



COMMISSIONER  
Adelaide Horn

August 10, 2009

To: Home and Community-based Services (HCS) Providers,  
Texas Home Living (TxHmL) Providers, and  
Mental Retardation Authorities (MRAs)

Subject: Information Letter No. 09-100  
Process for Sending Medicaid Applications to the Health and Human Services  
Commission (HHSC)

The purpose of this letter is to explain the process when MRAs, HCS and TxHmL program providers submit a Medicaid application or redetermination packet to the Medicaid Eligibility for the Elderly and People with Disabilities (MEPD) section of HHSC on behalf of an individual.

HHSC requires use of a cover form for **each** application or redetermination packet the MRA or program provider submits to MEPD on the behalf of an individual.

To allow MRAs and program providers to know which cover form to use, the Client Assignment and Registration System (CARE) now has a Texas Integrated Eligibility Redesign System (TIERS) flag in screen C63 which identifies the system in which the case will be worked (TIERS or System of Application, Verification, Eligibility, Referral and Reporting (SAVERR)). The TIERS flag is shown on the third screen in C63. If the case is a TIERS case, the flag will have a "Y". If the case is a SAVERR case, the flag will have a "N." In rare cases, the flag will be a "U" and the case should be handled as a SAVERR case.

For **SAVERR** cases (TIERS flag "N" or "U"):

- Form H2067, Case Information, **must** accompany the application or redetermination packet and
- the application or redetermination packet must be mailed or faxed to the local MEPD office.

For **TIERS** cases (TIERS flag "Y"):

- Form H1746-A, MEPD Referral Cover Sheet, **must** accompany the application or redetermination packet and
- the application or redetermination packet **must be mailed** to:

Document Processing Center  
P.O. Box 14600  
Midland, Texas 79711-9907

- If more than one application and/or redetermination packet is mailed in the same envelope, Form 1746-B, Batch Cover Sheet, **must** be used.
- Applications or redetermination packets to be worked in TIERS must **never** be faxed.

If the individual, Legally Authorized Representative, family member, et al. submits the application or redetermination packet, Form H2067 and Form H1746-A **must not** be used. However, the letters "HCS" must be written at the top of page one of the application.

Forms H2067 and H1746 A & B can be found at:  
<http://www.dads.state.tx.us/handbooks/mepd/forms/index.asp>.

If you have questions about this process, please contact Stephen Kreger, Program Specialist for Program Enrollment of the MRAs Section, Access and Intake, at (512) 438-5031 or by e-mail at [stephen.kreger@dads.state.tx.us](mailto:stephen.kreger@dads.state.tx.us).

Sincerely,

*[signature on file]*

David Rollins  
Director  
Mental Retardation Authorities

*[signature on file]*

Tommy Ford  
Interim Director  
Community Services

DR:tc

Attachment

c: Susanne Elrod, Texas Council of Community MHMR Centers, Inc.  
Carole Smith, Private Provider Association of Texas  
Rose Dunaway, Texas Association of Home Care