

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

August 8, 2024

The Honorable Richard F. Cortez, Hidalgo County Judge  
The Honorable David Fuentes, Commissioner, Precinct No. 1  
The Honorable Eduardo 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 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, 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 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  
\$170,000.00

PURPOSE  
Award No. HHS000804500001  
Revised Funding Notification  
WIC Extra Funding 2% LAGA Program 029 FY24

CERTIFIED BY:

  
\_\_\_\_\_  
Letty Chavez,  
County Auditor

8/20/2024  
\_\_\_\_\_  
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-96235

WIC

**CC REGULAR AGENDA SPECIAL MTG**

**Meeting Date:** 08/20/2024

**Submitted For:** Clarissa Ramirez, WIC

**Submitted By:** Esmeralda Medina

**Department:** WIC

**CAPTION**

- ✓ WIC Extra Funding 2% LAGA - Program 0xx (1292):
  1. Requesting approval to accept the Extra Funding 2% LAGA FY 2024 Additional Funding Notification in the amount of \$170,000.00.
  - ✓ 2. Requesting approval of Certification of Revenue in the amount \$170,000.00 as certified by the County Auditor and appropriation of the same.

WIC Employee Retention Stipend - Program 0xx (1292):

3. Requesting approval to accept the Employee Retention Stipend FY 2024 Additional Funding Notification in the amount of \$ \$784,000.00

4. Requesting approval of Certification of Revenue in the amount of \$784,000.00 as certified by the County Auditor and appropriation of the same.

**BACKGROUND**

**Fiscal Impact**

**CALENDAR YEAR:** 2024

**ACCT. #:** 4-1292-441-00-350-0XX-4-XXX

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

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

**BUDGETARY IMPACT:**

100% Federally Funded

Programs: 029 & 030

**Attachments**

- ✓ FY24 4th Qtr Revised NOA

**Form Review**

**Inbox**

**Reviewed By**

**Date**

(Originator)

Esmeralda Medina

08/06/2024 08:22 AM

Form Started By: Esmeralda Medina

Started On: 08/06/2024 08:22 AM





Roy Gonzalez <roy.gonzalez@auditor.co.hidalgo.tx.us>

## F1292 Certification of Revenue for FY24 WIC

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

Wed, Aug 7, 2024 at 1:21 PM

To: 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>, Minerva Diaz <minerva.diaz@auditor.co.hidalgo.tx.us>, Maria Munoz <maria.munoz@auditor.co.hidalgo.tx.us>, Roy Gonzalez <roy.gonzalez@auditor.co.hidalgo.tx.us>

Cc: Clarissa Ramirez <clarissa.ramirez@wic.co.hidalgo.tx.us>, Esmeralda Medina <esmeralda.medina@wic.co.hidalgo.tx.us>

Good afternoon,

I want to request Certification of Revenues for AI-96235 for the WIC program with an accumulating total of \$954,000.00

**1. WIC EXTRA FUNDING 2% LAGA- Program 029 - (1292):** ✓

4-1292-331-12-350-029-4-XXX

\$170,000.00

**REVIEWED**  
By Maria Munoz at 9:24 am, Aug 20, 2024

**2. WIC EMPLOYEE RETENTION STIPEND- Program 030 - (1292):**

4-1292-331-12-350-030-4-XXX

\$784,000.00

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



### 3 attachments

**BA-FY24-029.pdf**  
215K

**BA-FY24-030.pdf**  
215K

**FY24 4th Qtr Revised Notice of Award.pdf**  
309K



August 1, 2024

**Cecile Erwin Young**  
Executive Commissioner

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 (\$)	4 <sup>th</sup> Quarter Reallocation Amount (\$)	FY2024 Revised Project Total (\$)
Estimated General Admin Funding*	Elsa Rodriguez <a href="mailto:elsa.rodriquez2@hhs.texas.gov">elsa.rodriquez2@hhs.texas.gov</a>	\$10,967,106	\$0	\$10,967,106
Peer Counselor	Asia Sartor <a href="mailto:asia.sartor@hhs.texas.gov">asia.sartor@hhs.texas.gov</a>	\$1,090,826	\$0	\$1,090,826
Registered Dietitian	Stephanie Holland <a href="mailto:stephanie.holland1@hhs.texas.gov">stephanie.holland1@hhs.texas.gov</a>	\$70,000	\$0	\$70,000
Lactation Services	Zoe Adams <a href="mailto:zoe.adams@hhs.texas.gov">zoe.adams@hhs.texas.gov</a>	\$59,000	\$0	\$59,000
Lactation Support Center	Betzabel Botello <a href="mailto:betzabel.botello@hhs.texas.gov">betzabel.botello@hhs.texas.gov</a>	\$289,000	\$0	\$289,000
Innovation Center	Debbie Lehman <a href="mailto:debbie.lehman@hhs.texas.gov">debbie.lehman@hhs.texas.gov</a>	\$0	\$0	\$0
Dietetic Internship	Melissa Mouton <a href="mailto:melissa.mouton@hhs.texas.gov">melissa.mouton@hhs.texas.gov</a>	\$0	\$0	\$0
SNAP-Ed Nutrition on the Go	Christine Least <a href="mailto:christine.least@hhs.texas.gov">christine.least@hhs.texas.gov</a>	\$0	\$0	\$0
SNAP-Ed Health Care Providers	Anna Garcia <a href="mailto:anna.garcia@hhs.texas.gov">anna.garcia@hhs.texas.gov</a>	\$0	\$0	\$0
SNAP-Ed Peer Text	Anna Garcia <a href="mailto:anna.garcia@hhs.texas.gov">anna.garcia@hhs.texas.gov</a>	\$0	\$0	\$0
SNAP-Ed Obesity Prevention-NE	Christine Least <a href="mailto:christine.least@hhs.texas.gov">christine.least@hhs.texas.gov</a>	\$0	\$0	\$0

Project	Project Contact	Current Funding (\$)	4 <sup>th</sup> Quarter Reallocation Amount (\$)	FY2024 Revised Project Total (\$)
SNAP-Ed Breastfeeding	Anna Garcia <a href="mailto:anna.garcia@hhs.texas.gov">anna.garcia@hhs.texas.gov</a>	\$0	\$0	\$0
Extra Funding 2% LAGA	Tammye Farmer-Holloman <a href="mailto:tammye.farmerholloman@hhs.texas.gov">tammye.farmerholloman@hhs.texas.gov</a>	\$0	\$170,000	\$170,000
Extra Funding Summer Food Program	Marissa Gregurek <a href="mailto:marissa.gregurek@hhs.texas.gov">marissa.gregurek@hhs.texas.gov</a>	\$0	\$0	\$0
Extra Funding TXIN Internet	Tammye Farmer-Holloman <a href="mailto:tammye.farmerholloman@hhs.texas.gov">tammye.farmerholloman@hhs.texas.gov</a>	\$21,000	\$0	\$21,000
Extra Funding Improving Participant Experience	Amber Oltmann <a href="mailto:amber.oltmann@hhs.texas.gov">amber.oltmann@hhs.texas.gov</a>	\$0	\$0	\$0
Extra Funding Other	Tammye Farmer-Holloman <a href="mailto:tammye.farmerholloman@hhs.texas.gov">tammye.farmerholloman@hhs.texas.gov</a>	\$152,020	\$0	\$152,020
Extra Funding Cash Value Benefits/ Disaster Overtime (CVB/Disaster-OT)	Elsa Rodriguez <a href="mailto:elsa.rodriguez2@hhs.texas.gov">elsa.rodriguez2@hhs.texas.gov</a>	\$0	\$0	\$0
Extra Funding Nutrition Education	Akata Sanghani <a href="mailto:akata.sanghani@hhs.texas.gov">akata.sanghani@hhs.texas.gov</a>	\$0	\$0	\$0
Employee Retention Stipend	Tammye Farmer-Holloman <a href="mailto:tammye.farmerholloman@hhs.texas.gov">tammye.farmerholloman@hhs.texas.gov</a>	\$0	\$784,000	\$784,000
Miscellaneous Projects	Tammye Farmer-Holloman <a href="mailto:tammye.farmerholloman@hhs.texas.gov">tammye.farmerholloman@hhs.texas.gov</a>	\$0	\$0	\$0
<b>Total</b>		<b>\$12,648,952</b>	<b>\$954,000</b>	<b>\$13,602,952</b>



\*Actual General Administrative funding amount is accrued monthly based on Funding Formula Rate (FFR): \$13.76 per participant plus any earned incentives.

**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, the invoice will be returned to the Local Agency for correction and resubmission.

For questions regarding purchase requests, please contact [WICLARRequests@hhs.texas.gov](mailto:WICLARRequests@hhs.texas.gov).

August 1, 2024  
Page 3

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,

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

Edgar Curtis, Texas WIC Director  
Health and Human Services Commission

cc: Richard F. Cortez, Hidalgo County Judge

# Special Projects Funding and Allowable Costs

## Fiscal Year 2024

Note: Not all agencies are approved for all special projects.

**Peer Counselor (PC)** – A PC’s qualifications must include: (1) previously or currently enrolled in WIC, (2) have breastfed or is currently breastfeeding at least one of her children, and (3) completes appropriate training prior to serving as PC to participants. This funding includes, but is not limited to:

- Salaries and fringe of PCs who assist pregnant and breastfeeding WIC participants.
- Training for PCs:
  - This may include WIC trainings, Peer Counselor monthly meeting, and trainings required by LA’s governing body if the staff sole responsibility is Peer Counseling.
  - If a PC is cross trained and acting in other roles, besides Peer Counseling, within the WIC clinic, trainings required by LA’s governing body should be bill to the Admin. invoice.
- Communication equipment to be used by the PC.
- Travel expenses PCs may incur in the course of performing their job duties or attending training and/or conferences.
- Equipment and supplies used to train PCs or used by PCs to educate clients.
- Any other expenses listed in *WIC Policy AC:17.0*.

If a PC is cross trained and acting in other roles in the WIC clinic, please allocate and bill her time accordingly to those other projects.

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 to support improvement of breastfeeding rates.

Please note that all agencies are required to have a Peer Counselor on staff (*WIC Policy GA:14.0*).

**Reimbursement of PC Services should be submitted on its own unique invoices. As indicated below, under “20.Description of Goods and Service” column, if possible, please use the indicated Invoice ID framework and allocated only to the BF category as indicated under the “22.Unit Price” column.**

40	19. SERVICE / DEL DATE	20. DESCRIPTION OF GOODS OR SERVICE	21. QUANTITY	22. UNIT PRICE	23. AMOUNT
41		Services performed in accordance with Texas			
42	<i>Last day of the month</i>	contract between Health and Human Services			
43	<i>MM/DD/YY</i>	Commission and INPUT AGENCY NAME			
46				BF	\$\$\$.\$\$
49				TOTAL	\$\$\$.\$\$
50		Contract Term: 10/1/23 - 09/30/24			
51		Contract ID: HHSxxxxxxxxxx			
52		Invoice ID: MMY LA## PC			
53					

**NOTE:** Funding is specific to each project, overbilling any of these projects is not allowed. Reimbursements requests for allowable costs over the awarded amount must be included in the Admin Invoice for reimbursement.

**Registered Dietitian (RD)** – Use this special funding for reimbursement of staff and contract RD duties and associated costs. Identify the category of expense (ADMIN, NE, or BF) to appropriately allocate funds. The following are examples of approved expenses:

**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 SNAP-Ed Nutrition 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.

**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*.

**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.
- Prior to contracting with the RD, the RD must submit a current copy of his/her registration card from the Commission on Dietetic Registration.

Reimbursement of Registered Dietitian Services should be submitted on its own unique invoices. As indicated below, under “20.” Description of Goods and Service” column, if possible, please use the indicated Invoice ID framework. Reimbursement request can be allocated to ADMIN, NE, and/or BF as indicated under the “22.” Unit Price” column.

40	19. SERVICE / DEL DATE	20. DESCRIPTION OF GOODS OR SERVICES	21. QUANTIT	22. UNIT PRICE	23. AMOUNT
41		Services performed in accordance with Texas WIC			
42	<i>Last day of the month</i>	contract between Health and Human Services		Admin	\$\$\$.\$\$
43	MM/DD/YY	Commission and INPUT AGENCY NAME		NE	\$\$\$.\$\$
44				BF	\$\$\$.\$\$
45				TOTAL	\$\$\$.\$\$
46					
49		Contract Term: 10/1/23 - 09/30/24			
50		Contract ID: HHSXXXXXXXXXXXXXX			
51		Invoice ID: MMY LA## RD			
52					
53					

**NOTE:** Funding is specific to each project, overbilling any of these projects is not allowed. Reimbursements requests for allowable costs over the awarded amount must be included in the Admin Invoice for reimbursement.

**Lactation Services (Lact.)** – The purpose of Lactation Services funds is to provide local agencies with resources to support staffing and development of International Board-Certified Lactation Consultant (IBCLCs) and the tools and equipment needed for quality lactation consultations. This funding can be used for full-time or contract WIC employees. See *WIC Policy AC:16.0* for guidance on requirements for professional contracts.

LS funding may be used for:

- Lactation consultations provided by staff or contract IBCLC and includes breastfeeding promotion and support work that occurs outside of normal working hours if applicable.
- Fees for local agency staff to pursue the IBCLC credential. This includes preparation and exams costs such as: prerequisite courses, prep courses, study materials and fee for 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 consultations such as nipple shields and shells, nursing bras, breast pump flanges, and supplemental nursing systems.
- Reference books and teaching aids such as breastfeeding dolls, breast models, and any teaching tools or supplies needed to create teaching tools that support breastfeeding education.
- Furniture and supplies to establish a room to be used for lactation consultations and as a private place for mothers to nurse and pump. Examples include comfortable chairs, pillows, stools, side table, lamps, desk and chair for staff, and dividers for privacy.
- Equipment (i.e., webcams) to facilitate breastfeeding teleconsultations.
- Other innovative expenditures that are approved on a case-by-case basis by the State Agency.

LS funds should not be used for general breastfeeding promotion or educational reinforcement items that include a breastfeeding promotion or education message such as pencils, magnets, stickers, water bottles, etc.

**Please note the following:**

- All local agencies are required to have an IBCLC on staff or on contract (*WIC Policy GA: 14.0*).
- Follow *WIC Policy AC: 16.0 – Allowable Costs – Professional Contract Services*, when securing the services of an IBCLC via contract.

**Reimbursement of Lactation Services should be submitted on its own unique invoices. As indicated below, under “20.Description of Goods and Service” column, if possible, please use the indicated Invoice ID framework. Allocate only to the BF category as indicated under the “22.Unit Price” column.**

40	19. SERVICE / DEL DATE	20. DESCRIPTION OF GOODS OR SERVICES	21. QUANTITY	22. UNIT PRICE	23. AMOUNT
41		Services performed in accordance with Texas WIC			
42	<i>Last day of the month</i>	contract between Health and Human Services			
43	<b>MM/DD/YY</b>	Commission and <b>INPUT AGENCY NAME</b>			
46				BF	\$\$\$.\$\$
47					
50		Contract Term: 10/1/23 - 09/30/24		TOTAL	\$\$\$.\$\$
51		Contract ID: HHSxxxxxxxxxxxx			
52		Invoice ID: MMY LA## Lact			
53					

**NOTE:** Funding is specific to each project, overbilling any of these projects is not allowed. Reimbursements requests for allowable costs over the awarded amount must be included in the Admin Invoice for reimbursement.

**Lactation Support Center (LSC)** – LSC funding is used to support operations for the Lactation Support Centers (LSCs). The purpose of the LSCs is to provide education, support, and breastfeeding assistance to pregnant and breastfeeding WIC mothers. The LSCs also serve as training centers for WIC local agency staff and other community health care providers to receive clinical experience in working with breastfeeding mothers.

The LSCs are staffed by a full-time manager, a minimum of one Registered Nurse, IBCLCs and Peer Counselors. Funding is used to support lactation consults with WIC moms and training programs such as the Clinical Lactation Practicum (CLP) which supports preparation for WIC staff to prepare for the IBLCE exam. Funding is also provided for supplies that complement lactation consults such as nipple shields, shells, nursing bras and supplemental nursing systems. LSCs also provide community education and outreach activities to promote and support breastfeeding and the use of the lactation center in the community.

**Reimbursement of LSC should be submitted on its own unique invoices. As indicated below, under “20.Description of Goods and Service” column, if possible, please use the indicated Invoice ID framework. Allocate only to the BF category as indicated under the “22.Unit Price” column.**

40	19. SERVICE / DEL DATE	20. DESCRIPTION OF GOODS OR SERVICES	21. QUANTITY	22. UNIT PRICE	23. AMOUNT
41		Services performed in accordance with Texas WIC			
42	<i>Last day of the month</i>	contract between Health and Human Services			
43	MM/DD/YY	Commission and INPUT AGENCY NAME			
46				BF	\$\$\$.\$\$
47					
50		Contract Term: 10/1/23 - 09/30/24		TOTAL	\$\$\$.\$\$
51		Contract ID: HHSXXXXXXXXXXXXXX			
52		Invoice ID: MMY LA## LSC			
53					

**NOTE:** Funding is specific to each project, overbilling any of these projects is not allowed. Reimbursements requests for allowable costs over the awarded amount must be included in the Admin Invoice for reimbursement.

**Innovation Centers (IC)** - Innovation Center 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 must be approved by the State Agency and follow the Texas WIC Design Guidelines. Selected innovation centers should follow their approved project expenditures to conduct IC specific projects. Any changes to project expenditures should be discussed with the State Agency. Reimbursement requests must identify the category of expense (Admin, or NE) to appropriately allocate funds.

**Reimbursement of Innovation Centers should be submitted on its own unique invoices. As indicated below, under “20.Description of Goods and Service” column, if possible, please use the indicated Invoice ID framework. Reimbursement request can be allocated to Admin and/or NE category(ies) as indicated under the “22.Unit Price” column.**

40	19. SERVICE / DEL DATE	20. DESCRIPTION OF GOODS OR SERVICES	21. QUANTITY	22. UNIT PRICE	23. AMOUNT
41		Services performed in accordance with Texas WIC			
42	<i>Last day of the month</i>	contract between Health and Human Services			
43	MM/DD/YY	Commission and INPUT AGENCY NAME			
44				Admin	\$\$\$.\$\$
45				NE	\$\$\$.\$\$
49					
50		Contract Term: 10/1/23 - 09/30/24		TOTAL	\$\$\$.\$\$
51		Contract ID: HHSXXXXXXXXXXXXXX			
52		Invoice ID: MMY LA## IC			
53					

**NOTE:** Funding is specific to each project, overbilling any of these projects is not allowed. Reimbursements requests for allowable costs over the awarded amount must be included in the Admin Invoice for reimbursement.

**Dietetic Internship (DI)** – This pertains to funding for local agencies that have an employee participating in the Texas WIC Dietetic Internship.

- The intern's regular salary continues to be a WIC allowable expense throughout the eight months of the internship. Continue to pay the employee as you normally would.
- Assistance for hiring a replacement employee:

- Local Agencies (LA) with staff participating in the Texas WIC Dietetic Internship can request funding in an amount up to 90% of the intern’s salary and benefits (this percentage may change from year to year, depending on the State WIC NECS unit director’s discretion.)
  - The purpose of the replacement employee funding is to off-set the cost of hiring a temporary replacement to fill-in while the intern is completing the internship for seven months (January through July).
  - In-order-to receive this extra funding, the LA will need to hire a replacement employee, but if a replacement is not hired, the State Agency will not provide this funding.
- Assistance for intern’s expenses:
    - Upon request, the State Agency will also provide \$1,500 to the LA exclusively for reimbursing the intern for travel and other expenses related to the internship (books, etc.).
    - If requesting this funding, the LA is required to use this \$1,500 to reimburse the intern for expenses.
    - The LA may provide additional reimbursement to the intern, over the \$1,500, at LA discretion, from the LA’s existing budget if funds available.
    - All internship expenses are “WIC Allowable.”
  - Funding Process:
    - To receive the Dietetic Internship funding described above, complete and submit the financial assistance request form. The dietetic internship director will provide this form to the LA director once an employee is accepted into the internship.
    - The funds are provided during the mid-year adjustment.
    - Bill for the \$1,500 intern expenses (travel, books, etc.) and for the replacement employee funds, on a separate invoice.
    - Label the invoice: "DI" and allocate the expenses to Nutrition Education (NE).

**Reimbursement of Dietetic Internship should be submitted on its own unique invoices. As indicated below, under “20.Description of Goods and Service” column, if possible, please use the indicated Invoice ID framework. Reimbursement request can be allocated to NE category(ies) as indicated under the “22.Unit Price” column.**

40	19. SERVICE / DEL DATE	20. DESCRIPTION OF GOODS OR SERVICES	21. QUANTITY	22. UNIT PRICE	23. AMOUNT
41	Last day of the month MM/DD/YY	Services performed in accordance with Texas WIC contract between Health and Human Services Commission and INPUT AGENCY NAME		NE	\$\$\$.\$\$
42					
43					
44					
45					
49					
50		Contract Term: 10/1/23 - 09/30/24		TOTAL	\$\$\$.\$\$
51		Contract ID: HHSxxxxxxxxxxxx			
52		Invoice ID: MMY LA## DI			
53					

**NOTE:** Funding is specific to each project, overbilling any of these projects is not allowed. Reimbursements requests for allowable costs over the awarded amount must be included in the Admin Invoice for reimbursement.

**SNAP-Ed** - SNAP-Ed projects will focus on obesity prevention, nutrition education, breastfeeding initiatives, or peer counseling services for SNAP and WIC eligible populations. SNAP-Ed funding may be used to pay for the salaries and fringe benefits of WIC staff members who plan, develop, or implement SNAP-Ed 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 SNAP-Ed Plan Guidance FY2023 [document](#).

Reimbursement of SNAP-Ed requires the use of the SNAP-Ed [Invoice Template](#). As indicated below, under the “20.Description of Goods or Services” column in the “Invoice ID” section, select from the dropdowns; 1) CHOOSE ID name, and 2) the specific “Project:”. Allocation of costs should be one of the cost categories listed under the “22.Unit Price” column.

Step 1)

40	19. SERVICE / DEL DATE	20. DESCRIPTION OF GOODS OR SERVICES	21. QUANTITY	22. UNIT PRICE	23. AMOUNT	
41	Last day of the month mm/dd/yy	Services performed in accordance with Texas WIC contract between Health and Human Services Commission and INPUT AGENCY NAME		Salary	\$\$\$.\$\$	
42				Fringe Benefits	\$\$\$.\$\$	
43				Contracts/SubGrants/Agre	\$\$\$.\$\$	
44				NonCap Equip/Office Supp	\$\$\$.\$\$	
45				Nutritional Edu. Materials	\$\$\$.\$\$	
46				Travel	\$\$\$.\$\$	
47				Bldg Space Lease/Rental	\$\$\$.\$\$	
48				Public Owned Bldg Space	\$\$\$.\$\$	
49				Maintenance/Repair	\$\$\$.\$\$	
50				Contract Term: 10/1/23 - 09/30/24	Instltl Membership/Subsc	\$\$\$.\$\$
51				Contract ID: HHSxxxxxxxxxxxx	Equipmt/Capital Expendit	\$\$\$.\$\$
52				Invoice ID: MMY LA## SNAP-Ed - CHOOSE	Indirect Cost	\$\$\$.\$\$
53	Project: CHOOSE FROM THE D	TOTAL	\$0.00			
54	24. CONTRACTOR CERTIFICATION		code and numb	25. Entered by		
55	Contractor Contact Name and Title		code and numb	Date		
56						
57						
58						

Step 2)

40	19. SERVICE / DEL DATE	20. DESCRIPTION OF GOODS OR SERVICES	21. QUANTITY	22. UNIT PRICE	23. AMOUNT	
41	Last day of the month mm/dd/yy	Services performed in accordance with Texas WIC contract between Health and Human Services Commission and INPUT AGENCY NAME		Salary	\$\$\$.\$\$	
42				Fringe Benefits	\$\$\$.\$\$	
43				Contracts/SubGrants/Agre	\$\$\$.\$\$	
44				NonCap Equip/Office Supp	\$\$\$.\$\$	
45				Nutritional Edu. Materials	\$\$\$.\$\$	
46				Travel	\$\$\$.\$\$	
47				Bldg Space Lease/Rental	\$\$\$.\$\$	
48				Public Owned Bldg Space	\$\$\$.\$\$	
49				Maintenance/Repair	\$\$\$.\$\$	
50				Contract Term: 10/1/23 - 09/30/24	Instltl Membership/Subsc	\$\$\$.\$\$
51				Contract ID: HHSxxxxxxxxxxxx	Equipmt/Capital Expendit	\$\$\$.\$\$
52				Invoice ID: MMY LA## SNAP-Ed - CHOOSE	Indirect Cost	\$\$\$.\$\$
53	Project: CHOOSE FROM THE DROP DOWN	TOTAL	\$0.00			
54	24. CONTRACTOR CERTIFICATION	CHOOSE FROM THE DROP DOWN	code and numb	25. Entered by		
55	Contractor Contact Name and Title	SNAP-ED-Obesity Prevention (NE) SNAP-ED-Nutrition on the Go (NE) SNAP-ED-Breastfeeding-Friendly Community SNAP-ED-Peer Text (BF) SNAP-ED-Health Care Provider Campaign (B)	code and numb	Date		
56						
57						
58						

**NOTE:** Funding is specific to each project, overbilling any of these projects is not allowed. Reimbursements requests for allowable costs over the awarded amount must be included in the Admin Invoice for reimbursement.

## EXTRA Funding

- **WIC Summer Food Program (SFP)** – This special funding is for reimbursement of WIC SFP allowable costs. Funding is designed to assist with incidental expenses that may include hiring temporary staff to help implement the program, purchasing non-consumable supplies such as trash cans, trash can liners, portable tables and chairs, reusable table covers, etc. Please process WIC Invoices for reimbursement under SFP and allocate only to **Administration** costs.
- **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.
- **Extra Nutrition Education (NE)** - All costs associated with providing nutrition education outside of Registered Dietitian and SNAP-Ed nutrition education 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. Professional design consultations are available and may be required. All IPE recipients will be given access to the Texas WIC IPE SharePoint site where you can share photos, floor plans and project updates.

Allowable costs include, but are not limited to:

- Paint and flooring
- Furniture
- Canvas Art
- Lighting, ceiling tiles, internal finishes
- Signage (indoor and outdoor)
- Toys

**Please note:** Clinic renovations, repairs and enhancements require State Agency approval.

**IPE Funding Requirements:** LAs will be requested to provide:

- Photos of the clinic spaces designated for enhancements.
  - Before photos are required when requesting project approval.
  - After photos required within 30 days of project completion.
- Design consultation (as needed).
- Clinic floor plans.
- Details of work plan for each space.
- Budget with estimated itemized cost.
- Quarterly updates demonstrating progress of clinic improvements.
- Reports to the State Agency including budget status and results.

Reimbursement invoices for Extra Funding Projects can be billed on one Extra Funding Invoice. Identify the project (SFP, Internet, IPE, and Other) by listing the Projects' names under the "22.Unit Price" column along with its corresponding expense under the "Amount" column. As indicated below, under "20.Description of Goods and Service" column, if possible, please use the indicated Invoice ID framework.

40	19. SERVICE / DEL DATE	20. DESCRIPTION OF GOODS OR SERVICES	21. QUANTITY	22. UNIT PRICE	23. AMOUNT
41		Services performed in accordance with Texas WIC			
42	<i>Last day of the month</i>	contract between Health and Human Services		SFP	\$\$\$.\$\$
43	MM/DD/YY	Commission and INPUT AGENCY NAME		Internet	\$\$\$.\$\$
44				IPE	\$\$\$.\$\$
45				Other	\$\$\$.\$\$
46				TOTAL	\$\$\$.\$\$
47					
48					
49					
50		Contract Term: 10/1/23 - 09/30/24			
51		Contract ID: HHSXXXXXXXXXXXX			
52		Invoice ID: MMY LA## EXTRA			
53					

**NOTE:** Funding is specific to each project, overbilling any of these projects is not allowed. Reimbursements requests for allowable costs over the awarded amount must be included in the Admin Invoice for reimbursement.

Funds are awarded with the understanding that any procurements using these funds will be in compliance with the state Texas Grants Management Standards (TXGMS)/Uniform Grants Management Standards (UGMS), WIC policies, and the federal Uniform Grant Guidance (UGG) 2 Part 200. This letter is approval for funding only. **Please be advised that funding of your project does not relieve you of the responsibility to seek state agency approval for specific dollar threshold on materials/services being procured.** Refer to the WIC Policies located on <https://www.hhs.texas.gov/providers/wic-providers/wic-policy-procedures-manual>.

If your local agency is unable to utilize allocated funds in the special projects within the budgeted year, please contact the program lead.

DATE: August 20, 2024

DEPARTMENT HEAD: Clarissa Ramirez

2024  
Appropriation  
AI-96235



DEPARTMENT NAME: WIC

ACCOUNT NUMBER: 4-1292-441-00-350-029-4-XXX WIC Extra Funding 2% LAGA

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
4-1292-441-00-350-029-4-610 ✓	WIC EXTRA FUND 2% LAGA-GENERAL SUPPLIES ✓	170,000.00 ✓
4-1292-331-12-350-029-4-000 ✓	WIC EXTRA FUNDING 2% LAGA REVENUES ✓	170,000.00 ✓
<b>TOTAL BUDGET INCREASE (DECREASE)</b>		<b>170,000.00</b>

**REASON:** To appropriate the WIC Extra Funding 2% LAGA FY24 Revised Notice of Award ( 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 ✓

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK

**REVIEWED**  
By Maria Munoz at 9:12 am, Aug 20, 2024