



Azael Munoz &lt;azael.munoz@wic.co.hidalgo.tx.us&gt;

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**Fwd: FY24 Renewal Documents: DFCHS/LSCS-SEP Hidalgo County**

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Clarissa Ramirez &lt;clarissa.ramirez@wic.co.hidalgo.tx.us&gt;

Wed, Jan 11, 2023 at 10:32 AM

To: mague gonzalez &lt;mague.gonzalez@wic.co.hidalgo.tx.us&gt;, Azael Munoz &lt;azael.munoz@wic.co.hidalgo.tx.us&gt;, Esmeralda Medina &lt;esmeralda.medina@wic.co.hidalgo.tx.us&gt;

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

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

From: Kirkpatrick, Tray (DSHS) &lt;Tray.Kirkpatrick@dshs.texas.gov&gt;

Date: Wed, Jan 11, 2023 at 10:18 AM

Subject: FY24 Renewal Documents: DFCHS/LSCS-SEP Hidalgo County

To: clarissaram777@gmail.com &lt;clarissa.ramirez@wic.co.hidalgo.tx.us&gt;, Arcilia Duran &lt;arcilia.duran@auditor.co.hidalgo.tx.us&gt;

Good morning,

I will be your Contract Manager for the upcoming FY24 Contract Term.

Please see the attached documents

- Statement of Work (SOW)
- DSHS Budget Template Instructions
- DSHS Budget Template
- Face Page

Ref: Contract# **HHS000455900001**The Department of State Health Services (DSHS) is in the process of developing the LSCS contract for the initial period of **09/01/2023** through **08/31/2024**.**SOW:** Please note the attached Statement of Work (SOW) is a draft and subject to change.**Budget:** Please use the attached Budget Template to develop a categorical budget for the above period in the amount of **\$200,000.00**. The budget templates are locked to prevent the deletion of formulas. Budgets will only be accepted on the DSHS budget templates.

Some logistics to consider while completing your budgets:

- Dollar amounts in the budget must be in whole numbers.
- Please limit FTEs to two decimal places.
- Please do not use cents or create formulas in the Excel cells.
- Please provide your agency travel policy if you are including travel in your budget.

**Face Page:** Please complete the attached Face Page (no signature required on the form). It is critical that you provide 1) signature authority contact information and 2) project contact person on this form. Our agency will use the information on the face page to route the contract to your agency via DocuSign for signature. If you need any additional people carbon copied when the contract is sent out, please provide their email/contact information.

Please submit a completed **Budget** and **Face Page** to me **by COB Monday, January 20, 2023** or earlier if possible.

**Contact List:** Please let me know if this requires change.

Contact Title	Contact Name	Contact Email
Contact Person	Clarissa Ramirez	<a href="mailto:clarissa.ramirez@wic.co.hidalgo.tx.us">clarissa.ramirez@wic.co.hidalgo.tx.us</a>
Financial	Maria Arcilia Duran, CPA	<a href="mailto:arcilia.duran@auditor.co.hidalgo.tx.us">arcilia.duran@auditor.co.hidalgo.tx.us</a>
Signatory	Richard F. Cortez (Judge)	<a href="mailto:richard.cortez@co.hidalgo.tx.us">richard.cortez@co.hidalgo.tx.us</a>
Signatory cc	Clarissa Ramirez	<a href="mailto:clarissa.ramirez@wic.co.hidalgo.tx.us">clarissa.ramirez@wic.co.hidalgo.tx.us</a>

**DocuSign:** We will send your contract via DocuSign to allow you to view and sign the contract electronically.

Please let me know if you have any questions.

Thank you

Tray Kirkpatrick, CTCM

Contract Specialist V

Contract Management Section

T605, MC 1990

Phone: 512-922-6712

[Tray.Kirkpatrick@dshs.texas.gov](mailto:Tray.Kirkpatrick@dshs.texas.gov)

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**4 attachments**



**MCH LSCS-SEP FY24 SOW.docx**

31K



**DSHS Costs Only Budget Template - Instructions - Updated.xls**

248K



**Budget FY24 DFCHS-LSCS Hidalgo.xls**

352K



**Face Page FY24 DFCHS-LSCS Hidalgo.docx**

29K