



# Texas Department of Family and Protective Services

**Commissioner**  
*Stephanie Muth*

Hidalgo County  
Attn: Maria Munoz, County Auditor  
2808 S. Business Hwy 281  
Edinburg, Texas 78539

**Re: FY2024 Title IV-E Child Welfare Services Annual Review  
Contract Number HHS000285000049**

Dear Maria Munoz:

The Texas Department of Family and Protective Services (DFPS) must comply with federal regulations by conducting an annual review of your Title IV-E contract which includes the following contract actions:

- Identifying the budget to be used for the new contract period. This may include obtaining and approving a revised budget or confirmation of the continued use of the currently approved budget; and
- Obtaining a current Form 4734 Federal Funding Accountability and Transparency Act (FFATA) Certification.

Attached are the documents required to be updated annually:

1. Budget Form 2030CWIVE
  - Required to be returned if changes are needed to your currently approved budget. Complete and return the updated budget form and the associated budget narrative to support the projected expenditures.
  - If a revised budget is not necessary, indicate in your return correspondence that the budget will remain as previously submitted.  
If your county claims an indirect cost rate, return a copy of your agency's current approved indirect cost rate certification.
2. FFATA Certification Form 4734.

**Please return the above required documents to me within 30 calendar days by email at [Damaris.sosa@dfps.texas.gov](mailto:Damaris.sosa@dfps.texas.gov)**

If you have any questions regarding the proper completion of the enclosed documents, please contact me at (956) 478-4099 or [damaris.sosa@dfps.texas.gov](mailto:damaris.sosa@dfps.texas.gov).

Sincerely,

A handwritten signature in black ink that reads "Damaris Sosa, CTCM". The signature is written in a cursive style.

Damaris Sosa, CTCM  
Contract Specialist II

Enclosures:

- Budget for Title IV-E County Legal Services (Form 2030CWIVE)
- FFATA Certifications (Form 4734)

