Texas Department of Family and Protective Services

Stephanie Muth, Commissioner

Open Enrollment

For

Supervised Independent Living (SIL)
Residential Child-Care Services

Enrollment Number: HHS0015121-SIL

Enrollment Period Opens: 07/09/2024

Enrollment Period Closes: 08/31/2029

NIGP Class/Item Code:

952-47
952-59

#  GENERAL INFORMATION

* 1. **Open Enrollment Purpose**

The Child Protective Services (CPS) Program of the Texas Department of Family & Protective Services (DFPS or Department) is issuing this Open Enrollment to seek Contractors to provide Supervised Independent Living (SIL) placements for young adults aged 18-22.

* + 1. SIL is a federally recognized type of Return to or Extended Foster Care living program (See Section 2.7 below) where young adults can reside in a less restrictive, non-traditional foster care Setting while continuing to receive casework and support service to help them become more self-sufficient and transition them into independent living. Contractors can also provide Enhanced Case Management (ECM) services to young adults who are able to live independently but require additional case management services from the Contractor.
		2. **ECM SERVICES**
			1. DFPS is also seeking Contractors to provide ECM, which are additional services that are available to ECM-eligible young adults who require more assistance in their SIL placement to successfully adjust to and maintain their SIL placement.
			2. Existing Contractors who want to apply to add ECM to their current Contract will complete Appendix B to the SIL New Applicant Open Enrollment Application to Provide ECM Services (See Attachment 5.1).
			3. Applicants who want to apply to provide ECM will complete the applicable ECM sections of the Application (See **Attachment** 5.1) in addition to all other Application requirements.
		3. **CURRENT CONTRACTORS – RECERTIFICATION**

If a SIL provider currently has a contract with DFPS under Open Enrollment HHS0001478, you will complete the abbreviated SIL Current Contractor Recertification Application in Attachment 5.2. This Application’s deadline is July 31, 2024. DFPS has the right to provide extensions and change the deadline.

* 1. **Point of Contact**

**New Applicants:** Unless provided for otherwise in this Open Enrollment, please send all questions and inquiries to the Point of Contact at DFPS24HourResidentialApplications@dfps.texas.gov.

**Current Contractors:** All communication concerning this Open Enrollment for Current Contractors must be directed to the assigned Residential Contract Manager.

* 1. **Open Enrollment HHS Enrollment Posting, Amendments and Announcements**

Texas Health and Human Services Commission (HHS or HHSC) Procurement and Contracting Services (PCS) will post all official communication on behalf of DFPS for this Open Enrollment on the HHS Business and Contracting Opportunities’ Open Enrollment site at [HHS Enrollment](https://apps.hhs.texas.gov/pcs/openenrollment.cfm).

* + 1. DFPS reserves the right to revise the Open Enrollment at any time, including the closing date of this Open Enrollment. Applicants must comply with any changes, amendments, or clarifications posted to the HHS Enrollment site by HHSC PCS.
		2. It is the responsibility of Applicants to check the HHS Enrollment site periodically for any updates to this Open Enrollment and to comply with these requirements. Applicant’s failure to periodically check the HHS Enrollment site will in no way release them from any responsibility or additional costs to meet the requirements of complying with the Open Enrollment and a Contract that results from it.
	1. **Open Enrollment Background**
		1. **DFPS Mission**

The mission of DFPS is to protect children, the elderly, and people with disabilities from abuse, neglect, and exploitation by involving clients, families, and communities.

* + 1. **CPS Purpose**

The purpose of the CPS Program is to keep children safe while partnering with parents and other family members, the community, and our providers to achieve permanency and improve child well-being.

* + 1. **SIL Background**

SIL is intended to provide opportunities for young adults ages 18-22 that are participating in the DFPS Return to or Extended Foster Care programs (hereinafter collectively referred to as Extended Foster Care).

These programs are voluntary and offer young adults’ opportunities to continue foster care placement and facilitate transition to independence.

Except for the Host Home Setting, a SIL Contractor is not required to be:

* + - 1. Licensed by HHS’ Child-Care Licensing and its Child-Care Regulations Minimum Standards (See <https://hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing/minimum-standards>); or
			2. Follow DFPS 24-Hour Residential Child-Care Requirements (See <https://www.dfps.state.tx.us/Doing_Business/Purchased_Client_Services/Residential_Child_Care_Contracts/default.asp>).

Young adults admitted to an SIL placement will learn life skills and are allowed to meet their needs with limited guidance and assistance from the SIL Contractor and their Case Manager.

* + 1. **ECM Background**

ECM can be provided to eligible young adults that participate in the SIL Program when these young adults require additional support or services to be able to adjust and maintain independence while residing in the SIL placement (See Section 2.5). ECM services include, but are not limited to:

* + - 1. Assisting the young adult in scheduling, obtaining, and maintaining available medical, educational, employment, or other services through community-based providers, governmental agencies, or other organizations;
			2. Assisting the young adult in scheduling their medical and dental appointments and arranging transportation to necessary appointments;
			3. Developing and monitoring a medication management plan that assists the young adult in understanding, scheduling, and managing their medication; and
			4. Assisting the young adult in improving their daily life skills such as cooking, money management, cleaning, and shopping.
		1. **Extended Foster Care Eligible Population**
			1. A young adult who turns 18 while in the conservatorship of DFPS who is continuing to receive Extended Foster Care services and who:
				1. Regularly attends high school or enrolled in a program leading toward a high school diploma or Generalized Educational Development (GED) up to the end of the month of the young adult’s 22nd birthday;
				2. Regularly attends an institution of higher education or a post-secondary vocational or technical program through the end of the month in which the young adult turns 21 years of age. These young adults can remain in care to complete vocational-technical training classes regardless of whether the young adult has received a high school diploma or GED certificate;
				3. Actively participates in a program or activity that promotes or removes barriers to employment through the end of the month in which the young adult turns 21 years of age;
				4. Is employed for at least 80 hours per month through the end of the month in which the young adult turns 21 years of age;
				5. Is incapable of doing any of the above due to a documented medical condition through the end of the month in which the young adult turns 21 years of age; or
				6. Is their own medical consenter and authorized to make personal medical decisions and manage their medication independently.
			2. A young adult who turns 18 while in the conservatorship of DFPS who is continuing to receive Extended Foster Care services may have other characteristics that include, but are not limited to:
				1. Being the parent of one or more dependent children (maximum of three) who may be placed or reunified with the young adult in the DFPS approved SIL Setting. The young adult is expected to provide for the dependent children's needs;
				2. Having visual or hearing impairments including deafness or blindness;
				3. Having varied gender identity or sexual orientation expressions; or
				4. Being pregnant.
			3. If the Contractor is providing ECM, young adults receiving ECM in a SIL Setting may have the following characteristics that include, but are not limited to:
				1. Does not require 24-hour supervision while in a SIL Program;
				2. Has basic skills in self-care and the ability to follow a daily routine; and
				3. Has one or more of the following characteristics:

Frequent, but non-violent, antisocial acts;

Frequent or unpredictable physical aggression;

Depressive behaviors including being markedly withdrawn and self-isolating;

Major self-injurious actions, including attempting suicide in the last 12 months;

Current abuse of alcohol, drugs, or other conscious-altering substances, that results in severe impairment due to the substance abuse and there is a primary diagnosis of substance abuse or dependency; or

* + - * 1. An intellectual or developmental disability.
			1. ECM services can be available to young adults in all SIL placements except the College Dorm Setting (See Section 2.8.3 below).
	1. **Eligible Applicants**
		1. **New Applicants – For Applicants who do not have a current DFPS RCC SIL Open Enrollment Contract**,you will apply under this Open Enrollment as Applicants by submitting SIL New Applicant Open Enrollment Application(See Attachment 5.1) and meeting the following requirements.
		2. **Current Contractors** must continue to meet the following eligibility requirements:
			1. Submit an Application with all Attachments and Required Forms (See **Attachment** 5.1). If Applicant also wants to provide ECM, they must complete the applicable ECM sections.
			2. Not be debarred from receiving any federal or state funds at the time of the Contract award;
			3. Be legally authorized to do business in the State of Texas and determined to be "Active" by the Texas Comptroller of Public Accounts. Applicants can check their status at <https://mycpa.cpa.state.tx.us/coa/search.do>;
			4. Accept the requirements of this Open Enrollment and cannot alter it;
			5. Comply with the Insurance Requirements (See **sections 1.5.1(e), 1.6.2 (b), and 1.7.1(c) of the Open Enrollment, Section II(E) of DFPS Vendor Uniform Terms and Conditions, and Attachment 5.3 Special & Programmatic Conditions-SIL).**
			6. Be financially stable and solvent to operate their SIL Program and Settings and provide documentation of reserve funds or a line of credit that demonstrates that they have a minimum of $25,000 of operating expenses. DFPS will have sole discretion in determining if the documents submitted meet this requirement;
			7. Agree to provide SIL Services in one or more DFPS Regions (See Subsection k below);
			8. Have a Case Manager that oversees the Contractor’s SIL Program and Settings who has the following qualifications:
	2. Must be 22 years of age or older;
	3. Meets the following educational requirements:

Has a Bachelor degree from an accredited four-year institution of higher education and one-year of Documented Experience; or

Has an Associate degree and three years of Documented Experience; or

Has a high school diploma or equivalent and five years of Documented Experience.

* 1. Has the following Documented Experience:
1. Providing support services to youth and young adults who may have experienced child abuse and neglect, are in foster care, are homeless, are at-risk or have mental or behavioral health challenges; and
2. Providing independent living services to youth and young adults.
	1. If applying to provide ECM, in addition to the requirements in Subsections a-e above, the Case Manager must have completed the following trainings:
3. Trauma Informed Care Training, which can be accessed at <https://www.dfps.state.tx.us/Training/Trauma_Informed_Care/default.asp>; and
4. Psychotropic Medication Training, which can be accessed at <https://www.dfps.state.tx.us/Training/Psychotropic_Medication/default.asp>.
	* + 1. Provide SIL Services and if applicable, ECM, in one or more of the Settings (See Section 2.8);
			2. If applying to provide SIL Services and if applicable, ECM, in a Host Home Setting (See Section 2.8.5), Applicant must have a current Residential Child-Care Contract that is active with DFPS; and
			3. If applying to provide SIL Services and if applicable, ECM, Applicant must be in a DFPS Region that is NOT in a DFPS Community-Based Care (CBC) catchment area (see [Community-Based Care - Community Areas (texas.gov)](https://www.dfps.texas.gov/CBC/community-areas/) for a map of these catchment areas).
	1. **Current Contractor Recertification**
		1. To avoid duplication of records, Contractors holding a current SIL Contract are not required to submit all documents required of new Application as part of Contract recertification. While the information may be the same, DFPS requires Current Contractors to submit the following information to ensure that their information is up to date.
		2. Current Contractors will submit the following to their assigned Residential Contract Manager by July 31, 2024 (See Attachment 5.2):
			1. SIL Current Contractor Recertification Application;
			2. Proof of insurance coverage that documents the coverage minimums are met (See Attachment 5.2. Section II);
			3. Form 2031 Signature Authority Designation;
		3. Once Recertification is completed and approved, DFPS and the Contractor will execute a new SIL Contract.
	2. **Open Enrollment Contract**

### If a New Applicant and Current Contractors are awarded a Contract for this Open Enrollment, both agree to comply with:

### The Contract prepared by DFPS and executed by DFPS and the Contractor;

### This Open Enrollment (See Subsection 1.2);

### DFPS Vendor Uniform Terms and Conditions – <https://www.dfps.texas.gov/Application/Forms/showFile.aspx?Name=5645V.docx>; and

### DFPS Vendor Supplemental, Special & Programmatic Conditions - SIL (See Attachment 5.3).

### The New Applicant and Current Contractors also agree to comply with the terms of the SIL Open Enrollment and Attachments File as it is posted and any updates to it, including where it is posted if the HHS Enrollment site locations are updated (See Subsection 1.2).

### After reviewing the Application, DFPS may determine that a New Applicant will have additional Fiscal and/or Programmatic Provisional Conditions added to the Contract that they execute with DFPS.

* + 1. DFPS will determine the length of the Contract’s term and whether the Contract’s term can be extended.
	1. **Delegation of DFPS Authority**

State and federal laws generally limit DFPS’s ability to delegate certain decisions and functions to a Contractor, including but not limited to policy-making and final decision-making authorities on the acceptance or rejection of services provided under a Contract.

* 1. **Texas Public Information Act**
		1. Any information submitted to DFPS in response to this Open Enrollment is subject to public disclosure in accordance with the Texas Government Code Chapter §552 (the Act). DFPS will process any request for information comprising all or part of any information submitted to DFPS by Applicant in accordance with the Act.
		2. If Applicant claims that information contained in any materials submitted to DFPS is exempt from required public disclosure under the Act, Applicant must clearly identify such information and the applicable exemptions in the Act and explain in detail why such exemption is applicable.
		3. For information concerning the Act and how it may impact Applicant's Application and proprietary information, Applicants may consult the Office of the Attorney General’s Open Records Division at <https://www.texasattorneygeneral.gov/open-government> and its Public Information Handbook at <https://www.texasattorneygeneral.gov/sites/default/files/files/divisions/open-government/publicinfor_hb.pdf>.
	2. **Use of Ideas by the State of Texas**

DFPS reserves the right to use any and all ideas presented in an Application unless Applicant presents a valid legal case that such ideas are a trade secret or confidential information and identifies the information as such in its Application. An Applicant may not object to the use of ideas that are not Applicant’s intellectual property and so designated in the Application that are known to DFPS before the submission of the Application, are in the public domain through no fault of DFPS or become properly known to DFPS after Application submission through other sources or through acceptance of the Application.

* 1. **Copyright Restrictions**

DFPS will not consider any application that bears a copyright.

1. **STATEMENT OF WORK**
	1. **SIL Placement Determination**

DFPS reserves the right to place a young adult only in a Setting that it believes can meet the needs of the young adult. DFPS is under no obligation to place or continue a placement of any young adult with a Contractor. Placement is always at the sole discretion of DFPS.

* 1. **SIL Program Young Adults**

Young adults in a SIL Program must be allowed to:

* + 1. Meet their own needs with limited guidance and assistance from the SIL Case Manager as requested;
		2. Experience age-appropriate mistakes and consequences and learn responsible behaviors;
		3. Manage their own finances with sufficient support to allow for flexibility as income or life situations change and with access to necessary resources to meet their essential needs;
		4. Manage their own time, including scheduling of appointments;
		5. Maintain and develop connections with family, caring adults, and supportive networks;
		6. Leave the SIL Setting for employment, education, social and other activities. If Contractor has Curfew guidelines, they must take into account work hours, school schedule, and social activities. Planned absence policies are to be flexible. Young adults should not have to request permission to be absent which includes staying out overnight. Guidelines may include notification to staff about extended absences or leave of over 72 hours;
		7. Pursue and access employment, education and community opportunities that ensure acquisition of experiential life skills;
		8. Utilize a personal bank account through a financial institution to maintain their own personal funds;
		9. Have guests and visitors in the SIL Setting;
		10. Advocate for their own needs and provide feedback for improvements and changes to the SIL program; and
		11. Not be subject to a Life Skills Assessment or psychological or psychiatric evaluation as a condition of acceptance or participation in Applicant’s SIL program.
	1. **ECM Young Adults**

To receive ECM Services, the young adult must be referred, assessed, and approved by DFPS for the SIL placement and meet eligibility for ECM (see Sections 1.4.5(d) and (e) and 2.5.2.

* 1. **SIL Case Manager**

The Contractor’s SIL Case Manager must provide the following for the Contractor’s SIL Program:

* + 1. Case Management services, which includes information about available community resources and life skills training, budgeting and financial competency, handling difficult people and situations, preparing emergency, disaster and safety plans, transitioning to independent living, and education, employment and housing goals; and
		2. Meet face to face at least monthly with the young adult and have at least weekly contact to monitor their progress to make suggestions and recommendations on young adult’s goals. Goal planning should incorporate the following:
			1. Young adult’s ability to maintain connections to family and community;
			2. Young adult’s success towards strengthening fiscal responsibilities; including establishing and maintaining a personal checking and savings account;
			3. Young adult’s awareness of housing options available in preparation to transition to independent living (external link ([DFPS – Youth Housing Program (texas.gov)](https://www.dfps.texas.gov/Child_Protection/Youth_and_Young_Adults/Transitional_Living/youth_housing.asp)); and
			4. Young adult’s education and employment goals.
		3. If providing ECM services, the SIL Case Manager will provide the following to ECM young adults:
			1. Minimum of two times a week, face to face contact during the first 30 days with a planned reduction in weekly contact as skills develop and self-sufficiency increases;
			2. Daily contact by phone, email, texting or other type of contact;
			3. Review and reporting to DFPS of the young adult’s progress and ability to be able to successfully function in the SIL placement without ECM services will be conducted as a part of the Child’s Plan of Service (CPOS) DFPS policy 6241.22 at <http://www.dfps.state.tx.us/handbooks/CPS/Files/CPS_pg_6200.asp#CPS_6241_22>; and
			4. A progress note for young adults receiving ECM services monthly to DFPS caseworker.
	1. **SIL Program**
		1. **SIL**

As part of the Contractor’s SIL Program, they will provide to the young adult the following:

* + - 1. Either a text-capable cell phone or $40 monthly to the young adult if they have a cell phone that sends and receives phone calls and text messages that they will use as part of this SIL Program (included as a pass-through in Daily Rate (See Section 3.2.3));
			2. Monthly stipend of a minimum of $350 to purchase food, toiletries, clothing and other necessary living expenses (included as pass-through in Daily Rate (See Section 3.2.3)). The Contractor may provide a reduced pass-through amount upon documentation and approval by DFPS Contract Manager as part of their SIL program, provided that the Contractor indicates how the remainder of the funds will be utilized as part of the young adult’s benefits. Contractor must establish that the basics of food, toiletries, clothing and other necessary living expenses are being provided by the Contractor;
			3. Transportation must be made available by the Contractor when distance or access to public transportation exceeds one mile for education, training, work, grocery store, laundry facilities, bus or metro stop, library or other community resources. If not available, DFPS may grant a waiver of this requirement upon receipt of Contractor’s plan to provide transportation (See Attachment 5.3, Section III(d)(v));
			4. Access to services, training, life skills, counseling and community resources that are individualized, flexible, voluntary and consistent with the young adult’s CPOS;
			5. Access to and support for computer resources;
			6. Emergency/Disaster Preparedness and Safety Plans and procedures for the young adult on how and when to reach SIL case management and DFPS staff after hours or in an emergency and how above-mentioned will get in contact with the young adult. This plan can be requested by Contract Manager for review at any time;
			7. Participation in conference calls and meetings as requested by DFPS, including the revision of the CPOS in CPS policy 6241.22 Review of CPOS (See link in Section 2.4.3(c));
			8. Assistance with transitioning back to CPS licensed care or independent living, which includes discharge planning;
			9. Written complaint procedures that include the process to use when issues and concerns are unable to be resolved and instruction to young adults for elevating issues and concerns and requesting exceptions to the Contractor’s rules; and
			10. A copy of the DFPS Extended Care Rights and Responsibilities.
		1. **ECM**
			1. If Contractor is also providing ECM to the young adult, Contractor must additionally provide, but are not limited to providing, the following:
				1. Assistance to the young adult in scheduling, obtaining, and maintaining available medical, educational, employment, or other services through community-based providers, governmental agencies, or other organizations;
				2. Assistance to the young adult in scheduling their medical and dental appointments and arranging transportation to necessary appointment;
				3. A medication management plan the Contractor develops and monitors that assists the young adult in understanding, scheduling, and managing their medication; and
				4. Assistance to the young adult in improving their daily life skills such as cooking, money management, cleaning, and shopping.
			2. If the Contractor provides ECM, the contractor must provide to the young adult’s caseworker:
				1. Written initial goals to be accomplished in the SIL by the 30th day of SIL placement;
				2. A progress note for the young adult every 30 days thereafter;
				3. Updates and progress being made during review of the CPOS; and
				4. When ECM services are no longer necessary or should be discontinued due to the lack of progress.
	1. **SIL Eligibility, Referral, Screening and Discharge**

DFPS will coordinate with the Contractor on referrals of eligible young adult(s) for placement in an approved SIL Setting.

* + 1. The young adult must sign an Extended Foster Care Agreement and DFPS has determined the young adult to be ready and willing to take on the responsibility of and participate in a SIL Program and Setting.
		2. Any referrals, assessments, and approvals for placement of a young adult in an SIL Program and Setting will be in accordance with CPS Policy 10464 Referral, Assessment, and Approval Process for SIL at <http://www.dfps.state.tx.us/handbooks/CPS/Files/CPS_pg_x10400.asp#CPS_10464>.
		3. After the Contractor, the CPS Caseworker, or designee, and the young adult agree that a SIL Program and Setting is appropriate and meets minimum requirements in Section III(C) of Attachment 5.3 and 1.7.1(c), the Contractor will discuss the written agreement to be signed by the young adult prior to or at the time of placement.
		4. All SIL discharges must be planned with sufficient time to prepare for the discharge. The SIL Contractor will follow standard discharge timeframes and requirements in the Residential Child-Care Discharge Form at [https://www.dfps.texas.gov/Application/Forms/showFile.aspx?NAME=K-902-2109.pdf](https://www.dfps.texas.gov/application/Forms/showFile.aspx?NAME=K-902-2109.pdf).
		5. Unplanned discharges are considered emergency SIL discharges. The SIL provider and caseworker must take all reasonable steps to prevent emergency discharges.
		6. Any termination or discharge from SIL Program or Setting will be in accordance with CPS Policy 10466 Discharge from the SIL Program at <http://www.dfps.state.tx.us/handbooks/CPS/Files/CPS_pg_x10400.asp#CPS10466>.
	1. **SIL Contract Requirements**

The Contractor will comply with the following requirements:

* + 1. Communicate monthly and as needed with the CPS caseworker and should coordinate regularly with the CPS Regional Preparation for Adult Living (PAL) staff. Regional PAL staff is responsible for providing coordination between program staff and contractors, identifying and developing resources for PAL youth, providing follow-up services to emancipated youth, providing consultation/education to staff, caregivers and community groups and for monitoring PAL service delivery and coordinating contract management staff.
		2. Ensure that any SIL Staff providing services to young adults will have knowledge of benefits available that may include the Education and Training Voucher (ETV), acquiring the State College Tuition and Fee Waiver Letter, PAL aftercare room, board, and PAL case management services, Former Foster Care Children program Medicaid, or other benefits.
		3. Maintain a master record for each young adult (see Attachment 5.3 Section III(B)).
		4. Perform background check requirements (see Attachment 5.3 Section II(B) and Section VII (C)).
		5. In addition to complying with Section VII(T) of Attachment 5.3, and regardless of whether the Contractor uses subcontractors to provide direct delivery and management services under this Contract, the Contractor is required to submit 2033-RCC annually. If Subcontractors are used, then the Contractor will list all of them. If no subcontractors are used, then the Contractor will indicate such on this form.
	1. **SIL Settings**

Contractor must provide one or more types of SIL Settings that meets the requirements in Section 2.8 below and the Minimum Requirements in Section III(C) in **Attachment** 5.3. A Setting may include on-site management.

* + 1. **Apartment Setting**

Room or suite of rooms with kitchen facilities designed as a residence and generally located in a building occupied by more than one household. This includes tiny homes.

* + 1. **Non-College Dorm Setting**

Building containing several private or semi-private bedrooms for housing several persons in a community whose inhabitants are either employed and/or in school and commute to these and other personal and social activities. This is similar to a college dorm without the relationship to an institution of higher learning.

* + 1. **College Dorm Setting**

Building provided by a college or university containing a number of private or semi-private bedrooms for housing a number of persons in a Setting whose inhabitants are in school and commute to these and for other personal and social activities. This includes dorms, on or off-campus, and college co-ops provided on a year-round basis. However, enhanced case management services at not permitted in this Setting. ECM services are not provided to College Dorm Settings.

* + 1. **Shared Housing Setting**

Has a number of people living cooperatively as an unrelated family in a large house with an individual or a shared bedroom with a limited number of persons to a bedroom. This involves people renting a house in the community, similar to an Apartment Setting. This house setting is not on a GRO campus with other non-SIL types of Settings.

* + 1. **Host Home Setting**

Restricted to Applicants who have an active DFPS Residential Child-Care Contract. A Host Home Setting is a family home with a rented room or garage apartment with access to a kitchen and preferably laundry facilities in the home. The young adult agrees to the household rules and has the independence to come and go as needed for employment, school, and other personal or social activities.

* 1. **SIL Setting Requirements**

Any exceptions to a SIL Setting or its requirements must be obtained prior to placement occurring by submitting the request in writing to the Contract Manager and receiving a response approving the waiver.

* + 1. **GRO Campus**

A SIL Setting is only permitted on a GRO Campus if it is in a separated location from the main campus with its own designated entrance to allow for privacy and independence, as the young adults can have visitors without background checks and must be kept separate from the youth under the age of 18.

* + 1. **Roommates or Housemates**

Roommates or housemates must be at least 18 years of age and within four years of the SIL young adult’s age. They do not have to be other SIL eligible young adults. For example, a 20-year-old young adult could have a 24-year-old roommate or housemate.

* + 1. **Children**

DFPS will not place the young adult in a SIL Setting with unrelated children in conservatorship that are younger than 18 years of age.

# UTILIZATION AND PAYMENT

* 1. **Utilization**
		1. DFPS does not guarantee any minimum level of utilization or specific number of referrals. Actual utilizations will vary according to the needs of DFPS, individual clients, and DFPS budgetary allocations.
		2. A referral for services will be made that best meets the young adult's needs. Actual referral is at the discretion of DFPS.
	2. **Payment**
		1. **Method of Payment**
			1. Any Contract resulting from this Open Enrollment will be paid on a fixed daily unit rate based on the Fee Schedule (Section 3.2.3).
			2. If the Contractor accepts placement and provides services to a young adult and the young adult is caring for up to three of their dependent children, a fixed daily add-on rate for each child, as determined by the Fee Schedule, will also be paid to the Contractor for the dependent children.
		2. **Conditions of Payment**

DFPS will authorize payments to be made to the Contractor after deducting any known previous overpayment made by DFPS to the Contractor. DFPS is not obligated to pay for unauthorized services or to pay more than is consistent with federal and state regulations.

* + - 1. Contractor will be compensated one time for SIL and SIL ECM delivered under this Contract. Contractor will not bill for or retain any additional compensation for such services from DFPS or any other entity.
			2. Contractor will not be reimbursed for vandalism or damage caused by deliberate acts of destruction by a young adult placed with the Contractor.
			3. DFPS will pay for the calendar day of placement, but not for the calendar day of discharge. If the young adult is discharged on the day of placement, Contractor will not be reimbursed for that day.
			4. If a young adult is away from the SIL Setting with or without prior authorization, and if the young adult’s Caseworker or the Caseworker’s supervisors and Contractor agree in writing that the young adult should return to the SIL Setting, then Contractor must keep the placement open for the young adult in accordance with the agreement. Reimbursement for reserve bed days for SIL and SIL ECM is only permitted in accordance with 40 TAC §700.323 and CPS Handbook Section 10424 (see <https://www.dfps.state.tx.us/handbooks/CPS/Files/CPS_pg_x10400.asp#CPS_10424>).
			5. Reserve bed days with ECM can only occur when the young adult is receiving ECM services immediately prior to a period of reserve bed days. To receive payment, the contractor must remain appropriately engaged with the young adult, depending on the reason for the absence.
		1. **Fee Schedule**

DFPS will pay the Contractor for services provided based in accordance with the link below, which includes the pass-through amounts in Sections 2.5.1 and 2.5.2 (see link at [DFPS - Rates for 24-hour Residential Child-Care Reimbursements (texas.gov)](https://www.dfps.texas.gov/Doing_Business/Purchased_Client_Services/Residential_Child_Care_Contracts/Rates/default.asp).

The daily funding for each child of the young adult, up to a maximum of three, is $12.08 per day for all settings, except for College Dorm.

* + 1. **Invoicing Process**

Contractors are not required to submit invoices to receive payment. Payment is based on the young adults' SIL Setting type. Once approved by DFPS regional billing staff, invoices are automatically generated monthly through DFPS’ IMPACT System.

# APPLICATION SUBMISSION & SCREENING

* 1. **Open Enrollment Cancellation or Non-Award**

At its sole discretion, DFPS may cancel this Open Enrollment or make no contract awards.

* 1. **Joint Applications**

DFPS will not consider joint or collaborative Applications that require it to contract with more than one Applicant in a single contract.

* 1. **Withdrawal of Applications**

Applicants have the right to withdraw their Application from consideration at any time prior to Contract award, by submitting a written request for withdrawal to the DFPS Point of Contact in Section 1.2 above.

* 1. **Application Submission Instructions**

Applicant will submit the SIL New Applicant Open Enrollment Application(see **Attachment** 5.1) to DFPS24HourResidentialApplications@dfps.texas.gov.

If a SIL provider currently has a contract with DFPS under Open Enrollment HHS0001478, you will submit the abbreviated SIL Current Contractor Recertification Open Enrollment Application in Attachment 5.2 to DFPS24HourResidentialApplications@dfps.texas.gov.

* 1. **Organization of Electronic Submission of Application**

Applicant must organize its scanned and signed application as provided for in either Attachment 5.1 (SIL New Applicant Open Enrollment Application) or Attachment 5.2 (SIL Current Contractor Recertification Open Enrollment Application). Each electronic copy of the application packet must include all folders with the respective listed documents included and the documents must be in order and numbered and labeled accordingly. For current contractor recertification, see Section 1.6.

* 1. **Costs Incurred**

Applicants understand that issuance of this Open Enrollment in no way constitutes a commitment by DFPS to award a Contract or to pay any costs incurred by an Applicant in the preparation of an Application to this Open Enrollment. DFPS is not liable for any costs incurred by an Applicant prior to issuance of, or entering into a formal agreement, Contract, or purchase order. Costs of developing Applications, preparing for or participating in oral presentations and site visits, or any other similar expenses incurred by an Applicant are entirely the responsibility of Applicant, and will not be reimbursed in any manner by the State of Texas.

* 1. **Screening**

DFPS will perform an initial screening of all Applications received to ensure that they meet minimum requirements. If minimum requirements are met, the Application will be assigned a contract manager to begin the contract process.

* 1. **Additional Information**

By submitting an application, Applicant grants DFPS the right to obtain information from any lawful source regarding Applicant, its directors, officers, and employees:

* + 1. Past business history, practices, and conduct;
		2. Ability to provide the services to meet the needs of the young adults for whom the services are being purchased; and
		3. Indicators of probable Contractor performance under the contract such as past Contractor performance, the Contractor's financial resources, ability to perform, and the Contractor's experience and responsibility.

DFPS can use this information when it makes its determination whether to enter into a Contract with Applicant.

**4.9 Debriefing**

Any Applicant who is not awarded a Contract may request a debriefing by submitting a written request to the DFPS Point of Contact in Section 1.2. The debriefing provides information to Applicant on the strengths and weaknesses of their Application.

# ATTACHMENTS TO THIS OPEN ENROLLMENT

The following Attachments to this CPA Open Enrollment are located on the HHS Enrollment Site (See Section 1.3).

**5.1 SIL New Applicant Open Enrollment Application**

## **5.2 SIL Current Contractor Recertification Open Enrollment Application**

## **5.3 DFPS Vendor Supplemental, Special & Programmatic Conditions - SIL**