

John Bel Edwards
GOVERNOR



Stephen R. Russo, JD
INTERIM SECRETARY

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