



COMMISSIONER
Chris Traylor

September 12, 2012

To: Home and Community Support Services Agencies (HCSSAs)

Subject: **Provider Letter 12-28** – Revision to the Department of Aging and Disability Services (DADS) Form 2021 License Application

Effective: September 12, 2012

The Department of Aging and Disability Services (DADS) is issuing this letter to provide notice to HCSSAs that DADS Form 2021 License Application is revised to include “Change of Information” on page 20.

A HCSSA will be required to use the revised DADS Form 2021 to report certain changes in application information as required at Texas Administrative Code, Title 40, Part 1, Chapter 97, §97.208 (relating to Reporting Changes in Application Information and Fees). A HCSSA should refer to the DADS website “Change of Information” page for step-by-step instructions for reporting certain changes of application information using DADS Form 2021 and for a description of the fee amount for payment, if applicable, for reporting a change of information.

If you have questions about this letter, please contact a HCSSA program specialist with the Policy, Rules and Curriculum Development unit at (512) 438-3161.

Sincerely,

[signature on file]

Veronda L. Durden
Assistant Commissioner
Regulatory Services

VLD:dlm