

## CDCS enhanced budget process

**Note:** Effective Jan. 1, 2026, the enhanced budget increases from 7.5% to 12.5%. DHS is working to update this page. For instructions on applying the increase to existing enhanced budgets, refer to [DHS – MMIS automation process for Jan. 1, 2026](#).

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<b>Legal authority</b>	<a href="#">Federally approved BI, CAC, CADI, DD and EW waiver plans, Minn. Stat. §256B.0913 (AC program)</a>	
<b>Background</b>	<p>The purpose of the CDCS enhanced budget is to help people with high needs attract and retain qualified workers.</p> <p>A 7.5% CDCS enhanced budget is available for work that is both:</p> <ul style="list-style-type: none"> <li>• Provided by a worker who has completed qualifying trainings</li> <li>• Provided to a person who is eligible for 10 or more hours per day of state plan personal care assistance (PCA)/Community First Services and Supports (CFSS) and/or has the home care rating EN.</li> </ul> <p>The eligibility for the enhanced budget changed from 12 hours of PCA/CFSS per day to 10 hours per day effective Jan. 1, 2022, for disability waivers and July 1, 2022, for Alternative Care (AC) and the Elderly Waiver (EW).</p> <p><b>Note</b> Regardless of the number of workers who have completed the qualifying trainings, the person’s budget can be enhanced by 7.5% only once during the service plan year.</p>	
<b>Eligibility</b>	<p>The results of the person’s MnCHOICES/legacy assessment will indicate whether they are eligible for 10 or more hours per day of state plan PCA/CFSS.</p> <p>If the person did not receive a MnCHOICES/legacy assessment or <a href="#">CFSS Assessment, DHS-6893A</a>, the case manager should complete an enhanced budget eligibility review by following the process on <a href="#">CountyLink – Enhanced budget eligibility review</a>.</p> <p>The case manager should keep copies of completed enhanced budget eligibility reviews, but they do not need to send copies to DHS.</p>	
<b>Overview of the process</b>	<p>This section provides an <b>overview of the entire process</b> for the CDCS budget enhancement. The sections below provide specific instructions for <a href="#">lead agencies</a>, <a href="#">CDCS participants</a>, <a href="#">financial management services (FMS) providers</a> and <a href="#">workers</a>.</p> <ol style="list-style-type: none"> <li>1. The lead agency identifies CDCS participants eligible for the enhanced budget and tells them they meet eligibility requirements.</li> <li>2. The eligible person’s worker completes qualifying training and submits documentation to the <a href="#">Minnesota direct support worker (DSW) training website</a> for validation.</li> <li>3. The DSW training administrator confirms the worker met requirements and emails a confirmation letter to the worker.</li> <li>4. The worker gives the administrator’s confirmation letter to the person.</li> <li>5. The person contacts the lead agency case manager/care coordinator and gives them the worker’s confirmation letter.</li> <li>6. The lead agency does all of the following: <ul style="list-style-type: none"> <li>• Performs a final verification that the person is eligible and the worker completed the qualifying trainings</li> <li>• Calculates the enhanced budget</li> <li>• Completes the top portion of <a href="#">CDCS Enhanced Budget Request &amp;</a></li> </ul> </li> </ol>	

	<ul style="list-style-type: none"> <li>• <a href="#">Community Support Plan Addendum, DHS-6633B (PDF)</a></li> <li>• Submits DHS-6633B to DHS following the <a href="#">lead agency instructions</a></li> <li>• Gives DHS-6633B to the person.</li> </ul> <p>7. The person completes the bottom portion of DHS-6633B, signs it and submits it to the lead agency.</p> <p>8. The lead agency reviews and approves DHS-6633B.</p> <p>9. The lead agency gives the approved DHS-6633B to the FMS provider.</p> <p>10. DHS processes the request to enhance the person's CDCS budget. The enhanced budget is effective through the end of the person's service plan year.</p>
<p><b>Lead agency's responsibilities</b></p>	<p>The lead agency is responsible to:</p> <ol style="list-style-type: none"> <li>1. Identify and inform CDCS participants of their eligibility for the enhanced budget (see the <a href="#">eligibility section</a>)</li> <li>2. Verify the person has a qualifying worker by reviewing the DSW training administrator's confirmation letter the person provided to the lead agency</li> <li>3. Calculate the 7.5% enhancement to the person's CDCS budget (see the <a href="#">how to calculate increase section</a>)</li> <li>4. Complete the top portion of <a href="#">CDCS Enhanced Budget Request &amp; Community Support Plan Addendum, DHS-6633B (PDF)</a> and submit it to DHS using the applicable instructions: <ul style="list-style-type: none"> <li>• <b>For people on BI, CAC, CADI and DD:</b> Send the form to <a href="mailto:dsdconsumer.directed@state.mn.us">dsdconsumer.directed@state.mn.us</a> via a secure email. If you do not have access to a secure email method, send an email to <a href="mailto:dsdconsumer.directed@state.mn.us">dsdconsumer.directed@state.mn.us</a> to request a secure email string. Disability Services Division staff will reply via a secure email. Reply to the secure email and attach your completed form.</li> <li>• <b>For people on AC and EW (fee-for-service):</b> Send the form to <a href="mailto:dhs.aasd.hcbs@state.mn.us">dhs.aasd.hcbs@state.mn.us</a> via a secure email. If you do not have access to a secure email method, send an email to <a href="mailto:dhs.aasd.hcbs@state.mn.us">dhs.aasd.hcbs@state.mn.us</a> to request a secure email string. Aging and Adult Services Division staff will reply via a secure email. Reply to the secure email and attach your completed form.</li> <li>• <b>For people on EW (enrolled in a managed care organization [MCO]):</b> Contact the MCO for instructions to request approval of higher monthly CDCS budget limit.</li> </ul> </li> <li>5. Wait for confirmation that DHS received the form</li> <li>6. Give DHS-6633B to the person to inform them of the enhanced budget amount and ask them to complete the bottom portion of the form</li> <li>7. Review and approve the person's changes to DHS-6633B after the person submits it</li> <li>8. Direct the person to revise their <a href="#">CDCS Community Support Plan, DHS-6532</a> to reflect the budget modification</li> <li>9. Give the approved DHS-6633B and revised CDCS Community Support Plan to the FMS provider to implement the budget</li> <li>10a. <b>For people on BI, CAC, CADI and DD:</b> Enter a corrected service agreement or service authorization into MMIS to reflect the budget change and enter a Y indicator in the PCA/CFSS complex field on the ASA2 screen in the service agreement</li> <li>10b. <b>For people on AC and EW (fee-for-service):</b> <ul style="list-style-type: none"> <li>• On the long-term care (LTC) screening document, enter the enhanced monthly CDCS budget limit in MMIS in the CDCS</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>• amount field on the MMIS ALT4 screen and check to make sure the screening document PCA/CFSS complex field is Y</li> <li>• Edit 784 will post (AC/EW budget amount requires approval) and keep the screening document in suspended status</li> <li>• If there are no other suspending or denial edits, edit 784 will automatically route the screening document to DHS staff for review the following workday</li> <li>• DHS staff will review the documentation submitted and will approve the higher amount</li> <li>• After the screening document is approved and saved, add a Y in the PCA/CFSS complex field on the ASA2 screen on the service agreement and increase the line item for T2028 to reflect the enhanced budget amount</li> </ul> <p>10c. <b>For people on EW (enrolled in an MCO):</b></p> <ul style="list-style-type: none"> <li>• Requests for the enhanced CDCS budget limits must be submitted to and approved by the MCO; contact the MCO for instructions</li> <li>• Add a Y to the PCA/CFSS complex field on the LTC screening document but do not add the enhanced budget amount in the CDCS amount field</li> </ul> <p>11. Keep the completed DHS-6633B in the person’s file. The enhanced budget is effective through the end of the person’s service plan year. At the end of that year, the lead agency must follow the process and procedure in the <a href="#">reassessments section</a>.</p> <p><b>Confirmation</b> <b>BI, CAC, CADI and DD</b> The lead agency does not receive formal approval or confirmation from DHS when DHS processes the enhanced budget request. To confirm DHS processed the request, the lead agency should verify the person’s new budget generated in the Waiver Management System (WMS). This happens after the next WMS download. The enhanced budget will be indicated by an E and double asterisks (E**) on the CDCS budget detail page.</p> <p><b>AC and EW (fee-for-service)</b> DHS staff will approve the enhanced budget request and send an email confirmation or request further information from the case manager.</p> <p><b>EW (MCO)</b> For people on EW enrolled in an MCO, contact the MCO for instructions on enhanced budget approval confirmation.</p>
<p><b>Participant’s responsibilities</b></p>	<p>The CDCS participant (or their legal representative) should:</p> <ol style="list-style-type: none"> <li>1. Ask their worker for a copy of the DSW training administrator’s confirmation letter that confirms the worker met training requirements</li> <li>2. Give the worker’s confirmation letter to the lead agency</li> <li>3. Receive <a href="#">CDCS Enhanced Budget Request &amp; Community Support Plan Addendum, DHS-6633B (PDF)</a> from the lead agency</li> <li>4. Complete the bottom portion to indicate how they will apply the additional funds toward the wages and wage-related costs of personal care assistance of the qualified worker(s). Some wage-related costs include employer’s share of FICA taxes, Medicare taxes, state and federal unemployment taxes and workers’ compensation premiums. Wage-related costs do not include mileage reimbursement, health and dental insurance, life insurance, disability insurance, long-term care insurance, uniform</li> </ol>

	<p>allowance, contributions to employee retirement accounts or any other employee benefits.          (Note: The person can only apply the funds in the personal assistance service category for the qualified worker)          5. Revise their <a href="#">CDCS Community Support Plan, DHS-6532</a> to reflect the budget modification          6. Submit both of the following documents to the lead agency:</p> <ul style="list-style-type: none"> <li>• The completed DHS-6633B</li> <li>• The revised CDCS Community Support Plan.</li> </ul>
<p><b>Financial management services (FMS) provider's responsibilities</b></p>	<p>The FMS provider must:</p> <ol style="list-style-type: none"> <li>1. Obtain the approved <a href="#">CDCS Enhanced Budget Request &amp; Community Support Plan Addendum, DHS-6633B (PDF)</a> from the lead agency</li> <li>2. Apply the funds in the personal assistance service category on the FMS provider's budget worksheet, as directed by the person.</li> </ol>
<p><b>Worker's responsibilities</b></p>	<p>The worker is responsible to:</p> <ol style="list-style-type: none"> <li>1. Submit training documentation to the <a href="#">Minnesota DSW training website</a> for validation (see <a href="#">DHS – Enhanced rate/budget for support workers</a>)</li> <li>2. Give the DSW training administrator's confirmation letter to the eligible CDCS participant with whom they work.</li> </ol>
<p><b>Reassessments</b></p>	<p>At the time of the person's annual reassessment, the lead agency must determine if the person continues to be eligible for the enhanced budget by verifying both of the following criteria:</p> <ul style="list-style-type: none"> <li>• The person receives services from a worker who has completed qualifying trainings</li> <li>• The person is eligible for 10 or more hours per day of state plan PCA/CFSS and/or has the home care rating EN.</li> </ul> <p>Then, the lead agency follows the applicable instructions:  <b>If the person remains eligible</b>          If the person remains eligible for the enhanced budget, the lead agency must:</p> <ol style="list-style-type: none"> <li>1. Enter a Y indicator in the PCA/CFSS complex field on the ALT4 screen of the LTC screening documents (both fee-for-service and MCO)</li> <li>2. Enter a Y indicator in the PCA/CFSS complex field on the ASA2 screen in the service agreement (fee-for-service only)</li> <li>3. Inform DHS that the person remains eligible for the CDCS enhanced budget by:             <ul style="list-style-type: none"> <li>• Completing the top portion of <a href="#">CDCS Enhanced Budget Request &amp; Community Support Plan Addendum, DHS-6633B (PDF)</a> (select reassessment)</li> <li>• Submitting the form to DHS following the <a href="#">lead agency instructions</a>.</li> </ul> </li> </ol> <p>When the person remains eligible, they do not have to complete the bottom portion of DHS-6633B. Their budget will continue to be enhanced, and there are no additional funds applied.  <b>If the person is not eligible</b>          If the person is not eligible for the enhanced budget, the lead agency must:</p> <ol style="list-style-type: none"> <li>1. Enter an N indicator in the PCA/CFSS complex field on the ALT4 screen of the LTC screening document (both fee-for-service and MCO)</li> <li>2. Enter an N indicator in the PCA/CFSS complex field on the ASA2 screen on the service agreement (fee-for-service only).</li> </ol>

<p><b>How to calculate the budget increase</b></p>	<p>The lead agency should enhance the budget effective the first of the month both of the following criteria are met:</p> <ul style="list-style-type: none"> <li>• The person is eligible</li> <li>• The worker has completed qualifying training.</li> </ul> <p>To calculate the total increase to the person's CDCS budget, use the following example:  The person has a \$60,000 budget for a service agreement/service authorization period that goes from May 1, 2021 to April 30, 2022 (i.e., \$5,000 per month). The lead agency should calculate the budget increase for the time period starting at the beginning of the month the person met all requirements.</p> <p><b>Prorating</b>  The lead agency must prorate the person's budget if eligibility is determined in the middle of the person's plan year.  For example, if the worker completed the qualifying training on Sept. 15, 2021, the lead agency <b>does not</b> enhance the budget from May 1, 2021 – Aug. 31, 2021 (i.e., \$20,000).  The remaining prorated budget (i.e., \$ 40,000) for Sept. 1, 2021 – April 30, 2022 should have the 7.5% enhancement applied to it.  <b>To apply the increase, multiply the Sept. 1, 2021 – April 30, 2022, budget amount (\$40,000, in our example) by 1.075.</b>  The result is \$43,000, which is the new CDCS authorized budget amount for the Sept. 1, 2021 – April 30, 2022, period.  The lead agency then enters the additional amount (i.e., \$3,000) in the "amount change" field on <a href="#">CDCS Enhanced Budget Request &amp; Community Support Plan Addendum, DHS-6633B (PDF)</a>.</p>
<p><b>Additional resources</b></p>	<p><a href="#">CDCS Community Support Plan, DHS-6532</a>  <a href="#">CDCS Enhanced Budget Request &amp; Community Support Plan Addendum, DHS-6633B (PDF)</a>  <a href="#">CFSS Manual – PCA, CFSS and CSG enhanced rate/budget</a>  <a href="#">CountyLink – Enhanced budget eligibility review</a>  <a href="#">DHS – Enhanced rate/budget for support workers (information for workers)</a>  <a href="#">DHS – Self-directed service options (information for people who receive services)</a></p>