



October 18, 2017

Web Announcement 1461

**Attention Personal Care Services (PCS) Provider Types 30 and 83:**

**Effective December 1, 2017, Legally Responsible Individual (LRI) Information Will Be Required for PCS Assessment Requests**

Personal Care Services (PCS) and Intermediary Service Organization (ISO) providers must provide Legally Responsible Individual (LRI) information for all recipients. An LRI is defined as a spouse, legal guardian, parent of a minor recipient, including stepparents, foster parents and adoptive parents.

The provider must select **Yes**, **No** or **Unknown** in the LRI section of form [FA-24 \(Authorization Request for Personal Care Services \(PCS\)\)](#) when submitting the form for an update visit or for a significant change in condition. If the LRI section is not completed with a selection of **Yes**, **No** or **Unknown**, the request will be denied and the form will be returned to the provider.

When the LRI section of form FA-24 is marked **Yes**, it is now mandatory for the PCS agency to submit form [FA-24B \(Legally Responsible Individual \(LRI\) Availability Determination for the Personal Care Services Program\)](#) when submitting FA-24. Both forms must be submitted and the forms must be uploaded as separate attachments when submitted through the Provider Web Portal. The documentation below must be included:

**Employed LRI**

- Annual proof of employment, which must:
  - Be written within 6 months of the new request
  - List the days per week and hours per day the LRI works
  - Be on company letterhead

Note: Paycheck stubs may be required to confirm employment

**Disabled LRI**

- A copy of the permanent disability note (FA-24B) with each request
- For temporary disabilities, an updated FA-24B prior to expiration of the current disability note

Effective December 1, 2017, failure to identify the LRI status on the FA-24, and/or failure to submit the FA-24B with required documentation when LRI status is checked **Yes** on the FA-24, will result in a denial per Medicaid Services Manual Chapter 3500, Section 3503.1C and Chapter 2600, Section 2603.2A.5.c and the form will be returned to the provider. If Nevada Medicaid has any LRI information on file, and the submitted FA-24 is not complete and/or the above documentation is not attached, the request will be denied.