



WIC Contractor Information Form
Special Supplemental Nutrition Program for Women, Infants and Children (WIC)

- This form assists HHSC to develop and maintain contract documents and has been populated with information submitted to HHSC.
- The organization is responsible to review & when needed, correct the information below.
- **The organization is responsible for notifying the WIC contract manager if there are any changes to the information during the fiscal year.**

ORGANIZATION INFORMATION			
1 a) LEGAL BUSINESS NAME (no abbreviations)			Check if information changed ☐
Hidalgo County			
1 b) Legal Doing Business As (DBA) Name (name registered with the State of Texas - no abbreviations)			Check if information changed ☐
2) PHYSICAL MAILING ADDRESS (street address, city, county, state and zip code – No PO BOX)			Check if information changed ☐
3105 W. University Drive, Edinburg, TX. 78539			
3) PAYEE Name and Mailing Address (where payment is to be received if different from above)			Check if information changed ☐
Hidalgo County Treasurer, 2810 S. Business 281, Edinburg, TX. 78539-0834			
4) FEDERAL UNIQUE ENTITY IDENTIFIER - UEI (12-character alphanumeric)		LHACK1UL6NR3	
5) FEDERAL EMPLOYER TAX IDENTIFICATION NUMBER (9-digits)		746000717	
6) STATE OF TEXAS COMPTROLLER VENDOR ID/PAYEE ID/TIN (11-digits)		17460007176	
7 a) TYPE OF ENTITY (check all that apply by clicking on the box provided)			
☐ City	☐ Nonprofit Organization *	☐ HUB certified	
☒ County	☐ Faith Based (Nonprofit Organization) *		
☐ State Agency	☐ Community Based Organization		
☐ State Controlled Institution of Higher Learning	☐ Federally Qualified Health Centers		
☐ Hospital	☐ Other (specify): _____		
7 b) * NON-PROFIT ORGANIZATION ONLY			
i. Provide the 9-digit charter/file number assigned by the Texas Secretary of State:			
ii. Provide Texas Franchise Tax Number:			
8) LIST OF COUNTIES ASSIGNED BY THE WIC PROGRAM:		Hidalgo, Starr	
9) PROGRAM DIRECTOR (WIC Director)			Check if information changed ☐
Name:	Clarissa Ramirez	Phone:	(956) 381-4646 ext. 4041
Title:	WIC Director	Email:	clarissa.ramirez@wic.co.hidalgo.tx.us
Mail Address:	3105 W. University Drive, Edinburg TX. 78539		
10) PROGRAM ACCOUNTANT(S) - List lead & any additional staff involved with processing WIC billings.			Check if information changed ☒
Name:	Esmeralda Medina	Name:	Merlen Munoz
Title:	Division Manager, Grants Accounting	Title:	Director of Accounting
Phone:	(956) 381-4646 ext.4043	Phone:	(956) 381-2511 ext. 4674
Fax:	(956) 381-0017	Fax:	(956) 381-2577
Email:	esmeralda.medina@wic.co.hidalgo.tx.us	Email:	merlen.munoz@auditor.co.hidalgo.tx.us
11) CHIEF FINANCIAL OFFICER (CFO)			Check if information changed ☐
Name:	Letty Chavez	Phone:	(956) 318-2511 ext.4651
Title:	Hidalgo County Auditor	Email:	letty.chavez@auditor.co.hidalgo.tx.us
Mail Address:	2808 S. Business 281, Edinburg, TX. 78539-6243		
12) AUTHORIZED REPRESENTATIVE – person designated by organization to sign contract with HHSC.			Check if information changed ☐
Name:	Richard F. Cortez	Phone:	(956) 318-2600
Title:	Hidalgo County Judge	Email:	countyjudge@co.hidalgo.tx.us
Mail Address:	100 E. Cano St. 2nd Floor, Edinburg, TX. 78539		
13) DATE COMPLETED/UPDATED:		9/22/2026	