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## **INFORMATIONAL LETTER 2692-FFS**

**DATE:** June 23, 2025

**TO:** Iowa Medicaid Home and Community-Based Services (HCBS) Case Managers (CM), Targeted Case Managers (TCM), Money Follows the Person (MFP) Transition Specialists (TS), Independent Support Brokers (ISB)

**APPLIES TO:** Fee-For-Service (FFS) Consumer Choice Options (CCO), Independent Support Brokers (ISB)

**FROM:** Iowa Department of Health and Human Services (HHS), Iowa Medicaid

**RE:** Process to submit CCO budgets to Veridian Fiscal Solutions (VFS) for FFS members

**EFFECTIVE:** August 1, 2025

The purpose of this informational letter is to inform FFS Case Managers and ISBs that serve the FFS population of a process change for CCO budget submission.

Beginning on August 1, 2025, CCO budgets will be submitted to the case manager and the case manager will submit them to Veridian Fiscal Services (VFS).

The updated processes will ensure that the CCO budgets submitted are complete, correct, and that the goods and services budgeted align with the Person-Centered Service Plan (PCSP). ISBs and members will continue to work with case managers to identify goods and services, build the budget, and submit the prepared budget for review and approval.

The budget must be received by the Case Manager by the 20th of each month, and the Case Manager will submit the budget to VFS by the 25th of each month.

VFS will be contacting FFS Case Managers via email with specific instructions on how and where to submit budgets due to the process change.

If you have questions, please contact Iowa Medicaid Provider Services;

**Iowa Medicaid Provider Services:**

- Phone: 1-800-338-7909
- Email: [imeproviderservices@hhs.iowa.gov](mailto:imeproviderservices@hhs.iowa.gov)