

Texas WIC Health and Human Services Commission

Effective August 1, 2017

Policy No. GA:04.0(T)

Contracts with Local Agencies

Purpose

To comply with State and Federal requirements and to provide documentation of the responsibilities assumed by each of the contracting parties.

Authority

7 CFR Part 246.6

Policy

Each local agency (LA) shall have an executed contract with the Department of State Health Services (DSHS) that is renewed each year the LA is in good standing with DSHS and the WIC Program.

Procedures

- I. An existing LA in good standing or a new LA that has been selected to participate in the WIC Program shall receive a contract that has been prepared by DSHS and signed by both parties, i.e., DSHS and an authorized official of the LA.
- II. Contracts shall contain terms and conditions related to the provision of WIC services. Requirements for doing business with DSHS shall be included in each contract in the form of the General Provisions document. Contracts shall incorporate WIC Program rules and policies by reference.
- III. LAs shall have an executed contract in place (i.e., signed by both parties) prior to receiving a cash advance or payment on billings submitted.

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- IV. LAs shall work with their host agencies to ensure that contracts are signed in an expeditious manner.
- V. DSHS is not obligated to renew a contract with an existing LA.

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