
CDC+ Connection – Your Monthly Source of Helpful Information**January 2020**

Florida Minimum Wage Increase

Effective January 1, 2020, Florida's minimum wage increased to \$8.56 per hour. All workers, including those who perform companion service, must be paid at least \$8.56 per hour. CDC+ requested an updated Purchasing Plan to correct any employees listed making less than the minimum wage effective January 1, 2020. If an updated Purchasing Plan has not been submitted, please submit immediately.

Exempt W-4 Employees

Any employee who submitted an IRS Form W-4 (Employee's Withholding and Allowance Certificate) for 2019 claiming an exempt status on Line 7 will have to submit a new Form W-4 for 2020, even if this choice remains the same. On January 10, a letter about this, along with a blank 2020 W-4, was mailed to consumers this affects. If you received a letter about a former employee, write on that letter that the provider no longer works for you and return to the address provided, fax it to 1-888-329-2731, or email it to apd.cdc.documents@apdcares.org.

2019 Tax Documents for Providers

APD will mail 2019 IRS Forms W-2 and 1099 directly to your employees and independent contractors by January 31. Independent contractors who earned less than \$600 in 2019 working for a CDC+ participant won't receive a Form 1099.

CDC+ Spotlight: Finance

CDC+ would like to introduce Felicia Jones (formerly Felicia Monroe), who is a member of the CDC+ Finance team. Felicia has been with CDC+ for 10 years, ensuring that the monthly budgets are deposited and accurate. She enjoys working as a public servant and appreciates that she is able to ensure CDC+ participants receive their funds from AHCA.

Refunds of Social Security, Medicare Taxes

Consumers' DHEs who earned less than \$2,100 in 2019 will soon receive letters stating those employees will receive refunds for their 2019 Social Security and Medicare tax payments. In addition to refunding the employees' share of these taxes, the employer's (consumer's) share will be credited back to their consumer account once the funds are received from the IRS.

Pending Providers

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 (EBU) 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.

Because an employee is not officially hired until their paperwork is processed and approved, and a provider ID issued, they cannot be paid through CDC+ for any services provided prior to their hire date. Providers who are pending approval are not counted toward the required number of EBUs necessary for a critical service, so not completing the required paperwork could result in critical service being denied. Also, please be aware that if an unapproved provider renders services, the Representative could be responsible for out-of-pocket expenses. Please take a moment and double check!

EVV Updates

CDC+ recently completed testing for the new Electronic Visit Verification (EVV) system and is working on developing trainings. This EVV system will be required for providers of In-Home Support, Personal Care Assistant, and Respite Care services who **are not** classified as live-in employees.

The EVV system will include verification of the following key elements:

- The type of service being performed
- The individual receiving the service
- The date and location of the service
- The individual providing the service
- The time the service begins and ends

If you have any questions about the EVV system, please contact your CDC+ Consultant.

Incident Reporting

As a family member, friend, or service provider of someone with a disability, you have a responsibility to report any incidents that might occur. There are two different categories for reporting: Critical Incidents and Reportable Incidents. Critical Incidents must be reported to the APD Regional Office within one hour after facility staff becomes aware of the incident. The initial report may be made by phone or in person, then an incident reporting form (which can be provided to you by your Consultant) must be completed and submitted no later than one business day after the critical incident.

Reportable Incidents must be reported to the APD Regional Office within one business day of the incident by completing the incident reporting form. If you have any questions about reporting incidents, please contact your CDC+ Consultant.

CDC+ Training Opportunities

We're excited to continue offering Skype trainings. For a full list of trainings, see apdcares.org/cdcplus/cdctraining.htm (all trainings scheduled in ET). To reserve a spot, email cdc.trgregistration@apdcares.org and include: 1) Training type, date, and time; 2) First and last legal name; 3) Region name or county of residence; and 4) Email address and phone number.

If Your Representative Resigns/Changes

If your CDC+ Representative decides to no longer provide their services, they must tell your Consultant the date their service will end at least a week in advance. If your Representative leaves for any reason and was unable to give prior notice, you or your parent or guardian must contact your Consultant within 24 hours of the Representative leaving.

Your Consultant is required to immediately notify your APD Regional Office so that your Representative's username and password for the web-based and IVR systems can be deactivated. This will help APD ensure that no invalid claims are made to your account.

If a consumer chooses to continue having a Representative, they have up to 30 days to identify a new Representative, make sure that individual has been trained, and ask the Consultant to submit the required paperwork to APD to add the new Representative to the participant's record. The participant may choose not to have a Representative if they are able to manage the responsibilities of the program on their own.

Until the paperwork has been submitted to add the new Representative, the only people authorized to submit payroll or discuss the participant's account with APD customer service staff are the participant, the participant's Consultant, and the APD Area Liaison for CDC+.

CDC+ Customer Service

Customer Service line: 1-866-761-7043
CDC+ fax line: 1-888-329-2731
Hours: Monday-Friday, 8 a.m.-5 p.m. ET