



INTERIM COMMISSIONER
Jon Weizenbaum

September 12, 2012

To: Home and Community Support Services Agencies (HCSSAs)

Subject: **Provider Letter 12-28** – Revision to the Department of Aging and Disability Services (DADS) Form 2021 License Application

Effective: September 12, 2012

The Department of Aging and Disability Services (DADS) is issuing this letter to provide notice to HCSSAs that DADS [Form 2021](#) License Application is revised to include “Change of Information” on page 20.

A HCSSA will be required to use the revised DADS Form 2021 to report certain changes in application information as required at Texas Administrative Code, Title 40, Part 1, Chapter 97, [§97.208](#) (relating to Reporting Changes in Application Information and Fees). A HCSSA should refer to the [DADS website](#) “Change of Information” page for step-by-step instructions for reporting certain changes of application information using DADS Form 2021 and for a description of the fee amount for payment, if applicable, for reporting a change of information.

If you have questions about this letter, please contact a HCSSA program specialist with the Policy, Rules and Curriculum Development unit at (512) 438-3161.

Sincerely,

[signature on file]

Veronda L. Durden
Assistant Commissioner
Regulatory Services

VLD:dIm