



**State of Louisiana**  
Louisiana Department of Health  
Office for Citizens with Developmental Disabilities  
Office of Aging and Adult Services

**MEMORANDUM**

**OCDD-P-20-021**  
**OCDD-SC-20-009**  
**OAAS-P-20-018**  
**OAAS-SC-20-005**

**DATE:** April 13, 2020

**TO:** Home and Community-Based Services (HCBS) Direct Service Providers  
Home and Community-Based Services (HCBS) Waiver Support  
Coordination Agencies

**FROM:** Julie Foster Hagan, OCDD Assistant Secretary *Julie Foster Hagan*  
Sherlyn Sullivan, OAAS Interim Assistant Secretary *Sherlyn Sullivan*

**SUBJECT:** Direct Service Worker (DSW) Travel and Bulk Purchasing Authorization Forms

This memo is further guidance for Direct Support Workers (DSWs) regarding the recently issued Office of Aging and Adult Services (OAAS) and Office for Citizen with Developmental Disabilities (OCDD) travel and bulk purchasing authorization forms. These forms are to be used **when traveling or grocery shopping for the participant**. Furthermore, the DSW **MUST** have his/her provider/work ID with them at all times while working in the community **AND** when presenting the authorization forms to authorities and/or grocery store establishments.

If you have any questions, please contact OAAS or OCDD.

c: OAAS Regional Offices  
Medicaid Program Support and Waivers  
Statistical Resources Inc.  
Conduent  
Local Governing Entities