

Community-based Programs – Access and Eligibility Services  
**Contract Application Packet Checklist, State Office Enrolled**

Legal Entity Name	Doing Business As (DBA), if applicable
-------------------	--

This form is intended to be used by contract applicants and Texas Health and Human Services Commission (HHSC) staff to ensure all required forms and documents are submitted during the contract application process. HHSC rules governing the application process for a provisional contract for Community-based Programs are in Texas Administration Code (TAC), Title 26, Part 1, Chapter 52. Submittal of this form with the contract application packet is optional.

Entities applying for a provisional contract with HHSC must submit **all forms** listed in **Section 1** unless otherwise indicated. Documents listed in **Section 2**, applicable to the applicant's type of business or governmental entity, and forms and documents listed in **Section 3**, applicable to the type of contract the applicant is applying for, must also be submitted. All required HHS forms must be downloaded from the Texas Health and Human Services (HHS) Internet forms website at <https://hhs.texas.gov/laws-regulations/forms> unless an exception is requested and approved. Failure to submit all required forms and documents will delay the contract application process and may result in HHSC denying the application. Applicants should carefully read the instructions to a form before completing it as errors and omissions will delay the application process. Applicants should retain copies of all forms submitted. Do not send original business documents.

**Section 1 – Required Forms and Documents**

- Form 2031, Designation of Authorized Individual(s) – Business Entity **or**  
Form 2031-G, Designation of Authorized Individual(s) – Governmental Entity
- Form 3681, Community Services Contract Application
- Form 3691, Service Area Designation
- Form 3834, Written Acknowledgement of Completion of Cybersecurity Training Program
- Form 5871, Disclosure of Ownership and Control Statement, **or**  
Form 5871-S, Disclosure of Ownership and Control Statement - Short Form
- Copy of Verification of the Employer Identification Number (EIN) (IRS Form CP-575 or Letter 147c)
- Copy of National Provider Identifier (NPI) confirmation email or letter, as applicable
- Data Use Agreement (See: <https://hhs.texas.gov/doing-business-hhs/business-and-contracting-opportunities>)
- HHS Information Security and Privacy Initial Inquiry (See: <https://hhs.texas.gov/doing-business-hhs/business-and-contracting-opportunities>)

The following forms will be sent to the contract applicant for completion and signature when it has been determined that HHSC will award the contract:

- Form 3254, Community Services Contract – Provider Agreement
- Form AP-152, Application for Texas Identification Number (if entity currently does not have an established TIN)
- Form 74-176, Direct Deposit Authorization
- HHS Contract Affirmations

## Section 2 – Required Business Documents by Type of Legal Entity

**Sole Proprietorship**

- Copy of owner's Social Security Card
- Copy of owner's Driver License, State-Issued Identification, or U.S. Passport
- Certificate of Assumed Business Name as filed with County

**Limited Partnership**

- Certificate of Formation as filed with Secretary of State
- Limited Partnership Agreement
- Any Certificates of Amendments to original filing **(if applicable)**
- Certificate of Registration (if not formed in Texas, authority to transact business in Texas) as filed with Secretary of State
- Certificate of Assumed Business Name as filed with Secretary of State
- Copy of each partner's Social Security Card
- Copy of each partner's Driver License, State-Issued Identification, or U.S. Passport

**Corporation** (Check one:  For Profit  Nonprofit)

- Certificate of Formation as filed with Secretary of State
- Articles of Incorporation
- By-Laws **(if applicable)**
- Certificate of Registration (if not formed in Texas, authority to transact business in Texas) as filed with Secretary of State
- Any Certificates of Amendments to original filing **(if applicable)**
- Certificate of Assumed Business Name as filed with Secretary of State

**General Partnership**

- General Partnership Agreement
- Any Amendments to General Partnership Agreement **(if applicable)**
- Copy of each partner's Social Security Card
- Copy of each partner's Driver License, State-Issued Identification, or U.S. Passport
- Certificate of Assumed Business Name as filed with Secretary of State

**Limited Liability Company**

- Certificate of Formation as filed with Secretary of State
- Articles of Organization
- Any Certificates of Amendments to original filing **(if applicable)**
- Certificate of Registration (if not formed in Texas, authority to transact business in Texas) as filed with Secretary of State
- Certificate of Assumed Business Name as filed with Secretary of State

**Governmental Entity**

- Certificate of Registration (if not formed in Texas, authority to transact business in Texas) as filed with Secretary of State (if required to register)
- Certificate of Assumed Business Name as filed with Secretary of State
- Copy of each Commissioner's (or equivalent) Social Security Card
- Copy of each Commissioner's (or equivalent) Driver License, State-Issued Identification, or U.S. Passport

### Section 3 – Required Forms and Documents by Type of Program

#### Day Activity and Health Services (DAHS)

- Form 5872, Certification of Pre-Application Orientation  
Click for the: [DAHS Pre-Application Orientation Guide](#)
- Current Adult Day Care license or Day Activity and Health Services license issued by HHSC
- Receipts for Criminal History Record Requests for each controlling person of the legal entity

#### Primary Home Care/Family Care/Community Attendant Services (PHC/FC/CAS)

- Form 5872, Certification of Pre-Application Orientation  
Click for the: [PHC/FC/CAS Pre-Application Orientation Guide](#)
- A current HCSSA license issued by HHSC
- Receipts for Criminal History Record Requests for each controlling person of the legal entity