



COMMISSIONER
Jon Weizenbaum

January 28, 2016

To: Home and Community-based Services Program Providers

Subject: Information Letter 16-02
How to Request Partial Reimbursement for Fire Sprinkler Systems Installed in a Four-Person Residence

The purpose of this letter is to inform home and community-based services (HCS) program providers of the process to request partial reimbursement from the Texas Department of Aging and Disability Services (DADS) for the cost of the installation of a fire sprinkler system in a four-person residence.

BACKGROUND:

Rider 32 of the 2016-2017 General Appropriations Act (Article II, House Bill 1,84th Legislature, Regular Session, 2015) appropriated funds for DADS to reimburse HCS program providers for up to 50% of the cost of installation of a fire sprinkler system in a four-person residence. The rider contains the following additional requirements:

- the reimbursement amount must not exceed \$10,000 per residence;
- the sprinkler system must have been installed after September 1, 2012; and
- a provider requesting reimbursement must provide documentation to DADS demonstrating the cost to the provider for the installation.

PROCESS TO REQUEST PARTIAL REIMBURSEMENT

To request partial reimbursement from DADS for the cost of the installation of a fire sprinkler system in a four-person residence, an HCS program provider must email to DADS at HCSsprinkler@dads.state.tx.us by **5:00pm Central Standard Time, Tuesday, March 1, 2016:**

- a properly completed DADS Form 1571, Request for Partial Reimbursement for the Cost of Installation of a Fire Sprinkler System in a Four-Person Residence, available on DADS website on the "Home and Community-based Services (HCS) Provider Resources" page;
- as required by Texas Administrative Code (TAC), Title 28, Part 1, §34.716, a State Fire Marshal's Office Form SF041, Contractor's Material and Test Certification for Above Ground Piping, properly completed by the fire sprinkler installer;
- if required by 28 TAC §34.716, a State Fire Marshal's Office Form SF042, Contractor's Material and Test Certification for Underground Piping, properly completed by the fire sprinkler installer; and
- an invoice or statement for the installation of the fire sprinkler system from the fire sprinkler installation company showing:

- the date installation was completed;
- the address of the residence in which the system was installed;
- the total cost of the installation; and
- the total cost has been paid.

DADS REVIEW OF REIMBURSEMENT REQUESTS

DADS will accept a reimbursement request if the request is complete and meets the requirements described in this letter. DADS will notify a provider by email whether the request is accepted or not.

DISTRIBUTION OF FUNDS

After DADS determines the number of accepted reimbursement requests and the total cost incurred by providers for sprinkler system installation, DADS will determine the amount, if any, each provider will receive.

For questions about the content of this letter, please send an email to hcs@dads.state.tx.us.

Sincerely,

[signature on file]

S. Michelle Martin
Director
Center for Policy and Innovation

[signature on file]

Elisa J. Garza
Assistant Commissioner
Access and Intake