



Memorandum

#13-022

TO: WIC Regional Directors
WIC Local Agency Directors

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

DATE: March 5, 2013

SUBJECT: Interagency Contract with the Department of Assistive and Rehabilitative (DARS)
for Services for Hearing-Impaired Clients

The State Agency (SA) pays for sign language interpreting services through an Interagency Contract with DARS. The Interagency Contract provides interpreter services to WIC Program eligible applicants and participants who are deaf and hard of hearing through an approved Communication Services for State Agencies (CSSA) Contractor. Services must be requested through the appropriate process (see instructions below) for the SA to pay for the service. The CSSA Contractor will bill the SA directly for the interpreting service.

When services are performed the CSSA Contractor will gather the following:

- Date of service
- Local Agency and site number
- Name of parent/guardian, Date of birth (DOB), and PAN number
- Name of participant and DOB

To locate a CSSA Interpreter, follow the steps below:

- Go to the DARS web site at www.dars.state.tx.us.
- Hover over "Find Services" in the top menu bar.
- When the drop-down menu appears select the "Communication Services for State Agencies" link.
- On the CSSA web page select the "CSSA Contractors" link that appears below the CSSA paragraph.

If you have questions or require additional information, please contact Rachel Edwards, Manager, Information Response Management Group, at (512) 341-4400, extension 2263, or at rachel.edwards@dshs.state.tx.us.