



COMMISSIONER
Chris Traylor

February 11, 2010

To: Consumer Directed Services Agencies (CDSAs)

Subject: Information Letter 10-25
Procedures for Declining a Referral

This letter describes the procedure for a CDSA to decline a referral. Once an individual selects a CDSA from the choice list for his program and geographic area, the case manager or service coordinator sends [Form 1584 - Consumer Participation Choice](#) to the CDSA as notification of the referral. If the selected CDSA is not able to provide financial management services to the applicant or consumer, the CDSA must send the case manager or service coordinator written notification declining the referral using [Form 2067, Case Information](#).

If you have additional questions, please contact Elizabeth Jones at (512) 438-4855 or e-mail elizabeth.jones@dads.state.tx.us.

Sincerely,

[signature on file]

Tommy Ford, Director
Community Services

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