



## **CCSE Bulletin 23-05**

**Date:** December 11, 2023

**To:** Eligibility Services Supervisors and Staff  
Program Managers  
Regional Directors  
Regional Attorneys  
Hearings Officers

**From:** Community Care Services State Office

**Subject: Residential Care Copayment Amounts**

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If you have any questions regarding the policy information in this bulletin, follow regional procedures.

Active bulletins are posted on the following websites:

- Community Care Services Eligibility Handbook (CCSEH) at <https://www.hhs.texas.gov/handbooks/community-care-services-eligibility-handbook>

## **Residential Care Copayment Amounts**

### **Background**

Residents of Residential Care (RC) facilities must contribute to their cost of care, including payment for room and board and an additional copayment amount if applicable based on their income. (CCSEH 4740)

### **New Policy**

#### Copayment

Residents of RC facilities may be required to pay a copayment amount based on their income. (CCSE 4740.2)

A recipient's copayment amount is adjusted annually based on the Social Security cost-of-living adjustment effective January 1, 2024. (CCSEH 4744) the 2024 social security income amount is reflected in the Texas Integrated Eligibility Redesign System (TIERS).

To ensure the changes are effective no later than February 1, 2024, staff must complete a desk review of all RC cases using Form 1032, Residential Care by January 12, 2024. A copy of the worksheet must be in the case record.

After completing Form 1032, staff must enter the new copayment amount in the Service Authorization System (SAS) and send Form 2065-A, Notification of Community Care Services, to notify the recipient and the RC facility of the new copayment amount. The change in the copayment amount is effective the first day of the month following the end of the 12-day notification period.

In the comments section of Form 2065-A, include the following:

"Your copayment amount is changing due to the annual Social Security cost-of-living adjustment."

### **Automation**

Automation changes are not required.

### **Correspondence**

Correspondence changes are not required.

### **Handbook**

CCSEH changes are not required.

### **Training**

Training is not required.

**Effective Date**

This policy is effective January 1, 2024.