



Social Services Block Grant (SSBG) funds are federal funds allocated to states through Title XX of the Social Security Act. General Revenue (GR) funds are state funds appropriated by the Missouri Legislature. Each year the legislature appropriates an amount of GR funds and authorizes a portion of SSBG funds to the Department of Health and Senior Services (DHSS), Division of Senior and Disability Services (DSDS), for use in the delivery of social and protective services.

Certain [Home and Community Based Services](#) (HCBS) may be authorized temporarily through SSBG/GR funds to an eligible adult receiving Adult Protective Services (APS) or in an active Hotline situation. SSBG/GR authorizations may include any of the services and tasks in State Plan-Agency Personal Care or the Aged and Disabled Waiver (ADW).

A written recommendation for HCBS shall be made by the Protective Service Unit (PSU) staff to their supervisor. The written recommendation shall include, but not be limited to, a summary of the eligible adult's APS need, met and unmet needs, and a draft care plan utilizing the [In-Home Service Worksheet](#) (HCBS-3a). The PSU staff shall collaborate with the eligible adult to choose a qualifying HCBS provider from the list of providers enrolled with the Department of Social Services (DSS), Missouri Medicaid Audit and Compliance Unit (MMAC) to deliver the HCBS.

Approval must be obtained by the PSU Supervisor, through the Regional Manager. Upon receipt of written approval from the Regional Manager, a paper prior authorization request shall be completed by the appropriate Regional staff and emailed to the Bureau of HCBS Systems & Data Reporting and DSDS Financial Support Unit. The request shall include:

- Written approval from the appropriate Regional Manager;
- [In-Home Service Worksheet](#)
- Proposed dates of service; and
- HCBS provider name.

After review of the request and verification of the HCBS providers direct deposit information, the Bureau of HCBS Systems & Data Reporting will create a paper prior authorization and billing form and forward it to the appropriate PSU staff. The PSU staff shall contact and coordinate with the HCBS provider to ensure they receive the information and understand the funding source. The HCBS provider shall be advised to contact the Bureau of HCBS Systems & Data Reporting if they experience any billing questions.

**NOTE:** In special high risk circumstances, verbal consent may be given for the HCBS provider to begin services immediately to the Reported Adult. The PSU staff must first obtain verbal approval from the Supervisor and RM. A paper authorization should be completed the next business day.