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 provide verification of the assignment of a Federal Employer Identification Number (FEIN) and Missouri Tax Identification Number (MO-TIN) for each CDS participant. This verification shall be uploaded to the participant’s case record in the HCBS Web Tool\(^1\).

For new CDS participants\(^2\), verification shall be uploaded into the participant’s official case record no later than ninety (90) days following the start date of CDS.

For CDS participants with existing CDS\(^3\), verification shall be uploaded within one hundred and twenty (120) days from receipt of this notice.

Verification shall be uploaded as attachments using the ‘Other’ category selection from the dropdown box in the HCBS Web Tool\(^4\).

Resources are available for users who need assistance navigating through the HCBS Web Tool on the Web Tool Resources page. Providers should contact their Conduent Provider Outreach Representative for all issues related to 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;
- 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.

The following document is acceptable as verification of the assignment of a Missouri EIN/TIN:

- A copy of the notice from the MO Department of Revenue.

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\(^1\) Verification does not need to be uploaded if documents were previously uploaded into a participant’s active Web Tool case by another CDS vendor.

\(^2\) A participant is considered a new CDS participant if they do not have active CDS authorized in their current Web Tool case on the date this directive becomes effective and they are later authorized for CDS.

\(^3\) A participant is considered an existing CDS participant if they have active CDS authorized in their current Web Tool case on the date this directive becomes effective.

\(^4\) A new category will be established at a later date.