

### 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 enter the information on the participant page and upload this information to the participant's electronic case record.<sup>1</sup>

For new CDS participants<sup>2</sup>, verification shall be uploaded into the participant's electronic case record no later than ninety (90) days following the start date of CDS.

Verification shall be uploaded as attachments using the 'EIN Tax Documents' category selection from the dropdown in the electronic case record.

Resources for [FUSION](#) are available for users who need assistance navigating through the electronic case record.

CDS vendors should contact the Bureau of Systems and Data Reporting at [HCBS.Systems@health.mo.gov](mailto:HCBS.Systems@health.mo.gov) for all issues related to the FUSION 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
- Any IRS document that has the legal name and TAX number **preprinted**

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

<sup>1</sup> Verification does not need to be uploaded if documents were previously uploaded into a participant's electronic case record by another CDS vendor.

<sup>2</sup> A participant is considered a new CDS participant if they have not yet been authorized for CDS in their current case. Participants who have had CDS authorized in previous cases, but not their current case, are considered new. Please refer to the participant's electronic case record 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
- 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.