TEXAS DEPARTMENT OF STATE HEALTH SERVICES

P.O. Box 149347
Austin, Texas 78714-9347
1-888-963-7111
TTY: 1-800-735-2989
www.dshs.state.tx.us

DAVID L. LAKEY, M.D.
COMMISSIONER

SA Contractors Broadcast MSG0154

October 6, 2011

TO: All DSHS-Funded Substance Abuse Subrecipient Contractors

FROM: Juanita Salazar, Unit Manager
Substance Abuse Contract Management Unit

SUBJECT: **Fiscal Year 2011 Closeout Packet**

For all subrecipient contracts ending August 31, 2011; the completed closeout packet and all other required reports are due no later than Monday, October 31, 2011. For subrecipient contracts ending September 30, 2011; the completed closeout packet and all other required reports are due no later than Wednesday, November 30, 2011. All requests for payment must be submitted through the appropriate electronic system prior to October 31, 2011. Requests for payment received after the closeout packet due date may not be paid by DSHS.

Additionally, Contractors planning to reverse client billings for treatment services in CMBHS must complete the reversals prior to submitting the closeout packet and no later than Monday, October 31, 2011. If you are unable to complete client billing reversals by the deadline, contact your assigned Contract Manager for prior approval and processing instructions. Original closeout documents with appropriate signatures must be submitted to DSHS at the following address:

PHYSICAL ADDRESS FOR EXPRESS MAIL:

Attn: (Assigned Contract Fiscal Manager)
Substance Abuse Contracts Management Unit (Mail Code 2058)
Department of State Health Services
909 W 45th Street, Bldg. 552
Austin TX 78751

MAILING ADDRESS FOR REGULAR MAIL:

Attn: (Assigned Contract Fiscal Manager)
Substance Abuse Contracts Management Unit (Mail Code 2058)
Department of State Health Services
P.O. Box 149347
Austin TX 78714-9347

The FY2011 Contract Closeout instructions and forms are posted at:
http://www.dshs.state.tx.us/sa/for-substance-abuse-contractors/

If you have any questions pertaining to closeout, please contact your assigned Contract Fiscal Manager. Below is the list of assignment by Contractor Name:

Contractors A – E
Tracie Douglas-DeLoach
Phone number (512) 467-5525
Tracie.Douglas@dshs.state.tx.us;

Contractors F - R
Jennifer Molenaar
Phone number (512) 467-5524
Jennifer.Molenaar@dshs.state.tx.us;

Contractors S - Z
Beverly Taylor
Phone number (512) 467-5520
Beverly.Taylor@dshs.state.tx.us;

Thank you for your prompt attention to the FY2011 Contract Closeout procedure.