

Office of County Auditor

Date: December 29, 2009

To: Commissioners' Court  
From: Jeff May  
Re: FY10 WIC Budget Amendment

This is notification only to Commissioners' Court of a budget amendment for the FY 10 WIC grant in the amount of \$46,127.62.00. This amendment is for the addition of a new position approved on AI-31470. The budget is for the period October 1, 2009 through September 30, 2010. The state is reimbursing 100% of all costs of this program. The WIC contract was accepted on court agenda number AI-30795.

JM/jmc

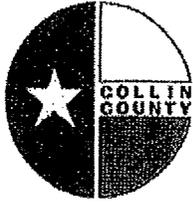
**WIC**  
**FY2010 Budget**  
**10/1/09-9/30/10**

**Revenue:**

<b>From:</b> 108-6060-334.20-72	NON-CAPITAL GRANT CONTRIB / HEALTH AND WELFARE	\$ 46,128
<b>To:</b> 108-0000-251.00-00	EQUITIES / UNDESIGNATED	\$ 46,128

**Expenditures:**

<b>From:</b> 108-0000-251.00-00	EQUITIES / UNDESIGNATED	\$ 46,128	
<b>To:</b> 108-6060-720.40-10	SALARIES & WAGES / REGULAR FULL TIME	\$ 30,168	<b>Project Code:</b> GT101A
108-6060-720.42-20	NON-TAXABLE FRINGE BENEFIT / FICA/MEDICARE	\$ 2,308	GT101B
108-6060-720.42-30	NON-TAXABLE FRINGE BENEFIT / EMPLOYEE HEALTH INSURAN	\$ 9,059	GT101B
108-6060-720.42-35	NON-TAXABLE FRINGE BENEFIT / LONG-TERM DISABILITY	\$ 75	GT101B
108-6060-720.42-36	NON-TAXABLE FRINGE BENEFIT / SHORT-TERM DISABILITY	\$ 23	GT101B
108-6060-720.42-37	NON-TAXABLE FRINGE BENEFIT / LONG-TERM CARE	\$ 180	GT101B
108-6060-720.42-40	NON-TAXABLE FRINGE BENEFIT / RETIREMENT	\$ 4,073	GT101B
108-6060-720.42-45	NON-TAXABLE FRINGE BENEFIT / SUPPLEMENTAL DEATH BENE	\$ 91	GT101B
108-6060-720.42-60	NON-TAXABLE FRINGE BENEFIT / UNEMPLOYMENT INSURANCE	\$ 151	GT101B



# COLLIN COUNTY

Collin County Health Care Services WIC  
825 N. McDonald St. Suite 120  
McKinney, Texas 75069  
[www.collincountytx.gov](http://www.collincountytx.gov)

Date: February 5, 2010

Subject: WIC Contract Amendment for Special Project Funding –Request for New Position

To: Candy Blair  
Health Care Manager

From: Michelle S. Patrick, MPA MSP  
WIC Director

The WIC program received notice that the Texas Department of State Health Services has awarded Collin County an additional \$70,700 for a peer counselor breastfeeding support program. The State WIC program has mandated that Collin County formally implement a peer counseling program to promote breastfeeding among WIC clients. To carry out this mandated service, the WIC program is requesting permission to hire 1 (one) senior eligibility clerk at the cost of \$46,127.62 (\$30,168 salary plus benefits of \$15,959.62). **This new position will be covered 100% by State funds.**

According to State requirements, this position must be filled by an individual who has previously been on WIC and who has breastfeed. Responsibilities of the position will include: eligibility determination for pregnant women; providing peer support and classroom instruction for pregnant and breastfeeding mothers; setting up and maintaining a formal tracking system to stay in touch with pregnant and breastfeeding clients and tracking their outcomes; providing outreach to the nine hospitals in the county; and availability after hours to issue breast pumps in urgent situations.

The remaining additional funding will be allocated to mandated attendance of staff at breastfeeding peer counselor training and travel, breastfeeding educational materials, computer equipment and office supplies.

If you have any questions regarding this request, please let me know.



# TEXAS DEPARTMENT OF STATE HEALTH SERVICES

P.O. Box 149347  
Austin, Texas 78714-9347  
1-888-963-7111  
TTY: 1-800-735-2989  
[www.dshs.state.tx.us](http://www.dshs.state.tx.us)

DAVID L. LAKEY, M.D.  
COMMISSIONER

## Letter of Amendment

January 20, 2010

Michelle Patrick, WIC Director  
LA #071, Collin County Health Care Services  
WIC Program  
825 North McDonald, Suite 120  
McKinney, TX 75069

Dear Ms. Patrick:

We have received your WIC special projects request for fiscal year 2010 (FY 10). The Collin County Health Care Services WIC contract will be amended to add the increase as detailed in the table below. This letter constitutes a formal contract amendment (addition) to your current contract.

Project	Project Contact	Approved Amount	Type of Allocation		
			Admin	NE	BF
Peer Counselor	Jewell Stremler <a href="mailto:jewell.stremler@dshs.state.tx.us">jewell.stremler@dshs.state.tx.us</a> (512) 341-4593	\$70,700			X
<b>Amended Contract Not to Exceed Amount</b>		<b>\$1,509,259.00</b>			

Funds are awarded with the understanding that any procurements using these funds will be in compliance with the Uniform Grants Management Standards (UGMS), WIC policies and 7 CFR Part 3016. **This letter is approval for funding only. It does not relieve the agency from seeking additional approvals as required by WIC Policy.**

In order for the State Agency to track these expenditures, please bill for each special project(s) listed above on a separate *State of Texas Purchase Voucher (B-13)*. Label each voucher with the specific project name as well as allocations to Administrative (Admin), Nutrition Education (NE) and Breast feeding (BF) costs. Vouchers without allocations listed will be applied toward Admin.

Michelle Patrick, WIC Director

January 20, 2010

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For questions regarding funding decisions, please contact Benny Jasso, Program Specialist, Nutrition Education/Clinic Services Unit, WIC Program, at (512) 341-4573, or [benny.jasso@dshs.state.tx.us](mailto:benny.jasso@dshs.state.tx.us). For questions regarding purchase requests, please contact Alisin Genfan, Contract Development and Support Branch, at (512) 458-7111, extension 3156, or [alisin.genfan@dshs.state.tx.us](mailto:alisin.genfan@dshs.state.tx.us).

Sincerely,



Mike Montgomery, Section Director  
Nutrition Services Section

Attachment

cc: Alisin Genfan

## Peer Counselor Funding Information

**Total FY2010 Award** -- Please note the Approved Amount on your Letter of Amendment is the amount of your increase. This is in addition to any peer counselor funding you were awarded earlier in FY2010. The total peer counselor funding award for LA #071 is **\$70,700.00**.

**Separate Billing** -- Please bill all of your peer counselor expenses for FY2010 on a separate B16 from your regular WIC billing. If you spend more than your FY2010 allocation on peer counselor services the overage will be applied to other appropriate funding. Separate billing for all peer counselor expenses will allow the State Agency to more accurately track the total amount spent on peer counseling services.

If you have any questions about your Peer Counselor Program, please contact Jewell Stremler, Peer Counselor Coordinator, Nutrition Education/Clinic Services Unit, WIC Program, at (512)341-4593 or [Jewell.Stremler@dshs.state.tx.us](mailto:Jewell.Stremler@dshs.state.tx.us).



## TEXAS DEPARTMENT OF STATE HEALTH SERVICES

DAVID L. LAKEY, M.D.  
COMMISSIONER

P.O. Box 149347  
Austin, Texas 78714-9347  
1-888-963-7111  
TTY: 1-800-735-2989  
[www.dshs.state.tx.us](http://www.dshs.state.tx.us)

December 11, 2009

Michelle Patrick, WIC Director  
LA #071, Collin County Health Care Services  
825 North McDonald, Suite 120  
McKinney, TX 75069

Dear Ms. Patrick:

All local agencies are strongly encouraged to implement Peer Counselor Programs during FY 2010. Congress has appropriated a substantial increase in peer counselor funding endorsing USDA's priority of establishing breastfeeding peer counseling as a core service of the WIC Program. Since this is a clear mandate of the WIC Program nationally, the State Agency is in the process of revising our *State Agency Peer Counselor Policy* to require that all local agencies employ peer counselors.

We are aware that your agency has experienced some barriers to implementing a Peer Counselor Program and we want to work with you to get this program in place. We would like to help you overcome these barriers.

The first step in implementing the program is securing your funding allocation. The *FY 2010 Funding Request Form* and *Funding Request Information Sheet* are attached. Jewell Stremler, Peer Counselor Coordinator, Nutrition Education/ Clinic Services Unit, will contact you to help you complete the funding request and to provide any assistance you may need to overcome any barriers your agency may have to providing breastfeeding peer counselor services for your clients. Please return your completed *FY 2010 Peer Counselor Funding Request* by fax to Jewell Stremler at (512) 341-4473 or to [Jewell.Stremler@dshs.state.tx.us](mailto:Jewell.Stremler@dshs.state.tx.us), by close of business **Friday, December 18, 2009**.

Sincerely,

A handwritten signature in black ink, appearing to read "Linda Brumble", with a long horizontal line extending to the right.

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

Enclosure:

*FY 2010 Peer Counselor Program Funding Request for New Programs*  
*FY 2010 Funding Request Information Sheet*

## Peer Counselor Program Funding Request Information Sheet

Peer counselor funding is provided by USDA with the stipulation that they be used to fund Peer Counselor Programs that meet the *Food Nutrition Services (FNS) Model*. Please consider the following elements of the *FNS Model* as you develop your request:

These funds can be used to pay:

- \*peer counselor salaries
- \*peer counselor training and continuing education expenses
- \*mileage and travel expenses
- \*for communications/telephone equipment
- \*furniture

Salaries:

USDA approved the *Texas State Plan* to set peer counselors salaries at a rate between the level of a clerk and an LVN or more. The *FNS Model* recommends evaluating the level of peer counselor's salaries to add stability to the program. FNS research found that extremely low peer counselor salaries contribute to turnover and attrition, therefore the model recommends increasing entry-level salaries and increasing the rate of experienced peer counselors to aid retention rates and create a career ladder.

Services:

Peer counselors can perform any or all of the following duties:

- ❖ Counseling pregnant moms at certification, explaining the food packages as well as addressing the client's specific concerns about making a decision to breastfeed and providing motivational information
- ❖ Teaching or assisting in teaching the breastfeeding classes
- ❖ Providing breastfeeding counseling by phone, in the clinic, in the hospital, and making home visits
- ❖ Issuing pumps and assisting new mothers with the transition back to work or school
- ❖ Creating breastfeeding bulletin boards, ordering breastfeeding materials and supplies
- ❖ Answering a breastfeeding helpline, helping new mothers when clinics are closed and help is not readily available
- ❖ Helping new mothers initiate breastfeeding in the hospital
- ❖ Serving as a role model

In addition to clinic services, the *FNS Model* requires that agencies also provide peer counselor services outside usual WIC clinic hours and settings. FNS research found that peer counselors provide a safety net for mothers, by providing critical intervention at times when they would not otherwise have access to breastfeeding support services. Of course, we do not expect you to establish all of these services at once, but hope you are excited about the potential services peer counselors can provide to the clients you serve. Most agencies establish services in the clinic and add the helpline and hospital services once clinic services are well established.

Training and Continuing Education:

The *FNS Model* requires initial training, monthly in-services and peer counselor meetings, and encourages continuing education through attending breastfeeding workshops or conferences.

Staff Meetings:

The model requires that peer counselors attend staff meetings that all other agency staff are required to attend. Peer counselors should attend regular agency-wide staff meetings and/or meetings that all WIC staff are required to attend at their site. Plan enough hours for counselors to attend those meetings in addition to the hours you want them available to work.

Telephone/Communications Type Equipment

Your request may include equipment for implementing a helpline where counselors can routinely pick up messages after hours, i.e., pagers, answering machines, or cell phones. For example, if a site covers vast distances, it may be prudent to provide counselors with cell phones with unlimited long distance. If counselors do not have phones that are readily available in a private area to make follow-up phone calls in the clinic, consider whether the purchase of cordless phones would help counselors provide needed services.