



COMMISSIONER  
Chris Traylor

June 26, 2012

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

Subject: Information Letter No. 12-60  
Change in Policy Regarding Supported Employment Referrals to the Department of Assistive and Rehabilitative Services

The purpose of this letter is to convey a change in policy. Effective the date of this letter, Department of Aging and Disability Services (DADS) providers should no longer refer individuals who are already employed and want assistance with job maintenance to the Department of Assistive and Rehabilitative Services (DARS), Division for Rehabilitation Services (DRS) or Division for Blind Services (DBS).

DADS and DARS both offer a service called "supported employment" (SE). DADS SE, with the exception of the Intermediate Care Facilities for Individuals with an Intellectual Disability or Related Conditions program (ICF/IID), is designed to assist an individual to *maintain* competitive, integrated employment while DARS Vocational Rehabilitation services, including SE, are designed for an individual *seeking* employment. In an ICF/IID, SE is sometimes used to describe both seeking and maintaining employment.

When an individual is already employed and in need of assistance *maintaining* a job, providers should not refer the individual to DARS. Instead the provider should seek approval through the individual's service plan to provide SE or other services needed to maintain an individual's employment.

This letter serves as documentation of this change in policy until the relevant waiver applications, rules, provider manuals, and billing and payment guidelines are updated.

Please submit any questions to [SE.Questions@dads.state.tx.us](mailto:SE.Questions@dads.state.tx.us).

Sincerely,

[signature on file]

Jon Weizenbaum  
Deputy Commissioner

Sincerely,

[signature on file]

Gary Jessee  
Assistant Commissioner  
Access and Intake