.

In order for the State Agency to track these expenditures, please continue to bill for each of these projects on separate *State of Texas Purchase Vouchers (Form 4116)*. Once you exceed the allocation amount on special projects, any subsequent amount billed will be charged appropriately to your WIC funding.

*If purchases of these items or services will be attained with Extra Funding; please identify the category of expense; Summer Food Program, TXIN Internet, etc. on the face of the voucher. Please submit the reimbursement request on a separate State of Texas purchase voucher indicating "Extra Funding." All purchases must be in compliance with WIC policies and the Uniform Grant Management Standards.

For questions regarding purchase requests, please contact Belinda Saunders at (512) 341-4444 or WICLARRequests@hhsc.state.tx.us. For questions regarding funding concerns, please contact Tanya Latortue, WIC Financial Liaison, at (512) 341-4526 or tanya.latortue@hhsc.state.tx.us.

Tanya Latortue, CTCM

WIC Clinical Services Financial Liaison

Clinic Services Branch, WIC Program

Health & Developmental Services Section

Texas Health and Human Services Commission

Physical Address | 4616 W. Howard Lane, Ste. 840, Austin, TX 78728

Mailing Address | PO Box 149347, Mail Code H102, Austin TX 78714-9347

Phone | (512) 341-4526

Fax | (512) 341-4419

Tanya.Latortue@hhsc.state.tx.us



—
Margarita Gonzalez
Division Manager II
mague.gonzalez@wic.co.hidalgo.tx.us
(956)381-4646 ext.4042



Special Projects Classification and Allowable Costs Insert FINAL03.04.20.docx

32K

Special Projects Funding and Allowable Costs Fiscal Year 2020

Note: Not all agencies are approved for all special projects.

Peer Counselor – A Peer Counselor’s qualifications must include; (1) previously received WIC services, (2) have breastfed at least one of her children, and (3) take appropriate training prior to serving as PC to participants. This funding includes but not limited to

- Salaries of Peer Counselors who assist pregnant and breastfeeding WIC participants.
- Training for Peer Counselors.
- Communication equipment.
- Travel expenses Peer Counselors may incur in the course of performing their job duties or attending training and/or conferences.
- Equipment and supplies used to train Peer Counselors or used by Peer Counselors to educate clients.
- Please see WIC Policy AC:17.0 for an extensive list.

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

Please note that all agencies are required to have a Peer Counselor on staff. (*WIC Policy GA 14.0*).

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

- Lactation consultations by:
 - a. Qualified professional; International Board Certified Lactation Consultant (IBCLC),
 - b. Qualified professionals that can be put on contract according to WIC Policy AC16.0,
 - c. Qualified employee; Peer Counselor, or Designated Breastfeeding Expert, after normal working hours depending on local agency (LA) personnel policies and procedures.
- Local agency staff fees paid to prepare for (i.e., prerequisite courses, prep courses, study materials) or take the International Board of Lactation Consultant Examiners (IBLCE) exam. See www.iblce.org for more information.
- Supplies that would complement lactation consults such as nipple shields and shells, nursing bras, and supplemental nursing systems.
- Reference books and teaching aids such as breastfeeding dolls, stuffed breasts, belly balls, flip charts and other teaching tools or supplies to create teaching tools.
- Furniture and supplies to establish and a nursing room to be used for lactation consultations and a private place for WIC moms to nurse and pump. Examples include chairs, pillows, stools, side table, lamps, peer counselor desk and chair, and dividers for privacy.
- To pay for equipment (i.e., webcams) to facilitate tele-conferencing with the Houston or

Dallas Lactation Support Centers as per WIC Policy CS: 33.0, available at <https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/wic/policy/cs-33-0t.pdf>To pay for other innovative expenditures, which are approved on a case-by-case basis by the State Agency.
Other breastfeeding expense as listed on WIC Policy AC34:0.

Registered Dietitian (RD) – Use this special funding for reimbursement of staff and contract RD duties and associated costs. Reimbursement vouchers must identify the category of expense (Admin, NE, or BF) to appropriately allocate funds. The following are examples of approved expenses:

NE Cost Category:

- Providing high-risk individual counseling
- Developing and conducting facilitated discussion nutrition education classes
- Consultation regarding the appropriate issuance of special formulas
- Nutrition publications and visual aids for on the job use
- Developing and implementing the NE plan for special projects such as Snap-Ed or projects related to Innovation Center.
- Assisting with the implementation of Value Enhanced Nutrition Assessment (VENA)
- Providing staff training on nutrition-related topics and nutrition assessment procedures.
- Serving as preceptor for the WIC Certification Specialist Program
- Assisting with completion of the annual *Nutrition Education and Breastfeeding Plans*

ADMIN Cost Category:

- Developing, implementing, or assisting with the Quality Assurance Program (i.e. ongoing evaluation of individual counseling, nutrition education classes, clinical procedures, etc.)
- Developing and implementing the ADMIN plan for the Obesity Prevention projects.
- Registration fees to the Commission on Dietetic Registration for staff RD. (Not an allowable expense for Contract RD unless RD is also the NE Coordinator)
- Attending continuing education opportunities for staff RD only (i.e., professional conference fees) (Not an allowable expense for Contract RD)
- Other non-NE direct service activity, i.e. staff meetings, timesheet preparation, High Risk client scheduling

BF Cost Category:

- Providing assistance to the participants with breastfeeding issues and concerns
- Providing assistance to the participant with breast pump issues and concerns

Please note the following:

- All local agencies are required to have an RD on staff or on contract (*WIC Policy GA: 14.0*).
- You must follow *Policy AC: 16.0 – Allowable Costs – Professional Contract Services*, when securing the services of an RD consultant via contract.
- Use a separate *State of Texas Purchase Voucher (form 4116)* to bill the state for RD services funded by this special allocation. Specify on the face of the voucher that this is reimbursement for an RD consultant or to defray the cost of a staff RD.

- Prior to contracting with the RD, the RD must submit a current copy of his/her registration card from the Commission on Dietetic Registration.

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

EXTRA Funding –

WIC SFSP -

Funds are awarded with the understanding that any procurements using these funds will be in compliance with the Uniform Grants Management Standards (UGMS), WIC policies, and 7 CFR Part 3016. This letter is approval for funding only. It does not relieve the agency from seeking additional approvals as required by WIC Policy.

In order for the State Agency to track these expenditures, please bill for the Summer Food Service Program (SFSP) expenses on your LA Extra Funding vouchers and label the expense as SFSP on the face of the voucher. These expenses are to be allocated only to Administrative (Admin) costs.

TXIN Internet – All costs associated with keeping the TXIN system online with an internet service provider

TXIN Support – The costs to maintain the TXIN system including contractors, add-ons, maintenance costs,

Snap-Ed Projects– Snap-Ed projects will focus on obesity prevention, nutrition education or breastfeeding friendly community initiatives, or peer counselor services for SNAP and WIC eligible populations within the community. Snap-Ed funding may be used to pay for staff time for staff who plan, develop or implement the nutrition education or breastfeeding activities. Snap-Ed funds may also be used for nutrition education reinforcements (under \$5) and expenses related to the project as detailed in your accepted project budget. A detailed list of Snap-Ed allowable costs can be found in Section 3: Financial and Cost Policy of the FY20 Snap-Ed Plan Guidance document. This document can be found here: <https://snaped.fns.usda.gov/program-administration/guidance-and-templates>.

Commented [C1]: Link out this pdf

If selected by System Agency, the amount awarded in your funding letter is a not to exceed amount. In order for the State Agency to track these expenditures, please bill on the Snap-Ed project voucher. Select the Snap-Ed project (i.e. Snap-Ed- OP, Snap-Ed- Breastfeeding) you are billing for and record the expenses for any of the five categories provided; salary/benefits, admin training functions, equipment/office supplies, operating costs and educational reinforcements.

Improving Participant Experience (IPE) – IPE funding is intended to be used to enhance and redesign clinic spaces with the goal of creating a positive client experience and a unified visual

brand for Texas WIC. The Texas WIC Design Guidelines and Catalog **must** be used to implement design themes in clinics.

Allowable costs include:

- Clinic enhancements/ repairs or renovations (note: all renovations must be approved)
- Paint and flooring
- Furniture
- Artwork
- Lighting, ceiling tiles, internal finishes
- Signage
- Toys
- Exterior repairs

IPE Funding Requirements-LAs will be requested to provide:

- Photos of the clinic spaces designated for enhancements
- Clinic floor plan
- Details of work plan for each space
- Budget with estimated itemized cost
- Quarterly updates and photos demonstrating progress of clinic improvements
- Reports to the State Agency including budget status and results

Other requirements:

- Participate in activities requested by State Agency-sharing sessions, Texas WIC Express news articles, workgroups and NBF Conference activities.
- Spend funds by September 30, 2021

If your local agency is unable to utilize allocated funds in the above special projects within the budgeted year, please contact the program lead.

Please be advised that acceptance of your project does not relieve you of the responsibility to seek State Agency approval for a specific dollar threshold related to particular items. Refer to the WIC Policies located on <https://hhs.texas.gov/doing-business-hhs/provider-portals/wic-providers/wic-policy-procedures-manual>.