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#11-125

**TO:** WIC Regional Directors  
WIC Local Agency Directors

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

**DATE:** September 30, 2011

**SUBJECT:** Reallocation of Peer Counselor Funds

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At the end of FY2011, the State Agency (SA) finds that several local agencies hold a large surplus of unspent Peer Counselor (PC) dollars, while other agencies are forced to lay off PCs due to lack of funding. In an effort to better utilize all of the limited FY2012 funding, the SA will be reevaluating PC allocations for every agency. Some of the factors that will be considered to determine a more equitable allocation will be as follows:

- **Large Amount of PC Funds Remaining at the End of FY2011** – If your FY2011 allocation has not been not fully utilized, the SA will take that into consideration when determining your FY2012 second six-month PC allocation. First priority for these funds will be agencies in need of additional funding.
- **PC Lay-Offs** – If you have determined that you will need to lay off PCs based on your first six-month allocation amount, please contact the SA so that we can determine if your agency needs additional funds during the reallocation.
- **Inappropriate Spending** – Everyone should be scaling back on spending for supplies, trainings and training materials. Please use this money as it was intended, i.e., for PCs' salaries.

If you find during FY2012 that you will have funding that will not be spent (due to a PC leaving, not being able to get a position approved, etc.), please contact the SA as soon as possible. Please do not wait until the last month of the fiscal year to notify the SA. Ample time is required in order to redistribute the funding to an agency that may utilize it.

We are expecting that this reallocation will lead to a more efficient use of PC funding for all agencies. Thank you for your help with this.

If you have any questions or require additional information, please contact Kristina Arrieta, Peer Counselor Coordinator, Nutrition Education/Clinic Services Unit, at (512) 341-4593, or [Kristina.arrieta@dshs.state.tx.us](mailto:Kristina.arrieta@dshs.state.tx.us).