



COMMISSIONER  
Jon Weizenbaum

## Memorandum

To: Community Services Regional Directors  
Community Services Program Managers

From: Lisa Akers-Owen  
Manager  
Community Services Policy and Curriculum Development

Subject: Changes to Notifying Individuals of Ineligibility or Suspension of Services

Issuance Date: September 16, 2013 CSPO 13-09-014

Effective Date: October 1, 2013

This memorandum applies to the Community Based Alternatives (CBA) program, Community Care for the Aged and Disabled (CCAD), In-Home and Family Support Program (IHFSP) and Medically Dependent Children Program (MDCP).

This memorandum is being issued to change policy regarding the effective date documented on notifications sent to individuals for terminations and suspensions. The following forms will be updated to reflect this change:

- Form 2065-A, Notification of Community Care Services
- Form 2065-C, Notification of Ineligibility or Suspension of Waiver Services
- Form 2065-E, Notification of In-Home and Family Support Program Benefits

The forms currently require the DADS case manager to document the **effective** date as the first day the individual is no longer eligible to receive benefits or services or the date of suspension.

Effective with this memorandum, the forms listed above now require DADS case managers to document the **last day the individual is eligible to receive services** when terminating or suspending an individual's services. Page 2 of this form has also been revised to state the individual must request a fair hearing on or before the last day he will receive benefits or services shown on page 1 in order to receive continued benefits or services.

The Provider Authorization section at the bottom of Form 2065-C has also been revised to remove the termination or suspension date area. The case manager must now enter

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the termination or suspension date in the box next to “the last day that the following providers are authorized to deliver services is” located in the Provider Authorization section.

If you have any questions regarding this memorandum, your regional representative may contact Patricia Herrin at 512-438-4128.

LAO:cw