



## Memorandum

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**#10-035**

**TO:** Regional Medical Directors for  
Health Service Regions 4/5, 6 & 5 South, 9/10 and 11  
WIC Local Agency Directors

**FROM:** Linda Brumble, Unit Manager  
Nutrition Education/Clinic Services Unit  
Nutrition Services Section

**DATE:** April 2, 2010

**SUBJECT:** Extra Funding Available

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We are pleased to announce that the WIC State Agency has identified additional funding this year which enables the State Agency to offer extra funding for one-time/short-term expenditures to be incurred in fiscal year 2010.

Local agencies may submit a request for extra funds for items such as (but not limited to): equipment, supplies, clinic alterations and trainings. WIC Directors should take this opportunity to examine their current clinics and clinic flow, modify if necessary, and anticipate what will be needed for future growth. Local agencies at risk of going over their contracted funding amount should utilize these funds to help manage expenditures. Over contract funds are not guaranteed for this fiscal year.

All items/services purchased with these funds must be encumbered or obligated in your accounting records before **Thursday, September 30, 2010** and received, paid for, and billed by **Tuesday, November 29, 2010**, in accordance with *WIC Policy AC:02.0*.

If you have a need for these extra funds and believe that you can encumber/obligate them on your books before the end of September and receive, pay and bill for them by November 29, 2010, please submit your request in writing (email) to [benny.jasso@dshs.state.tx.us](mailto:benny.jasso@dshs.state.tx.us) by **Thursday, April 15, 2010**. The request should include an itemized list of the products/services you would like to purchase and total estimated cost. Because extra funding is limited, the State Agency will respond once all requests are received and reviewed. Not all requests for this extra funding may be honored in full.

If you have questions or require additional information, please contact Benny Jasso, Program Specialist at [benny.jasso@dshs.state.tx.us](mailto:benny.jasso@dshs.state.tx.us) or (877) 341-4491 extension 4573.