



Texas Department of Criminal Justice

Brad Livingston
Executive Director

Dear Temporary Housing Assistance Provider

Your interest in providing temporary housing for offenders released from the Texas Department of Criminal Justice (TDCJ) after January 1, 2010, as outlined in HB3226 and Texas Government Code §508.157, will allow offenders temporary housing assistance. The following information outlines important information and explains the payment process to providers who are approved to provide temporary housing and daily living items to offenders.

- Those interested in providing temporary housing assistance must be able to provide housing, food, hygiene items and clothing to offenders placed at a location.
- Providers shall not be related to or be sponsors of any offender(s).
- Each housing location will receive an on-site visit by parole division staff. The use of a provider checklist shall be completed by the provider and reviewed by parole staff, which indicates specific details of each location. The final site must be approved by region management, 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 inmate incarcerated in the TDCJ.
- Participating offenders must reside at a temporary housing assistance site located in their Legal County of Residence (LCOR).
- Each offender shall complete an offender agreement form prior to placement, whereby the offender agrees to adhere to the housing provider's terms and conditions.
- Offenders will be required to actively seek employment while placed in the program.
- Goals for offender participants include securing stable employment and residency of their own, within 3 months 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, state identification (SID) number, and dates offender resided at the site.
- All requests for payment are submitted to Huntsville Placement and Release Unit (HPRU) to the attention of Jim May.
- HPRU will validate the request for payment and submit to TDCJ Accounts Payable. Upon receipt of necessary documents to Accounts Payable, payment will be made within 30 days.

If you have questions relating to the Temporary Housing Assistance Program (THAP), please contact Jim May, Huntsville Release & Placement Unit, Texas Department of Criminal Justice at Jim.May@tdcj.state.tx.us or call 936-437-5610. All invoices shall be mailed to TDCJ-Parole Division, Huntsville Release & Placement Unit, 1650 7th St., West Bldg. A, Huntsville, TX 77320.

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

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