



**Missouri Department of Health and Senior Services**

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

FROM: Verena Cox, Bureau Chief   
Bureau of Long Term Services and Supports

SUBJECT: Limited English Proficient (LEP) Services Guidance

This memorandum is to advise Home and Community Based Services (HCBS) staff and stakeholders of the LEP service utilization process.

A LEP quick guide has been developed to assist reassessors in using LEP services. This guide has been posted to the [Provider Reassessment Information Page](#), as well as the HCBS Staff Information Page for DSDS Assessors, located under the "Resources/Quick Guides" tab.

For billing purposes, the [LEP form](#) must be completed each time LEP services are used and emailed to the DSDS Lead Administrative Support Staff. This information is located on the LEP guide.

Questions regarding this memorandum 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).

VC/jcs

**HEALTHY MISSOURIANS FOR LIFE**

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AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: Services provided on a nondiscriminatory basis.