



# State of Louisiana

Louisiana Department of Health  
Office for Citizens with Developmental Disabilities

## MEMORANDUM

OCDD-R-23-005

**DATE:** October 16, 2023  
**TO:** Self-Direction Employers  
**FROM:** Julie Foster Hagan, OCDD Assistant Secretary  
**SUBJECT:** Self-Direction Employer Attestation

A handwritten signature in blue ink that reads "Julie Foster Hagan".

The Office for Citizens with Developmental Disabilities (OCDD) has developed a form to help Self-Direction employers understand **what their responsibilities are as the employer**. We are attaching a *Self-Direction Employer Attestation Form (OCDD-RF-23-001)* and video linked here: <https://www.ldh.la.gov/news/7168>.

It is your responsibility to review the video as you complete this attestation form. This form must be filled out every year, and will make sure you know your responsibilities as an employer, including (but not limited to):

- Protecting the health, safety, rights, and welfare of the individual;
- Reporting critical incidents;
- Documentation of activities; and
- Accurate record keeping for billing and documentation purposes.

These forms must be **filled out and returned** to your **Fiscal Employer Agent (FEA)** by **December 31, 2023**. The form must be **filled out each year** with the yearly **Plan of Care (POC)**, and if the **employer or the FEA changes** during the POC year. If you do not turn in the form by December 31, 2023, we will begin the process of removing you from the Self-Direction program.

If you have any questions, please contact OCDD at [SelfDirection@la.gov](mailto:SelfDirection@la.gov).

CC: Local Governing Entities  
Support Coordination Agencies  
Fiscal Employer Agents

ATTACHMENT: [OCDD-RF-23-001](#)