

# COUNTY of HIDALGO



**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

April 2, 2024

The Honorable Richard F. Cortez, Hidalgo County Judge  
The Honorable David Fuentes, Commissioner, Precinct No. 1  
The Honorable Eduardo "Eddie" Cantu, Commissioner, Precinct No. 2  
The Honorable Everardo "Ever" 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 commissioner's 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, Letty Chavez, County Auditor of Hidalgo County, certify to the Hidalgo County Commissioners Court the receipt of an award from the Texas Office of the Texas Department of State Health Services. These funds may now be made available by creating a new special budget or amending a current budget for its intended purposes.

AMOUNT  
\$315,000.00

PURPOSE  
Award No. HHS000804500001  
WIC Administrative Program 001 FY24

CERTIFIED BY:

  
\_\_\_\_\_  
Letty Chavez

4/1/2024  
\_\_\_\_\_  
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 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, 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.
- RENEE R. BETANCOURT JUDGE, 449<sup>TH</sup> D.C.
- JOSE "JOE" RAMIREZ JUDGE, 464<sup>TH</sup> D.C.
- YSMAEL FONSECA JUDGE, 476<sup>TH</sup> D.C.

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AMOUNT  
\$60,000.00

PURPOSE  
Award No. HHS000804500001  
WIC Peer Counselor Program 002 FY24

CERTIFIED BY:

  
\_\_\_\_\_  
Letty Chavez

4/1/2024

\_\_\_\_\_  
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 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, 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.    RENEE R. BETANCOURT JUDGE, 449<sup>TH</sup> D.C.    JOSE "JOE" RAMIREZ JUDGE, 464<sup>TH</sup> D.C.    YSMAEL FONSECA JUDGE, 476<sup>TH</sup> D.C.

AI-94674

WIC 39. A.

**CC REGULAR AGENDA SPECIAL MTG**

**Meeting Date:** 04/02/2024

**Submitted For:** Clarissa Ramirez, WIC

**Submitted By:** Esmeralda Medina

**Department:** WIC

**CAPTION**

WIC ADMIN - Program 001 (1292):

- ✓ 1. Requesting approval of the Certification of Revenue by the County Auditor in the amount of \$315,000.00 and appropriation of the same.

WIC P/C - Program 002 (1292):

- 2. Requesting approval to accept the Peer Counselor FY 2024 Additional Funding Notification in the amount of \$60,000.00.
- 3. Requesting approval of Certification of Revenue in the amount \$60,000.00 as certified by the County Auditor and appropriation of the same. ✓

**BACKGROUND**

**Fiscal Impact**

**CALENDAR YEAR:** 2024

**ACCT. #:** 4-1292-441-00-350-00X-4-XXX

**FUNDS AVAILABLE Y/N?:** Y

**MATCHING FUNDS Y/N?:** N

**BUDGETARY IMPACT:**

No Budgetary Impact : 100% Federally Funded  
Programs: 001 & 002.

**Attachments**

- FY2024 Revised Notice of Award-P/C
- BA Admin FY24
- BA PC FY24-Revised Notice
- COR Request

**Form Review**

**Inbox**

Budget & Management

Final Approval

Form Started By: Esmeralda Medina

**Reviewed By**

**Date**

Started On: 03/19/2024 08:38 AM



Esmeralda Medina <esmeralda.medina@wic.co.hidalgo.tx.us>

# F1292 Certification of Revenue for FY24 WIC

1 message

**Azael Munoz** <azael.munoz@wic.co.hidalgo.tx.us> Mon, Mar 25, 2024 at 2:22 PM  
 To: Letty Chavez <letty.chavez@auditor.co.hidalgo.tx.us>, Merlen Munoz <merlen.munoz@auditor.co.hidalgo.tx.us>, Minerva Diaz <minerva.diaz@auditor.co.hidalgo.tx.us>, Maria Munoz <maria.munoz@auditor.co.hidalgo.tx.us>, Monica Valdez <monica.avaldez@auditor.co.hidalgo.tx.us>, Damaris San Miguel <damaris.sanmiguel@co.hidalgo.tx.us>, Patricia Pacheco <patricia.pacheco@co.hidalgo.tx.us>  
 Cc: Clarissa Ramirez <clarissa.ramirez@wic.co.hidalgo.tx.us>, Esmeralda Medina <esmeralda.medina@wic.co.hidalgo.tx.us>

Good morning Monica,

I want to request a Certification of Revenues for AI-94674 for the WIC Ge program with an accumulating total of \$375,000.00

**1. WIC ADMIN-Program 001 - (1292):**

4-1292-331-12-350-001-4-XXX

✓ \$315,000.00

**2. WIC Peer Counselor- Program 002 - (1292):**

4-1292-331-12-350-002-4-XXX

✓ \$60,000.00

\$315,000.00
\$60,000.00
\$375,000.00

Please do not hesitate to reach out to me if I can help you further.

I hope you have a nice day.

**Azael D. Munoz**  
 Accountant III  
 Hidalgo County WIC  
 3105 W. University Dr.  
 Edinburg, TX 78539  
 (956) 292-7000 Ext:4045



### 4 attachments

**HHS000804500001- fy24 Q2 revised notice of award - suppl BF.pdf**  
246K

**4. .January-LA12 FFY24 Hidalgo County dba Hidalgo County Health & Human Services (3)estimated.xlsx**  
213K

**BA-FY24-001 Revised AI-94674.pdf**  
215K



**BA-FY24-002-AI-94674.pdf**  
214K

DATE: April 2, 2024

DEPARTMENT HEAD: Clarissa Ramirez

DEPARTMENT NAME: WIC

ACCOUNT NUMBER: 4-1292-441-00-350-001-4-XXX WIC ADM

Contact Person: Azael D Munoz Ph#: (956)381-4646

**2024**  
Appropriation  
AI-94674



**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
4-1292-441-00-350-001-4-441 ✓	WIC ADM-LAND & BLDG RENT	✓ 295,000.00
4-1292-441-00-350-001-4-531 ✓	WIC ADM-TELEPHONE	✓ 10,000.00
4-1292-441-00-350-001-4-780 ✓	WIC ADM-CAPITAL LEASES	✓ 10,000.00
4-1292-331-12-350-001-4-000 ✓	WIC ADM REVENUES	✓315,000.00
<b>TOTAL BUDGET INCREASE (DECREASE)</b>		<b>✓315,000.00</b>

**REASON:** To appropriate additional funding for the WIC General Admin. FY2024 (October 1, 2023, to September 30, 2024) grant funding awarded by the United States Department of Agriculture (USDA), passed through by the Texas Health & Human Services Commission (HHSC), contract #HHS000804500001

\$295,000.00  
 \$10,000.00  
 \$10,000.00  
 \$315,000.00 ✓

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK

**REVIEWED**  
By Minerva Diaz at 6:09 pm, Mar 28, 2024

DATE: April 2, 2024

**2024**

Appropriation  
AI-94674



DEPARTMENT HEAD: Clarissa Ramirez

DEPARTMENT NAME: WIC

ACCOUNT NUMBER: 4-1292-441-00-350-002-4-XXX WIC P/C PRG

Contact Person: Azael D. Munoz Ph#: (956)381-4646

**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
4-1292-441-00-350-002-4-113 ✓	WIC P/C PRG-REG F/T EMPLOYEES	✓ 40,000.00
4-1292-441-00-350-002-4-550 ✓	WIC P/C PRG-PRINTING & BINDING	✓ 10,000.00
4-1292-441-00-350-002-4-610 ✓	WIC P/C PRG-GENERAL SUPPLIES	✓ 10,000.00
4-1292-331-12-350-002-4-000 ✓	WIC P/C PRG-REVENUES	✓ 60,000.00
<b>TOTAL BUDGET INCREASE (DECREASE)</b>		<b>60,000.00</b>

**REASON:** To appropriate the revised notice of award for the WIC Peer Counselor (Breastfeeding) FY2024 (October 1, 2023 to September 30, 2024) 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

**REVIEWED**  
By *Minerva Diaz* at 6:09 pm, Mar 28, 2024



**March 5, 2024**

Clarissa Ramirez, WIC Director  
Hidalgo County dba Hidalgo County Health & Human Services, LA# 12

✓ **RE: Revised Notice of Award**

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

This is a notification of your organization’s FY 2024 (October 1, 2023 to September 30, 2024) **revised** WIC Local Agency funding.

Your organization will be receiving the funding listed below:

Project	Project Contact	Current Funding (\$)	2Q Reallocation Amount (\$)	FY2024 Revised Project Total (\$)
✓ Peer Counselor	Asia Sartor <a href="mailto:asia.sartor@hhs.texas.gov">asia.sartor@hhs.texas.gov</a>	\$1,030,826	\$60,000 ✓	\$1,090,826

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

For HHSC to track Local Agency expenditures, please submit a separate WIC invoice for reimbursement of actual allowable costs associated with each project. 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 [WICLARRequests@hhs.texas.gov](mailto:WICLARRequests@hhs.texas.gov). For questions or additional information regarding funding, please contact the assigned Project Contact listed in the table above or email the WIC Clinic Services Financial Liaison, Tammye Farmer-Holloman, at [tammye.farmerholloman@hhs.texas.gov](mailto:tammye.farmerholloman@hhs.texas.gov).

Sincerely,

March 15, 2024

Page 2

A handwritten signature in black ink that reads "Edgar Curtis". The signature is written in a cursive style with a large, looping initial "E".

Edgar Curtis, Texas WIC Director  
Health and Human Services Commission

cc: Richard F. Cortez, Hidalgo County Judge



Monica Valdez <monica.avaldez@auditor.co.hidalgo.tx.us>

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## 3-11 LA12 January WIC SURPLUS PAGES

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**Minerva Diaz** <minerva.diaz@auditor.co.hidalgo.tx.us>

Wed, Mar 13, 2024 at 4:14 PM

To: Azael Munoz <azael.munoz@wic.co.hidalgo.tx.us>

Cc: Clarissa Ramirez <clarissa.ramirez@wic.co.hidalgo.tx.us>, Letty Chavez <letty.chavez@auditor.co.hidalgo.tx.us>, Reynaldo Cantu <reynaldo.cantu@auditor.co.hidalgo.tx.us>, Merlen Munoz <merlen.munoz@auditor.co.hidalgo.tx.us>, Maria Munoz <maria.munoz@auditor.co.hidalgo.tx.us>, Monica Valdez <monica.avaldez@auditor.co.hidalgo.tx.us>, Esmeralda Medina <esmeralda.medina@wic.co.hidalgo.tx.us>

Azael,

As discussed earlier this afternoon, appropriating \$500,000 as initially requested would put us in a deficit if the full amount budgeted is spent with a monthly 58,000 participation. To be conservative, the agreed upon additional \$315,000 may be appropriated. Please note the average participation should be 58,00 in order to not fall in a deficit. If in three months it appear to be falling into a deficit we would need to deobligate in order to not overspend. Please prepare an agenda item for the next Commissioners Court meeting for the approval of the Certification of Revenues and appropriation. Let me know if you have any questions.

[Quoted text hidden]