



COMMISSIONER
Adelaide Horn

August 7, 2007

To: Home and Community-Based Service (HCS) Providers
Texas Home Living (TxHML) Waiver Providers

Subject: Texas Department of Aging and Disability Services
Chief Financial Office
Information Letter No 07-40
Revised Notice of Fiscal Year 2007 Cutoff Dates

September 1, 2007, starts a new state Fiscal Year (FY08). As a result, it is especially important to submit claims on a timely basis during the upcoming weeks. Below is updated information regarding important August 2007 claim submission deadlines every provider should be aware of. Please note that this information supersedes dates published in previous Information Letters and the August 2007 *LTC Provider Bulletin*. Normal processing schedules will be in effect except during the dates listed below.

DADS/Comptroller Cutoff Dates

Every year DADS and the State Comptroller halt claim payments for several days during their end-of-year closeout processing. It is important that, by August 22, providers have billed for all delivered services to ensure that as many claims as possible are paid before September 2007.

Last Service Date to be Billed & Paid in FY07	Last FY07 Claim Submission Date	Payment Date (Warrant or Electronic Funds Transfer Available)
August 21, 2007	5:00 p.m. August 22, 2007	August 28, 2007

Providers should continue to enter claims as usual throughout this closeout period. DADS will process claims received after August 22, 2007, for payment on or after September 7, 2007.

If there are questions regarding the above information, contact Provider Claims Services at 512-438-2200, option 5.

Miscellaneous Claims

It is also important to ensure that outstanding claims for services delivered in FY05 (September 1, 2004 – August 31, 2005) are processed before the FY07 cutoff date so that these claims do not need to be handled as Miscellaneous Claims. Claims must be submitted to DADS by **noon Friday, August 10, 2007**. Any FY05 claims DADS receives after the cutoff will be processed as Miscellaneous and cannot be paid through the standard payment process.

Also refer to the July 17, 2007, Information Letter No. 07-28 *New Fiscal Year – Avoid Miscellaneous Claims*, for further detail regarding miscellaneous claims.

Sincerely,

~ signature on file ~

Gordon Taylor
DADS Chief Financial Officer

GT: nmp