



## Missouri Department of Health and Senior Services

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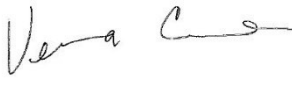
**Sarah Willson**  
Acting Director

**Mike Kehoe**  
Governor

INFO 02-25-03

February 24, 2025

### MEMORANDUM FOR HOME AND COMMUNITY BASED SERVICES STAFF AND STAKEHOLDERS

FROM: Verena Cox, Bureau Chief   
Bureau of Federal Programs (BFP)

SUBJECT: Guidance for the Independent Living Waiver (ILW)

This memorandum serves as reminder to Home and Community Based Services (HCBS) providers delivering Independent Living Waiver (ILW) services.

#### **ILW Provider Enrollment**

CDS providers must complete the Financial Management Services (FMS) Addendum to deliver and bill ILW services. CDS providers should not accept care plans with ILW services unless properly enrolled as an ILW provider. Services delivered and billed may be subject to recoupment without completion of the FMS addendum.

Follow the directions below if interested in enrolling:

- Complete the FMS Addendum located at Missouri Medicaid Audit and Compliance's [HCBS Provider Forms](#).
- The completed FMS addendum can be faxed to Provider Enrollment at 573-634-3105 or emailed to [mmac.ihscontracts@dss.mo.gov](mailto:mmac.ihscontracts@dss.mo.gov).

#### **Personal Care**

Department of Social Services (DSS) [ILW provider manual](#), all State Plan Personal Care CDS units must be exhausted prior to billing ILW personal care waiver units. This means providers shall bill all State Plan personal care units authorized for the month before billing any ILW units. Electronic visit verification (EVV) entries should follow this guidance as well. Additional information regarding the billing of State Plan personal care units is located in the Independent Living Waiver Policy Clarification [Provider Bulletin](#).

#### **Case Management (CM)**

CM assists ILW participants in monitoring the delivery of services in the Person-Centered Care Plan (PCCP) and continuously ensuring the participants' needs are met. This also includes assisting with requests for Specialized Medical Supplies (SMS), Specialized Medical Equipment (SME), and Environmental Accessibility Adaptations (EAA).

If CM is billed, the service must be delivered at least monthly (12 hours per year) with documentation supporting the delivery. **Failure to deliver and/or provide adequate documentation of service delivery could result in recoupment.**

### **Financial Management Services (FMS)**

- FMS assists ILW participants in facilitating the employment of personal care attendants and provides administrative assistance on behalf of the ILW participant regarding payroll functions and other supportive services.
- One unit of FMS equals one month of FMS. This service may be billed monthly for all participants receiving ILW.

Questions regarding this memorandum should be directed to the Bureau of Federal Programs via e-mail at [Waivers.LTSS@health.mo.gov](mailto:Waivers.LTSS@health.mo.gov).

VC/ms