



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

FW: FW: DSHS Contract #HHS000455900001 DFCHS/LSCS-SEP FY21 - Budget Amendment Request

1 message

Ruiz, Kevin (DSHS) <Kevin.Ruiz@dshs.texas.gov>

Wed, Jun 30, 2021 at 11:24 AM

To: Hector Sandoval <hector.sandoval@wic.co.hidalgo.tx.us>, DSHS Infant Health <InfantHealth@dshs.texas.gov>

Cc: Clarissa Ramirez <clarissa.ramirez@wic.co.hidalgo.tx.us>, Esther Carrizales <esther.carrizales@wic.co.hidalgo.tx.us>, Margarita Gonzalez <mague.gonzalez@wic.co.hidalgo.tx.us>, Olivia Mata <olivia.mata@auditor.co.hidalgo.tx.us>

Mr. Sandoval,

Ref: Budget Deviation – LSCS-SEP Program

We have reviewed your budget deviation request – and we approve the request with the following restrictions:

The items in your request (attached) are Supplies, and considered consumables. Based on the criteria cited below, the supplies will need to be ordered and received and “reasonably expected to be consumed within the contract term”, to be chargeable to the contract ending August 31, 2021. Your request is approved with the following clarification. You may order only the quantities and dollar amount you can consume before the end of the contract period. No expenses may benefit a prior or future period.

Please note that Section 3.1 of the Grant Technical Assistance Guide

(<http://www.dshs.texas.gov/contracts/cfpm.shtm>) states the following:

3.1 - Criteria for Costs Incurred

Grantee must have incurred a cost within the contract term to be eligible for reimbursement. Reimbursement should not be requested for the cost of goods or services that will benefit a prior or future period or another program.

Table 1. Criteria for Incurred Costs to be Allowable

For:	Cost is incurred when it is...
Consumable Goods	received and reasonably expected to be consumed within the contract term.
Services	rendered within the contract term.
Equipment	authorized and received within the contract term.

Keep this email for your contract file.

Thank you and stay safe,

Kevin Ruiz, CTCM, CTCD
 Texas Department of State Health Services
 Contract Management Section, MC 1990
 P.O Box 149347
 Austin, TX. 78714-9347
 512-776-2192 Phone
Kevin.Ruiz@dshs.texas.gov

*I will be teleworking until further notice.

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From: Hector Sandoval <hector.sandoval@wic.co.hidalgo.tx.us>
Sent: Thursday, June 24, 2021 8:57 AM
To: Ruiz, Kevin (DSHS) <Kevin.Ruiz@dshs.texas.gov>; Hendrix, Veronica (DSHS) <Veronica.Hendrix1@dshs.texas.gov>; Stagg, Julie (DSHS) <Julie.Stagg@dshs.texas.gov>
Cc: Clarissa Ramirez <clarissa.ramirez@wic.co.hidalgo.tx.us>; Esther Carrizales <esther.carrizales@wic.co.hidalgo.tx.us>; Margarita Gonzalez <mague.gonzalez@wic.co.hidalgo.tx.us>; Olivia Mata <olivia.mata@auditor.co.hidalgo.tx.us>
Subject: Fwd: FW: DSHS Contract #HHS000455900001 DFCHS/LSCS-SEP FY21 - Budget Amendment Request

Good morning,

Attached is the revised DFCHS/LSCS-SEP FY21 - Budget Amendment Request.

Thank you,

Hector Sandoval

Accountant III

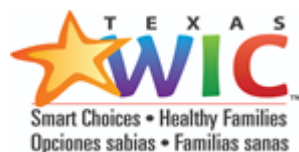
Hidalgo County W. I. C. Program

3105 W University Drive
Edinburg, TX 78539

Phone: (956) 381-4646 Ext. 4045

Fax: (956) 381-0297

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



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

From: Hendrix, Veronica (DSHS) <Veronica.Hendrix1@dshs.texas.gov>
Date: Tue, Jun 22, 2021 at 11:49 AM
Subject: RE: FW: DSHS Contract #HHS000455900001 DFCHS/LSCS-SEP FY21 - Budget Amendment Request
To: Esther Carrizales <esther.carrizales@wic.co.hidalgo.tx.us>
Cc: Hector Sandoval <hector.sandoval@wic.co.hidalgo.tx.us>, ramirez, clarissa <clarissa.ramirez@wic.co.hidalgo.tx.us>, Ruiz, Kevin (DSHS) <Kevin.Ruiz@dshs.texas.gov>, Stagg, Julie (DSHS) <Julie.Stagg@dshs.texas.gov>

Burlene,

I have included in your attached spreadsheet items in red (tabs I-4, I-6 and I-4a) that should be removed. Please note a recommendation to include the LSC or TX LS Hotline contact information on printed items (t-shirts, tote, notecards) was made. We also recommend replacing the term "giveaway" in the purpose and justification section with "outreach education for services offered" for these items. The terms "promotion, incentive and giveaway" should not be used.

Finally, the ILCA and USLCA subscriptions might be better to request in FY22 as a budget deviation, so that you get a full year of its benefit. I am happy to support your need for professional articles, as needed, in the interim. Please edit and resubmit this budget spreadsheet for Julie, Kevin and I to review before approval is given, or let me know if you have further questions. Thank you.

Best,

Veronica Hendrix, LVN, IBCLC, RLC

Perinatal and Infant Health Team Lead

Healthy Texas Mothers and Babies Branch
CHI | MCH



As a result of the Department's response to COVID-19, I am teleworking for the foreseeable future. I can be reached via email Monday- Friday, 8-5, CST.

From: Esther Carrizales <esther.carrizales@wic.co.hidalgo.tx.us>
Sent: Monday, June 21, 2021 4:34 PM
To: Hendrix,Veronica (DSHS) <Veronica.Hendrix1@dshs.texas.gov>
Cc: Hector Sandoval <hector.sandoval@wic.co.hidalgo.tx.us>; ramirez, clarissa <clarissa.ramirez@wic.co.hidalgo.tx.us>; Ruiz,Kevin (DSHS) <Kevin.Ruiz@dshs.texas.gov>; Stagg,Julie (DSHS) <Julie.Stagg@dshs.texas.gov>
Subject: Re: FW: DSHS Contract #HHS000455900001 DFCHS/LSCS-SEP FY21 - Budget Amendment Request

Veronica,

May I ask for clarification..... are we to assume that all the items not mentioned on your list of things to remove are okay to be left on the amendment request? Also, would I be able to increase the number of breast models/ baby mannequins since we are often consulting and teaching 4 mothers at the same

time latch/positioning/pumping. This is something that we would use every day; multiple times a day.

Here are the items that you requested that we remove.....

Remove :

License for Microsoft Office software \$381.24

Cisco Catalyst \$1,910 (cost for 3 year term)

120" Wood conference Table \$430.

71" Bookcases – 5 x \$117 = \$582.00

Cable Drops \$738

Electrical Work + service call \$505

License for Encryption Virtru, 2 @ \$75.00

72" Bookcases – 2x \$117.79 =\$236

Oklahoma Sound Fixed height lectern in Mahogany \$830

SLA-12 Rechargeable Battery for Sound system lecterns \$99

Thank you for being available and being patient with me:)

Respectfully,

E. Burlene Carrizales, RNC-LRN, IBCLC,RLC

Director, Lactation Care Center RGV

Telephone: 956-292-7711

Fax: 956-994-9197

[Lactation Care Center RGV Website](#)

[Lactation Care Center RGV FaceBook Page](#)

[Lactation Care Center RGV Instagram Page](#)

"Our lives begin to end the day we become silent about things that matter." -Martin Luther King, Jr.

Breastfeeding matters.

"Alone we can do so little; **together** we can do so much." - Helen Keller

On Fri, Jun 18, 2021 at 2:15 PM Hendrix,Veronica (DSHS) <Veronica.Hendrix1@dshs.texas.gov> wrote:

Burlene,

The t-shirts, tote bags and note pads can be approved if they include information that supports connecting moms to LSC services or state lactation after hours resources (include in printing-your LSC phone number, or the number to the Texas Lactation Support hotline). This supports the world breastfeeding month activity to your strategic goal 2.2 B- *Developing a marketing and awareness campaign, including production of messaging, outreach materials, online presence, and marketing and outreach strategy to establish a brand identity and increase awareness about the Lactation Care Center and its services.*

The items listed below from the budget deviation request *cannot be approved*. Please remove the items from the budget that are not going to be approved, revise and resend the budget request to Kevin, Julie and I to review. All items you are requesting be purchased at this time can only be in the quantity and dollar amounts that can "reasonably be expected to be consumed within the contract term", to be chargeable to the contract ending August 31, 2021. No consumable expenses may benefit a prior or future period.

Remove :

License for Microsoft Office software \$381.24

Cisco Catalyst \$1,910 (cost for 3 year term)

120" Wood conference Table \$430.

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SLA-12 Rechargeable Battery for Sound system lecterns \$99

Let me know if you have further questions. Thank you.

Best,

Veronica Hendrix, LVN, IBCLC, RLC

Perinatal and Infant Health Team Lead

Healthy Texas Mothers and Babies Branch
CHI | MCH



As a result of the Department's response to COVID-19, I am teleworking for the foreseeable future. I can be reached via email Monday- Friday, 8-5, CST.

From: Esther Carrizales <esther.carrizales@wic.co.hidalgo.tx.us>
Sent: Friday, June 18, 2021 12:30 PM
To: Hendrix,Veronica (DSHS) <Veronica.Hendrix1@dshs.texas.gov>
Cc: Hector Sandoval <hector.sandoval@wic.co.hidalgo.tx.us>; ramirez, clarissa <clarissa.ramirez@wic.co.hidalgo.tx.us>; Ruiz,Kevin (DSHS) <Kevin.Ruiz@dshs.texas.gov>; Stagg,Julie (DSHS) <Julie.Stagg@dshs.texas.gov>
Subject: Re: FW: DSHS Contract #HHS000455900001 DFCHS/LSCS-SEP FY21 - Budget Amendment Request

Good morning, Veronica.

The T-Shirts have a breastfeeding slogan/positive messaging about breastfeeding printed on them as well as the canvas bags. We will be giving these out in our August Breastfeeding "Drive by" Celebration. The post it

note pads will be customized with our clinic's information and will be given out to hospitals, doctor's offices and to clients. Each year the local hospitals participate in our Breastfeeding Celebration/ World Breastfeeding Week Activities. This would fit in with Goal 2 where we, with our community partners, celebrate our breastfeeding mothers.

Goal 2:

Develop and implement activities to mobilize and engage key community partners in locally-appropriate planning activities to promote a shared vision for leveraging resources and to strategically assess, plan, develop, integrate, and improve coordinated systems of care for lactation support consistent with recommendations of the Surgeon General's Call to Action to Support Breastfeeding, the Centers for Disease Control Guide to Strategies to Support Breastfeeding Mothers and Babies, and /or other best practice resources as approved by DSHS.

Let me know if you have any further questions or if you feel that my response was not satisfactory. Thank you.

Respectfully,

E. Burlene Carrizales, RNC-LRN, IBCLC,RLC

Director, Lactation Care Center RGV

Telephone: 956-292-7711

Fax: 956-994-9197

[Lactation Care Center RGV Website](#)

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"Our lives begin to end the day we become silent about things that matter." -Martin Luther King, Jr.

Breastfeeding matters.

"Alone we can do so little; **together** we can do so much." - Helen Keller

On Fri, Jun 18, 2021 at 11:55 AM Hendrix, Veronica (DSHS) <Veronica.Hendrix1@dshs.texas.gov> wrote:

Burlene,

We are reviewing your recent budget request. Can you please share how the items below will be used, what will be printed on them, the purpose, who will receive them, etc. As a reminder, all activities and budget items should tie to the strategic goals/ activities listed in your FY21 workplan.

- T-shirts with logos \$169
- T-shirts with logos \$56
- Canvas Bags with logo \$475
- Customized post it note pads \$341
- Imprinting Charges for customized post it notes \$30

Once we receive your response and conduct further review, we will let you know next steps. Thank you.

Best,

Veronica Hendrix, LVN, IBCLC, RLC

Perinatal and Infant Health Team Lead

Healthy Texas Mothers and Babies Branch
CHI | MCH



As a result of the Department's response to COVID-19, I am teleworking for the foreseeable future. I can be reached via email Monday- Friday, 8-5, CST.

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

Sent: Tuesday, June 15, 2021 10:55 AM

To: Ruiz, Kevin (DSHS) <Kevin.Ruiz@dshs.texas.gov>

Cc: Stagg, Julie (DSHS) <Julie.Stagg@dshs.texas.gov>; Clarissa Ramirez <clarissa.ramirez@wic.co.hidalgo.tx.us>; Margarita Gonzalez <mague.gonzalez@wic.co.hidalgo.tx.us>; Esther Carrizales <esther.carrizales@wic.co.hidalgo.tx.us>; Lillian Hernandez <lillian.hernandez@auditor.co.hidalgo.tx.us>; Olivia Mata <olivia.mata@auditor.co.hidalgo.tx.us>

Subject: DSHS Contract #HHS000455900001 DFCHS/LSCS-SEP FY21 - Budget Amendment Request

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Good morning Mr. Ruiz,

Due to the current Covid-19 circumstances and limitations, our Lactation Center is requesting a FY21 budget amendment/deviation so that unspent funds from the TRAVEL (Form I-2) category can be utilized in different categories. Mrs. Carrizalez, Lactation Director, is requesting to move \$5,533.00 from the TRAVEL (Form I-2) category into the SUPPLIES (Form I-4) category and into the OTHER (Form I-6) category.

In addition, she would like to modify the current listed supply items by removing and adding items. Modified items will be highlighted in yellow.

Please see the attached FY21 amended budget template file.

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



 **DSHS Costs Only Budget Template - Hidalgo Co#12 - Amended.xls**
511K