



TEXAS DEPARTMENT OF STATE HEALTH SERVICES

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TO: Executive Directors
DSHS-Funded Substance Abuse Treatment Contractors

FROM: Juanita Salazar, Unit Manager *JS*
Substance Abuse Contracts Management Unit, Contractor Services Section
Mental Health and Substance Abuse Division

SUBJECT: **Request for Interpreter Services Form and Instructions**

The Department of State Health Services (DSHS) has a Memorandum of Agreement with the Department of Assistive and Rehabilitative Services (DARS) to provide interpreter services to individuals who are deaf or hard of hearing and seeking substance abuse treatment services. Under this agreement, interpreter services are provided only to DSHS-funded substance abuse treatment contractors (Contractors).

Contractors must follow the process described on the attached Instructions and Request for Interpreter Services Form (Form) when making a request for interpreter services. Contractors will submit the completed Form to DSHS for review and approval prior to providing interpreter services. If the Form is incomplete or completed incorrectly, it will be returned unprocessed for correction, which may delay approval of interpreter services.

Contractors must also notify interpreters and DARS of cancellations at least 48 hours in advance to avoid unnecessary billing for late cancellations.

This request process ensures that interpreter services are expedited and provides accurate information to support reimbursement for interpreter services.

Please distribute this important information to your direct services staff.

Thank you.