UPDATE: Contractor Change of Ownership or Legal Entity Notices

Information Posted November 20, 2019

*Email address has been updated!*

Fee-for-services contracted providers have a new mailing and email address to send required notices. Additionally, if a provider intends to undergo a change of ownership or change of legal entity, they must notify HHSC at least 60 days before the proposed date of the change in accordance with [40 TAC 49.210 Contractor Change of Ownership or Legal Entity](#).

In accordance with [40 TAC 49.302 General Requirements](#), the provider must ensure that the notice is in writing, signed by the signature authority, and sent to the HHSC mailing address or email address identified on the form "Contract Approval Letter" issued to the provider when the contract was awarded.

Applicable contracted providers are as follows:

- Adult Foster Care Providers with Title XX HHSC Contracts
- Community Attendant Services Providers
- Day Activity and Health Services Providers with Title XIX and XX HHSC Contracts
- Emergency Response Services Provider with Title XX HHSC Contracts
- Family Care Providers
- Home Delivered Meals Providers with Title XX HHSC Contracts
- Primary Home Care Providers
- Residential Care Providers

*To help expedite receipt of all notifications, providers are encouraged to submit information via the provided email at hhseopcm@hhsc.state.tx.us.*

**Regular Mail**
Texas Health and Human Services Commission
Eligibility Operations Provider Contract Management
Mail Code 2098
PO Box 12668
Austin, TX, 78711

**Overnight or Express Delivery**
Texas Health and Human Services Commission
Eligibility Operations Provider Contract Management
Mail Code 2098909 W 45th St.
Austin, Texas, 78751