



COMMISSIONER  
Jon Weizenbaum

## Memorandum

To: Community Services Regional Directors  
Community Services Program Managers

From: Lisa Akers-Owen  
Section Manager  
Community Services and Program Operations

Subject: Mandatory Completion of Form 1740, Service Backup Plan, for All  
Individuals Selecting the Consumer Directed Services Option in the  
Medically Dependent Children Program

Issuance Date: December 16, 2013 CSPO 13-12-002

Effective Date: January 2, 2014

This memorandum applies to the Medically Dependent Children Program (MDCP).

Current policy in MDCP states Form 1740, Service Backup Plan, must be completed for each service determined to be critical to the individual's health and welfare. Effective with this memorandum, Form 1740 must be completed for any individual who selects the CDS option in MDCP, regardless if the services to be delivered are determined to be critical to the individual's health and welfare.

The service backup plan is completed by the individual, legally authorized representative (LAR) or designated representative (DR), with the assistance of the MDCP case manager if needed. The service backup plan must list several strategies the individual, LAR or DR will implement in the absence of the service provider. The MDCP case manager will follow current policy for reviewing the service backup plan. A copy of Form 1740 must be kept in the individual's case file and provided to the Financial Management Services Agency (FMSA) of the individual's choice following current policy in MDCP for submitting Form 1740 to the FMSA.

If you have any questions regarding this memorandum, your regional representative may contact Ginny Grote at 512-438-4208.

LAO:cw