

Medically Dependent Children Program (MDCP)
Tool for Minor Home Modifications

What are minor home modifications?

Minor home modifications are necessary to ensure the individual's health, welfare and safety, or to enable the individual to function with greater independence in the individual's home. Minor home modifications must comply with local, state and federal regulations.

Are there any personal costs related to minor home modifications?

If you request a modification to your home that is not allowed by MDCP or the cost is more than the limit for MDCP, you may need to contribute to the cost of the modification.

What are the limits for minor home modifications?

Minor home modifications must be for **existing** structures and must not increase the square footage of the home. The total minor home modification cost must be **\$7,500 or less** for the duration of your time in MDCP and must be included in your current total individual plan of care (IPC) budget when your request is approved. Requests that do not meet the service criteria or exceed this limit are considered personal costs. Requests for deluxe materials, such as granite, marble or upgrading fixtures, are also considered personal costs.

Important Information: Minor home modifications must:

- adhere to Americans with Disabilities Act (ADA) requirements;
- meet Texas Accessibility Standards;
- meet all applicable state and local building codes; and
- have a minimum one-year warranty.

Which minor home modifications are covered?

The Department of Aging and Disability Services (DADS) will review all requests for items to see if the item meets the minor home modifications criteria. Minor home modifications are limited to the:

- purchase and installation of permanent and portable ramps;
- widening of doorways; and
- modifications of bathroom facilities.

Are there any special requirements if I do not own my home?

Yes. You must obtain written approval for a modification from the property owner (if leasing or renting) before submitting your request to the case manager, unless your lease or rental agreement for the property specifically allows for modifications. You must supply a copy of your lease or rental agreement or the written approval. If you submit a written approval from the owner, the document must include:

- the individual's name and address;
- a description of the modification;
- your dated signature;
- the property owner's approval or disapproval of the modification as described in the written specifications; and
- the property owner's printed name and dated signature.

What are my responsibilities in obtaining minor home modifications?

For a minor home modification costing \$1,000 or more, you must obtain written specifications and three bids. You may obtain separate written specifications when different contractors will complete different parts of the modification. **Note:** Only MDCP minor home modifications providers can modify your home under MDCP. You must be prepared to explain to your case manager how the minor home modification is necessary to ensure the individual's health, welfare and safety, or to enable the individual to function with greater independence in the individual's home.

Where do I go to obtain specifications?

You are responsible for obtaining written specifications for the items you request. The written specifications must be prepared by a person with home modification experience. You must document the experience of the person preparing the specifications and submit the documentation to the case manager with the request for the modification.

Important Information: The individual's spouse, parent or guardian cannot be hired or reimbursed for work related to the modification, including preparation of the written specifications and the inspection.

What is included in the specifications?

The written specifications must be in a single document that includes:

- the individual's name and address;
- a description of the modification being requested;
- any applicable local regulations, any construction requirements and any applicable Texas Accessibility Standards;
- the printed name and signature of the person preparing the written specifications, along with the date the form was signed; and
- your signature and date.

Now that I have the written specification, what's next?

You must provide the specification to three bidders. You may choose any general contractor to give you a bid or you may select bidders from the list of MDCP minor home modifications providers. You have the option of giving bidders [Form 2436](#), Minor Home Modifications Bid, to complete or the bidders can use their own bid forms.

You can ask bidders to send the bids to you or the bidders may send the bids to your case manager.

If you are not able to obtain three bids, you must contact your case manager and explain why you could not obtain three bids. You must be prepared to provide specific information about your efforts to secure three bids.

Now that I have the three bids, what's next?

You must give a copy of the written specifications with your signature to your case manager along with the three bids. If you asked the bidder to send the bids to your case manager, you must ensure that your case manager received them.

Once my case manager receives all the information, what will DADS do?

DADS reviews the request along with the rest of the information. If the item is approved, DADS will:

- authorize the amount of the lowest bid;
- determine the amount approved through MDCP and the amount you are responsible for paying if the item is more than the **\$7,500** minor home modification limit or if not all of the items are allowed minor home modifications;
- ask you to select an MDCP minor home modifications provider to complete the approved minor home modification. You have the right to choose the MDCP provider to complete your minor home modification; however, DADS will only pay the amount approved from the lowest bid and the approved minor home modifications. Any difference in cost will be your personal responsibility.

If the lowest bidder is not an MDCP provider, the bidder may apply for a contract to become an MDCP provider. If the bidder does not enroll, then you may select another bidder or MDCP provider.

If DADS determines the item is not an approved minor home modification, you will be notified of DADS denial and you may request an appeal.

Can I make any changes to the minor home modifications approved by DADS?

If you wish to change the request for minor home modifications approved by DADS, you must submit your request to the case manager to determine if your request:

- requires written specifications and additional bids;
- meets the service criteria;
- requires additional waiver funds;
- is considered a personal cost; or
- is denied.

Important Information: Any changes you make to the modification that is not reviewed and approved by DADS must be arranged directly between you, your family and the minor home modifications provider. You are responsible for any additional costs not reviewed and approved by DADS.

Am I responsible for obtaining building permits?

No; however, you must allow the MDCP provider to get all applicable building permits **before** starting a minor home modification.