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## CDC+ Connection – Your Monthly Source of Updates and Helpful Information

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### Refresher Training for all Participants and their Representatives

In the next few weeks, the Agency for Persons with Disabilities will begin offering CDC+ refresher training for all CDC+ participants who have been on CDC+ for three or more years and/or their CDC+ representatives. This includes anyone who disenrolled and recently re-enrolled in the program. This training will be mandatory and will be offered in a variety of ways convenient to the participant or representative.

The refresher training will focus primarily on the correct completion of forms, such as the purchasing plan, employee packets, and vendor packets. It will also include how to find information in the Participant Notebook.

At the end of the refresher training, each participant or representative will complete a short review to ensure the material covered was understood. This review will indicate if there is a need for additional training in any aspect of the program.

More information about the refresher training will be provided within the next few weeks.

### 2009 Tax Documents for Providers

According to federal law, employers must mail IRS Forms W-2 and 1099 to their employees and other hired entities by January 31. The Agency for Persons with Disabilities, as your Fiscal/Employer Agent, will mail 2009 tax documents on your behalf to your employees' and independent contractors' addresses that have been provided by you.

Independent Contractors who earned less than \$600 during 2009 working for a CDC+ participant will not receive a Form 1099. All independent contractors are still required to report income earned, even though they may not have earned enough from one employer to generate a W-2 or 1099.

If an independent contractor worked for more than one CDC+ participant during 2009 and earned \$300 from one participant and \$500 from the other, the independent contractor will not receive a Form 1099 from either participant because each participant is a separate employer. If the independent contractor earned at least \$600 from each participant, the independent contractor will receive two Form 1099s.

Directly Hired Employees who earned less than \$1700 during 2009 do not pay the *employee share* of employment taxes (Social Security and Medicare only) and the participant does not pay the *employer share* of employment taxes for them either. During the year, the total amount the employee will earn is not known, so employment taxes are withheld all during the year. If any of your Directly Hired Employees did not earn \$1700, they should have received a refund check in the amount of the employee share of employment taxes withheld in wages received in 2009. The participant's CDC+ account will be refunded the amount of the employer share of employment taxes that were withheld for each of your employees who did not make \$1700 in 2009. This refund will appear on your January statement.

Please be sure your employees are aware of this information.

### CDC+ Security Requirements

During the past year, the CDC+ program has issued Usernames and Passwords to all participants and their representatives so that they may access the Web-based payroll system or the Interactive Voice Response (IVR) system. **According to the requirements of the program, the only people who may talk to CDC+ staff about the participant or submit timesheets, invoices, and reimbursement requests are the participant or the participant's representative.** The consequence of sharing your Username and Password with someone other than the person to whom it was issued is immediate disenrollment from CDC+.

Effective immediately, all people who call CDC+ Customer Service will be asked to identify themselves and will be asked a series of questions that should be known only to the participant or the representative. This is being done to ensure the confidentiality mandates of the program are being followed for the participant's protection.

### Medication Reviews Eliminated from Waiver

If you received funding authorized on your **Waiver Cost Plan** for a Medication Review (this would be in the STE Section of your Purchasing Plan), please be sure to purchase it by March 31. This service will be removed from the Waiver effective April 1. You may add this item to the Savings Section of your Purchasing Plan beginning April 1 and purchase it from your "savings" when you have accumulated sufficient **unrestricted** funds to make the purchase.