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

January 2023

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### 2022 Tax Documents for Providers

APD will mail 2022 IRS Forms W-2 and 1099 directly to your employees and independent contractors by January 31, 2023. Independent contractors who earned less than \$600 in 2022 working for a CDC+ participant will not receive a Form 1099.

### Savings Authorizations

CDC+ consumers should complete a reconciliation prior to submitting a savings authorization request, to ensure there is enough available funding to support the request. Please also calculate the number of services needed for the requested time frame (cannot exceed one year). This will ensure that the authorizations remain open. Note: If the Quick Update (QU) form is used to request the savings authorization, an updated Purchasing Plan (PP) must be submitted after the approval of the quick update, and that updated PP must reflect the approved QU.

### Updating Your Contact Information

Happy New Year! The start of a new calendar year is always a good time to review that your information and ensure it 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 contact your Consultant, and ask them to send in a Participant Information Update (PIU) form with your new information. Once received, CDC+ will update this information in our business systems. This will help you receive all CDC+ communications in a timely manner.

### Exempt W-4 Employees:

Any employee who submitted an IRS Form W-4 (Employee's Withholding and Allowance Certificate) for 2022 and claimed an exempt status on Line 4C will have to submit a new Form W-4 for 2023, even if this election remains the same. On December 28, 2022, a letter about this, along with a blank 2023 Form W-4, will be 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 to 1-888-329-2731. If you hired an employee after January 1, 2023, the 2023 Form W-4 must be completed. There is a link to the IRS 2023 Form W-4 here: <https://apd.myflorida.com/cdcplus/fea/>

### Proper Purchasing Plan Justification

As with all government programs, CDC+ requires justification for all services and supports requested on the PP and/or QU. Any service or support requested in the Savings section of the PP must be justified in writing when the PP and/or QU is submitted for approval. Not including justification could cause delays in approvals.

### CDC+ Training Opportunities

We are excited to continue offering trainings, which are now provided through Go-To. For a full list of trainings, visit [apdcare.org/cdcplus/cdctraining.htm](http://apdcare.org/cdcplus/cdctraining.htm). All trainings are scheduled in Eastern Standard Time (EST). To reserve a spot, email [cdc.registration@apdcare.org](mailto:cdc.registration@apdcare.org) and include: 1) Training type, date, and time; 2) Legal first and last name; 3) Region name or county of residence; and 4) Email address and phone number.

### CDC+ Customer Service

CDC+ customer service line: 1-866-761-7043  
CDC+ fax line: 1-888-329-2731  
Hours: Monday - Friday, 8 a.m. - 5 p.m. EST