



**Missouri Department of Health and Senior Services**

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HCBS-08-20-01

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**MEMORANDUM FOR HOME AND COMMUNITY BASED SERVICES STAFF**

From: Venice Wood, HCBS Section Administrator  
Bureau of Long Term Services and Supports *Venice Wood*

Subject: Consumer Directed Services Tax Information Documentation Requirements

This memorandum is to inform Home and Community Based Services (HCBS) staff and providers that a new directive has been issued to CDS vendors regarding the documentation of CDS participant tax information.

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➤ 3.25 Appendix 1	Consumer Directed Services Tax Information	Appendix added to the HCBS policy manual
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In accordance with provisions outlined in [Missouri 19 CSR 15-8](#), [HCBS Terms and Conditions](#), and the [MO HealthNet Personal Care Manual](#), in order to better promote the health, safety, and welfare of CDS participants, DSDS is directing CDS Vendors to upload proof of the assignment of a Federal Employer Identification Number (FEIN) and Missouri Tax Information Number (MO-TIN) for each CDS participant into the HCBS Web Tool.

This appendix has been added to the HCBS Policy Manual located on the DHSS Internet at the following link: <http://health.mo.gov/seniors/hcbs/hcbsmanual/index.php>.

Questions should be directed to the Bureau of Long Term Services and Supports (BLTSS) via e-mail at [LTSS@health.mo.gov](mailto:LTSS@health.mo.gov).

**Unless otherwise noted, the policy revisions are effective upon receipt.**

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