

Consumer Directed Services
Service Provider Agreement

This agreement is between the **Texas Health and Human Services Commission (HHSC)**, the state Medicaid agency; the **Texas Department of Aging and Disability Services (DADS)**, the state operating agency; a **Consumer Directed Services Agency (CDSA)**; and a **service provider** providing services to one or more individuals through the Consumer Directed Services (CDS) Option.

The **service provider**, _____ an individual or
 an entity, located at (Address) _____,
_____ ; Telephone: _____ Fax: _____

The service provider agrees to:

- provide services, items or goods that are authorized prior to purchase to individuals in home and community support programs in accordance with program rules and policy;
- keep records of purchased services, items and goods in accordance with program rules and policy;
- accept checks from the CDSA as full and complete payment for authorized services, items or goods purchased for individuals served through home and community-based programs;
- neither impose on or accept from individuals any additional charges for the services, items or goods paid for by the check; and
- provide records and other information upon request to the individual, the CDSA, HHSC, DADS or their representative.

The CDSA, HHSC and DADS agree:

- that the CDSA will pay the service provider for services, items or goods provided to the individual in accordance with this agreement and program rules and policy; and
- to allow the service provider to charge the individual for approved upgrades or purchases not authorized or paid for in accordance with this agreement, program rules and policy.

The service provider, CDSA, HHSC and DADS mutually agree that:

- the CDSA, _____, doing business in _____, _____, provides financial management services (FMS) to the individual receiving services for purchases from the service provider;
- the CDSA is responsible for acquiring the completed agreement and retaining the original on behalf of HHSC and DADS;
- payment from the CDSA will not be issued prior to the receipt of this agreement by the CDSA;
- payment from the CDSA is funded by HHSC and DADS with government funds; and
- the CDSA is not a Texas or federal government agency.

This agreement is effective _____, _____, and terminates when the service provider is no longer providing services to individuals through the CDSA.

_____	_____	_____
Service Provider or Representative* (Print)	Service Provider or Representative* (Signature)	Date
_____	_____	_____
CDSA Representative (Print)	CDSA Representative (Signature)	Date

**If the service provider is an entity, a representative from the entity with authorization to negotiate this agreement on behalf of the entity must sign.*