



CABINET FOR HEALTH AND FAMILY SERVICES
Department for Aging and Independent Living
Office of the Commissioner

Andy Beshear
Governor

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Eric C. Friedlander
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Commissioner

Legally Responsible Individual (LRI) Conditional Employment Letter

_____ Date

_____ Participant Name

_____ Participant Medicaid ID Number

Re: LRI Conditional Employment for _____ (Employee Name):

Dear _____ (Participant):

Beginning July 1, 2024, the Department for Aging and Independent Living (DAIL) will begin a new process for reviewing Participant Directed Services (PDS) employees who are legally responsible for the participant hiring them. These PDS employees are known as legally responsible individuals (LRI).

The LRI PDS participant specified above is being hired between May 1, 2024, and June 30, 2024. This PDS employee is temporarily approved to provide your services without being reviewed by DAIL. The PDS employee must undergo the review process at the time of your next waiver level of care recertification.

Before delivering your services, _____ (Employee Name) must meet all other requirements for being a PDS employee. This includes undergoing a background screening, a Tuberculosis risk assessment, and completing any required training. If your PDS employee does not meet these requirements, they will not be able to provide your services.

A copy of this letter is provided to your PDS case manager for processing.

If you have questions or need additional help, contact DAIL at (877) 315-0589 or by e-mail at HCBIquiries@ky.gov.