

CONSUMER DIRECTED COMMUNITY SUPPORTS

Lifeworks

A nonprofit serving
people with disabilities

It's amazing what you can do with a little help.

As an approved Financial Management Service provider for the state of Minnesota, Lifeworks is skilled at navigating complex situations and processing services for Consumer Directed Community Supports (CDCS).

We hold ourselves to the highest standards. With responsive customer service and user-friendly systems in place, you can maximize your budget and choose your support – we've got your back.



Real-time reporting
and monthly budget
summaries



Walk-through trainings
and digital tools



Assistance with
staff onboarding



Seamless intake
process to hire
support quickly



Thorough yearly
reviews of your plan

**Lifeworks is invested in providing
culturally appropriate services.
We translate materials into a variety of
languages and hire native speakers.**

What are Consumer Directed Community Supports?

Consumer Directed Community Supports is authorized funding that covers staffing, goods, and services for people who want to manage their own support. Recipients decide how to spend their budget and can employ people they know such as family and friends as support staff. They are responsible for finding, hiring, training, and scheduling their own staff and securing any additional supports such as special therapies, assistive technology, and home modifications.

Am I eligible to receive this service?

Consumer Directed Community Supports requires that a person has a waiver for either Alternative Care (AC), Brain Injury (BI), Community Alternative Care (CAC), Community Access for Disability Inclusion (CADI), or Developmental Disabilities (DD).

Do you have questions?

Let us help. Our knowledgeable staff are here for you.

All you need to do is give us a call: **651-454-2732** or visit us online:

lifeworks.org/fiscal-support

Lifeworks is a 501(c)(3) nonprofit and an Equal Opportunity Employer.
This information can be provided in an alternate format upon request.

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HOW IT WORKS:

Consumer Directed Community Supports (CDCS)

We know that the process for self-directing your support can be confusing – that’s why we put this overview together. Should you have any questions, please do not hesitate to contact us. We are here for you.



● Complete a MnChoices assessment.

The process begins with an in-person visit from an assessor who learns about your needs, goals, and preferences; this information determines your eligibility and authorized amount of support. To request a MnChoices assessment, contact your county or Disability Hub MN: 1-866-333-2466.



● Develop a CDCS Community Support Plan.

The CDCS Community Support Plan form is available on the Minnesota Department of Human Services website. It defines what supports, services, and goods you would like to use to accomplish your goals. You may use your authorized amount to hire a support planner for assistance with completing this form and implementing services.



● Choose a Financial Management Service provider.

Financial Management Service (FMS) providers are state-approved entities that are experts in accounting and finance as well as employment-related regulations and practices. CDCS recipients are not allowed to bill the state directly so they must select a FMS, such as Lifeworks, to use their authorized budget and self-direct their support and services.



● Get the plan reviewed and approved.

The plan must be reviewed and approved by your county and a case manager or a care coordinator at a managed care organization at least 30 days before you want the plan to start. Once approved, the plan will be sent to your chosen FMS provider.



● Meet with your FMS provider.

Now that you are authorized for services and your plan has been approved, it’s time to meet with your FMS provider. They will share information about roles and responsibilities as well as the employment process and requirements for onboarding staff.



● Find your support professional.

You may already have someone in mind to provide assistance; if not, you can search for support professionals by visiting the website: directsupportconnect.com.



● Your support professional completes requirements.

Before a person can begin working with you, they must fill out employment paperwork, including being fingerprinted and passing a background check.



● You manage the work.

As soon as the requirements are completed, contact your support professional. You will be in charge of their training, managing, and scheduling. Lifeworks processes employee payroll for hours worked.



● You’re set.

Lifeworks will continue to be a resource for you and each year, will formally check in to make sure everything is on track.