



Texas Department of Criminal Justice

Brad Livingston
Executive Director

Dear Potential Temporary Housing Assistance Program Provider,

Thank you for your interest in providing temporary housing for offenders released from the Texas Department of Criminal Justice (TDCJ) as outlined in Texas Government Code §508.157. The following important information regarding the program and the payment process is provided.

Consistent with the amendments to Texas Government Code 508.107 made by HB 1770, 82nd Legislature, Regular Session, THAP sites cannot be located in a county that has a state contracted Residential Reentry Center (Halfway House). Counties in which Residential Reentry Centers are located include Dallas, El Paso, Harris, Jefferson, Tarrant, and Travis counties. In addition, the THAP facility must be located in a structure that existed on June 1, 2009 as a multi-family residence or as a motel to which Tax Code provisions relating to the hotel occupancy tax applies.

Other criteria and information relating to the THAP program are as follows:

- Providers shall not be related to or be sponsors of any offender(s), on supervision or required to register as a sex offender.
- Each interested provider shall complete an application, which can be located at <http://www.tdcj.state.tx.us> and forwarded to the address located on the last page of the application. The Parole Division will perform a background investigation and schedule a site visit with each potential provider that meets requirements. Potential providers will receive notification of final approval before offender placements occur.
- Providers will be paid for housing an offender in an amount that does not exceed the established cost to house an offender incarcerated in the TDCJ or housed in a Residential Reentry Center (halfway house).
- Participating offenders must reside at a temporary housing assistance site located in their Legal County of Residence.
- If the site has mandatory faith based programs, a completed agreement form indicating the offender has been informed of and has agreed to the housing provider's terms and conditions, is required prior to placement.
- Goals for offender participants include securing stable employment and residency of their own, within 90 days of placement.
- Payment to providers should occur on at least a monthly basis or when an offender departs from a site. In order to receive payment, a provider must submit a signed document which indicates the provider tax ID number, provider name, remittance address, offender name, offender state identification (SID) number, and dates offender resided at the approved site (to include cost per day and total amount due). The final date when an offender departs from the site location shall be identified on the invoice; however, the final day of service will not be paid due to the offender not residing at the location through 12:01 a.m. Example: Offender's last day of service is March 15, 2011. The "Dates of Service" identified on the invoice are from March 1, 2011 to March 15, 2011. The "Total number of Days" would be identified as 14 days.
- All requests for payment are submitted to the attention of the Accountant IV, TDCJ, Parole Division (PD), Specialized Programs, Accounts Payable at 8610 Shoal Creek Blvd, Austin, Texas 78757.
- PD, Specialized Programs, Accounts Payable will validate the request for payment and submit to TDCJ Accounts Payable, Huntsville. Upon TDCJ Account Payable receipt of necessary documents, payment will be made within 30 days.

If you have questions relating to the Temporary Housing Assistance Program (THAP), please contact Christina Propes, Huntsville Release & Placement Unit, Texas Department of Criminal Justice at Christina.Propes@tdcj.state.tx.us or call 512-406-5449. All invoices shall be mailed to the attention of the Accountant IV, TDCJ, Parole Division (PD), Specialized Programs, Accounts Payable at 8610 Shoal Creek Blvd, Austin, Texas 78757.

The mission of the Parole Division is to promote public safety and positive offender change through effective supervision, programs and services.

Stuart Jenkins, Director
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