



COMMISSIONER
Adelaide Horn

August 1, 2006

To: Assisted Living Facilities, Adult Day Care Facilities, Intermediate Care Facilities for Persons with Mental Retardation or a Related Condition, and Nursing Facilities

Subject: Provider Letter #06-28 – New Application and Fee Submission Procedures

Effective: September 1, 2006

The purpose of this letter is to inform you that effective **September 1, 2006**, the Department of Aging and Disability Services (DADS) Regulatory Services Division (Regulatory Services) is implementing new requirements for submission of [license applications](#) and fees. Current instructions require applicants to mail the application to Regulatory Services and to mail the fee separately to Accounts Receivable. New application instructions require the application and the fee to be mailed together to:

**Department of Aging and Disability Services
Accounts Receivable, Mail Code E-411
P. O. Box 149030
Austin, Texas 78714-9030**

You will receive a notice from Regulatory Services if additional information or documentation is required after review of the application. You will be instructed to mail the additional information or documentation to:

**Department of Aging and Disability Services
Regulatory Services, Mail Code E-342
P. O. Box 149030
Austin, Texas 78714-9030**

Failure to adhere to these instructions could delay the application review process and licensure issuance. For questions regarding this letter, please contact the Professional and Technical Review Branch at (512) 438-2630.

Sincerely,

[signature on file]

Veronda L. Durden
Assistant Commissioner
Regulatory Services

VLD:ca:mdv:mv