

**Home and Community Support Services Agency
Medicare Certified Agency Relocation Questionnaire**

Instructions to the Agency

Complete the following questions and upload the completed questionnaire into the application in [TULIP](#):

1. Will the agency serve the same population (i.e., mileage range, same geographic area)?
 - a. Yes No
2. Will the agency utilize the same personnel?
 - a. Yes No
3. Will the agency provide the same or similar services?
 - a. Yes No
4. What county are you relocating from and to?
 - a. From: _____ To: _____
5. Has a corresponding 855 been submitted to your Medicare administrative contractor (MAC)?
 - a. Yes No
 - b. Date approval letter received from MAC: _____
 - c. Date 855 submitted to your MAC: _____

Relocation of the license:

- The Texas Administrative Code (TAC), Title 26, [Section 558.213](#) states that an agency must not transfer a license from one location to another without prior notification to HHSC.
- This questionnaire is required when you submit a:
 - relocation application;
 - renewal application when the agency is relocating; or
 - change of ownership application when the agency is relocating and the incoming owner does not reject assignment of the Medicare provider agreement.
- Failure to upload the requested questionnaire above could place you in violation of the 26 TAC [Section 558.208](#) and [Section 558.213\(f\)](#).

Relocation of Medicare Certification:

- You are required to submit an amended 855A form to the MAC.
- The information in this questionnaire will be used in the determination of the state's recommendation of approval or denial of the Medicare Certified agency relocation. ([2182.2 – Guidelines for Determining Parent, Branch or Subunit](#))
- If the answer to any of the questions 1-3 is no, the state will recommend denial of the Medicare Certified agency relocation.
- "If a provider relocates and is no longer the same provider (different staff, services, patients), then it is a cessation of business (voluntary termination)" ([CMS Admin Infor: 22-02-ALL](#)). The agency may continue to operate as a licensed only HCSSA.