



COMMISSIONER  
Jon Weizenbaum

March 31, 2014

To: Financial Management Services Agencies

Subject: Information Letter 14-20  
Consumer Directed Services Budget Workbook Revisions to Accommodate Rate  
Changes for the Community Based Alternatives Program

The purpose of the letter is to provide direction to Financial Management Services Agencies (FMSAs) on updating Consumer Directed Services (CDS) employers' budgets to accommodate the new payment rate, effective March 1, 2014, for Community Based Alternatives (CBA) Personal Assistance Services (PAS). The Health and Human Services Commission approved rate can be found in [Information Letter No. 14-16](#).

### **Service Authorization Changes**

The rate change for CBA PAS requires a service authorization change. By May 30, 2014, the Department of Aging and Disability Services case managers will send FMSAs an updated service authorization with the new rate for PAS with an effective date of March 1, 2014, through the remainder of the individual's service plan year.

### **CDS Employer Budget Workbooks**

The updated budget workbooks for CBA can be found at: <http://www.dads.state.tx.us/providers/CDS/handbook.html>. Both the CDS employer and the FMSA representative must sign a new Consumer Information and Budget Approval page (budget page 1) and write "CBA PAS rate increase" on this page. The CDS employer and the FMSA must complete budget revisions by June 16, 2014. If there is a change in an employee's hourly pay or change in benefits, the CDS employer must complete a new Form 1730, Wage and Benefits Plan Employee Compensation.

Please send any questions about the content of this letter to [cgs@dads.state.tx.us](mailto:cds@dads.state.tx.us).

Sincerely,

*[signature on file]*

Donna Jessee  
Director  
Center for Policy and Innovation

*[signature on file]*

Elisa J. Garza  
Assistant Commissioner  
Access and Intake