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

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### **Late Statements**

The APD Fiscal/Employer Agent staff has been working diligently to produce statements since the conversion of the payroll system to a Web-based system. When we converted to the Web-based system, we discovered the statements were not printing out correctly. Rather than provide you with something you could not read and would cause you to have more questions, a decision was made to remove the statements from the Web site altogether until the printing problem could be resolved. Now that the statements have been corrected, you are receiving the October and November statements together in the same mailing.

You and your consultant will soon have access to your statements online each month shortly after the 21<sup>st</sup> of the month following the end of the statement month.

### **Changes to the Monthly Statements**

Beginning with the October 2009 CDC+ statements, you will notice two changes. More detail is being provided in the Payment/Obligations section for Deductions. In the previous statements, amounts deducted for various taxes were combined to show one total for the employee, and one total for the employer. Now you will notice a detailed description for each deduction amount and various tax types for the employee, as well as detail for the employer.

Additionally, you will notice that the language at the bottom has changed. Please be aware that having a negative ending balance on your monthly statement may result in being placed on a Corrective Action Plan or disenrollment from CDC+.

### **Adjustments to Monthly Deposits**

Beginning with the October 2009 CDC+ statements, some of you may notice several entries at the top of the statement with old dates on them. If you receive a statement like this, you should also receive a letter of explanation with the statement.

In July 2008, the Agency for Health Care Administration contracted with a new fiscal intermediary (FI), and unfortunately that new FI has not been able to process adjustment files sent to them by CDC+ to correct a monthly budget deposit that was made in error. For example, if your monthly budget changed in August, but your Purchasing Plan reflecting the new monthly budget amount did not reach the Central Office in time to be included in the monthly transfer of funds to your account, then an adjustment would typically be made the following month. Since this could not be done, CDC+ staff has been keeping track of all needed adjustments manually since July 2008. The FI processed the first batch of adjustments in October 2009.

If you believe you should receive an adjustment to your monthly deposit since July 2008, you should have

already been notified of this by your APD Area CDC+ staff. If you have not been notified, please contact your APD Office.

It is important to always know and keep track of what your monthly budget is, the date a change in the monthly budget should take effect, and the amount of funds that should be transferred to your account for One-Time and Short Term Expenditures. All of this information can be found on your approved Purchasing Plans. Whenever you believe that the amount deposited is not what you expected, please bring this to your consultant's attention right away or during your monthly contact call.

### **2010 Federal Income Tax Withholding**

Employee paychecks beginning with the January 6<sup>th</sup> payroll may be for a slightly different amount than for the same number of hours of service provided in 2009. That is because the new Federal Income Tax Withholding Schedule became effective January 1, 2010. The amount withheld from an employee's check for services rendered since January 1 will increase based on the new schedule. If an employee experiences an increase in withholding that results in a substantially lower paycheck, he or she may want to consider speaking with a tax accountant or a professional financial advisor about the number of exemptions claimed on the IRS Form W-4. If a new W-4 is completed, please be sure to put the last name and Consumer ID number of the CDC+ participant in **Section 8** at the bottom of the form and send it to your consultant along with a completed Employee Information Form.

### **CDC+ Web Site Update**

The CDC+ Web site is in the process of being updated to include all of the current Household Employer posters and other information that CDC+ Participants (the employer) or their representatives are to provide to their employees upon hiring. Please go to <http://apd.myflorida.com/cdcplus> to download these items. If you do not have access to the Web, please contact CDC+ Customer Service at 1-866-761-7043 and request that they be mailed to you.

### **Updated Participant Notebook Pages**

A complete set of updated notebook pages will be mailed to you shortly. Meanwhile, you can download them from the CDC+ Web site. Go to the Quick Links Menu, click on "Participants," and then click on "Participant Notebook Version 3.0 Page Updates." There you will find a fully completed page update log and all pages that have been revised to reflect current policy and procedure. Please become familiar with the changes.