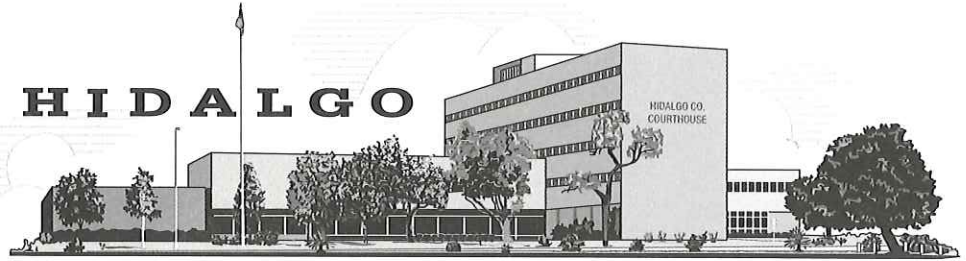


# COUNTY of HIDALGO



EDINBURG, TEXAS 78539

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September 18, 2020

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  
\$9,200,000.00

PURPOSE  
Award No. HHS000804500001  
WIC Administrative Program 001 FY21

CERTIFIED BY:

  
\_\_\_\_\_  
Maria Arcilia Duran, CPA

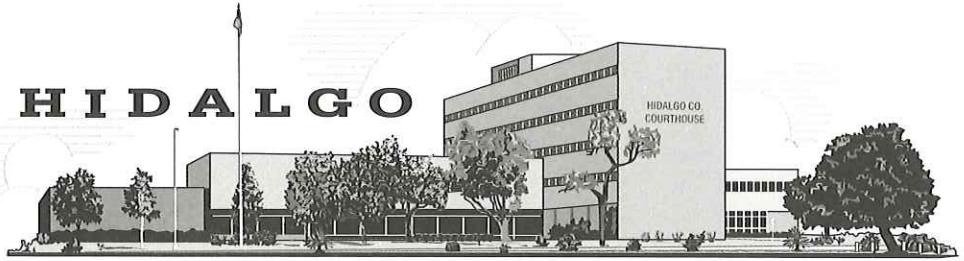
9-22-20  
\_\_\_\_\_  
Date



### HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY JUDGE, 92<sup>ND</sup> D.C.    FERNANDO MANCIAS JUDGE, 93<sup>RD</sup> D.C.    J. R. "BOBBY" FLORES JUDGE, 139<sup>TH</sup> D.C.    ROSE GUERRA REYHA JUDGE, 206<sup>TH</sup> D.C.    MARLA CUELLAR JUDGE, 275<sup>TH</sup> D.C.    MARIO E. RAMIREZ, JR. JUDGE, 332<sup>ND</sup> D.C.    NOE GONZALEZ JUDGE, 370<sup>TH</sup> D.C. OVERSEER    LETICIA LOPEZ JUDGE, 389<sup>TH</sup> D.C.    L. KENO VASQUEZ JUDGE, 398<sup>TH</sup> D.C.    ISRAEL RAMON, JR. JUDGE, 430<sup>TH</sup> D.C.    REHEE R. BETANCOURT JUDGE, 449<sup>TH</sup> D.C.    YSMAEL D. FONSECA JUDGE, 464<sup>TH</sup> D.C.

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AMOUNT  
\$953,484.00

PURPOSE  
Award No. HHS000804500001  
WIC Peer Counselor Program 002 FY21

CERTIFIED BY:

  
\_\_\_\_\_  
Maria Arcilia Duran, CPA

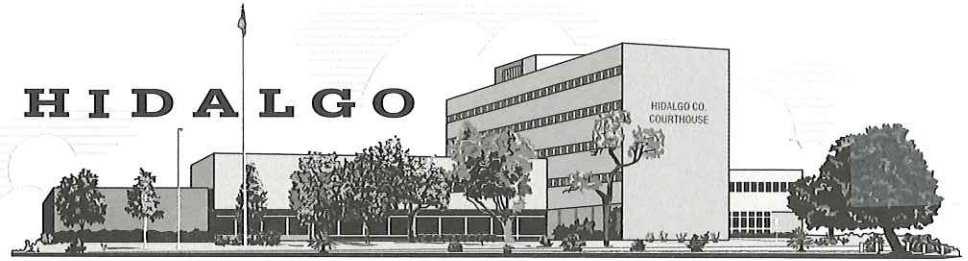
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AMOUNT  
\$60,000.00

PURPOSE  
Award No. HHS000804500001  
WIC Registered Dietician Program 012 FY21

CERTIFIED BY:

  
\_\_\_\_\_  
Maria Arcilia Duran, CPA

  
\_\_\_\_\_  
Date



### HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY  
JUDGE, 92<sup>ND</sup> D.C.

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JUDGE, 93<sup>RD</sup> D.C.

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LETICIA LOPEZ  
JUDGE, 389<sup>TH</sup> D.C.

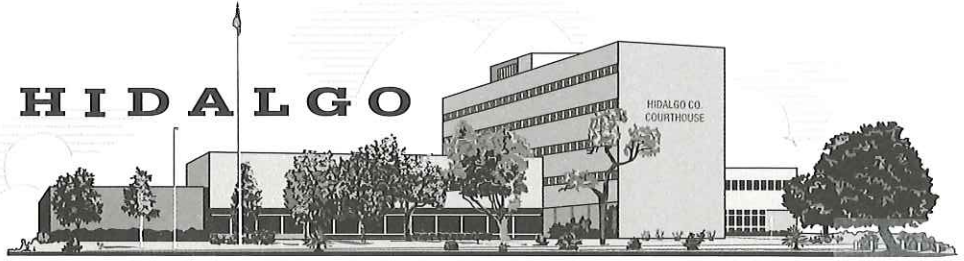
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RENEE R. BETANCOURT  
JUDGE, 449<sup>TH</sup> D.C.

YSMAEL D. FONSECA  
JUDGE, 464<sup>TH</sup> D.C.

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AMOUNT  
\$50,000.00

PURPOSE  
Award No. HHS000804500001  
WIC Lactation Services Program 013 FY21

CERTIFIED BY:

  
\_\_\_\_\_  
Maria Arcilia Duran, CPA

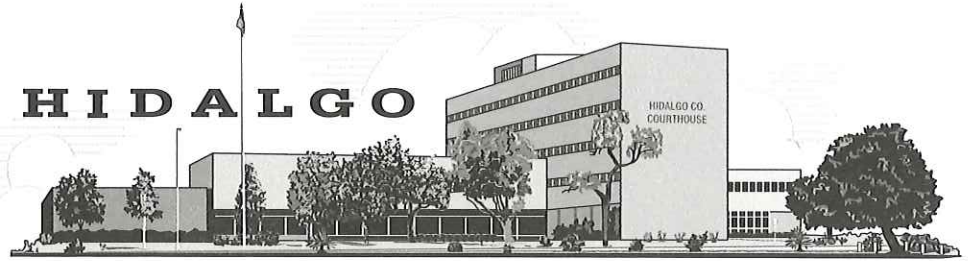
9-18-20  
\_\_\_\_\_  
Date



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JUDGE, 370<sup>TH</sup> D.C.  
OVERSEER
- LETICIA LOPEZ  
JUDGE, 389<sup>TH</sup> D.C.
- L. KENO VASQUEZ  
JUDGE, 398<sup>TH</sup> D.C.
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AMOUNT  
\$289,000.00

PURPOSE  
Award No. HHS000804500001  
WIC Lactation Services Center Program 017 FY21

CERTIFIED BY:

  
\_\_\_\_\_  
Maria Arcilia Duran, CPA

9-22-20  
\_\_\_\_\_  
Date



### HIDALGO COUNTY DISTRICT JUDGES

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AMOUNT  
\$15,000.00

PURPOSE  
Award No. HHS000804500001  
WIC SNAP-Ed-Breastfeeding Program 025 FY21

CERTIFIED BY:

  
\_\_\_\_\_  
Maria Arcilia Duran, CPA

9-22-20  
\_\_\_\_\_  
Date



### HIDALGO COUNTY DISTRICT JUDGES

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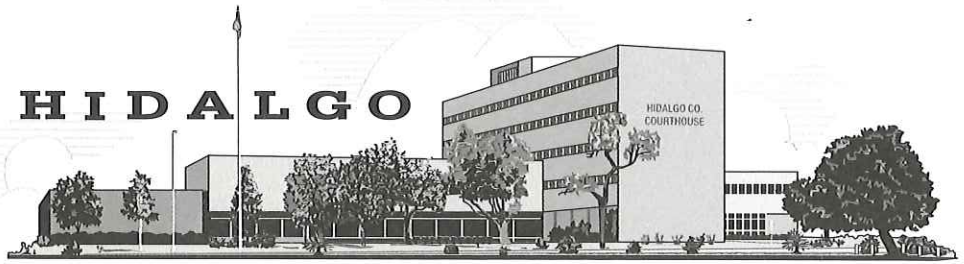
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AMOUNT  
\$ 22,580.00

PURPOSE  
Award No. HHS000804500001  
WIC Extra Funding-Summer Food Prog. 020 FY21

CERTIFIED BY:

  
\_\_\_\_\_  
Maria Arcilia Duran, CPA

9-22-20  
\_\_\_\_\_  
Date



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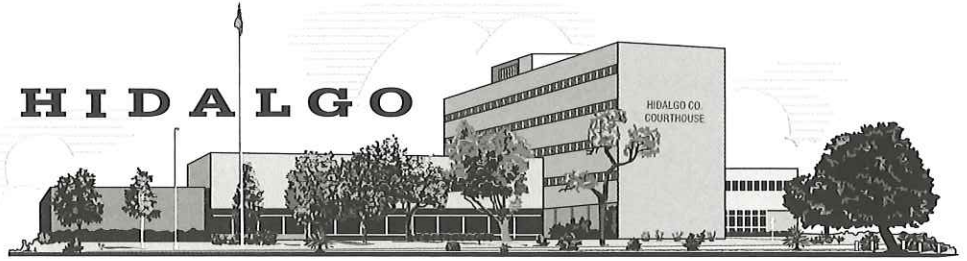
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AMOUNT  
\$ 72,990.00

PURPOSE  
Award No. HHS000804500001  
WIC Extra Funding-TXIN Internet Prog. 022 FY21

CERTIFIED BY:

  
\_\_\_\_\_  
Maria Arcilia Duran, CPA

9-22-20  
\_\_\_\_\_  
Date



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AI-77427

WIC 14. A.

CC REGULAR AGENDA SPECIAL MTG

Meeting 09/22/2020

Date:

Submitted Margarita Gonzalez, WIC

By:

Department: WIC

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Information

CAPTION

1. WIC ADMIN-Program 001-(1292): Requesting approval of the Certification of Revenue by the County Auditor in the amount \$9,200,000.00 for the FY 21 WIC Admin.and appropriation of the same.
2. WIC BF-Peer Counselor Program 002-(1292): Approval of Certification of Revenue in the amount of \$953,484.00 as certified by the County Auditor for the FY 21 BF Peer Counselor Program Grant and appropriation of the same.
3. WIC Registered Dietitian - Program 012-(1292): Approval of Certification of Revenues in the amount of \$60,000 as certified by the County Auditor for the FY 21 Registered Dietitian Program Grant and appropriation of the same.
4. WIC Lactation Services - Program 013-(1292): Approval of Certification of Revenues in the amount of \$50,000.00 as certified by the County Auditor for FY 21 Lactation Services and appropriation of the same.
5. WIC Lactation Services Center - Program 017- (1292): Approval of Certification of Revenues in the amount of \$289,000.00 as certified by the County Auditor for the FY 21 WIC Lactation Services Center and appropriation of the same.
6. WIC Snap-Ed Breastfeeding - Program 025 (1292): Approval of Certification of Revenues in the amount of \$15,000.00 as certified by the County Auditor for the FY 21 WIC Snap -Ed Breastfeeding and appropriation

of the same.

7. WIC Extra- Funding Summer Food Program - Program 020 (1292): Approval of Certification of Revenues in the amount of \$22,580.00 as certified by the County Auditor for the FY 21 WIC Extra-Funding Summer Food Program and appropriation of the same.

8. WIC Extra Funding -TXIN Internet- Program 022 (1292): Approval of Certification of Revenues in the amount of \$72,990.00 as certified by the County Auditor for the FY 21 WIC Extra -Funding TXIN Internet and appropriation of the same.

### BACKGROUND

Contract Approved on CC. AI-76728 8/11/20:

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#### Fiscal Impact

CALENDAR YEAR:	2020	ACCT. #:	0-1292-441-00-350-0XX-1-XXX
FUNDS AVAILABLE Y/N?:	Y	MATCHING FUNDS Y/N?:	N

#### BUDGETARY IMPACT:

No Budgetary Impact: 100% Federally Funded

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#### Attachments

WIC ADM appropriation

WIC Reg Dietitian appropriation

WIC Lactation appropriation

WIC Lac Center appropriation

WIC Snap BF appropriation

WIC Summer Food appropriation

WIC Extra Fnd appropriation

WIC B/F appropriation

---

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	09/17/2020 06:43 PM
Final Approval	Monica Salinas	09/18/2020 07:00 PM
Form Started By: Margarita Gonzalez		Started On: 09/17/2020 08:01 AM
Final Approval Date: 09/18/2020		



Lillian Hernandez &lt;lillian.hernandez@auditor.co.hidalgo.tx.us&gt;

## WIC FY2021 - Certification of Revenues Request, AI-77427

1 message

**Hector Sandoval** <hector.sandoval@wic.co.hidalgo.tx.us>

Thu, Sep 17, 2020 at 4:54 PM

To: Lillian Hernandez <lillian.hernandez@auditor.co.hidalgo.tx.us>

Cc: Clarissa Ramirez <clarissa.ramirez@wic.co.hidalgo.tx.us>, Margarita Gonzalez <mague.gonzalez@wic.co.hidalgo.tx.us>, Deborah Fischer <deborah.fischer@auditor.co.hidalgo.tx.us>

Good afternoon Lillian,

The WIC department is requesting a certification of revenues in reference to AI-77427 for the following Fiscal Year 2021 grants/programs:

Grant Program	Account Number	Amount
General Admin Funding	0-1292-441-00-350-001-1-XXX	9,200,000
Peer Counselor	0-1292-441-00-350-002-1-XXX	953,484
Registered Dietitian	0-1292-441-00-350-012-1-XXX	60,000
Lactation Services	0-1292-441-00-350-013-1-XXX	50,000
Lactation Services Center	0-1292-441-00-350-017-1-XXX	289,000
SNAP-Ed Program – Breastfeeding	0-1292-441-00-350-025-1-XXX	15,000
Extra Funding – Summer Food Prog	0-1292-441-00-350-020-1-XXX	22,580
Extra Funding – TXIN Internet	0-1292-441-00-350-022-1-XXX	72,990
<b>Total Funding</b>		<b>10,663,054</b>

Thank you,

**Hector Sandoval**

**Accountant III**

Hidalgo County W. I. C. Program

3105 W University Drive

Edinburg, TX 78539

Phone: (956) 381-4646 Ext. 4045

Fax: (956) 381-0297

hector.sandoval@wic.co.hidalgo.tx.us





June 22, 2020

**Clarissa Ramirez, WIC Director**  
**Hidalgo County dba Hidalgo County Health & Human Services, LA**  
**#012**  
**3105 W. University Dr.**  
**Edinburg, TX 78539**

**RE: Health and Human Services Commission (HHSC) Women, Infants and Children (WIC) Local Agency Contract #HHS000804500001.**

<b>CFDA Grant</b>	<b>10-557</b>
<b>Awarding Agency/Contact</b>	United States Department of Agriculture FNS Southwest Regional Office Food and Nutrition Service 1100 Commerce Street Room 522 Dallas, TX 75242-9980 (214) 290-9810

This is a notification of your organization’s FY 2021 (October 1, 2020 to September 30, 2021) WIC Local Agency funding.

Your organization will be receiving funding as listed below:

Funding Formula Rate (FFR): **\$13.75**

Project	Project Contact	Project Total (\$)	Type of Allocation		
			Admin	Nutrition Education	Breastfeeding
General Admin Funding	Elsa Rodriguez <a href="mailto:Elsa.Rodriguez2@hhsc.state.tx.us">Elsa.Rodriguez2@hhsc.state.tx.us</a>	9,860,490	X	X	X
Peer Counselor	Asia Sartor <a href="mailto:Asia.Sartor@hhsc.state.tx.us">Asia.Sartor@hhsc.state.tx.us</a>	953,484			X
Registered Dietitian	Stephanie Holland <a href="mailto:Stephanie.Holland1@hhsc.state.tx.us">Stephanie.Holland1@hhsc.state.tx.us</a>	60,000	X	X	X
Lactation Services	Neesha Bukht <a href="mailto:Neesha.Bukht@hhsc.state.tx.us">Neesha.Bukht@hhsc.state.tx.us</a>	50,000			X

Project	Project Contact	Project Total (\$)	Type of Allocation		
			Admin	Nutrition Education	Breastfeeding
Lactation Services Center	Andrea Urquidez <a href="mailto:Andrea.Urquidez@hhsc.state.tx.us">Andrea.Urquidez@hhsc.state.tx.us</a>	289,000			X
SNAP-Ed Program -- Breastfeeding	Juliette Coronado <a href="mailto:Juliette.Coronado@hhsc.state.tx.us">Juliette.Coronado@hhsc.state.tx.us</a>	15,000			X
Extra Funding -- Summer Food Prog	Jennifer Berringer <a href="mailto:Jennifer.Berringer@hhsc.state.tx.us">Jennifer.Berringer@hhsc.state.tx.us</a>	22,580	X		
Extra Funding -- TXIN Internet	Cindy Varnador <a href="mailto:Cindy.Varnador@hhsc.state.tx.us">Cindy.Varnador@hhsc.state.tx.us</a>	72,990	X		
	<b>Funding Total</b>	<b>\$11,323,544</b>			

**This notice does not relieve the agency from seeking additional approvals as required by WIC Policy.**

**All purchases must be in compliance with WIC policies and the Uniform Grant Management Standards.**

For HHSC to track local agency expenditures, please submit a separate State of Texas Purchase Voucher (Invoice) for reimbursement of actual allowable costs associated with each project.

When submitting the **Extra Funding voucher**, include all Extra Funding Projects expenses onto one State of Texas Purchase Voucher. Identify the Project by listing the Project name on the *Unit Price* Column and its corresponding expense on the *Amount* Column on the face of the voucher. Example: TXIN Internet | \$500.00.

When submitting the **SNAP-ED funding voucher**, include all SNAP-Ed Projects expense onto one State of Texas Purchase Voucher. Identify the Project name on the *Unit Price* Column and the corresponding expense on the *Amount* Column on the face of the voucher.

Example: SNAP-Ed NE | \$350.00.

If the allocation amounts on special projects are exceeded, any subsequent amount billed will be charged to your administrative WIC Funding.

For questions regarding purchase requests, please contact Belinda Saunders at [WICLARRequests@hhsc.state.tx.us](mailto:WICLARRequests@hhsc.state.tx.us).

For questions regarding funding concerns, please contact Cindy Varnador at [Cindy.Varnador@hhsc.state.tx.us](mailto:Cindy.Varnador@hhsc.state.tx.us).

Clarissa Ramirez  
June 22, 2020  
Page 3

If you have any questions or require additional information regarding your special projects, please use the project contact information listed above.

Sincerely,

*Edgar Curtis*

Edgar Curtis  
Director  
Texas WIC

Cc: Richard F. Cortez  
Hidalgo County Judge

**SIGNATURE DOCUMENT FOR  
HEALTH AND HUMAN SERVICES COMMISSION  
CONTRACT NO. HHS000804500001  
UNDER THE  
WOMEN, INFANTS AND CHILDREN’S NUTRITION GRANT PROGRAM**

**I. PURPOSE**

The Health and Human Services Commission (“HHSC” or “System Agency”), a pass-through entity, and Hidalgo County dba Hidalgo County Health & Human Services (“Grantee”) (each a “Party” and collectively the “Parties”) enter into the following grant contract to provide funding for the Women, Infants and Children’s Nutrition Program (the “Contract”).

**II. LEGAL AUTHORITY**

This Contract is authorized by and in compliance with the provisions of 42 U.S.C. § 1786, 7 CFR Part 246, and Chapter 32 of the Texas Health & Safety Code.

**III. DURATION**

The Contract is effective on October 01, 2020, and terminates on September 30, 2025, unless renewed, extended, or terminated pursuant to the terms and conditions of the Contract. Notwithstanding the limitation in the preceding sentence, System Agency, at its sole discretion, also may extend the Contract beyond five years as necessary to ensure continuity of service, for purposes of transition, or as otherwise determined by System Agency to serve the best interest of the State.

**IV. BUDGET**

HHSC will issue an annual funding letter (“Notice of Award”) to Grantee by July 1 setting the award amount for the corresponding fiscal year. HHSC will notify Grantee of any changes to annual funding amounts by issuing a revised Notice of Award.

Grantee acknowledges and understands awards under this Contract are subject to federal funding to HHSC to facilitate the WIC program

All expenditures under the Contract will be in accordance with ATTACHMENT A, STATEMENT OF WORK.

**Indirect Cost Rate:** The Grantee’s acknowledged or approved Indirect Cost Rate (ICR) and either the ICR Acknowledgement Letter, ICR Acknowledgement Letter – Ten Percent De Minimis, or the ICR Agreement Letter is incorporated into this contract by reference.

If the System Agency, at its sole discretion, approves or acknowledges an updated indirect cost rate, the new rate, together with the revised ICR Acknowledgement Letter, ICR Acknowledgement Letter – Ten Percent De Minimis, or the ICR Agreement Letter, will be incorporated into this contract by reference.

HHSC Contract #HHS000804500001

Page 1 of 4

**V. CONTRACT REPRESENTATIVES**

The following will act as the representative authorized to administer activities under this Contract on behalf of their respective Party.

<b>System Agency</b>	<b>Grantee</b>
Health and Human Services Commission  P.O. Box 149347 Austin, TX 78714-9347 Attention: Cynthia Wright, HHSC Contract Manager cynthia.wright@hhsc.state.tx.us	Hidalgo County dba Hidalgo County Health & Human Services 100 E. Cano St. 2nd Floor Edinburg, TX 78539 Attention: Richard F. Cortez, County Judge richard.cortez@co.hidalgo.tx.us

**VI. LEGAL NOTICES**

Any legal notice required under this Contract shall be deemed delivered when deposited by the System Agency either in the United States mail, postage paid, certified, return receipt requested; or with a common carrier, overnight, signature required, to the appropriate address below:

<b>System Agency</b>	<b>Grantee</b>
Health and Human Services Commission  4900 N. Lamar Blvd., Mail Code 1100 Austin, TX 78751-2316 Attention: Office of Chief Counsel	Hidalgo County dba Hidalgo County Health & Human Services 100 E. Cano St. 2nd Floor Edinburg, TX 78539 Attention: Richard F. Cortez, County Judge

**VII. NOTICE REQUIREMENTS**

Notice given by Grantee will be deemed effective when received by the System Agency. Either Party may change its address for notices by providing written notice to the other Party. All notices submitted to System Agency must:

- A. include the Contract number;
- B. be sent to the person(s) identified in the Contract; and,
- C. comply with all terms and conditions of the Contract.

**VIII. ADDITIONAL GRANT INFORMATION**

- A. Grantee Data Universal Numbering System (DUNS) Number: 80-678-1373
- B. Catalog of Federal Domestic Assistance (CFDA) Name and Number:
  - Name - Number: 10-557 Special Supplemental Nutrition Program for Women, Infants & Children (FOOD, ADMIN and PEER)
  - Name - Number: 10-561 Supplemental Nutrition Assistance Program
- C. Federal Award Period: October 1, 2020 to September 30, 2021

HHSC Contract #HHS000804500001

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D. Name of Federal Awarding Agency: United States Department of Agriculture (USDA)  
- Food and Nutrition Service (FNS)

E. Awarding Official Contact Information: FNS Southwest Regional Office  
Food and Nutrition Service  
1100 Commerce Street Room 522  
Dallas, TX 75242-9980  
(214) 290-9810

**SIGNATURE PAGE FOLLOWS**

HHSC Contract #HHS000804500001

Page 3 of 4

**SIGNATURE PAGE FOR SYSTEM AGENCY  
CONTRACT No. HHS000804500001**

**HEALTH & HUMAN SERVICES COMMISSION**

**HIDALGO COUNTY DBA HIDALGO COUNTY  
HEALTH & HUMAN SERVICES**

\_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

**THE FOLLOWING ATTACHMENTS TO SYSTEM AGENCY CONTRACT NO. HHS000804500001  
ARE INCORPORATED BY REFERENCE:**

- ATTACHMENT A – STATEMENT OF WORK**
- ATTACHMENT B – UNIFORM TERMS AND CONDITIONS - GRANT**
- ATTACHMENT C – CONTRACT AFFIRMATIONS**
- ATTACHMENT D – SPECIAL/SUPPLEMENTAL CONDITIONS**
- ATTACHMENT E – FEDERAL ASSURANCES AND CERTIFICATIONS**
- ATTACHMENT F – FFATA**
- ATTACHMENT G – DATA USE AGREEMENT**

**ATTACHMENTS FOLLOW**

## ATTACHMENT A STATEMENT OF WORK

### I. GRANTEE RESPONSIBILITIES

Grantee will:

- 1.1 Perform professional, administrative and clerical services necessary to determine eligibility, provide food benefits, and provide appropriate nutrition education and counseling to qualified women, infants and children in a specified geographic area. Grantee shall ensure adequate staff coverage and uninterrupted delivery of services. Services shall be performed according to the statutes, rules, policies, and directives of the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) and/or as directed by the United States Department of Agriculture (USDA) as referenced in this Contract. During the term of this Contract, the USDA may issue regulations, instructions, policies and/or directives, which may be incorporated into the current System Agency WIC Program Policy and Procedures Manual and program rules.
- 1.2 Determine eligibility of applicants through assessment of their categorical criteria, income, residence and nutritional status, and provide nutrition education and counseling to eligible participants.
- 1.3 Review the immunization records of WIC Program applicants/participants to ensure that immunizations are current. Make appropriate referrals to health care providers for necessary immunizations according to WIC Program policy.
- 1.4 Determine participants' access to health care, medical care and other human services, and make appropriate referrals. Grantee shall have a system in place to provide participants with appropriate health services or make appropriate referrals to health care providers under written agreements that ensure confidentiality of participants' personal information.
- 1.5 Issue pre-numbered WIC Electronic Benefit Transfer (EBT) cards furnished by System Agency to qualified participants who shall use such EBT cards to obtain specified food items from participating vendors; maintain complete accountability and security of all WIC EBT cards received from System Agency. Grantee shall be held financially responsible for all unaccounted WIC EBT cards and/or for the redeemed value of those issued to ineligible participants. In addition, Grantee shall be held financially liable for issuance of infant formula instruments that are not authorized or prescribed according to the System Agency WIC Policy and Procedures Manual.
- 1.6 Provide services within the state boundaries of Texas and in the approved clinic locations described in Grantee's approved application which is incorporated herein by reference and made a part of this Contract.
- 1.7 Appoint a Grantee WIC Director/Supervisor.

## ATTACHMENT A STATEMENT OF WORK

- 1.8 Offer services during extended hours of operation outside the traditional times of 8:00 a.m. to 5:00p.m., Monday through Friday, according to the Grantee's System Agency-approved Annual Plan of Operations, which incorporated by reference and made a part of this Contract.
- 1.9 Assist System Agency or USDA in the collection of data that will identify benefits of this nutrition intervention program and furnish financial, health, nutrition education and any other special reports in a timely manner as required by System Agency's WIC Program policies and procedures for the compilation of such data.
- 1.10 Become and maintain designation as a Mother-Friendly Worksite in accordance with 25 Tex. Admin. Code§ 31.1.
- 1.11 Implement or expand Grantee Breastfeeding Peer Counseling program to provide training and salary of peer counselors who assist pregnant and breastfeeding WIC program participants in normal breastfeeding situations. Provide clients with after-hours peer counseling services. Funding for this activity will be contingent on availability and written approval by System Agency.
- 1.12 If selected by the System Agency, implement or expand Grantee Breastfeeding Peer Dad Program.
  - A. The Peer Dad Program is separate from the Peer Counselor program.
  - B. If selected, Grantee shall submit to System Agency for review and approval a quarterly activity report in a format designated by System Agency. The activity report shall include goals and objectives, strategies, activities, timeline of events and performance measures for implementing and evaluating the program. Grantee shall submit the activity report to System Agency within thirty (30) calendar days after the end of each quarter during the Contract term.
- 1.13 Stock System Agency provided manual pumps, single-user electric breast pumps and multi-user electric breast pumps, collection kits, and purchase additional sized flanges. Distribute the appropriate pumps, kits, and/or additional sized flanges to eligible WIC participants. System Agency reserves the right to withhold payment if Grantee fails to accurately complete and submit online breast pump receiving reports within three (3) business days of receiving a System Agency breast pump delivery as documented in the current WIC Local Agency policy and procedure manual.
- 1.14 Implement or expand Grantee's use of a Registered Dietitian (RD) who is registered with the Commission on Dietetic Registration to provide for Grantee that includes, but not limited to: 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, implementing staff training, assisting with the Annual Nutrition Education and Breastfeeding plan, and plan and assist with special projects.

## ATTACHMENT A STATEMENT OF WORK

- 1.15 Train Local Agency staff. The term “Local Agency” is defined at 7 CFR § 246.2.
- 1.16 Develop an Outreach and Retention Plan and submit to the System Agency as part of the annual Nutrition and Breastfeeding Plan as required by WIC Local Agency Policy. Conduct outreach to potential participants and community partners and implement strategies to retain existing participants in accordance with Grantee outreach plan.
- 1.17 Complete surveys as requested.
- 1.18 Provide all WIC local agency employees providing services to WIC clients, a computer that has access to the WIC Management Information System (MIS) system and meets requirements set by the Texas WIC program.
- 1.19 Coordinate with System Agency to visit the physical address of a proposed grocery store outlet and determine if a store exists at the specified location and confirm the signage closely matches the indicated store name, if signage is present. Grantee shall send System Agency an email correspondence indicating findings on a form provided by System Agency, within five (5) business days of receipt of the form.
- 1.20 Resolve all possible dual participation records anytime the “duplicate detection” grid appears in the MIS. System Agency reserves the right to withhold payment if Grantee fails to accurately resolve all possible dual participation at the time of certification.
- 1.21 Implement special projects according to System Agency-approved plan related to nutrition education, outreach or breastfeeding if project is requested by Grantee and approved by System Agency. Funding for special projects is contingent upon availability and approval in writing by System Agency of the Grantee’s plan for the special project.
- 1.22 If selected by System Agency, provide meals to WIC participants as part of the WIC Summer Food Service Pilot Program in collaboration with the Texas Department of Agriculture (TDA) as follows:
  - A. Implement WIC Summer Food Service Pilot Program according to System Agency-approved plan.
  - B. Submit meals served data to Contracting Entity (CE), a designated TDA contractor, in a frequency and format designated by the CE.
  - C. Submit requested updates and/or reports to System Agency in a frequency and format designated by System Agency.
- 1.23 Implement lactation services for WIC program participants who have breastfeeding problems that are beyond the scope of practice of Grantee’s WIC staff and/or peer counselors using International Board-Certified Lactation Consultants (IBCLC) or

## ATTACHMENT A STATEMENT OF WORK

the most qualified equivalent. Lactation services may also include Local Agency staff training and the provision of lactation equipment. System Agency will provide written approval of Grantee's plan to use lactation funding.

- 1.24 If selected by System Agency, serve as:
- A. A lactation center for WIC program mothers with breastfeeding problems as outlined by System Agency;
  - B. A training center for WIC local agency staff and other health providers to receive clinical experience working with breastfeeding mothers; and
  - C. A statewide Lactation Resource Center for health providers to utilize for information and assistance when working with pregnant and breastfeeding women. To serve as the Lactation Resource Center Grantee must:
    1. Provide counseling services (to include in-person, phone, web-cam, and email consults) to at least 1000 breastfeeding mothers at Grantee's location every fiscal year.
    2. Ensure at least 40 students (i.e. WIC staff, dietetic interns, residents, nurses) complete the Clinical Lactation Practicum or other breastfeeding training at Grantee's location.
    3. Provide community education and track outreach activities to promote and support breastfeeding and the use of the lactation center in the community.
    4. Submit quarterly activity reports within thirty (30) calendar days after the end of each quarter of this Contract, in a format designated by System Agency. Activity reports will include, Grantee's activities to meet requirements stated within this section.
- 1.25 Ensure adequate staff coverage and uninterrupted delivery of WIC services if any member of Grantee's staff is approved in writing by System Agency to participate in the System Agency's dietetic Internship program. This internship will consist of no less than 1,200 hours of supervised learning experiences in a variety of nutrition-related facilities. Grantee is responsible for:
- A. Designating a WIC Nutritionist, preferably a registered dietitian, to be the Community Nutrition WIC Preceptor and oversee and evaluate intern's performance for the Community Nutrition (CN)/WIC portion of the System Agency dietetic internship.
  - B. The Community Nutrition Preceptor to ensure that the dietetic interns meet all requirements, standards and required supervised practice hours for the CN Supervised Practice as outlined by the System Agency's WIC Program.
  - C. Ensuring that the intern is not used for regular WIC duties during the internship period.

## ATTACHMENT A STATEMENT OF WORK

D. Collecting pay-back monies from intern in the event that the intern does not fulfill dietetic internship local agency contract requirements. Monies must be returned to System Agency.

- 1.26 If selected by System Agency, implement or expand SNAP-Education (SNAP-Ed) projects. Snap-Ed projects will focus on obesity prevention, nutrition education or breastfeeding friendly community initiatives, or peer counselor services for Supplemental Nutrition Assistance Program (SNAP) and WIC eligible populations within the community.

If selected, grantee shall appoint a project coordinator to oversee the implementation and evaluation of each initiative; participate in activities as requested by System Agency, including but not limited to, reports including budget status and evaluation results, collaboration on articles, participation in sharing sessions; follow the Snap-Ed guidance related to allowable costs for approved Snap-Ed projects; collect data and submit all requested reports in a frequency and format designated by Snap-Ed and System Agency for review and approval.

- 1.27 If selected by System Agency, implement or expand the Improving Participant Experience (IPE) initiative and strategies to improve the client experience and alleviate client "pain points," thus improving the quality of services and client satisfaction. This may include clinic improvements or other improvements.

A. Grantee shall submit proposed initiatives and required reports in a frequency and format designated by System Agency for review and approval.

B. Grantee shall appoint a project coordinator to oversee the implementation and evaluation of each initiative.

C. Grantee shall participate in activities as requested by System Agency, including but not limited to, writing news articles, submitting mid-year and end of year reports and participating in sharing sessions.

D. Grantee shall spend funds related to clinic improvements on items that meet the Texas WIC Design Guidelines and Catalog or have received approval from the System Agency.

- 1.28 If selected by System Agency, serve as an Innovation Center to implement innovative approaches in nutrition education, with a focus on behavior change and retention projects as proposed to System Agency.

Grantee shall designate an Innovation Lead based on requirements from System Agency who is responsible for overseeing local agency training, support, and evaluation on innovative concepts for clinic staff in addition to the implementation and evaluation of Innovation Center projects.

## ATTACHMENT A STATEMENT OF WORK

Grantee shall participate in additional activities as requested by System Agency, including but not limited to, observation and training on innovative techniques to staff from other WIC local agencies, collaboration on articles, reports including budget status and results, evaluation of innovative techniques, workgroup meetings at System Agency, and presentations at the Texas WIC Nutrition and Breastfeeding Conference. Grantee projects will comply with written Innovation Center plan submitted and approved by System Agency which is incorporated by reference. Grantee will submit reports in a frequency and in a format designated by System Agency.

- 1.29 If selected by System Agency, provide services to assist other WIC local agencies with management of participation growth, including, but not limited to, scheduling participants, clinic flow, and utilization of clinic space. Services are to include the following:
- A. Consultation with local agency staff regarding placement of equipment, clinic scheduling, clinic reconfiguration, changes in patient flow, and revision of staff duties;
  - B. Visits to local agency sites to ensure that changes are successfully implemented and to advise and make recommendations as needed;
  - C. Evaluation and assistance to WIC local agencies with processing applicants within federal timeframes;
  - D. Additional duties not listed but deemed necessary by either the local agency or System Agency;
  - E. Submit reports to System Agency in a format and frequency designated by System Agency documenting services provided to local agencies and local agency clinic efficiency; and
  - F. Consult with System Agency concerning design and implementation of a new computerized system for administering and tracking WIC program activity.
- 1.30 If selected by System Agency, Grantee will provide women's health, infant mortality, and WIC education and outreach in designated regions. These services to include the following:
- A. Schedule WIC training for all Community Health Workers who shall attend at least one (1) training session per fiscal year; and
  - B. Oversee Community Health Workers in conducting education and outreach at, but not limited to, libraries, parent groups, schools, churches, businesses, health fairs, WIC clinics, etc., to educate potentially eligible persons about the benefits of the WIC Program including nutrition education, breastfeeding support, and supplemental foods, and the location of WIC clinics.
  - C. Submit requested updates and/or reports to System Agency in a frequency and format designated by System Agency for review and approval.

## ATTACHMENT A STATEMENT OF WORK

- 1.31 If selected by System Agency, provide WIC outreach utilizing a subcontracted entity for a designated area of the state.
- Subcontracted WIC program outreach services to include:
- A. Educate potentially eligible persons about the benefits of the WIC Program, including nutrition education, breastfeeding support and supplemental foods;
  - B. Provide WIC application and appointment assistance;
  - C. Promote WIC services at community events and through local media;
  - D. Provide Medicaid, Food Stamps and Texas Temporary Assistance for Needy Families (TANF) application assistance to WIC participants;
  - E. Track and reporting case outcome determination; including persons referred to WIC who subsequently participate in the WIC program; and
  - F. Provide WIC clients and applicants with appointment reminders.
  - G. Require at a minimum, one (1) in-person training per federal fiscal year (FFY) for all subrecipient subcontractor staff providing WIC program services outreach. Grantee will submit to System Agency training content for review and approval upon request.
  - H. Provide System Agency with Grantee and Grantee subcontractor activity reports in the frequency and format designated by System Agency.
  - I. Grantee shall maintain and provide to System Agency upon request, written policies and procedures for monitoring subrecipient subcontractors for both financial and programmatic performance.
  - J. Grantee shall submit to System Agency upon request, results of ongoing monitoring and corrective actions in a format and frequency designated by System Agency.
  - K. Grantee shall ensure a signed Data Use form is signed for every contract term and that all client and potential client identifying information forwarded to the subrecipient subcontractor is used only for the purposes stated in this section.
- 1.32 If selected by System Agency, serve as a Regional Training and Conference center for the Texas WIC program and the United States Department of Agriculture (USDA) staff.
- A. In addition to training implemented by Grantee, the Regional Training and Conference Center shall be used as a central site for conducting routine System Agency.
  - B. Training center staff may be requested to develop specific courses as designated by the System Agency.

## ATTACHMENT A STATEMENT OF WORK

- C. Training center staff may be required to travel to other agencies/sites to conduct trainings at the System Agency's request.
- D. Grantee shall submit proposed courses, initiatives and required reports in a frequency and format designated by System Agency for review and approval.
- E. The Regional Training and Conference Center will also be available for satellite video conferencing as needed by System Agency, USDA, and WIC local agencies.

### II. PERFORMANCE MEASURES

The System Agency will monitor the Grantee's performance of the requirements in this Attachment A and compliance with the Contract's terms and conditions.

The following performance measures will be used to assess, in part, Grantee's effectiveness in providing the services described in the Contract, without waiving the enforceability of any of the other terms of the contract.

#### 2.1 Grantee shall ensure:

- A. Each quarter, an average of less than 5% of families who participate in the WIC Program by receiving food benefits will refuse nutrition education classes at the time of food instrument issuance.
- B. An average of 20% of all pregnant women who enter the WIC Program each quarter shall be certified as eligible during the period of the first trimester of their pregnancy;
- C. An average of 80% of clients a quarter who are enrolled in the WIC Program, excluding dual participants, transfer locked and/or migrant clients, shall participate as food benefit recipients each month (breast-feeding infants are also included in the client count); and
- D. 100% of participants who indicate during the enrollment process for the WIC Program that they have no source of health care shall be referred to an appropriate service.
- E. An average customer satisfaction percentage of no more than 10% below the statewide average.

### III. INVOICE AND PAYMENT

- 3.1 HHSC will send Grantee an annual funding letter ("Notice of Award") setting the award amount for the corresponding fiscal year. Annual and funding adjustment Notices of Award will be incorporated into this Contract by reference.

## ATTACHMENT A STATEMENT OF WORK

- 3.2 Grantee will request monthly payments using the State of Texas Purchase Voucher (invoice) and submit with any supporting documentation by electronic mail to HHSC WIC Program Services Branch at [WicVouchers@hhsc.state.tx.us](mailto:WicVouchers@hhsc.state.tx.us).
- A. Grantee shall indicate separately on the face of the State of Texas Purchase Voucher (invoice), the costs associated with nutrition education, breast-feeding, and other administrative costs.
- 3.3 Grantee shall submit a separate State of Texas Purchase Voucher (Invoice) for reimbursement of actual allowable costs associated with each special project.
- 3.4 Grantee will submit Financial Status Reports (FSR) by electronic mail to HHSC WIC Program Services Branch at [WicVouchers@hhsc.state.tx.us](mailto:WicVouchers@hhsc.state.tx.us) by the last business day of the month following the end of each quarter of the Contract term for review and financial assessment.
- 3.5. Grantee will be paid on a cost categorical basis and in accordance with the terms of this Contract.
- 3.6 In order to claim indirect costs, Grantee must have an approved indirect cost rate or elect to use the de Minimis rate by December 31, 2020. The options for indirect cost recovery are as follows:
- A. Elect to use the de minimis;
- B. Grantee provides System Agency with an approved negotiated indirect cost rate agreement from a federal or state agency;
- C. Grantee requests a negotiated rate from a cognizant agency;
- D. Grantee requests a negotiated rate from System Agency directly; or
- E. Grantee waives indirect cost recovery.

Indirect costs may be restricted or prohibited by legal statute or the grant terms and conditions. Any restrictions that are identified by legal, statute, or grant terms will limit the maximum amount of grant dollars available to recover indirect costs.

- 3.7 All payments made by System Agency to Grantee under this Contract will be reimbursements subject to the following requirements, conditions and stipulations:
- A. All categories of costs billed to System Agency and allocation of such costs, shall be in accordance with the Plan to Allocate Direct Costs (PADC) submitted by Grantee and accepted by the System Agency. This document is incorporated in the Contract by reference.
- B. System Agency will reimburse Grantee for administrative costs incurred when determining eligibility, providing appropriate nutrition education and counseling, issuing WIC Electronic Benefit Transfer (EBT) cards, making

## ATTACHMENT A STATEMENT OF WORK

participant referrals, vendor evaluation, outreach, start-up costs and general administrative support.

- C. Administrative costs will be reimbursed based on actual costs, but not to exceed the "maximum reimbursement" based upon the sum of the participants who were issued WIC benefits each month plus infants who do not receive any WIC benefits whose breastfeeding mothers were participants to the extent that the total so derived does not exceed Grantee's total assigned caseload within any given month. Surplus funds (the amount by which maximum reimbursements exceed actual costs) can be accumulated and carried forward within the Contract term.
- D. The participant caseload will be assigned by System Agency by giving written notice to Grantee. The participant caseload is subject to change upon written notice to Grantee from System Agency with Grantee's concurrence. Grantee assumes liability for all food costs resulting from Grantee exceeding its assigned caseload. The number of individuals served in excess of assigned caseload are not to be included in the calculation of earned administrative funds as described below.
- E. Grantee will be allowed the option of receiving a two (2) month cash advance in accordance with current System Agency's WIC program policy and procedures.
- F. Grantee surplus encumbered by September 30 shall be billed and vouchers received by System Agency no later than sixty (60) calendar days following the fiscal year.
- G. Grantee shall identify and document separately not less than 19% of total administrative costs as expenditures directly related to nutrition education and counseling. Nutrition education and counseling expenditures shall be supported by documentation of participant attendance or non-attendance within the WIC Program.
- H. System Agency will reimburse Grantee for administrative expenses at a rate not greater than 5.26 times the amount of properly documented expenditures for nutrition education and counseling, but not more than is earned based on actual participation not to exceed Grantee's assigned participant caseload, plus any incentive funds allocated to Grantee by System Agency.
- I. System Agency will identify annually to Grantee an amount of funds that shall be spent for breastfeeding promotion. The allocation of breast feeding funds to Grantee will be based on Grantee's proportional share of the statewide combined total of pregnant and breastfeeding participants as reported to System Agency.

## ATTACHMENT A STATEMENT OF WORK

- J. System Agency reserves the right to withhold a proportionate amount of earned administrative funds when evidence exists that nutrition education and/or breastfeeding promotion is not being provided by Grantee, or Grantee is not complying with the provisions of USDA and/or System Agency directives.
- K. System Agency may provide extended hours funding to Grantee for participants who are provided WIC services outside the normal traditional hours to the extent that federal funding is available.
- L. System Agency may amend or terminate the Contract if available funds become reduced, depleted, or unavailable during the term of the Contract to the extent that the WIC Program is unable to provide administrative funding at the rate(s) stated in the Notice of Award. System Agency will notify Grantee if a change in funding occurs and Grantee will have sixty (60) days to provide written notice to System Agency with intention to terminate this contract.
- M. System Agency may, at its sole discretion, pay for additional goods or services, as specified in this attachment, if provided by Grantee during the term of the Contract and not otherwise paid during the Contract term if it is in the best interest of System Agency. If Grantee exceeds the amount of earned administrative funds as stated above, Grantee shall continue to bill System Agency for the services provided. If additional funds become available at a later date for the provision of these services, System Agency may elect to pay Grantee a share of these funds.

DATE: September 17, 2020

DEPARTMENT HEAD: Clarissa Ramirez

DEPARTMENT NAME: WIC

ACCOUNT NUMBER: 0-1292-441-00-350-001-1-XXX WIC ADM

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

**2020**  
Appropriation  
AI-77427



**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
0-1292-441-00-350-001-1-112	WIC ADM-DEPT HEADS	97,036.00
0-1292-441-00-350-001-1-113	WIC ADM-REG F/T EMPLOYEES	5,404,689.00
0-1292-441-00-350-001-1-114	WIC ADM-REG P/T EMPLOYEES	119,304.00
0-1292-441-00-350-001-1-115	WIC ADM-LONGEVITY PAY	112,960.00
0-1292-441-00-350-001-1-211	WIC ADM-HEALTH INSURANCE	1,329,876.00
0-1292-441-00-350-001-1-212	WIC ADM-LIFE INSURANCE	7,145.00
0-1292-441-00-350-001-1-220	WIC ADM-FICA	438,650.00
0-1292-441-00-350-001-1-230	WIC ADM-RETIREMENT	729,937.00
0-1292-441-00-350-001-1-250	WIC ADM-UNEMPLOYMENT COMP	34,404.00
0-1292-441-00-350-001-1-260	WIC ADM-WORKERS COMP	53,899.00
0-1292-441-00-350-001-1-411	WIC ADM-WATER/SEWERAGE	11,323.00
0-1292-441-00-350-001-1-413	WIC ADM-ELEC SURVEILLANCE & SECURITY	4,844.00
0-1292-441-00-350-001-1-421	WIC ADM-DISPOSAL	15,000.00
0-1292-441-00-350-001-1-430	WIC ADM-REPAIR & MAINT SRV	5,000.00
0-1292-441-00-350-001-1-441	WIC ADM-LAND & BLDG RENT	587,853.00
0-1292-441-00-350-001-1-442	WIC ADM-EQUIP & VEHICLE RENT	950.00
0-1292-441-00-350-001-1-520	WIC ADM-INSURANCE	40,000.00
0-1292-441-00-350-001-1-531	WIC ADM-TELEPHONE	59,410.00
0-1292-441-00-350-001-1-532	WIC ADM-WIRELESS DEVICES	6,719.00
0-1292-441-00-350-001-1-534	WIC ADM-INTERNET	22,860.00
0-1292-441-00-350-001-1-535	WIC ADM-POSTAGE	2,500.00
0-1292-441-00-350-001-1-540	WIC ADM-ADVERTISING STATUTORY	2,000.00
0-1292-441-00-350-001-1-550	WIC ADM-PRINTING & BINDING	800.00
0-1292-441-00-350-001-1-581	WIC ADM-TRAVEL IN COUNTY	2,000.00
0-1292-441-00-350-001-1-583	WIC ADM-TRAVEL OUT OF COUNTY	3,000.00
0-1292-441-00-350-001-1-584	WIC ADM-REGISTRATION FEES	500.00
0-1292-441-00-350-001-1-610	WIC ADM-GENERAL SUPPLIES	15,000.00
0-1292-441-00-350-001-1-622	WIC ADM-ELECTRICITY	66,000.00
0-1292-441-00-350-001-1-626	WIC ADM-GASOLINE/DIESEL	8,000.00
0-1292-441-00-350-001-1-631	WIC ADM-BOTTLED WATER	5,000.00
0-1292-441-00-350-001-1-660	WIC ADM TXIN-FURN & EQUIP CNTRLD	500.00

INCREASE ACCOUNT NUMBER(S)	ACCOUNT (OBJECT) NAME	AMOUNT
0-1292-441-00-350-001-1-780	WIC ADM-CAPITAL LEASES	12,141.00
0-1292-441-00-350-001-1-810	WIC ADM-DUES & MEMBERSHIPS	500.00
0-1292-441-00-350-001-1-811	WIC ADM-LICENSES & PERMITS	200.00
0-1292-331-12-350-001-1-000	WIC ADM REVENUES	9,200,000.00
<b>TOTAL BUDGET INCREASE (DECREASE)</b>		<b>9,200,000.00</b>

**REASON:**

To appropriate the WIC General Admin. FY2021 (October 1, 2020 to September 30, 2021) grant funding awarded by the United States Department of Agriculture (USDA), pass through by the Texas Health & Human Services Commission (HHSC), contract #HHS000804500001

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK

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DATE: September 17, 2020

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DEPARTMENT HEAD: Clarissa Ramirez

2020  
Appropriation  
AI-77427



DEPARTMENT NAME: WIC

ACCOUNT NUMBER: 0-1292-441-00-350-002-0-XXX WIC B/F PRG

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
0-1292-441-00-350-002-1-113	WIC B/F PRG-REG F/T EMPLOYEES	604,532.00
0-1292-441-00-350-002-1-115	WIC B/F PRG-LONGEVITY PAY	10,200.00
0-1292-441-00-350-002-1-211	WIC B/F PRG-HEALTH INSURANCE	178,398.00
0-1292-441-00-350-002-1-212	WIC B/F PRG-LIFE INSURANCE	958.00
0-1292-441-00-350-002-1-220	WIC B/F PRG-FICA	47,027.00
0-1292-441-00-350-002-1-230	WIC B/F PRG-RETIREMENT	78,255.00
0-1292-441-00-350-002-1-250	WIC B/F PRG-UNEMPLOYMENT COMP	3,688.00
0-1292-441-00-350-002-1-260	WIC B/F PRG-WORKERS COMP	5,779.00
0-1292-441-00-350-002-1-532	WIC B/F PRG-WIRELESS DEVICES	1,000.00
0-1292-441-00-350-002-1-581	WIC B/F PRG-TRAVEL IN COUNTY	3,000.00
0-1292-441-00-350-002-1-583	WIC B/F PRG-TRAVEL OUT OF COUNTY	6,000.00
0-1292-441-00-350-002-1-584	WIC B/F PRG-REGISTRATION FEES	2,500.00
0-1292-441-00-350-002-1-610	WIC B/F PRG-GENERAL SUPPLIES	12,147.00
		2,500.00
0-1292-331-12-350-002-1-000	WIC B/F PRG-REVENUES	953,484.00
		013
		953,484.00
<b>TOTAL BUDGET INCREASE (DECREASE)</b>		<b>953,484.00</b>

REASON: To appropriate the WIC Peer Counselor (Breastfeeding) FY2021 (October 1, 2020 to September 30, 2021) grant funding awarded by the United States Department of Agriculture (USDA), pass through by the Texas Health & Human Services Commission (HHSC), contract #HHS000804500001

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

/ /  
DATE

ATTEST COUNTY CLERK

DATE: September 17, 2020

DEPARTMENT HEAD: Clarissa Ramirez

**2020**

Appropriation  
AI-77427



DEPARTMENT NAME: WIC

ACCOUNT NUMBER: 0-1292-441-00-350-012-1-XXX WIC REG DIETITIAN

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	0 * *	T
0-1292-441-00-350-012-1-113	WIC REG DIETITIAN-REG F/T EMPLOYEES	43,256.0000+	43,256.00
0-1292-441-00-350-012-1-211	WIC REG DIETITIAN-HEALTH INSURANCE	7,226.0000+	7,226.00
0-1292-441-00-350-012-1-212	WIC REG DIETITIAN-LIFE INSURANCE	39.0000+	39.00
0-1292-441-00-350-012-1-220	WIC REG DIETITIAN-FICA	3,309.0000+	3,309.00
0-1292-441-00-350-012-1-230	WIC REG DIETITIAN-RETIREMENT	5,505.0000+	5,505.00
0-1292-441-00-350-012-1-250	WIC REG DIETITIAN-UNEMPLOYMENT COMP	259.0000+	259.00
0-1292-441-00-350-012-1-260	WIC REG DIETITIAN-WORKERS COMP	406.0000+	406.00
0-1292-331-12-350-012-1-000	WIC REG DIETITIAN-REVENUES	60,000.0000*	60,000.00
<b>TOTAL BUDGET INCREASE (DECREASE)</b>			<b>60,000.00</b>

**REASON:**

To appropriate the WIC Registered Dietitian FY2021 (October 1, 2020 to September 30, 2021) grant funding awarded by the United States Department of Agriculture (USDA), pass through by the Texas Health & Human Services Commission (HHSC), contract #HHS000804500001

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

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DATE

ATTEST COUNTY CLERK

DATE: September 17, 2020

**2020**

DEPARTMENT HEAD: Clarissa Ramirez

Appropriation  
AI-77427



DEPARTMENT NAME: WIC

ACCOUNT NUMBER: 0-1292-441-00-350-013-1-XXX WIC LACTATION SVCS

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		
0-1292-441-00-350-013-1-113	WIC LACTATION SVCS-REG F/T EMPLOYEES	29,174.0000+	29,174.00
0-1292-441-00-350-013-1-115	WIC LACTATION SVCS-LONGEVITY PAY	468.0000+	468.00
0-1292-441-00-350-013-1-211	WIC LACTATION SVCS-HEALTH INSURANCE	4,865.0000+	4,865.00
0-1292-441-00-350-013-1-212	WIC LACTATION SVCS-LIFE INSURANCE	26.0000+	26.00
0-1292-441-00-350-013-1-220	WIC LACTATION SVCS-FICA	2,268.0000+	2,268.00
0-1292-441-00-350-013-1-230	WIC LACTATION SVCS-RETIREMENT	3,773.0000+	3,773.00
0-1292-441-00-350-013-1-250	WIC LACTATION SVCS-UNEMPLOYMENT COM	178.0000+	178.00
0-1292-441-00-350-013-1-260	WIC LACTATION SVCS-WORKERS COMP	279.0000+	279.00
0-1292-441-00-350-013-1-610	WIC LACTATION SVCS-GENERAL SUPPLIES	8,969.0000+	8,969.00
0-1292-331-12-350-013-1-000	WIC LACTATION SVCS-REVENUES	50,000.0000*	50,000.00
<b>TOTAL BUDGET INCREASE (DECREASE)</b>			<b>50,000.00</b>

**REASON:**

To appropriate the WIC Lactation Services FY2021 (October 1, 2020 to September 30, 2021) grant funding awarded by the United States Department of Agriculture (USDA), pass through by the Texas Health & Human Services Commission (HHSC), contract #HHS000804500001

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK

DATE: September 17, 2020

DEPARTMENT HEAD: Clarissa Ramirez

**2020**  
Appropriation  
AI-77427



DEPARTMENT NAME: WIC

ACCOUNT NUMBER: 0-1292-441-00-350-017-1-XXX WIC LAC CENTER

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		NT
0-1292-441-00-350-017-1-113	WIC LAC CENTER-REG F/T EMPLOYEES	170,797.0000+	170,797.00
0-1292-441-00-350-017-1-115	WIC LAC CENTER-LONGEVITY PAY	1,764.0000+	1,764.00
0-1292-441-00-350-017-1-211	WIC LAC CENTER-HEALTH INSURANCE	34,058.0000+	34,058.00
0-1292-441-00-350-017-1-212	WIC LAC CENTER-LIFE INSURANCE	183.0000+	183.00
0-1292-441-00-350-017-1-220	WIC LAC CENTER-FICA	13,201.0000+	13,201.00
0-1292-441-00-350-017-1-230	WIC LAC CENTER-RETIREMENT	21,967.0000+	21,967.00
0-1292-441-00-350-017-1-250	WIC LAC CENTER-UNEMPLOYMENT COMP	1,035.0000+	1,035.00
0-1292-441-00-350-017-1-260	WIC LAC CENTER-WORKERS COMP	1,622.0000+	1,622.00
0-1292-441-00-350-017-1-441	WIC LAC CENTER-LAND & BLDG RENT	35,310.0000+	35,310.00
0-1292-441-00-350-017-1-531	WIC LAC CENTER-TELEPHONE	740.0000+	740.00
0-1292-441-00-350-017-1-610	WIC LAC CENTER-GENERAL SUPPLIES	8,323.0000+	8,323.00
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0-1292-331-12-350-017-1-000	WIC LAC CENTER-REVENUES	289,000.0000*	289,000.00
<b>TOTAL BUDGET INCREASE (DECREASE)</b>			<b>289,000.00</b>

**REASON:**

To appropriate the WIC Lactation Services Center FY2021 (October 1, 2020 to September 30, 2021) grant funding awarded by the United States Department of Agriculture (USDA), pass through by the Texas Health & Human Services Commission (HHSC), contract #HHS000804500001

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK

DATE: September 17, 2020

DEPARTMENT HEAD: Clarissa Ramirez

**2020**

Appropriation  
AI-77427



DEPARTMENT NAME: WIC

ACCOUNT NUMBER: 0-1292-441-00-350-020-1-XXX WIC SUMMER FOOD

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:

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would like to request the following Budget Amendments (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C

INCREASE ACCOUNT NUMBER(S)	ACCOUNT (OBJECT) NAME	AMOUNT
0-1292-441-00-350-020-1-122	WIC SUMMER FOOD-TEMP P/T EMPLOYEES	20,680.00
0-1292-441-00-350-020-1-220	WIC SUMMER FOOD-FICA	1,582.00
0-1292-441-00-350-020-1-250	WIC SUMMER FOOD-UNEMPLOYMENT COMP	124.00
0-1292-441-00-350-020-1-260	WIC SUMMER FOOD-WORKERS COMP	194.00
0-1292-331-12-350-020-1-000	WIC SUMMER FOOD-REVENUES	22,580.00
<b>TOTAL BUDGET INCREASE (DECREASE)</b>		<b>22,580.00</b>

**REASON:**

To appropriate the WIC Summer Food FY2021 (October 1, 2020 to September 30, 2021) grant funding awarded by the United States Department of Agriculture (USDA), pass through by the Texas Health & Human Services Commission (HHSC), contract #HHS000804500001

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

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DATE

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DATE: September 17, 2020

DEPARTMENT HEAD: Clarissa Ramirez

**2020**

Appropriation  
AI-77427



DEPARTMENT NAME: WIC

ACCOUNT NUMBER: 0-1292-441-00-350-022-1-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
0-1292-441-00-350-022-1-534	WIC EXTRA FND-INTERNET	72,990.00
0-1292-331-12-350-022-1-000	WIC EXTRA FND-REVENUES	72,990.00
<b>TOTAL BUDGET INCREASE (DECREASE)</b>		<b>72,990.00</b>

**REASON:** To appropriate the WIC EXTRA FUNDING FY2021 (October 1, 2020 to September 30, 2021) grant funding awarded by the United States Department of Agriculture (USDA), pass through by the Texas Health & Human Services Commission (HHSC), contract #HHS000804500001

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

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DATE

ATTEST COUNTY CLERK

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DATE: September 17, 2020

DEPARTMENT HEAD: Clarissa Ramirez

**2020**

Appropriation  
AI-77427



DEPARTMENT NAME: WIC

ACCOUNT NUMBER: 0-1292-441-00-350-025-1-XXX WIC SNAP BF

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
0-1292-441-00-350-025-1-610	WIC SNAP BF-GENERAL SUPPLIES	15,000.00
0-1292-331-12-350-025-1-000	WIC SNAP BF-REVENUES	15,000.00
<b>TOTAL BUDGET INCREASE (DECREASE)</b>		<b>15,000.00</b>

**REASON:**

To appropriate the WIC SNAP BF FY2021 (October 1, 2020 to September 30, 2021) grant funding awarded by the United States Department of Agriculture (USDA), pass through by the Texas Health & Human Services Commission (HHSC), contract #HHS000804500001

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

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