



KYLE L. JANEK, M.D.
EXECUTIVE COMMISSIONER

Date: November 8, 2013

Texas Works Bulletin Number: #14-03

To: Eligibility Services – Regional Directors
Program Managers
Eligibility Services Supervisors
Regional Attorneys
Hearings Officers

From: Stephanie Stephens, Director
Policy Strategy, Analysis, and Development
State Office 2115

Subject: Online Texas Women’s Health Program (TWHP) Application Submission

This bulletin is being sent to supervisors and other regional managers. Supervisors must share this information with all Texas Works staff. Please ensure copies are provided to staff that do not have access to e-mail. If you have any questions regarding the policy information in this bulletin, follow regional procedures. Active bulletins are posted on the Texas Works Handbook (TWH) website at <http://www.dads.state.tx.us/handbooks/TexasWorks/>.

Online TWHP Application Submission

Background

The TWHP application, Form H1867, Texas Women’s Health Program Application Form, currently has to be printed and then mailed or faxed. Functionality has been created allowing applicants the opportunity to apply for services using an online application that can be electronically completed and submitted for processing.

Current Process

Form H1867 is currently available in doctor’s offices; clinics; community organizations; Women, Infants, and Children (WIC) clinics; and HHSC local offices. Applications may also be downloaded from the HHSC Texas Women’s Health Program website:

<http://www.texaswomenshealth.org/page/how-to-apply>.

Applicants may also find information through the YourTexasBenefits.com site. Applications must then be mailed to the Texas Women’s Health Program, P.O. Box 14000, Midland, TX 79711-9902 or faxed to 1-866-993-9971.

New Process

Applicants will be able to complete a “fillable” TWHP application online using the HHSC Texas Women’s Health Program website’s “How to Apply” page. Applications completed and submitted from the website will be electronically routed to the current fax server for processing. A link to that page also exists on the home page of YourTexasBenefits.com.

Applications electronically submitted will contain an “electronically submitted” indicator and a date on the signature line of the application. This is a valid TWHP application; do not pend for a signature.

<small>With this, you agree that the facts you have given may be used to determine if you qualify for the Texas Women's Health Program, run by HHSC.</small>			
<small>"I certify under penalty of perjury that the information I have provided on this application is true and complete to the best of my knowledge. If it is not, I may be subject to criminal prosecution. I understand that this application is not used to determine if I qualify for Medicaid, but I can apply for Medicaid at any time."</small>			
Electronically submitted on : 10/25/2013			
_____ Signature — Applicant	_____ Date Signed	_____ Signature — Witness (Required if applicant signed with an "X")	_____ Date Signed

Applicants will continue to have the option of completing Form H1867 and mailing or faxing to the current address or fax line.

Automation

Automation changes will be implemented with Release 88.2.2, scheduled for November 9, 2013.

Effective Date

The process is effective November 9, 2013.

Handbook

The handbook will be updated with the January 2014 handbook revision.

Training

There are no training requirements.