



Date: September 26, 2022

To: Title XX Home Delivered Meals (HDM) Providers

Subject: Information Letter 2022-50
Revisions to the Title XX HDM Fiscal and Compliance
Monitoring Tool

The purpose of this Information Letter is to notify Title XX Home Delivered Meals (HDM) providers of the revision to the HDM fiscal and compliance monitoring tool. The revision adds Standard IX – Meal Delivery Service requirements in accordance with 40 Texas Administrative Code (TAC) Section [55.39](#) (relating to Recordkeeping) and Section [55.27](#) (relating to Service Requirements).

40 TAC §55.39 Recordkeeping – A provider agency must maintain a record of names of employees and volunteers who deliver meals.

40 TAC §55.27 Service Requirements – (e) If an individual or responsible party is not home to accept delivery of a meal for two consecutive service days or for three nonconsecutive service days in a calendar month, the provider agency must notify the individual’s case manager within one working day after the date of the last unsuccessful delivery. (1) The provider agency must notify the individual’s case manager orally or by fax. (2) If the provider agency notifies the case manager orally, the provider agency must send written notification to the case manager within five working days of the initial notification.

Effective with reviews conducted on or after December 1, 2022, Standard IX – Meal Delivery Service will be included in the fiscal compliance monitoring review process. Effective with the publication of this information letter, the revised tool is available on the HHSC website at: [Contract & Fiscal Compliance Monitoring Tools | Texas Health and Human Services](#)

Direct questions to your contract manager or the regional contact for your service area found in the [Contact Information for Eligibility Operations Provider Contract Management \(PDF\)](#).

Sincerely,

[signature on file]

Lance Duckworth
Director
Eligibility Operations Provider Contract Management