

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

January 2022

### Updating Your Contact Information

Happy New Year! The start of a new calendar year is always a good time to double-check that your information is up to date with CDC+. If you have changed your email address, phone number, or physical address since the time of the consumer's application, please send in a Participant Information Update (PIU) form so that we can include this new information in our business systems. This will help you receive all CDC+ communications in a timely manner.

### 2021 Tax Documents for Providers

APD will mail 2021 IRS Forms W-2 and 1099 directly to your employees and independent contractors by January 31. Independent contractors who earned less than \$600 in 2021 working for a CDC+ participant will not receive a Form 1099.

### Customer Service Calls On Payroll Weeks

Customer Service employees are doing their very best to be available for consumers and Representatives who call in their payroll on Mondays and Tuesdays of each payroll week. To provide quality customer service and the shortest possible wait time, we ask CDC+ consumers with **non-payroll questions and concerns** to wait until Wednesday of a payroll week to call Customer Service.

### Refunds of Social Security, Medicare Taxes

Consumers who employed DHEs who earned less than \$2,300 in 2021 will soon receive letters notifying them that these employees will receive refunds for their 2021 Social Security and Medicare tax payments. In addition, the employer's (consumer's) share of these payments will also be credited back to their consumer account once the funds are received from the Internal Revenue Service.

### Exempt W-4 Employees

Any employee who submitted an IRS Form W-4 (Employee's Withholding and Allowance Certificate) for 2021 claiming an exempt status on Line 4C will have to submit a new Form W-4 for 2022, even if this election remains the same. On January 18, a letter about this, along with a blank 2022 W-4, was mailed to consumers who have applicable employees. If you received a letter for a former employee, write on the letter that the provider no longer works for you and return to the address provided or fax it to 1-888-329-2731. If you hired an employee after January 1, 2022, the 2022 W-4 must be used. There is a link to the IRS Form W-4 here: <https://apd.myflorida.com/cdcplus/fea/>.

### Web-Based Payroll

CDC+ wants to make sure everyone can get their payroll claims in on time, and the best way to do that is by submitting claims online. You can access the payroll submission at <https://apd.myflorida.com/cdcplus/submissions/>. When using the web-based payroll system, you are required to enter your username and password. If you have not received this information or do not remember your information CDC+ Customer Service Representatives are happy to assist you with the process; just call on **a non-payroll week** and ask for assistance.

### Vendor/Independent Contractor Form

The Vendor/Independent Contractor Form has been updated. The new form is available at <http://apdcares.org/cdcplus/docs/appendix/vendor-information-form.pdf>. Make sure to use the new version of the vendor form going forward. **As of January 1, 2022, the old version will no longer be accepted.**

## Quick Update Submissions

A Quick Update form should be used to make changes to the current Purchasing Plan for an upcoming need or situation. A Quick Update form can only be used for the following reasons:

- To replace a current provider with a new provider; the rate of pay, number of units, employer tax status, and the total amount for the service must remain the same.
- To change the provider of an approved item in savings or the OTE/STE section to allow the participant or Representative to be reimbursed.

**NOTE:** The participant or Representative cannot be reimbursed for paying a directly hired employee OR independent contractor with their own funds; the F/EA must be able to report all earnings of these provider types to the IRS and cannot do so through reimbursement.

- To change the estimated purchase date for a savings item or the end date of an approved One-Time or Short-Term Expenditure
- To add or replace an item in the savings section of the Purchasing Plan.
- To add an emergency back-up provider for a service in the services section. The number of units and rate of pay must remain the same.

**Important:** The Quick Update form can only have **ONE** request per sheet. Multiple changes require filling out multiple Quick Update forms. An updated PP must be submitted after the approval of a quick update, and that updated PP must reflect the approved QU.

## Vehicle Modifications

With CDC+, consumers can use their Medicaid funding in creative ways to help meet their goals and needs. Vehicle Modifications are adaptations to the consumer's personal or family-owned vehicle that are necessary for the consumer to drive or be transported in the vehicle. If a consumer or their family purchases a used vehicle with adaptive equipment already installed, the waiver may not be used to fund the vehicle purchase or any portion of the purchase related to the adaptive equipment already installed.

## Reconciling Your Account

CDC+ participants are required to reconcile their account monthly to avoid overspending and/or to plan for future purchases.

Overspending and not keeping proper records could result in employees not being paid, being put on a CAP, or being disenrolled from CDC+. If there are any issues with a consumer's account, a reconciliation must be submitted prior to CDC+ analyzing the account.

**Note:** The web-based payroll system should not be used in place of a reconciliation. This system only shows the number of approved units and the number of units that remain after payroll is submitted.

## EVV Updates

CDC+ has launched the federally mandated Electronic Visit Verification (EVV) system. Only non-live-in DHEs and independent contractors (ICs) of In-Home Support (IHS), Personal Care Assistance (PCA), and Respite services (RSPH & RSPD) are required to participate. For more information, visit our one-stop EVV resource at <https://apd.myflorida.com/cdcplus/cdcevv.htm>.

Remember: If calling or emailing for assistance, please allow at least 48 hours for a response. Please be considerate of all CDC+ consumers and provide enough time for staff to review and research your issue before calling/emailing back or contacting another staff member. If you or your employee have problems accessing the app, you can call to log or approve EVV shifts using the EVV phone number: 877-336-4579.

## CDC+ Training Opportunities

We're excited to continue offering trainings, which are now provided through Go-To. For a full list of trainings, see [apdcare.org/cdcplus/cdctraining.htm](http://apdcare.org/cdcplus/cdctraining.htm) (all trainings scheduled in ET). To reserve a spot, email [cdc.trgregistration@apdcare.org](mailto:cdc.trgregistration@apdcare.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.

## 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