Steps to Enrolling onto the CDC+ Program

First Steps

Enroll in DD/HCBS iBudget Waiver

Live in own home or family home

Select a representative (if needed) and complete a Representative Agreement

Take the CDC+ Initial Training

Pass the Initial Training Readiness Review with a score of 85% or higher

Application and Enrollment Packets

Obtain a copy of the approved cost plan and support plan from the CDC+ consultant

(Use to fill out the application)

Complete the Application Packet:

- Application
- Emergency Back-Up Plan
- Representative Agreement

Complete the Enrollment Packet:

- •IRS Form 8821
- •IRS Form 2678
- Program Consent Form
- •Informed Consent for Fiscal Employer Agent

Complete the Direct Deposit Request form for Consumer/Rep Reimbursements

Submit the application, enrollment documents, and direct deposit form to consultant

State Office sends the Budget Authorization Form (BAF) containing the consumer ID, initial budget, and anticipated start date after processing documents

Allow a minimum of three weeks to process

Finding & Hiring Employees

Interview potential employees

Have employees complete a level two background screening

Have Employee Packet Completed:

- •Employee Information Form
- •W-4
- •I-9
- •Background Screening clearance letter
- Certificate of Good Moral Character
- •local police record (optional)
- •Direct Deposit or Rapid!PayCard® Request form

Have Vendor Packet Completed:

- •Vendor Information Form
- •W-9 (if not a corporation)
- Direct Deposit Rapid!PayCard® Request form

Initial Purchasing Plan

Once you receive the BAF (includes the consumer ID number & approved budget), prepare the 1st draft of your Purchasing Plan

Submit the Purchasing Plan to your consultant for review along with the employee and vendor packets

Complete all requested corrections/revisions to Purchasing Plan

Sign and submit final copy of the Purchasing Plan to your consultant

Purchasing Plan must be received by your consultant no later than the fifth of the month to enroll on the first of the following month

Allow 3- 4 weeks after submitting your Purchasing Plan for processing

CDC+ Customer Service will call to let you know when you are approved to start CDC+ and to provide your employee ID numbers

Continue to use your waiver providers until the transition to the CDC+ Program is complete