

CY25 RECLASSIFICATION OF LONGEVITY AND FRINGES

1)

E#188999

Months	Worked	6.00
Months	Reclass	6.00
	Total Months	12.00
	Monthly Rate	120.00

Object Code	Description	PAID	Correct Amount			Reclass JE	
		FY25	Worked	Reclass	Total	Grant	General Fund
113	WIC ADM-REG F/T EMPLOYEES	4,252.45	-	-	-	-	-
115	WIC ADM-LONGEVITY PAY	1,440.00	720.00	720.00	1,440.00	(720.00)	720.00
220	WIC ADM-FICA	439.99	0.077294	55.65	55.65	111.30	55.65
230	WIC ADM-RETIREMENT	820.28	0.144100	103.75	103.75	207.50	103.75
250	WIC ADM-UNEMPLOYMENT COMP	8.54	0.001500	1.08	1.08	2.16	1.08
		6,961.26	880.48	880.48	1,760.96	(880.48)	880.48

2)

E#230596

Months	Worked	7.00
Months	Reclass	5.00
	Total Months	12.00
	Monthly Rate	60.00

Object Code	Description	PAID	Correct Amount			Reclass JE	
		FY25	Worked	Reclass	Total	Grant	General Fund
113	WIC ADM-REG F/T EMPLOYEES	235.93	-	-	-	-	-
115	WIC ADM-LONGEVITY PAY	720.00	420.00	300.00	720.00	(300.00)	300.00
220	WIC ADM-FICA	73.13	0.076501	32.13	22.95	55.08	22.95
230	WIC ADM-RETIREMENT	137.75	0.144101	60.52	43.23	103.75	43.23
250	WIC ADM-UNEMPLOYMENT COMP	1.43	0.001496	0.63	0.45	1.08	0.45
		1,168.24	513.28	366.63	879.91	(366.63)	366.63

3)

E#102709

Months	Worked	8.00
Months	Reclass	4.00
	Total Months	12.00
	Monthly Rate	230.00

Object Code	Description	PAID	Correct Amount			Reclass JE	
		FY25	Worked	Reclass	Total	Grant	General Fund
113	WIC ADM-REG F/T EMPLOYEES	3,757.31	-	-	-	-	-
115	WIC ADM-LONGEVITY PAY	2,760.00	1,840.00	920.00	2,760.00	(920.00)	920.00
220	WIC ADM-FICA	501.78	0.076992	141.67	70.83	212.50	70.83
230	WIC ADM-RETIREMENT	939.14	0.144099	265.14	132.57	397.71	132.57
250	WIC ADM-UNEMPLOYMENT COMP	9.78	0.001501	2.76	1.38	4.14	1.38
		7,968.01	2,249.57	1,124.78	3,374.35	(1,124.78)	1,124.78

4)

E#123641

Months	Worked	7.00
Months	Reclass	5.00
	Total Months	12.00
	Monthly Rate	210.00

Object Code	Description	PAID	Correct Amount			Reclass JE	
		FY25	Worked	Reclass	Total	Grant	General Fund
113	WIC ADM-REG F/T EMPLOYEES	1,846.92	-	-	-	-	-
115	WIC ADM-LONGEVITY PAY	2,520.00	1,470.00	1,050.00	2,520.00	(1,050.00)	1,050.00
220	WIC ADM-FICA	344.20	0.078820	115.87	82.76	198.63	82.76
230	WIC ADM-RETIREMENT	629.27	0.144099	211.83	151.30	363.13	151.30
250	WIC ADM-UNEMPLOYMENT COMP	6.55	0.001500	2.20	1.58	3.78	1.58
		5,346.94	1,799.90	1,285.64	3,085.54	(1,285.64)	1,285.64

5)

E#224278

Months	Worked	8.00
Months	Reclass	4.00
	Total Months	12.00
	Monthly Rate	70.00

Object Code	Description	PAID	Correct Amount			Reclass JE		
		FY25	Worked	Reclass	Total	Grant	General Fund	
113	WIC ADM-REG F/T EMPLOYEES	2,865.70	-	-	-	-	-	
115	WIC ADM-LONGEVITY PAY	840.00	560.00	280.00	840.00	(280.00)	280.00	
220	WIC ADM-FICA	287.01	0.077451	43.37	21.69	65.06	(21.69)	21.69
230	WIC ADM-RETIREMENT	533.99	0.144100	80.70	40.35	121.05	(40.35)	40.35
250	WIC ADM-UNEMPLOYMENT COMP	5.56	0.001500	0.84	0.42	1.26	(0.42)	0.42
		4,532.26	684.91	342.46	1,027.37	(342.46)	342.46	

6)

E#072451

Months	Worked	9.00
Months	Reclass	3.00
	Total Months	12.00
	Monthly Rate	270.00

Object Code	Description	PAID	Correct Amount			Reclass JE		
		FY25	Worked	Reclass	Total	Grant	General Fund	
113	WIC ADM-REG F/T EMPLOYEES	1,601.67	-	-	-	-	-	
115	WIC ADM-LONGEVITY PAY	3,240.00	2,430.00	810.00	3,240.00	(810.00)	810.00	
220	WIC ADM-FICA	373.86	0.077217	187.64	62.55	250.19	(62.55)	62.55
230	WIC ADM-RETIREMENT	697.68	0.144099	350.16	116.72	466.88	(116.72)	116.72
250	WIC ADM-UNEMPLOYMENT COMP	7.26	0.001499	3.64	1.22	4.86	(1.22)	1.22
		5,920.47	2,971.44	990.49	3,961.93	(990.49)	990.49	

7)

E#229431

PRG 002

FY25	Months Worked	9.00
FY26	Months Worked	1.00
General Fund	Months Not Worked	2.00
	Total Months	12.00
	Monthly Rate	60.00

Object Code	Description	PAID	Correct Amount				Reclass JE			
		FY26	FY25	FY26	General Fund	Total	FY26	FY25	General Fund	
113	WIC P/C PRG-LONGEVITY PAY	1,079.62	-	1,079.62	-	1,079.62	-	-	-	
115	WIC P/C PRG-LONGEVITY PAY	720.00	540.00	60.00	120.00	720.00	(660.00)	540.00	120.00	
220	WIC P/C PRG-FICA	138.43	0.076922	41.54	87.66	9.23	138.43	(50.77)	41.54	9.23
230	WIC P/C PRG-RETIREMENT	259.33	0.144103	77.82	164.22	17.29	259.33	(95.11)	77.82	17.29
250	WIC P/C PRG-UNEMPLOYMENT COMP	2.70	0.001500	0.81	1.71	0.18	2.70	(0.99)	0.81	0.18
		2,200.08	660.17	1,393.21	146.70	2,200.08	(806.87)	660.17	146.70	

CY25	1	2	3	4	5	6	7	Reclass Amount
OBJ 115	720.00	300.00	920.00	1,050.00	280.00	810.00	120.00	4,200.00
OBJ 220	55.65	22.95	70.83	82.76	21.69	62.55	9.23	325.66
OBJ 230	103.75	43.23	132.57	151.30	40.35	116.72	17.29	605.21
OBJ 250	1.08	0.45	1.38	1.58	0.42	1.22	0.18	6.31
Total	880.48	366.63	1,124.78	1,285.64	342.46	990.49	146.70	5,137.18

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HIDALGO COUNTY, TEXAS
TO: Accounting Department

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#5643 LR

JE # 253866

SUBJECT: Court Entry

Prepared by: Roy Gonzalez <i>RG</i>	Reviewed by: <i>Maria A Munoz</i>	Approved by: <i>[Signature]</i>	GD JE# 5-1565
Date: 11/25/2025	Date: 12/01/2025	Date: 12/5/25	

ACCOUNT NUMBER	DESCRIPTION	DR	CR
1.)			
5-1292-441-00-350-001-5-115 ✓	WIC ADM-LONGEVITY PAY ✓	720.00 ✓	
5-1292-130-01-000-100-0-000 ✓	DUE FROM GENERAL FUND ✓		720.00 ✓
5-1100-208-01-000-292-0-000 ✓ DUE TO WIC PRG ✓ 720.00 ✓			
5-1100-441-00-350-003-0-115 ✓	WIC INELIGIBLE COSTS-LONGEVITY PAY ✓		720.00 ✓
COR JE#252422 FY25 ✓			
2.)			
5-1100-441-00-350-003-0-115 ✓	WIC INELIGIBLE COSTS-LONGEVITY PAY ✓	720.00 ✓	
5-1100-441-00-350-003-0-220 ✓	WIC INELIGIBLE COSTS-FICA ✓	55.65 ✓	
5-1100-441-00-350-003-0-230 ✓	WIC INELIGIBLE COSTS-RETIREMENT ✓	103.75 ✓	
5-1100-441-00-350-003-0-250 ✓	WIC INELIGIBLE COSTS-UNEMPLOY COMP ✓	1.08 ✓	
5-1100-208-01-000-292-0-000 ✓	DUE TO WIC PRG ✓		880.48 ✓
5-1292-130-01-000-100-0-000 ✓ DUE FROM GENERAL FUND ✓ 880.48 ✓			
5-1292-441-00-350-001-5-115 ✓	WIC ADM-LONGEVITY PAY ✓		720.00 ✓
5-1292-441-00-350-001-5-220 ✓	WIC ADM-FICA ✓		55.65 ✓
5-1292-441-00-350-001-5-230 ✓	WIC ADM-RETIREMENT ✓		103.75 ✓
5-1292-441-00-350-001-5-250 ✓	WIC ADM-UNEMPLOYMENT COMP ✓		1.08 ✓
RCL 6M LNGVTY/FRNG E188999 FR 1292 TO GF ✓			
3.)			
5-1292-441-00-350-001-5-115 ✓	WIC ADM-LONGEVITY PAY ✓	300.00 ✓	
5-1292-130-01-000-100-0-000 ✓	DUE FROM GENERAL FUND ✓		300.00 ✓
5-1100-208-01-000-292-0-000 ✓ DUE TO WIC PRG ✓ 300.00 ✓			
5-1100-441-00-350-003-0-115 ✓	WIC INELIGIBLE COSTS-LONGEVITY PAY ✓		300.00 ✓
COR JE#252470 FY25 ✓			
4.)			
5-1100-441-00-350-003-0-115 ✓	WIC INELIGIBLE COSTS-LONGEVITY PAY ✓	300.00 ✓	
5-1100-441-00-350-003-0-220 ✓	WIC INELIGIBLE COSTS-FICA ✓	22.95 ✓	
5-1100-441-00-350-003-0-230 ✓	WIC INELIGIBLE COSTS-RETIREMENT ✓	43.23 ✓	
5-1100-441-00-350-003-0-250 ✓	WIC INELIGIBLE COSTS-UNEMPLOY COMP ✓	0.45 ✓	
5-1100-208-01-000-292-0-000 ✓	DUE TO WIC PRG ✓		366.63 ✓
5-1292-130-01-000-100-0-000 ✓ DUE FROM GENERAL FUND ✓ 366.63 ✓			
5-1292-441-00-350-001-5-115 ✓	WIC ADM-LONGEVITY PAY ✓		300.00 ✓
5-1292-441-00-350-001-5-220 ✓	WIC ADM-FICA ✓		22.95 ✓
5-1292-441-00-350-001-5-230 ✓	WIC ADM-RETIREMENT ✓		43.23 ✓
5-1292-441-00-350-001-5-250 ✓	WIC ADM-UNEMPLOYMENT COMP ✓		0.45 ✓
RCL 5M LNGVTY/FRNG E230596 FR 1292 TO GF ✓			
5.)			
5-1292-441-00-350-001-5-115 ✓	WIC ADM-LONGEVITY PAY ✓	920.00 ✓	
5-1292-130-01-000-100-0-000 ✓	DUE FROM GENERAL FUND ✓		920.00 ✓
5-1100-208-01-000-292-0-000 ✓ DUE TO WIC PRG ✓ 920.00 ✓			
5-1100-441-00-350-003-0-115 ✓	WIC INELIGIBLE COSTS-LONGEVITY PAY ✓		920.00 ✓
COR JE#252915 FY25 ✓			
6.)			
5-1100-441-00-350-003-0-115 ✓	WIC INELIGIBLE COSTS-LONGEVITY PAY ✓	920.00 ✓	
5-1100-441-00-350-003-0-220 ✓	WIC INELIGIBLE COSTS-FICA ✓	70.83 ✓	
5-1100-441-00-350-003-0-230 ✓	WIC INELIGIBLE COSTS-RETIREMENT ✓	132.57 ✓	
5-1100-441-00-350-003-0-250 ✓	WIC INELIGIBLE COSTS-UNEMPLOY COMP ✓	1.38 ✓	
5-1100-208-01-000-292-0-000 ✓	DUE TO WIC PRG ✓		1,124.78 ✓
5-1292-130-01-000-100-0-000 ✓ DUE FROM GENERAL FUND ✓ 1,124.78 ✓			
5-1292-441-00-350-001-5-115 ✓	WIC ADM-LONGEVITY PAY ✓		920.00 ✓
5-1292-441-00-350-001-5-220 ✓	WIC ADM-FICA ✓		70.83 ✓
5-1292-441-00-350-001-5-230 ✓	WIC ADM-RETIREMENT ✓		132.57 ✓
5-1292-441-00-350-001-5-250 ✓	WIC ADM-UNEMPLOYMENT COMP ✓		1.38 ✓
RCL 4M LNGVTY/FRNG E102709 FR 1292 TO GF ✓			

(1)

(2)

(3)

REVIEWED
By Maria A. Munoz at 11:23 am, Dec 01, 2025

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HIDALGO COUNTY, TEXAS
TO: Accounting Department

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SUBJECT: Journal Entry

JE #

Prepared by: Roy Gonzalez <i>RG</i>	Reviewed by: <i>Maria A Munoz</i>	Approved by: <i>[Signature]</i>	GD JE#	5-1565
Date: 11/25/2025	Date: 12/01/2025	Date: 12/5/25		

ACCOUNT NUMBER	DESCRIPTION	DR	CR
7.)			
5-1292-441-00-350-001-5-115 ✓	WIC ADM-LONGEVITY PAY ✓	1,050.00 ✓	
5-1292-130-01-000-100-0-000 ✓	DUE FROM GENERAL FUND ✓		1,050.00 ✓
5-1100-208-01-000-292-0-000 ✓	DUE TO WIC PRG ✓	1,050.00 ✓	
5-1100-441-00-350-003-0-115 ✓	WIC INELIGIBLE COSTS-LONGEVITY PAY ✓		1,050.00 ✓
COR JE#252916 FY25 ✓			
8.)			
5-1100-441-00-350-003-0-115 ✓	WIC INELIGIBLE COSTS-LONGEVITY PAY ✓	1,050.00 ✓	
5-1100-441-00-350-003-0-220 ✓	WIC INELIGIBLE COSTS-FICA ✓	82.76 ✓	
5-1100-441-00-350-003-0-230 ✓	WIC INELIGIBLE COSTS-RETIREMENT ✓	151.30 ✓	
5-1100-441-00-350-003-0-250 ✓	WIC INELIGIBLE COSTS-UNEMPLOY COMP ✓	1.58 ✓	
5-1100-208-01-000-292-0-000 ✓	DUE TO WIC PRG ✓		1,285.64 ✓
5-1292-130-01-000-100-0-000 ✓	DUE FROM GENERAL FUND ✓	1,285.64 ✓	
5-1292-441-00-350-001-5-115 ✓	WIC ADM-LONGEVITY PAY ✓		1,050.00 ✓
5-1292-441-00-350-001-5-220 ✓	WIC ADM-FICA ✓		82.76 ✓
5-1292-441-00-350-001-5-230 ✓	WIC ADM-RETIREMENT ✓		151.30 ✓
5-1292-441-00-350-001-5-250 ✓	WIC ADM-UNEMPLOYMENT COMP ✓		1.58 ✓
RCL 5M LNGVTY/FRNG E123641 FR 1292 TO GF ✓			
9.)			
5-1292-441-00-350-001-5-115 ✓	WIC ADM-LONGEVITY PAY ✓	280.00 ✓	
5-1292-130-01-000-100-0-000 ✓	DUE FROM GENERAL FUND ✓		280.00 ✓
5-1100-208-01-000-292-0-000 ✓	DUE TO WIC PRG ✓	280.00 ✓	
5-1100-441-00-350-003-0-115 ✓	WIC INELIGIBLE COSTS-LONGEVITY PAY ✓		280.00 ✓
COR JE#253326 FY25 ✓			
10.)			
5-1100-441-00-350-003-0-115 ✓	WIC INELIGIBLE COSTS-LONGEVITY PAY ✓	280.00 ✓	
5-1100-441-00-350-003-0-220 ✓	WIC INELIGIBLE COSTS-FICA ✓	21.69 ✓	
5-1100-441-00-350-003-0-230 ✓	WIC INELIGIBLE COSTS-RETIREMENT ✓	40.35 ✓	
5-1100-441-00-350-003-0-250 ✓	WIC INELIGIBLE COSTS-UNEMPLOY COMP ✓	0.42 ✓	
5-1100-208-01-000-292-0-000 ✓	DUE TO WIC PRG ✓		342.46 ✓
5-1292-130-01-000-100-0-000 ✓	DUE FROM GENERAL FUND ✓	342.46 ✓	
5-1292-441-00-350-001-5-115 ✓	WIC ADM-LONGEVITY PAY ✓		280.00 ✓
5-1292-441-00-350-001-5-220 ✓	WIC ADM-FICA ✓		21.69 ✓
5-1292-441-00-350-001-5-230 ✓	WIC ADM-RETIREMENT ✓		40.35 ✓
5-1292-441-00-350-001-5-250 ✓	WIC ADM-UNEMPLOYMENT COMP ✓		0.42 ✓
RCL 4M LNGVTY/FRNG E224278 FR 1292 TO GF ✓			
11.)			
5-1292-441-00-350-001-5-115 ✓	WIC ADM-LONGEVITY PAY ✓	810.00 ✓	
5-1292-130-01-000-100-0-000 ✓	DUE FROM GENERAL FUND ✓		810.00 ✓
5-1100-208-01-000-292-0-000 ✓	DUE TO WIC PRG ✓	810.00 ✓	
5-1100-441-00-350-003-0-115 ✓	WIC INELIGIBLE COSTS-LONGEVITY PAY ✓		810.00 ✓
COR JE#253326 FY25 ✓			
12.)			
5-1100-441-00-350-003-0-115 ✓	WIC INELIGIBLE COSTS-LONGEVITY PAY ✓	810.00 ✓	
5-1100-441-00-350-003-0-220 ✓	WIC INELIGIBLE COSTS-FICA ✓	62.55 ✓	
5-1100-441-00-350-003-0-230 ✓	WIC INELIGIBLE COSTS-RETIREMENT ✓	116.72 ✓	
5-1100-441-00-350-003-0-250 ✓	WIC INELIGIBLE COSTS-UNEMPLOY COMP ✓	1.22 ✓	
5-1100-208-01-000-292-0-000 ✓	DUE TO WIC PRG ✓		990.49 ✓
5-1292-130-01-000-100-0-000 ✓	DUE FROM GENERAL FUND ✓	990.49 ✓	
5-1292-441-00-350-001-5-115 ✓	WIC ADM-LONGEVITY PAY ✓		810.00 ✓
5-1292-441-00-350-001-5-220 ✓	WIC ADM-FICA ✓		62.55 ✓
5-1292-441-00-350-001-5-230 ✓	WIC ADM-RETIREMENT ✓		116.72 ✓
5-1292-441-00-350-001-5-250 ✓	WIC ADM-UNEMPLOYMENT COMP ✓		1.22 ✓
RCL 3M LNGVTY/FRNG E72451 FR 1292 TO GF ✓			
Total		18,140.96	18,140.96

(4)

(4)

(5)

(6)

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TO: Accounting Department

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SUBJECT: Journal Entry

JE #

Prepared by: Roy Gonzalez <i>RG</i>	Reviewed by: <i>Maria A Munoz</i>	Approved by: <i>[Signature]</i>	GD JE#	5-1565
Date: 11/25/2025	Date: 12/01/2025	Date: 12/5/25		

ACCOUNT NUMBER	DESCRIPTION	DR	CR
EXPLANATION:			
1.) To correct JE#252422. Journal entry was originally created without including fringes. ✓			
2.) To reclassify 6 months of longevity from WIC to the General Fund for Employee #188999. Employee term day was 06/25/2025; longevity was paid as a lump sum in PP14. The prorated amount of allowable longevity is 6 months; calculated: Lump Sum \$1,440 / 12 months = \$120 X 6 months = \$720.00. 2§CFR 200.405. ✓			
3.) To correct JE#252470. Journal entry was originally created without including fringes. ✓			
4.) To reclassify 5 months of longevity from WIC to the General Fund for Employee #230596. Employee term day was 07/16/2025; longevity was paid as a lump sum in PP16. The prorated amount of allowable longevity is 5 months; calculated: Lump Sum \$720 / 12 months = \$60 X 5 months = \$300.00. 2§CFR 200.405. ✓			
5.) To correct JE#252915. Journal entry was originally created without including fringes. ✓			
6.) To reclassify 4 months of longevity from WIC to the General Fund for Employee #102709. Employee term day was 08/01/2025; longevity was paid as a lump sum in PP17. The prorated amount of allowable longevity is 4 months; calculated: Lump Sum \$2,760 / 12 months = \$230 X 4 months = \$920.00. 2§CFR 200.405. ✓			
7.) To correct JE#252916. Journal entry was originally created without including fringes. ✓			
8.) To reclassify 5 months of longevity from WIC to the General Fund for Employee #123641. Employee term day was 07/31/2025; longevity was paid as a lump sum in PP17. The prorated amount of allowable longevity is 5 months; calculated: Lump Sum \$2,520 / 12 months = \$210 X 2 months = \$1,050.00. 2§CFR 200.405. ✓			
9.) To correct JE#253326. Journal entry was originally created without including fringes. ✓			
10.) To reclassify 4 months of longevity from WIC to the General Fund for Employee #224278. Employee term day was 08/15/2025; longevity was paid as a lump sum in PP18. The prorated amount of allowable longevity is 4 months; calculated: Lump Sum \$840 / 12 months = \$70 X 4 months = \$280.00. 2§CFR 200.405. ✓			
11.) To correct JE#253398. Journal entry was originally created without including fringes. ✓			
12.) To reclassify 3 months of longevity from WIC to the General Fund for Employee #72451. Employee term day was 09/26/2025; longevity was paid as a lump sum in PP21. The prorated amount of allowable longevity is 3 months; calculated: Lump Sum \$3,240 / 12 months = \$270 X 3 months = \$810.00. 2§CFR 200.405. ✓			

REVIEWED

By Maria A. Munoz at 11:22 am, Dec 01, 2025

10/2025



Hidalgo County Commissioners Court

Richard F. Cortez
County Judge

David L. Fuentes
Commissioner, Precinct 1

Eduardo "Eddie" Cantu
Commissioner, Precinct 2

Everardo "Ever" Villarreal
Commissioner, Precinct 3

Ellie Torres
Commissioner, Precinct 4

Executive Office

Valde Guerra
Executive Officer

505 S. McColl Rd.
Edinburg, Texas 78539

(956) 292-7655 | P
(956) 292-7034 | F
www.co.hidalgo.tx.us | W

To: All Hidalgo County Employees

From: Hidalgo County Commissioners Court

Date: December 19, 2024

Re: 2025 Longevity Pay

We would like to inform you about upcoming changes to longevity pay that will take effect on January 13, 2025. During the budget process, an increase to the annual longevity rate was approved for employees receiving County and Law Enforcement longevity benefits. The annual rate for 2025 has been increased from \$60 to \$120 for County Longevity and from \$72 to \$144 per year for Law Enforcement Longevity.

Each longevity eligible employee will receive a onetime payment for longevity at the new approved rate, in addition to their regular paycheck, which will be scheduled during a November or December, 2025 pay period. Although eligibility requirements will remain the same, because longevity will not be prorated into each paycheck, and at the beginning of the year, longevity amounts will reset to \$0. As a result, some employees may experience a reduced amount in their bi-weekly paycheck. However, all eligible employees will see an increase in their total compensation.

If an employee leaves the county prior to the longevity benefit, they will receive their longevity lump sum payment alongside their final paycheck.

We value your dedication and hard work that have contributed to the County's success. We look forward to many more years of working together achieving new milestones.

RE: LA012 Inquiry Regarding Longevity Pay for employees-PA Update External Inbox

Fri, Aug 15, 4:59 PM

Rodriguez,Elsa (HHSC) to ms. Melissa; Clarissa.esmeralda.medina, Noemi, Natalia

Hi Minerva,

Hope all is well. Noemi will be out until August 25th so I will respond.

The prorated method to use is the second one you listed. This method accounts for the number of years as well as the % of time.

- o Is only \$960 eligible to be charged to the WIC program (($\$120 \times 20\text{yrs}$) X 40%)?

Take care and have a safe weekend,

Elsa Rodriguez, Financial Analyst IV
Program Services Unit, WIC Program
Texas Health and Human Services Commission
(469) 859-9005 Mobile Work Phone

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

Sent: Friday, August 15, 2025 4:23 PM

To: Hernandez,Noemi (HHSC) <Noemi.Hernandez2@hhs.texas.gov>

Cc: Gonzales,Melissa (HHSC) <Melissa.Gonzales@hhs.texas.gov>; Rodriguez,Elsa (HHSC) <Elsa.Rodriguez2@hhs.texas.gov>; Clarissa Ramirez <clarissa.ramirez@wic.co.hidalgo.tx.us>; esmeralda.medina <esmeralda.medina@wic.co.hidalgo.tx.us>

Subject: Re: LA012 Inquiry Regarding Longevity Pay for employees-PA Update

Good afternoon Noemi,

Will you please further clarify what was meant by prorating longevity in the example below:

- o Longevity for people who work partially for WIC program should be prorated accordingly. For example, if a 30-year employee works for 60% of the time and 40% for another program, his 30 years longevity - WIC will cover 40%, and another program 60%.

Are you asking we prorate longevity pay based on the years of service worked on the WIC program or by the current work activity?

- o Example: 30-year employee worked:
 - o 1st 2 years of employment was working for a non WIC Grant; employee's work activity was 100% on this program.
 - o Then worked 8 years for another program funded by the General Fund; employee's work activity was 100% on this program.
 - o Then transferred to the WIC department where the employee has been working for 20 years for the WIC program; the employee's current work activity is 40% on WIC program and 60% on a non WIC program.

- o Employee's longevity lump pay would be \$3,600; calculated at $\$120 \times 30$ years of service.

- o Is only \$960 eligible to be charged to the WIC program (($\$120 \times 20\text{yrs}$) X 40%)?

- o Or is \$1,440 eligible to be charged to the WIC program ($\$3,600 \times 40\%$).

REVIEWED
By Maria A. Munoz at 11:24 am, Dec 01, 2025

On Fri, Aug 15, 2025 at 4:59 PM Rodriguez,Elsa (HHSC) <Elsa.Rodriguez2@hhs.texas.gov> wrote:

Hi Minerva,

Hope all is well. Noemi will be out until August 25th so I will respond.

The prorated method to use is the second one you listed. This method accounts for the number of years as well as the % of time.

- o Is only \$960 eligible to be charged to the WIC program (($\$120 \times 20\text{yrs}$) X 40%)?

Take care and have a safe weekend,

Elsa Rodriguez, Financial Analyst IV
Program Services Unit, WIC Program
Texas Health and Human Services Commission
(469) 859-9005 Mobile Work Phone

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

Sent: Friday, August 15, 2025 4:23 PM

To: Hernandez,Noemi (HHSC) <Noemi.Hernandez2@hhs.texas.gov>

Cc: Gonzales,Melissa (HHSC) <Melissa.Gonzales@hhs.texas.gov>; Rodriguez,Elsa (HHSC) <Elsa.Rodriguez2@hhs.texas.gov>; Clarissa Ramirez <clarissa.ramirez@wic.co.hidalgo.tx.us>; esmeralda.medina <esmeralda.medina@wic.co.hidalgo.tx.us>

Subject: Re: LA012 Inquiry Regarding Longevity Pay for employees-PA Update

Good afternoon Noemi,

Will you please further clarify what was meant by prorating longevity in the example below:

- o Longevity for people who work partially for WIC program should be prorated accordingly. For example, if a 30-year employee works for WIC 40% of the time and 60% for another program, his 30 years longevity - WIC will cover 40%, and another program 60%.

Are you asking we prorate longevity pay based on the years of service worked on the WIC program or by the current work activity?

- o Example: 30-year employee worked:
 - o 1st 2 years of employment was working for a non WIC Grant; employee's work activity was 100% on this program.
 - o Then worked 8 years for another program funded by the General Fund; employee's work activity was 100% on this program.
 - o Then transferred to the WIC department where the employee has been working for 20 years for the WIC program; the employee's current work activity is 40% on WIC program and 60% on a non WIC program.

- o Employee's longevity lump pay would be \$3,600; calculated at $\$120 \times 30$ years of service.

- o Is only \$960 eligible to be charged to the WIC program (($\$120 \times 20\text{yrs}$) X 40%)?

- o Or is \$1,440 eligible to be charged to the WIC program ($\$3,600 \times 40\%$).

On Thu, Aug 14, 2025 at 10:13 AM HHSC WIC LA Contract Management <WIC_LA_ContractManagement@hhs.texas.gov> wrote:

Hi Esmeralda,

The lump sum payment needs to be separated by Federal FY. For example, if the longevity is for the period January'25 – December'25 and will be paid in December; the grant needs to be billed for months (January'25 thru September'25) on the September Supplemental invoice, and FFY26 grant for (Oct'25-Dec'25) on December invoice

The longevity, like salaries, needs to be earned – it means if John Doe resigned 07/31/25 – the longevity amount should be calculated as 7/31/25; and if Jane Doe is re 8/15/25 – the longevity amount should be calculated according to LA policy for August, but cannot include September.

According to memo the resigning person will receive a lump sum payment with their final paycheck. Those payments could be included in monthly invoices as they are prorated. Longevity for people who work partially for WIC program should be prorated accordingly. For example, if a 30-year employee works for WIC 40% of the time and 60% for another program, his 30 years longevity – WIC will cover 40%, and another program 60%.

Please note starting 10/1/25, the end of the year closeout window for invoices is 60 days.

Thank you,

Noemi Hernandez, MBA, RD, LD, IBCLC, CTCM
WIC Grant Contracts Project Manager
Work Mobile: 512-517-6134
Noemi.Hernandez2@hhs.texas.gov

REVIEWED
By Maria A. Munoz at 11:24 am, Dec 01, 2025



From: Esmeralda Medina <esmeralda.medina@wic.co.hidalgo.tx.us>
Sent: Wednesday, August 13, 2025 4:50 PM
To: HHSC WIC LA Contract Management <WIC_LA_ContractManagement@hhs.texas.gov>
Cc: Clarissa Ramirez <clarissa.ramirez@wic.co.hidalgo.tx.us>; Gonzales, Melissa (HHSC) <Melissa.Gonzales@hhs.texas.gov>; Minerva Diaz <minerva.diaz@auditor.co.hidalgo.tx.us>; Rodriguez, Elsa (HHSC) <Elsa.Rodriguez2@hhs.texas.gov>
Subject: Re: LA012 Inquiry Regarding Longevity Pay for employees-PA Update

Good afternoon,

I'm following up on a request for clarification regarding Longevity Pay.

What portion of Longevity Pay is eligible to be billed to the WIC Grant for FY25 for employees who separate prior to the scheduled lump payment in November/December.

- Do we prorate the expense only up to the employee's separation date or do we bill up to the FY25 grant period through September 2025.
 - Example: **John Doe resigned 07/31/2025** and **Jane Doe resigned 08/15/2025.**
 - Do we bill John Doe up to July or through September 2025?
 - Do we bill Jane Doe up to August or through September 2025?

At your earliest convenience please advise on how to proceed.

Respectfully,

Esmeralda Medina

Division Manager, Grants Accounting
Hidalgo County WIC
3105 W. University Dr.
Edinburg, TX 78539

(956) 381-4646 Ext:4043
Esmeralda.medina@wic.co.hidalgo.tx.us

On Thu, Aug 7, 2025 at 12:12 PM Esmeralda Medina <esmeralda.medina@wic.co.hidalgo.tx.us> wrote:

Good afternoon,

At the beginning of the calendar year, we submitted a PA update regarding Longevity Pay for employees. As a reminder, Longevity pay will now be paid as a lump sum versus the previous method as per pay period. SA provided the following response, "Since the lump sum is an ongoing process, the LA will need to appropriately prorate the months to match the federal fiscal year."

We would like clarification on what portion of Longevity Pay is eligible to be billed to the WIC Grant for FY25 for employees who separate prior to the scheduled lump payment in November/December.

- Do we prorate the expense only up to the employee's separation date or do we bill up to the FY25 grant period through September 2025.
 - Example: **John Doe resigned 07/31/2025** and **Jane Doe resigned 08/15/2025.**
 - Do we bill John Doe up to July or through September 2025?
 - Do we bill Jane Doe up to August or through September 2025?

Attached for your reference is the PA approved Longevity Policy.

At your earliest convenience please advise on how to proceed.

Respectfully,

Esmeralda Medina

Division Manager, Grants Accounting

Hidalgo County WIC

3105 W. University Dr.

Edinburg, TX 78539

(956) 381-4646 Ext:4043

[Esmeralda.medina@wic.co.hidalgo.tx.us](mailto:esmeralda.medina@wic.co.hidalgo.tx.us)

REVIEWED
By Maria A. Munoz at 11:24 am, Dec 01, 2025

On Mon, Feb 10, 2025 at 11:38 AM HHSC WIC LA Contract Management <WIC_LA_ContractManagement@hhs.texas.gov> wrote:

Hi Esmeralda,

Since the lump sum is an ongoing process, the LA will need to appropriately prorate the months to match the federal fiscal year.

Thanks,

Noemi Hernandez, MBA, RD, LD, IBCLC, CTCM

WIC Grant Contracts Project Manager

Work Mobile: 512-517-6134

Noemi.Hernandez2@hhs.texas.gov



From: Esmeralda Medina <esmeralda.medina@wic.co.hidalgo.tx.us>
Sent: Monday, February 10, 2025 9:47 AM
To: HHSC WIC LA Contract Management <WIC_LA_ContractManagement@hhs.texas.gov>
Cc: Clarissa Ramirez <clarissa.ramirez@wic.co.hidalgo.tx.us>; azael.munoz <azael.munoz@wic.co.hidalgo.tx.us>
Subject: Re: LA012 Inquiry Regarding Longevity Pay for employees-PA Update

Good morning,

The lump sum is the new process going forward.

Thank you,

Esmeralda Medina

Division Manager, Grants Accounting

Hidalgo County WIC

3105 W, University Dr.

Edinburg, TX 78539

(956) 381-4646 Ext:4043

Esmeralda.medina@wic.co.hidalgo.tx.us

On Mon, Feb 10, 2025 at 9:18 AM HHSC WIC LA Contract Management <WIC_LA_ContractManagement@hhs.texas.gov> wrote:

Hi Esmeralda,

Is the lump sum process ongoing or is it just for 2025 due to the mid-year increase?

Thanks,

Noemi Hernandez, MBA, RD, LD, IBCLC, CTCM

WIC Grant Contracts Project Manager

Work Mobile: 512-517-6134

Noemi.Hernandez2@hhs.texas.gov



REVIEWED
By Maria A. Munoz at 11:24 am, Dec 01, 2025

From: Esmeralda Medina <esmeralda.medina@wic.co.hidalgo.tx.us>
Sent: Thursday, February 6, 2025 3:57 PM
To: HHSC WIC LA Contract Management <WIC_LA_ContractManagement@hhs.texas.gov>
Cc: Clarissa Ramirez <clarissa.ramirez@wic.co.hidalgo.tx.us>; azael.munoz <azael.munoz@wic.co.hidalgo.tx.us>
Subject: Re: LA012 Inquiry Regarding Longevity Pay for employees-PA Update

Thank you for the update.

Esmeralda Medina

Division Manager, Grants Accounting

Hidalgo County WIC

3105 W, University Dr.

Edinburg, TX 78539

(956) 381-4646 Ext:4043

Esmeralda.medina@wic.co.hidalgo.tx.us

REVIEWED
By Maria A. Munoz at 11:24 am, Dec 01, 2025

On Thu, Feb 6, 2025 at 3:42 PM HHSC WIC LA Contract Management <WIC_LA_ContractManagement@hhs.texas.gov> wrote:

Hi Esmeralda,

I'm pending an internal response, I hope to have something soon.

Thanks,

Noemi Hernandez, MBA, RD, LD, IBCLC, CTCM
WIC Grant Contracts Project Manager
Work mobile: 512-517-6134
Email: noemi.hernandez2@hhs.texas.gov



** WIC program is currently teleworking. If you need to talk with me please call my work mobile. You can also text with your name and phone number.

From: Esmeralda Medina <esmeralda_medina@wic.co.hidalgo.tx.us>
Sent: Thursday, February 6, 2025 3:37 PM
To: HHSC WIC LA Contract Management <WIC_LA_ContractManagement@hhs.texas.gov>
Cc: Clarissa Ramirez <clarissa_ramirez@wic.co.hidalgo.tx.us>; azael.munoz <azael.munoz@wic.co.hidalgo.tx.us>
Subject: Re: LA012 Inquiry Regarding Longevity Pay for employees-PA Update

WARNING: This email is from outside the HHS system. Do not click on links or attachments unless you expect them from the sender and know the content is safe.

Good afternoon,

I'd like to follow-up on this email regarding Hidalgo County's updated longevity pay policy. Could you please confirm if it will be allowable for longevity pay to be processed in the manner indicated in the previous email?

Respectfully,

Esmeralda Medina

Division Manager, Grants Accounting
Hidalgo County WIC
3105 W. University Dr.
Edinburg, TX 78539

(956) 381-4646 Ext:4043

Esmeralda.medina@wic.co.hidalgo.tx.us

REVIEWED
By Maria A. Munoz at 11:24 am, Dec 01, 2025

On Fri, Jan 31, 2025 at 4:18 PM Esmeralda Medina <esmeralda.medina@wic.co.hidalgo.tx.us> wrote:

Good afternoon,

I am reaching out to clarify a recent update to our County Policy regarding longevity pay for employees. As of January 13, 2025, the policy has been revised to both in longevity pay and disburse it as a lump sum at the end of each calendar year (November/December). Alternatively, employees may receive their longevity pay as a lump point during the calendar year if they decide to leave County employment. (Please see attached memo for further details)

Since this grant operates on a fiscal year that ends on September 30th, there seems to be a potential issue with how longevity pay for the previous fiscal year will be handled. Specifically, the new grant's fiscal year starts on October 1st, meaning the grant will be paying for longevity earned in the previous fiscal year.

Could you please confirm if it is allowable for the longevity pay to be processed in this way?

Thank you for your time and guidance on this matter.

I look forward to your advice.

Esmeralda Medina

Division Manager, Grants Accounting
 Hidalgo County WIC
 3105 W. University Dr.
 Edinburg, TX 78539
 (956) 381-4646 Ext:4043
Esmeralda.medina@wic.co.hidalgo.tx.us

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 Minerva Diaz
 Grants Accounting Supervisor
 Hidalgo County Auditor's Office
 2808 S. Business HWY 281
 Edinburg, TX 78539
 Phone (956) 318-2511 Ext. 4675
 Fax (956) 318-2577
minerva,diaz@auditor.co.hidalgo.tx.us

REVIEWED
 By Maria A. Munoz at 11:24 am, Dec 01, 2025

—
 Minerva Diaz
 Grants Accounting Supervisor
 Hidalgo County Auditor's Office
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