



COMMISSIONER  
Adelaide Horn

October 24, 2008

To: Home and Community Support Services Agencies (HCSSAs) Contracting to Provide Community Services

Subject: Information Letter No. 08-134  
License Non-Renewal and Community Services Contract Termination

As detailed in the Texas Department of Aging and Disability Services ([DADS](#)) [Regulatory Services Provider Letter \(PL\) #08-09](#), The 80th Texas Legislature, Regular Session, 2007, authorized DADS to:

- issue two-year HCSSA licenses; and
- eliminate late renewal of a license during the 90 days after its expiration.

If HCSSA licensure is required for the type of contract held, the license must be maintained for the contractor to be paid for services provided under that contract. **If a HCSSA license expires due to failure to comply with license renewal requirements, DADS will terminate any contract requiring that license.** Furthermore, DADS will immediately begin the process of transferring consumers to other contractors to receive services.

If a required license will not be renewed by the expiration date of the license, to allow DADS consumers time to choose a new HCSSA provider prior to contract termination, a HCSSA should notify DADS Community Services Contracts by:

- phone: (512) 438-2080;
- voicemail: (512) 438-3550;
- facsimile: (512) 438-5522; or
- e-mail: [communityservicescontracts@dads.state.tx.us](mailto:communityservicescontracts@dads.state.tx.us).

If you have questions about DADS licensure requirements you may contact the Professional and Technical Review Branch of DADS Licensing and Credentialing Section at (512) 438-2630. If you have questions about this letter please use the DADS Community Services Contracts contacts listed above.

Sincerely,

*[signature on file]*

Michelle Dionne-Vahalik  
Director  
Community Services

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