



Memorandum

#22-078

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Amanda Hovis, Director
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: September 30, 2022

SUBJECT: Extension of overtime related to the reissuance of CVB

The WIC State Agency understands that bringing participants back to the clinic to reissue cash value benefits (CVBs) has required extending clinic hours or paying clinic staff overtime. Local agencies (LAs) can continue to be reimbursed for additional overtime plus benefits to serve those participants from a retroactive start date of **October 1, 2022 through December 31, 2022.**

The WIC State Agency understands that some agencies may not permit overtime based on the parent agency's policy. If this is the case, please contact the State Agency to discuss how we may assist overcoming this barrier.

Extending the clinic hours to reissue CVBs is not restricted to only conducting reissuance activities during those hours. Other regular duties, along with reissuing the CVBs, can be conducted to serve WIC applicants and participants during that time.

Please continue to track overtime separately on each staff's timesheet and identify it as "Reissuance under CVB". The overtime expenses associated with the CVB reissuances are to be billed under the Extra Funding invoice.

When billing, please include on your Extra Funding Invoice the information as shown below:

19. SERVICE / DEL DATE	20. DESCRIPTION OF GOODS OR SERVICES	21. QUANTITY	22. UNIT PRICE	23. AMOUNT
Last day of the month MM/DD/YY	Services performed in accordance with Texas WIC contract between Health and Human Services Commission and INPUT AGENCY NAME		SFP	\$\$\$.\$\$
			Internet	\$\$\$.\$\$
			IPE	\$\$\$.\$\$
			Other	\$\$\$.\$\$
	Contract Term: 10/1/21 - 09/30/22		Reissuance under CVB	\$\$\$.\$\$
	Contract ID: HHSXXXXXXXXXXXX			
	Invoice ID: MMY LA## EXTRA		TOTAL	\$\$\$.\$\$

Funding for this activity will be additional funding for your Local Agency, and the funds can be expended upon the receipt of this email.

If you have any questions, please contact Tammye Farmer-Holloman at Tammye.FarmerHolloman@hhs.texas.gov