



DIRECTIVE

Consumer Directed Services (CDS) vendors shall take steps to promote the health, safety, and welfare of participants receiving CDS through their agency.

As part of this responsibility, CDS vendors shall submit verification of the assigned Federal or Missouri Employer Identification Number (EIN), and Missouri Tax ID for each CDS participant. CDS vendors shall upload this verification to the participant's official case record in the HCBS Web Tool.¹

For new CDS participants², verification shall be uploaded into the participant's official case record no later than ninety (90) days following the start date of CDS.

Verification shall be uploaded as attachments using the 'Other' category selection from the dropdown box in the HCBS Web Tool. A new category selection will be established at a later date.

Resources are available for users who need assistance navigating through the HCBS Web Tool on the [HCBS Web Tool Information](#) page.

CDS vendors should contact their [Conduent Provider Outreach Representative](#) for all issues related to HCBS Web Tool user account maintenance including enrollment, access, password issues and adding or deleting user accounts.

The following documents are acceptable for verification of the assignment of a Federal EIN:

- CP 575 or 147C Letter;
- 940 Employer's Annual Federal Unemployment (FUTA) Tax Return;
- 941 Employers Quarterly Federal Tax Return;
- 8109 Tax Coupon;
- A letter from the IRS with the Tax ID number and legal name; or
- Any IRS document that has the legal name and TAX number **preprinted**.

Note: A W-9 or computer printed forms are not acceptable.

¹ Verification does not need to be uploaded if documents were previously uploaded into a participant's active HCBS Web Tool case by another CDS vendor.

² A participant is considered a new CDS participant if they have not yet been authorized for CDS in their current case in the HCBS Web Tool. Participants who have had CDS authorized in previous cases, but not their current case, are considered new. Please refer to the HCBS Web Tool *Case Items* section to determine if a participant is to be considered a new CDS participant.

The following documents are acceptable for verification of the assignment of a Missouri EIN/TIN:

- A copy of the notice from the MO Department of Revenue;
- MO 941 Employer's Return of Income Taxes Withheld; or
- MO W-3 Transmittal of Tax Statements.

Note: Additional documentation is not required if a document has both the FEIN and MO EIN/TIN, or if a previous provider has uploaded verification of the FEIN and MO EIN/TIN.