



INTERIM COMMISSIONER  
Jon Weizenbaum

September 19, 2012

To: Community Based Alternatives Home and Community Support Services Agencies

Subject: Information Letter No. 12-78  
Approval of Vehicle Modifications as Adaptive Aids

The purpose of this letter is to update the Department of Aging and Disability Services (DADS) policy regarding the approval of vehicle modifications as adaptive aids for the Community Based Alternatives (CBA) program and help ensure vehicle modifications are cost effective.

In accordance with 40 Texas Administrative Code (TAC) [Section 48.6006 \(relating to Individual Plan of Care\)](#), [Section 48.6052 \(relating to Cost-Effective Purchases of Adaptive Aids\)](#) and [CBA Provider Manual Section 4424, \(relating to Adaptive Aids and Medical Supplies\)](#), DADS may approve vehicle modifications to the primary transportation vehicle to be used by an individual receiving waiver services as adaptive aids if the Home and Community Support Services Agency (HCSSA) submits documentation showing the requested modifications are: (a) necessary for the individual to have optimal function, independence, and well-being; and (b) related to the individual's disability or medical condition.

Effective October 3, 2012, all HCSSAs must submit the following information on the primary transportation vehicle to be modified to the DADS case manager:

- [Form 3671-E - Adaptive Aids and Medical Supplies](#);
- [Form 3671-F - Rationale for Adaptive Aids, Medical Supplies, Dental Services and Minor Home Modifications, or alternate documentation](#);
- The year, make and model of the vehicle;
- The mileage of the vehicle; and
- [Form 3672, Medicare/Medicaid/Third-Party Resources Utilization Report](#) or any other written documentation to confirm that other third party resources are not available for the vehicle modification.

If the vehicle modification costs \$1,000 or more and the vehicle has been driven more than 100,000 miles, or is more than four years old, the HCSSA also must obtain and submit a written evaluation of the requested vehicle modification to the DADS case manager. The evaluation must be completed by a mechanic who is not the provider. The written documentation must include a statement indicating the sound mechanical condition of all major components of the vehicle, including a statement the vehicle is mechanically and structurally sound to support the requested modification. The actual cost of the written evaluation as part of the invoice cost of the adaptive aid may not exceed \$150. The written evaluation is a reimbursable expense whether or not the vehicle modification is approved as long as the evaluation submitted contains the required information. A written evaluation by a mechanic is not required for a vehicle modification repair under \$1,000.

If the vehicle modification costs \$500 or more, the HCSSA must procure bids, if not using price lists as described in [Section 48.6052 \(relating to Cost-Effective Purchases of Adaptive Aids\)](#) after approval of the vehicle modification by the DADS case manager. Bids must include:

- the name and address of the person who will be completing the vehicle modification;
- the type and description of the vehicle modification;
- an itemized list of parts and accessories, including prices;
- an itemized list of required labor and charges; and
- information on warranty coverage for the vehicle modification.

The HCSSA must ensure vehicle modification services are completed in accordance with time frames outlined in [40 TAC Section 48.6054 \(relating to Time Frames for Adaptive Aids Costing Less than \\$500\)](#) and [Section 48.6056 \(relating to Time Frames for Adaptive Aids Costing \\$500 or more\)](#).

The HCSSA must keep a copy of the following written documentation in the individual's case file:

- the owner's written approval of the vehicle modification; or
- if the individual is not the owner of the vehicle, a signed and dated statement by the owner of the vehicle giving written approval for the vehicle modification(s);
- verification of current state inspection and license tags; and
- attestation/verification that the vehicle to be modified is the individual's primary transportation.

For questions regarding the content of this letter, please contact DADS, at [cba@dads.state.tx.us](mailto:cba@dads.state.tx.us)

Sincerely,

*[signature on file]*

Chris Adams  
Director  
Center for Policy and Innovation