




State of Louisiana
Louisiana Department of Health
Office of Aging and Adult Services

MEMORANDUM

OAAS-SC-24-001

TO: Office of Aging and Adult Services (OAAS) Support Coordination Agencies (SCAs)

FROM: Anne F. Olivier 
Director, OAAS Program Operations

DATE: January 4, 2024

SUBJECT: Plan of Care (POC) Document Signatures

This memo serves to provide clarification on required signature types for OAAS Plan of Care (POC) documents.

All POC documents and forms must be signed by the participant/their representative (responsible or legal), the SC and the waiver service providers. The actual POC signature and budget pages must be signed with a physical signature. Methods for obtaining acceptable physical signatures include: in person, by fax or scanned/mailed securely. Physical signatures or verbal agreements are acceptable on the OAAS Back-Up Staffing Plan, OAAS-PF-10-015 and the OAAS Emergency Plan, OAAS-PF-09-004.

For assistance/questions regarding document signatures, please contact Cheryl Brown at Cheryl.Dickerson@la.gov.

c: OAAS Regional Offices
Statistical Resources, Inc. (SRI)