**5.1 PAC OPEN ENROLLMENT APPLICATION, ATTACHMENTS**

**AND REQUIRED FORMS**

# INSTRUCTIONS

### Application must be completed and signed in Section V (Certification) for it to be accepted by DFPS.

### Applicant will submit Application in its entirety and all required documents in File Folders 1 and 2 in Appendix B to [REGION12APSCONTRACTS@dfps.state.tx.us](file:///C:/Users/estrad/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/XUXQSC1X/REGION12APSCONTRACTS@dfps.state.tx.us).

### If DFPS has difficulty accessing the Applicant’s documents, the Applicant will be required to re-submit documents as directed by DFPS.

**SECTION I – APPLICANT INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Legal Name of Applicant |  | | | |
| Office Address |  | | |
| City, State, Zip |  | | |
| Mailing Address |  | | |
| City, State, Zip |  | | |
| Phone |  | | |
| Contact Person |  | Title |  |
| Contact's E-mail |  | | |
| Contact Person’s Phone |  | | |
| Authorized Signatory |  | Title |  |
| Authorized Signatory E-mail |  | | |
| Authorized Signatory Phone |  | | |
| Billing Person |  | Title |  |
| Billing Person’s E-mail |  | | |
| Billing Person’s Phone |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Doing Business As Name (DBA) or Parent Organization Indicate if different from Legal Name above:    Attach a copy of Assumed Name Certificate  If an Applicant has a Parent Organization, attach a copy of the agreement between the Applicant and the Parent Organization | | | | |
| Mailing Address - If different from Office Address above  Applicant:  Parent Organization: \_ | | | | |
| Vendor ID Number: | | | | |
| Federal ID Number – If different from Vendor ID  Applicant:  Parent Organization: | | |  | |
| Name of Person Authorized to Sign Contract | Title | | | Phone Number:    Email: |
| Name of Person Responsible for Billing | Title | | | Phone Number:    Email: |
| Type of Applicant – Check appropriate box(es) and attach documentation as indicated | | | | |
| Governmental Entity  Do you have taxing authority? Yes No | | | | |
| Private Corporation  For Profit  Non-Profit | | State of Incorporation:  Charter Number:  Attach a copy of Certificate of Incorporation | | |
| Limited Liability Company (LLC) | | Attach a copy of the Articles of Formation | | |
| Partnership  Limited  General | | Attach a list of names, addresses for each partner and provide a copy of the Partnership Agreement. | | |
| Sole Proprietorship | |  | | |
| Are you a certified Texas HUB?  Yes – Attach a copy of HUB certification form.  No – Select all that apply if you fall into one or both of the categories  below:  Minority Owned Business Woman Owned Business | | | | |

### SECTION II-ELIGIBILITY REQUIRMENTS

(See Section 1.6 of the Open Enrollment)

**1. Licensed as a Home and Community Support Services Agency (HCSSA) with   
 the Personal Assistance Services category licensed by the Texas Department of   
 Health and Human Services Commission (HHSC)?**

Yes If yes, attach a copy of the License and documentation to support the

counties authorized under the License.

No If no, STOP applicant does not qualify.

**2. Have an HHSC contract to provide Primary Home Care (PHC) services?**

Yes If yes, attach a copy of the contract or correspondence from HHSC identifying the contract number, contract effective dates, and counties included under contract.

No If no, STOP applicant does not qualify.

**3. Region specified in Service Delivery Area Detail.**

Choose the DFPS Region where Personal Assistance Care Services will be provided.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Region | 1 | 2 | 7 | 8 | 9 | 10 |

**4. Insurance**. Indicate in the table below if requirements are met.

|  |
| --- |
| Commercial General Liability:  Minimum combined bodily injury (including death) and property damage limits of $300,000 per occurrence, and $600,000 aggregate.  Yes No |
| Commercial Crime Policy with a 3rd Party and Employee Dishonesty or “Client Property” endorsement.  Minimum required coverage is $25,000.  Yes No |
| **The Certificate of Insurance must be issued to DFPS or designate DFPS as the Certificate Holder.**  Contractor must submit insurance coverage documentation with the signed Contract.  DFPS will not execute a Contract if this documentation is not provided or is found to not meet the insurance requirements. |

**SECTION III – CERTIFICATION**

|  |  |
| --- | --- |
| I certify that the information provided in this application is, to the best of my knowledge, complete and accurate; that the named legal entity has authorized me, as its representative, to submit this application; and that the legal entity complies with all terms of this Open Enrollment. | |
| Signature of Authorized Representative | Date |
| Name of Authorized Representative (Printed) | Title of Authorized Representative (Printed) |

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**APPENDIX A**

### ORGANIZATION OF APPLICATION

1. The Applicant does not execute and return the PAC Open Enrollment Sample Base Contract in Section 5.2.

2. As part of their submission, Applicants must submit a completed application, forms and attachments, as applicable in the following order.

3. Access the forms by the link or icon provided below by holding down the "Ctrl" key while clicking on the link.

4. Save forms in an electronic file.

5. For the Application and the forms that require signature, print, sign and save in an electronic format.

### APPENDIX B

### APPLICATION, ATTACHMENTS AND REQUIRED FORMS

FILE FOLDER 1: Application

|  |  |  |
| --- | --- | --- |
| ELECTRONIC FILE NAME | DESCRIPTION | Required or If Applicable |
| 01-Application | Application for Enrollment | Required |
| 01.A-License | HHSC License | Required |
| 01.B-Contract | HHSC Contract | Required |
| 01.C-Insurance | Insurance Document | Required |
| 01.D-DBA | Assumed Name Certificate Attachment | If applicable |
| 01.E-Incorporation | Certificate of Incorporation Attachment | If applicable |
| 01.F-LLC | LLC Articles of Formation Attachment | If applicable |
| 01.G-Partnership | Partnership Agreement Attachment | If applicable |
| 01.H-Partners | Names and addresses and for each partner | If applicable |
| 01.I-HUB | HUB Certification Form | If applicable |

FILE FOLDER 2: Required Forms

|  |  |  |  |
| --- | --- | --- | --- |
| Electronic File Name -Form Number | NAME | PURPOSE | Document Location |
| 74-176 | Vendor Direct Deposit Form | Direct Deposit Authorization | [74-176](https://www.dfps.state.tx.us/Application/Forms/showFile.aspx?Name=74-176.pdf) |
| 1513 | Disclosure of Ownership and Control Interest Statement | Documents ownership and financial interest information | [1513](https://www.dfps.state.tx.us/Application/Forms/showFile.aspx?Name=1513.doc) |
| 9007FFS | Internal Control Structure Questionnaire | Contractor's disclosure of internal controls. Instructions included. | [9007FFS](https://www.dfps.state.tx.us/Application/Forms/showFile.aspx?Name=9007FFS.doc) |
| AP-152 | Application for Texas Identification Number/Additional Mailing Address | Application for Texas Identification Number | [AP-152](http://www.dfps.state.tx.us/Application/Forms/showFile.aspx?Name=AP-152.pdf) |