



How to Apply to Be a Medicaid Waiver Program Contractor

Our process for applying has changed. Please follow our instructions below to ensure your application is reviewed.

What do I need to do to apply?

1. **You must be enrolled in Texas Medicaid.** If you're not enrolled before you apply, your application will be denied. Enroll through the Texas Medicaid & Healthcare Partnership (TMHP) Provider Enrollment Management System (PEMS). To learn more or apply, visit:
 - [How to Apply for Enrollment - TMHP](#)
 - [PEMS LTC - YouTube](#)
 - [HHSC Medicaid Provider Enrollment Requirement](#)
2. **You must complete the Provider Applicant Competency training (PAT) exam with a passing score of 85% or above.** After you've completed the PAT, download the certificate showing your passing score.

Any application submitted without a certification showing completion of the PAT with a passing score will not be accepted.

- Do not apply without a completed PAT exam.
- Do not apply with a failing PAT exam score.
- If you fail the PAT exam, you can retake the exam after a period of six months. You are only allowed one attempt every six months.

You can find and take the PAT exam by [clicking here](#).

If you've failed the exam before, you can request additional resources to help you study. Email us at IDDWaiverContractEnrollment@hhsc.state.tx.us.

3. **Fill out [Form 5873](#).** This application is only available online. If you need help, we have [resources on our website](#), including instructions on how to download and fill out forms. **Include your PAT exam certificate with your application packet.**



Mail your application to the Waiver Program Enrollment Team

Send to this address:

HHSC
Contract Administration and Provider Monitoring
Mail Code W-359
P.O. Box 149030
Austin, TX 78714-9030

Applicants can also submit applications by email:
IDDWaiverContractEnrollment@hhsc.state.tx.us or by fax: 512-206-3916.

4. **Correct any errors found on your application.** A contract manager will review your application and identify any errors or deficiencies. If any are found, you'll receive a suspense letter and will be given **30 days** to correct and resubmit documents.

Are there any licenses I need for my application?

The following contract types require a Home & Community Support Services Agencies (HCSSA) License:

- Hospice.
- Community Living Assistance and Support Services (CLASS-continued family services)
- CLASS-support family services
- CLASS-direct service agency
- Deaf Blind Multiple Disabilities (DBMD)

If you need an HCSSA license, you can call the Licensing and Certification Unit at 512-438-2630. Or you can [visit our web page](#).

You don't need an HCSSA license to apply for or get a contract to provide Home and Community-based Services (HCS) and Texas Home Living (TxHmL) services.

My application was denied. Can I reapply?

Yes, but you must retake the PAT and submit a new application after a period of six months from the previous attempt. **DO NOT** submit a copy of the previously denied application.



You can avoid having your application denied by:

- Making sure you provide all the required forms.
- Responding to requests for application corrections by the due date (within 30 calendar days of receiving a suspense letter).