

# MEMORANDUM

## TEXAS DEPARTMENT OF HUMAN SERVICES

**SUBJECT:** Community Care Policy Clarification CCAD 99019, CBA/HCSS 99015

**TO:** Regional Directors  
Aged & Disabled Services

**FROM:** Becky Beechinor  
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Long Term Care Services  
State Office W-511

**DATE:** June 15, 1999

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This policy clarification pertains to the Inspection Fee of Minor Home Modifications and clarifies Community Based Alternatives (CBA) Manual section 4425.3.

**Policy Question 1:**

What action should the case manager take when a Home and Community Support Services (HCSS) agency submits a request for multiple minor home modifications and only one inspection fee on the Form 3671-D?

**Clarification 1:**

The request should be processed as received. In this case, the HCSS agency can bill up to the maximum amount requested for the inspection fee since the inspection fee will be authorized by the case manager when he signs the Form 3671-D.

If there are questions on this policy clarification, staff should contact their CBA contract person and HCSS agencies should contact their contract manager.

[signature on file]

Becky Beechinor

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