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

Refunds of Social Security and Medicare Taxes

Consumers who employed Directly Hired Employees that earned less than \$1,700 in 2011 should have already received letters informing them that those employees will be receiving refunds of their 2011 Social Security and Medicare tax payments. These letters were mailed on December 20, 2011. The employees were mailed letters with enclosed refund checks dated the same day. In addition to refunding the employees' share of these taxes, the employers' (i.e., the consumers') share will also be credited back to their consumer accounts once the funds are received from the Internal Revenue Service.

Providers with No Provider ID

Do you have a Provider ID for all those listed on your approved Purchasing Plan? If not, you should verify that you have completed and submitted hiring packets for all your providers, including emergency back-up providers. If you have not submitted an Employee or Vendor Packet for a provider listed on your Purchasing Plan, the provider is not viable and will not be paid for services rendered. As the APD/CDC+ Central Office identifies participants who have not submitted the required paperwork, we will be requesting that the participant submit the missing provider packet. Please take a moment and double check!

As a reminder, all provider packets must also include verification that the provider has passed a Level 2 background screening, in accordance with changes in law effective August 1, 2010. If the provider packet is not received by the requested date, the participant will be asked to submit a new Purchasing Plan showing a new provider. The packet for the new provider will need to accompany the Purchasing Plan.

New Forms Available for Immediate Use

Both the CDC+ Vendor Information and Employee Information Forms have been updated to include the required information affirming that the employee is in compliance with section 402.3057, Florida Statutes in that they have completed the required fingerprinting or screening and have not been unemployed for more than 90 days. Additionally, an Affidavit of Good Moral Character has been developed for ALL new CDC+ providers. These three forms replace all previous ones and must be used starting immediately, but no later than March 1, 2012. Provider packets that are already in process do not need to be changed. From this date forward, all new provider packets must include these required updated forms.

All three updated forms have been included with this statement. You can obtain additional copies on our CDC+ website at www.apdcares.org/cdcplus under

Fiscal/Employer Agent Enrollment Forms or by calling CDC+ Customer Service toll-free at 1-866-761-7043.

Minimum Wage Increase

As you are aware, Florida's minimum wage increased to \$7.67 per hour, effective January 1. All directly hired employees (DHEs), except for those who perform Companion Services (Service Code 11), must now be paid at least \$7.67 per hour. If you had DHEs making less than this amount, please ensure that a Purchasing Plan Update was submitted to change their rate of pay.

The Participant Notebook, in English and Spanish, has been updated and posted to the CDC+ website reflecting this change in minimum wage. (See page 49 under "Setting the Level" in the Participant Notebook.)

Waiver Support Plan and Cost Plan

As a CDC+ participant, you should have a copy of your most recent Waiver Support Plan and Cost Plan. The Support Plan and Cost Plan together are essential for a correctly completed CDC+ Purchasing Plan. The CDC+ participant's needs and goals are identified on the Support Plan, and the services funded by the waiver as medically necessary to meet those needs and goals are identified on the Cost Plan. The Cost Plan forms the basis for your CDC+ monthly budget. All purchases approved on the participant's Purchasing Plan must be linked to the participant's needs and goals listed on the Support Plan. If you have questions regarding your waiver Cost Plan, please contact your CDC+ consultant. Your consultant is responsible for and familiar with your Cost Plan.

Payroll Tax Cut Temporarily Extended

The Temporary Payroll Tax Cut Continuation Act of 2011 temporarily extends the 2% payroll tax cut for employees, continuing the reduction of their Social Security tax withholding rate from 6.2% to 4.2% of wages paid through February 29, 2012. With the possibility of a full-year extension of the payroll tax cut, CDC+ will closely monitor the situation and provide guidance as needed. Please share this information with your directly hired employees.

Negative Balance Corrective Action Plans

As a CDC+ consumer/representative, you are responsible for managing the Medicaid funds that have been authorized for you to purchase supports and services that meet your long-term care needs. You must take this responsibility seriously by keeping accurate track of your spending each month.

Consumers that have a negative balance in their CDC+ account receive monthly letters notifying them of their balance, along with their monthly statements. The CDC+ consultant also receives the same information. Despite

these efforts, many consumers' negative balances continue to increase. Therefore, it is urgent that the consumer/representative, along with their consultant, develop and implement a Corrective Action Plan (CAP) as quickly as possible to bring these accounts into the positive. The goal of a CAP is to help the consumer identify what caused their account to go into a negative balance and what steps they will take to bring the account back into the positive. Consumers/representatives who refuse to adjust their spending according to the CAP and lower their negative balance may have their access to the secure Web and Interactive Voice Response (IVR) system revoked. They may be required to submit their claims directly to our customer service line and will need to provide us with copies of their timesheets, invoices, and/or receipts before their claims can be processed. This will be done as a means to ensure that they are spending according to their CAP.

All the tools necessary to reconcile your account are available in Appendix K and M on the CDC+ website. Helpful tools include the *Vendor Invoice Tracking Form*, *Reimbursement Tracking Form*, *Restricted Services Accounting Form*, and *Balancing Your Account*. To access these tools, go to www.apdcares.org/cdcplus and click on the Participants section.

