

## Community First Services and Supports (CFSS)

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Community First Services and Supports (CFSS) is a Minnesota healthcare program that offers flexible options to meet members' unique needs. CFSS allows people greater independence in their homes and the community. CFSS will replace Personal Care Assistance (PCA) and the Consumer Support Grant (CSG). The [CFSS Policy Manual](#) is the primary source of truth to guide care coordinators authorizing CFSS.

CFSS covers all the services PCA does and offers more choices for who can serve as the CFSS worker, such as a spouse or minor child. Members who use CFSS can also serve as the CFSS worker for others. Members have a worker training and development budget, the ability to purchase goods, services, and PERS, and the choice between two service models: agency or budget.

Members who use the CFSS option must understand their rights and responsibilities when using these services. Well-informed recipients may more easily exercise the increased freedom, authority, and control of resources through CFSS.

## Agency and Budget Models

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CFSS funds using the Agency or Budget service option do not equate to a cash allowance. The care coordinator authorizes services and/or goods that may be purchased as part of an approved person-centered plan. All CFSS expenditures must be written in the member's CFSS Support Plan and prior approved by the care coordinator, along with having authorization in Bridgeview.

**Agency Model:** The CFSS model involves a member having approved units and a chosen provider agency that is the employer of the member's workers and will complete the required employer tasks. This model is like traditional PCA. The agency manages recruiting, hiring, training, supervising, scheduling, and setting workers' wages. The members still have a say in who their workers are, and in setting their workers' schedules. Members can also take part in training and supervising their workers.

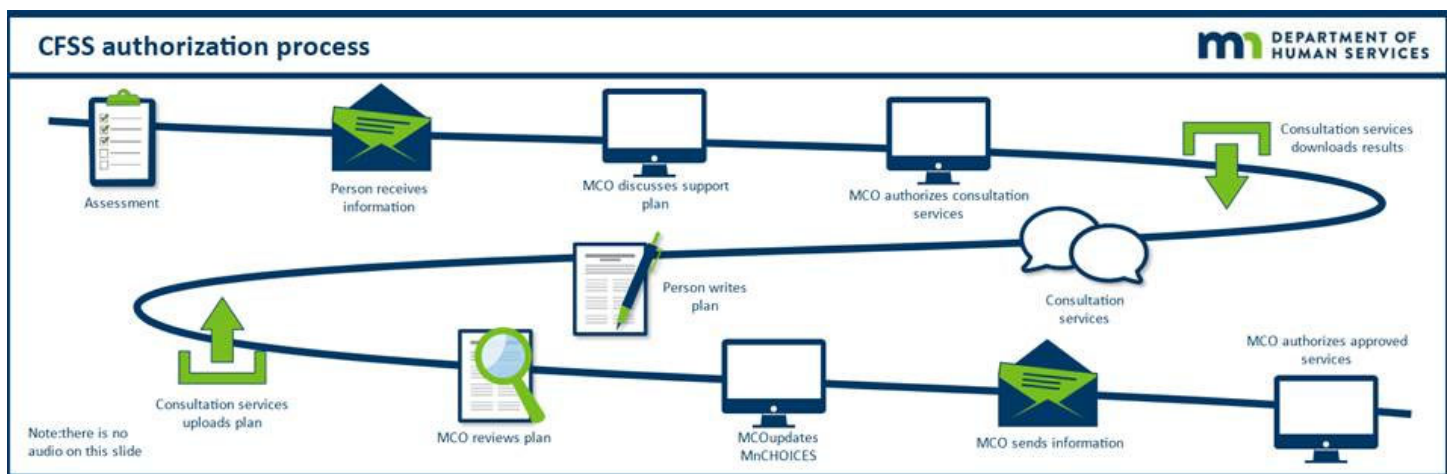
- Members may **NOT** choose the Agency Model if only using goods, services and/or PERS
- Agency Model **MUST** be used for a 45-day temporary start of CFSS
- The agency pays workers
- The member must select an FMS provider to help with purchasing goods and services
- Provider agency requests reassessment 60 days before current authorization ends

**Budget Model:** The CFSS model where a member has a budget with dollars and is the employer of their workers. The member selects an FMS to help with the employer-related tasks outlined in the Budget Model. Members **MUST** choose the Budget Model when CFSS purchases only goods, services and/or PERS without personal care services.

- Members on the Minnesota Restricted Recipient Program (RRP) are NOT allowed to use the Budget Model
  - CCs can confirm participation in the MN RRP program in MN-ITS
- The member handles recruiting, hiring, training, supervising, and scheduling workers, sets workers' wages, and arranges for backup staffing.
- Neither the members nor the participant representatives may use the worker training and development budget to meet employer responsibilities
- The member arranges for backup staffing
- The member must select an FMS Provider to assist with payroll tasks and the purchase of goods and services

- The member reviews and submits support workers’ timesheets to the FMS provider
- The FMS Provider requests reassessment 60 days before the current authorization

## CFSS Authorization Process Flow



## CARE COORDINATOR

### COMPLETE DHS ONLINE TRAINING:

Complete Overview of CFSS for Lead Agencies (CFSS\_LA) [TrainLink](#) training course before the initial CFSS implementation and keep updated on changes in DHS rules and requirements related to CFSS.

- Utilize the [CFSS Policy Manual](#) and the [DHS CFSS FAQ](#) to reference current DHS policy and guidance.

## Resources

[CFSS Policy Manual](#)

[CFSS Forms and Documents](#)

[CFSS Frequently Asked Questions \(FAQ\)](#)

[CFSS Budget Calculator](#)

[CFSS Consultation Services Provider List](#)

[DSD Training Handouts Archive](#)