



COMMISSIONER  
Jon Weizenbaum

December 1, 2014

To: Intermediate Care Facilities for Individuals with an Intellectual Disability or Related Condition Program Providers,  
Home and Community-based Services Program Providers,  
Texas Home Living Program Providers,  
Community Living Assistance and Support Services Program Providers,  
Deaf-Blind with Multiple Disabilities Program Providers, and  
Local Authorities

Subject: Information Letter 14-78  
Relocation of the Health and Human Services Commission Document Processing Center from Midland to Austin

The purpose of this letter is to inform the Intermediate Care Facilities for Individuals with an Intellectual Disability or Related Condition (ICF/IID), Home and Community-based Services (HCS), Texas Home Living (TxHmL), Community Living Assistance and Support Services (CLASS), Deaf-Blind with Multiple Disabilities (DBMD) program providers, and local authorities (LAs) of the Health and Human Services Commission (HHSC) plan to relocate its Document Processing Center (DPC) from Midland to Austin. This letter also offers providers a Medicaid application reminder and resource information.

Effective **December 8, 2014**, HHSC will begin receiving Medicaid applications at its new Austin post office address. **On and after December 8, 2014**, when mailing a Medicaid application to HHSC on behalf of an ICF/IID, HCS, TxHmL, CLASS, or DBMD applicant or recipient, please mail it to:

HHSC  
PO Box 149024  
Austin, TX 78714-9024

- **Do not** mail Medicaid applications to the new Austin address prior to December 8, 2014.
- **Do not** mark through the Midland address and write the new Austin address on a pre-paid envelope. The United States Postal Service will not accept any writing on pre-paid, addressed envelopes. Please dispose of all pre-paid envelopes inscribed with the Midland address.
- On and after **December 8, 2014**, questions about which address to use for the DPC or requests for pre-paid envelopes, please call 2-1-1 or 1-877-541-7905; Monday to Friday, 8 a.m. to 6 p.m. Central Time.

**The HCS, TxHmL, CLASS, and DBMD program providers and LAs must include an H1746-A, MEPD Referral Cover Sheet with all Medicaid applications.** The purpose of the cover sheet is for program providers and LAs to share information with HHSC Medicaid for the Elderly and People with Disabilities (MEPD) staff concerning applicants applying for Medicaid for ICF-IID, HCS, TxHmL, CLASS, or DBMD. The mailing address on this form will be updated; however, the fax number will not change. Continue to use the fax number on the form when submitting a Medicaid application to HHSC by fax. The form and instructions are located at: <http://www.dads.state.tx.us/forms/H1746-A/>.

On June 26, 2014, the Department of Aging and Disability Services (DADS) issued a provider alert to inform waiver program providers and LAs that HHSC created a “*Medicaid Eligibility Reference Guide*” to provide high-level information to program providers and LAs regarding eligibility for Medicaid for ICF/IID, HCS, TxHmL, CLASS, or DBMD programs. The guide is available at: <http://www.dads.state.tx.us/providers/HHSCMEReferenceGuid.pdf>.

The Medicaid eligibility determination process is complex and providers should not attempt to advise applicants, recipients, or their families on Medicaid eligibility policy. Program providers and LAs should direct any questions about an applicant’s or recipient’s eligibility for Medicaid benefits to HHSC at 2-1-1 or 1-877-541-7905; Monday to Friday, 8 a.m. to 6 p.m. Central Time.

For questions related to this information letter, please contact the Policy Development and Oversight mailbox at [pdo@dads.state.tx.us](mailto:pdo@dads.state.tx.us).

Sincerely,

*[signature on file]*

Donna Jessee  
Director  
Center for Policy and Innovation

*[signature on file]*

Elisa J. Garza  
Assistant Commissioner  
Access and Intake