

# 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](http://www.co.hidalgo.tx.us/auditor)

March 16, 2021

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 Everardo Villarreal, 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  
\$236,000.00

PURPOSE  
Award No. HHS000804500001  
Revised Funding Notification  
WIC Administrative Program 001 FY21

CERTIFIED BY:

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

3-10-21  
\_\_\_\_\_  
Date

**HIDALGO COUNTY DISTRICT JUDGES**

- LUIS M. SINGLETERRY  
JUDGE, 9<sup>TH</sup> D.C.
- FERNANDO MORALES  
JUDGE, 9<sup>TH</sup> D.C.
- J. R. "BOBBY" FLORES  
JUDGE, 13<sup>TH</sup> D.C.
- ROSE GUERRA REYNA  
JUDGE, 20<sup>TH</sup> D.C.
- MARLA CUELLAR  
JUDGE, 27<sup>TH</sup> D.C.
- MARIO E. RAMIREZ, JR.  
JUDGE, 32<sup>ND</sup> D.C.
- NOE GONZALEZ  
JUDGE, 37<sup>TH</sup> D.C.  
OVERSEER
- LETICIA LOPEZ  
JUDGE, 38<sup>TH</sup> D.C.
- L. KENO VABQUEZ  
JUDGE, 39<sup>TH</sup> D.C.
- ISRAEL RAMON, JR.  
JUDGE, 43<sup>RD</sup> D.C.
- RENEE H. BETANCOURT  
JUDGE, 46<sup>TH</sup> D.C.
- JOSE "JOE" RAMIREZ  
JUDGE, 49<sup>TH</sup> D.C.

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Dear Judge and Commissioners:

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

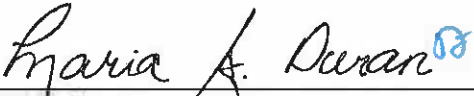
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AMOUNT  
\$6,000.00

PURPOSE  
Award No. HHS000804500001  
Revised Funding Notification  
WIC Registered Dietitian Program 012 FY21

CERTIFIED BY:

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

3-10-21  
\_\_\_\_\_  
Date

**HIDALGO COUNTY DISTRICT JUDGES**

- Luis M. Singletary  
JUDGE, 52<sup>ND</sup> D.C.
- Fernando Mantua  
JUDGE, 53<sup>RD</sup> D.C.
- J. R. "BOBBY" Flores  
JUDGE, 139<sup>TH</sup> D.C.
- Rose Guerra Reyna  
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, 376<sup>TH</sup> D.C.  
OVERSEER
- Leticia Lopez  
JUDGE, 388<sup>TH</sup> D.C.
- L. Yeno Vasquez  
JUDGE, 388<sup>TH</sup> D.C.
- Israel Ramon, Jr.  
JUDGE, 430<sup>TH</sup> D.C.
- Renee R. Betancourt  
JUDGE, 448<sup>TH</sup> D.C.
- Jose "Joe" Ramirez  
JUDGE, 461<sup>ST</sup> D.C.

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AMOUNT  
\$5,000.00

PURPOSE  
Award No. HHS000804500001  
Revised Funding Notification  
WIC Improving Participant Experience Program 023 FY21

CERTIFIED BY:

Maria Arcilia Duran  
Maria Arcilia Duran, CPA

3-10-21  
Date

**HIDALGO COUNTY DISTRICT JUDGES**

- LUS H. SINGLEERRY  
JUDGE, 92<sup>ND</sup> D.C.
- FERNANDO MANCINI  
JUDGE, 93<sup>RD</sup> D.C.
- J.R. "BOBBY" FLORES  
JUDGE, 139<sup>TH</sup> D.C.
- ROSE OQUERRA REYNA  
JUDGE, 208<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, 379<sup>TH</sup> D.C.  
OVERSEER
- LETICIA LOPEZ  
JUDGE, 388<sup>TH</sup> D.C.
- L. RENO VASQUEZ  
JUDGE, 398<sup>TH</sup> D.C.
- ISRAEL RAMON, JR.  
JUDGE, 431<sup>TH</sup> D.C.
- RENEE R. RETANOCOURT  
JUDGE, 448<sup>TH</sup> D.C.
- JOSE "JOE" RAMIREZ  
JUDGE, 464<sup>TH</sup> D.C.

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AMOUNT  
\$52,754.00

PURPOSE  
Award No. HHS000804500001  
Revised Funding Notification  
WIC Extra Funding - Other Program 024 FY21

CERTIFIED BY:

Maria Arcilia Duran  
Maria Arcilia Duran, CPA

3-10-21  
Date

**HIDALGO COUNTY DISTRICT JUDGES**

- LUIG M. SINGLETERRY  
JUDGE, 32<sup>ND</sup> D.C.
- FERNANDO MANCOS  
JUDGE, 33<sup>RD</sup> D.C.
- J. R. "BOBBY" FLORES  
JUDGE, 136<sup>TH</sup> D.C.
- ROSE GUERRA REYNA  
JUDGE, 204<sup>TH</sup> D.C.
- MARLA CUELLAR  
JUDGE, 275<sup>TH</sup> D.C.
- MARIO E. RAMIREZ, JR.  
JUDGE, 232<sup>ND</sup> D.C.
- NOE GONZALEZ  
JUDGE, 370<sup>TH</sup> D.C.  
OVERSEER
- LETICIA LOPEZ  
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<p>AMOUNT \$510,200.00</p>	<p>PURPOSE Award No. HHS000804500001 Revised Funding Notification WIC Extra Funding – COVID Program 023 FY21</p>
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CERTIFIED BY:

Maria Arcilia Duran  
 Maria Arcilia Duran, CPA

3-10-21  
 Date

**HIDALGO COUNTY DISTRICT JUDGES**

- |  |  |   |  |  |  |   |  |  |  |  |   |
|--|--|---|--|--|--|---|--|--|--|--|---|
| LUS K. SINGLETON<br>JUDGE, 92 <sup>ND</sup> D.C. | FERNANDO NUÑEZ<br>JUDGE, 33 <sup>RD</sup> D.C. | J. R. "BOBBY" FLORES<br>JUDGE, 139 <sup>TH</sup> D.C. | ROSE GUERRA REYNA<br>JUDGE, 204 <sup>TH</sup> D.C. | MARLA CUELLAR<br>JUDGE, 275 <sup>TH</sup> D.C. | MARIO E. RAMIREZ, JR.<br>JUDGE, 332 <sup>ND</sup> D.C. | NOE GONZALEZ<br>JUDGE, 379 <sup>TH</sup> D.C.<br>OVERSEER | LETICIA LOPEZ<br>JUDGE, 389 <sup>TH</sup> D.C. | L. KENO VASQUEZ<br>JUDGE, 388 <sup>TH</sup> D.C. | ISRAEL RAMON, JR.<br>JUDGE, 430 <sup>TH</sup> D.C. | RENEE R. BEFANCOURT<br>JUDGE, 448 <sup>TH</sup> D.C. | JOSE "JOE" RAMIREZ<br>JUDGE, 484 <sup>TH</sup> D.C. |
|--|--|---|--|--|--|---|--|--|--|--|---|

AI-79851

WIC 38.0.

CC REGULAR AGENDA SPECIAL MTG

Meeting  
Date: 03/16/2021

Submitted Margarita Gonzalez, WIC  
By:

Department: WIC

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Information

CAPTION

WIC - Admin-Program 001-(1292)

1. Approval to accept the Additional Local Funding Notification FY 2021 (October 1, 2020 to September 30, 2021) from the Health and Human Services Commission (HHSC) Women, Infants and Children (WIC) Local Agency Contract #HHS000804500001 in the amount of \$254,100.00.
2. Requesting Approval of Certification of Revenues in the amount \$236,000.00 as certified by the County Auditor, and appropriation of the the same.

WIC- Registered Dietitian -Program 012-(1292)

3. Requesting approval to accept the the Registered Dietitian FY 21 Additional Funding Notification in the amount of \$6,000.00.
4. Requesting approval of Certification of Revenues in the amount of \$6,000.00 as certified by the County Auditor, and appropriation of the same.

WIC - Extra Funding Improving Participant Experience/Clinic IPE Program 023-(1292)

5. Requesting approval to accept the Extra improving Participant Experience Clinic IPE Program FY21 Revised Funding Notification in the amount of \$5,000.00.
6. Requesting approval of Certification of Revenue in the amount of \$5,000.00 as certified by the County Auditor, and appropriation of the same.

WIC- Extra Funding - COVID Program 026- (1292)

7. Requesting approval to accept the WIC Extra Funding COVID FY21 Revised Funding Notification in the amount of \$510,200.00.
8. Requesting approval of Certification of Revenue as certified in the amount of \$510,200.00 as certified by the County Auditor, and appropriation of the same.

WIC - Extra Funding Other Program 024- (1292)

9. Requesting approval to accept the WIC Extra Funding -Other FY Revised Funding Notification in the amount of \$52,754.00.
10. Requesting approval of Certification of Revenue as certified in the amount of \$52,754.00 as certified by the County Auditor and appropriation of the same.

## BACKGROUND

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### Fiscal Impact

CALENDAR YEAR:	2021 ACCT. #:	1-1292-441-00-350-001-01-xxx
FUNDS AVAILABLE Y/N?:	Y MATCHING FUNDS Y/N?:	N

### BUDGETARY IMPACT:

No Budgetary Impact: 100% Federally Funded

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### Attachments

FY21 Revised Funding

WIC B.A.

IPE BA

Ex Funding BA

COVID BA

FY21 RD BA

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### Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	03/09/2021 02:28 PM

Final Approval

Form Started By: Margarita Gonzalez

Started On: 03/05/2021 08:13 AM



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

### AI-79851 Certification of Revenue Request

1 message

**Margarita Gonzalez** <mague.gonzalez@wic.co.hidalgo.tx.us> Mon, Mar 8, 2021 at 5:58 PM  
 To: Lillian Hernandez <lillian.hernandez@auditor.co.hidalgo.tx.us>, "fischer, Deborah" <deborah.fischer@auditor.co.hidalgo.tx.us>, "ramirez, clarissa" <clarissa.ramirez@wic.co.hidalgo.tx.us>, Hector Sandoval <hector.sandoval@wic.co.hidalgo.tx.us>

**Lillian, I would like to request the Certification of Revenue for the following grants.**

Grant:	Account Number	Amount
WIC-Admin -	1-1292-331-12-350-001-1-000	\$236,000.00
WIC -Reg.Dietitian -	1-1292-331-12-350-012-1-000	\$ 6,000.00
WIC- IPE -	1-1292-331-12-350-023-1-000	\$ 5,000.00
WIC-Extra Funding Other -	1-1292-331-12-350-024-1-000	\$ 52,754.00
WIC- Extra Funding Covid 19	1-1292-331-12-350-026-1-000	\$510,200.00
<b>Total Funding</b>		<b>\$809,954.00</b>

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

**WIC Revised Local Funding Grants FY21.pdf**  
 3084K



February 24, 2021

Clarissa Ramirez, WIC Director  
Hidalgo County dba Hidalgo County Health & Human Services, LA 12  
3105 W. University Dr.  
Edinburg, TX 78539

**RE: Revised Funding Notification**

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

<b>Grantee Data Universal Numbering System (DUNS) #</b>	<b>103110834</b>
<b>Assistance Listing Number (CFDA)</b>	10-557
<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) **revised** WIC Local Agency funding.

Your organization will be receiving the funding listed below:

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

<b>Project</b>	<b>Project Contact</b>	<b>Initial Amount (\$)</b>	<b>2Q Reallocation Amount (\$)</b>	<b>Revised Project Total (\$)</b>
General Admin Funding	Elsa Rodriguez <a href="mailto:elsa.rodrlquez2@hhs.texas.gov">elsa.rodrlquez2@hhs.texas.gov</a>	9,860,490	254,100	10,114,590
Peer Counselor	Asia Sartor <a href="mailto:asia.sartor@hhs.texas.gov">asia.sartor@hhs.texas.gov</a>	953,484	0	953,484
Registered Dietitian	Stephanie Holland <a href="mailto:stephanie.holland1@hhs.texas.gov">stephanie.holland1@hhs.texas.gov</a>	60,000	6,000	66,000
Lactation Services	Noemi Hernandez <a href="mailto:noemi.hernandez2@hhs.texas.gov">noemi.hernandez2@hhs.texas.gov</a>	50,000	0	50,000
Lactation Services Center	Betzabel Botello <a href="mailto:betzabel.botello@hhs.texas.gov">betzabel.botello@hhs.texas.gov</a>	289,000	0	289,000

SNAP-Ed Program – Breastfeeding	Michelle Poole <a href="mailto:michelle.poole@hhs.texas.gov">michelle.poole@hhs.texas.gov</a>	15,000	0	15,000
Extra Funding – Summer Food Prog	Jennifer Berringer <a href="mailto:jennifer.berringer@hhs.texas.gov">jennifer.berringer@hhs.texas.gov</a>	22,580	0	22,580
Extra Funding – Improving Participant Experience/ Clinic Improvement	Kara Nemethy <a href="mailto:kara.nemethy@hhs.texas.gov">kara.nemethy@hhs.texas.gov</a>	0	5,000	5,000
Extra Funding – TXIN Internet	Tammye Farmer-Holloman <a href="mailto:tammye.farmerholloman@hhs.texas.gov">tammye.farmerholloman@hhs.texas.gov</a>	72,990	0	72,990
Extra Funding - COVID	Tammye Farmer-Holloman <a href="mailto:tammye.farmerholloman@hhs.texas.gov">tammye.farmerholloman@hhs.texas.gov</a>	0	510,200	510,200
Extra Funding – Other	Tammye Farmer-Holloman <a href="mailto:tammye.farmerholloman@hhs.texas.gov">tammye.farmerholloman@hhs.texas.gov</a>	0	52,754	52,754
	<b>Funding Total</b>	<b>11,323,544</b>	<b>828,054</b>	<b>12,151,598</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.

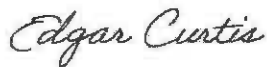
For questions regarding purchase requests, please contact Belinda Saunders at (512) 341-4444 or [WICLARRequests@hhsc.state.tx.us](mailto:WICLARRequests@hhsc.state.tx.us).

Clarissa Ramirez  
February 24, 2021  
Page 3

For questions regarding funding concerns, please contact Tammye Farmer-Holloman at [tammye.farmerholloman@hhs.texas.gov](mailto:tammye.farmerholloman@hhs.texas.gov).

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

Sincerely,



Edgar Curtis  
Texas WIC Director  
Health and Human Services Commission

Cc: Judge Richard F. Cortez  
Hidalgo County Judge

## Special Projects Funding and Allowable Costs Fiscal Year 2021

**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](http://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 projects related to Innovation Centers.
- 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.

**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 (\$5 or less per item) 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 FY21 Snap-Ed Plan Guidance document. This document can be found here: <https://snaped.fns.usda.gov/program-administration/guidance-and-templates>.

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 categories provided. A copy of the voucher is available for download here: <https://txwic.egnyte.com/fl/wdk0116TAG>.

**Innovation Centers** - Innovation center (IC) funds are used to implement Local Agency and State Agency driven projects that have been discussed and approved by the State Agency. Partial funds are **required** to fund a full time designated Innovation Lead for the IC. Clinic enhancements/ repairs or renovations in Year 1 may be completed using allocated funds up to \$50,000 (note: all renovations must be approved and must follow the Texas WIC Design Guidelines). Selected innovation centers should follow their approved project expenditures to carry out IC specific projects. Any changes to project expenditures should be discussed with the State Agency. Reimbursement vouchers must identify the category of expense (Admin, NE, or BF) to appropriately allocate funds.

### **EXTRA Funding**

**WIC SFSP - Summer Food Service Program** - 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.

**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.
- All funds must be expended September 30 of the Contract year.

**TXIN Internet** – All costs associated with keeping the TXIN system online with an internet service provider. These expenses are to be allocated only to Administrative (Admin) costs.

**Funds are awarded with the understanding that any procurements using these funds will be in compliance with the state Uniform Grants Management Standards (UGMS), WIC policies, and the federal Uniform Grant Guidance 2 Part 200. This letter is approval for funding only. It does not relieve the agency from seeking additional approvals as required by WIC Policy.**

**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>.**

DATE: March 8, 2021

DEPARTMENT HEAD: Clarissa Ramirez

**2021**  
Appropriation  
AI-79851



DEPARTMENT NAME: WIC

ACCOUNT NUMBER: 1-1292-441-00-350-001-1-XXX

Contact Person: MGONZALEZ 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
1-1292-441-00-350-001-1-430	WIC ADM-REPAIR & MAINT SRV	20,000.00
1-1292-441-00-350-001-1-610	WIC ADM- GENERAL SUPPLIES	170,000.00
1-1292-441-00-350-001-1-660	WIC ADM-FURN & EQUIP CNTRLD	10,000.00
1-1292-441-00-350-001-1-752	WIC ADM-VEHICLES	36,000.00
1-1292-331-12-350-001-1-000	WIC ADM-REVENUES	236,000.00
<b>TOTAL BUDGET INCREASE (DECREASE)</b>		<b>236,000.00</b>

**REASON:**

To appropriate the WIC ADM. FY2021 grant funding as per the Revised Funding Notification letter from the Texas Health & Human Services Commission (HHSC), contract #HHIS000804500001. Grant funding is through September 30, 2021.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

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DATE: March 5, 2021

**2021**  
Appropriation  
AI-79851



DEPARTMENT HEAD: Clarissa Ramirez

DEPARTMENT NAME: WIC

ACCOUNT NUMBER: 1-1292-441-00-350-012-1-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	AMOUNT
I-1292-441-00-350-012-1-113	WIC REG DIETITIAN-REG F/T EMPLOYEES	4,527.26
I-1292-441-00-350-012-1-211	WIC REG DIETITIAN-HEALTH INSURANCE	655.72
I-1292-441-00-350-012-1-212	WIC REG DIETITIAN-LIFE INSURANCE	3.13
I-1292-441-00-350-012-1-220	WIC REG DIETITIAN-FICA	241.68
I-1292-441-00-350-012-1-230	WIC REG DIETITIAN-RETIREMENT	531.85
I-1292-441-00-350-012-1-260	WIC REG DIETITIAN-WORKERS COMP	40.36
I-1292-331-12-350-012-1-000	WIC REG DIETITIAN-REVENUES	6,000.00
<b>TOTAL BUDGET INCREASE (DECREASE)</b>		<b>6,000.00</b>

REASON:

To appropriate the WIC Registered Dietitian grant funding as per the Revised Funding Notification letter from the Texas Health & Human Services Commission (HHSC), contract #HHS000804500001. Grant funding is through September 30, 2021.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

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DATE: March 8, 2021

**2021**

DEPARTMENT HEAD: Clarissa Ramirez

Appropriation  
AI-79851



DEPARTMENT NAME: WIC

ACCOUNT NUMBER: 1-1292-441-00-350-023-1-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
1-1292-441-00-350-023-1-610	WIC IPE-GENERAL SUPPLIES	5,000.00
1-1292-331-12-350-023-1-000	WIC IPE REVENUES	5,000.00
<b>TOTAL BUDGET INCREASE (DECREASE)</b>		<b>5,000.00</b>

**REASON:**

To appropriate the WIC IPE FY2021 grant funding as per the Revised Funding Notification letter from the Texas Health & Human Services Commission (HHSC), contract #HHS000804500001. Grant funding is through September 30, 2021.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

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DATE: March 8, 2021

DEPARTMENT HEAD: Clarissa Ramirez

**2021**  
Appropriation  
AI-79851



DEPARTMENT NAME: WIC

ACCOUNT NUMBER: 1-1292-441-00-350-024-1-XXX WIC EXTRA FUNDING 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
1-1292-441-00-350-024-1-584	WIC EXTRA FUND OTHER-REGISTRATION FEES	2,500.00
1-1292-441-00-350-024-1-660	WIC EXTRA FUND OTHER-FURN & EQUIP CNTRLD	50,254.00
1-1292-331-12-350-024-1-000	WIC EXTRA FUNDING OTHER REVENUES	52,754.00
<b>TOTAL BUDGET INCREASE (DECREASE)</b>		<b>52,754.00</b>

**REASON:**

To appropriate the WIC EXTRA FUNDING OTHER FY2021 grant funding as per the Revised Funding Notification letter from the Texas Health & Human Services Commission (HHSC), contract #HHS000804500001. Grant funding is through September 30, 2021.

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DATE: March 8, 2021

**2021**

DEPARTMENT HEAD: Clarissa Ramirez

Appropriation  
AI-79851



DEPARTMENT NAME: WIC

ACCOUNT NUMBER: 1-1292-441-00-350-026-1-XXX WIC EXTRA FUNDING-COVID 19

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
1-1292-441-00-350-026-1-121	WIC EXTRA FUNDING-COVID19-TEMP F/T EMPLOYEES	163,531.03
1-1292-441-00-350-026-1-220	WIC EXTRA FUNDING-COVID19-FICA	12,510.12
1-1292-441-00-350-026-1-250	WIC EXTRA FUNDING-COVID19-UNEMPLOYMENT COMP	981.19
1-1292-441-00-350-026-1-260	WIC EXTRA FUNDING-COVID19-WORKERS COMP	1,537.19
1-1292-441-00-350-026-1-430	WIC EXTRA FUNDING-COVID19-REPAIR & MAINT SRV	5,000.00
1-1292-441-00-350-026-1-605	WIC EXTRA FUNDING-COVID19-UNIFORMS	25,000.00
1-1292-441-00-350-026-1-610	WIC EXTRA FUNDING-COVID19-GENERAL SUPPLIES	296,640.47
1-1292-441-00-350-026-1-660	WIC EXTRA FUNDING-COVID19-FURN & EQUIP CNTRLD	5,000.00
1-1292-331-12-350-026-1-000	WIC EXTRA FUNDING-COVID19-REVENUES	510,200.00
<b>TOTAL BUDGET INCREASE (DECREASE)</b>		<b>510,200.00</b>

**REASON:** To appropriate the WIC COVID19 FY2021 grant funding as per the Revised Funding Notification letter from the Texas Health & Human Services Commission (HHSC), contract #HHSC000804500001. Grant funding is through September 30, 2021.

DEPARTMENT HEAD SIGNATURE

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