

CDC+ Connection – Your Monthly Source of Helpful Information

January 2024

Updating Your Contact Information

Happy New Year! It's a good time to double-check that all account information is correct for CDC+ Consumers, Representatives and providers. While your CDC+ Consultant is responsible for updating the CDC+ Consumer's personal information in iConnect, CDC+ updates information for Representative and providers upon receipt of complete and correct paperwork.

If the CDC+ Representative has moved or changed their email address or phone number since the time of application, please submit a Participant Information Update (PIU) form to your CDC+ Consultant for processing so that we can update our business systems. This will help you receive CDC+ communications in a timely manner.

If the provider has moved or changed their name, please submit to your Consultant a Change of Name/Address for Employees, Vendors and Independent Contractors form. CDC+ will also need a new W-4 or W-9 depending on the provider type. Name changes for directly hired employees and Independent Contractors require copies of the provider's new Social Security card?

Consumer/Representative Reimbursements

****Effective immediately, CDC+ Consumer/Representative reimbursement claim submissions exceeding \$100 must include an invoice copy that clearly shows a \$0.00 balance. Payment information must be shown clearly and must include type of payment.**

When submitting justification for reimbursement, please include a cover sheet ([FAX Cover Sheet-Reimbursements.17-04-28.pdf](#) [myflorida.com](#)) with the consumer's name and consumer ID number. You'll also need to submit a copy of the paid receipt, which in addition to the above new requirements, must show the

consumer's name, the vendor's name, signature and title. NOTE: Receipts for goods such as consumable medical supplies do not require a signature.

After the reimbursement claim has been submitted through our web-based payroll system or customer service, submit the reimbursement documentation via fax to 850-487-1903, Attn: CDC+ Reimbursements; or by email to cdc.reimbursement@apdcares.org. CDC+ must receive all documentation by **2 p.m.** not 5 p.m. on payroll deadline days.

Web-Based Payroll

CDC+ wants to ensure everyone gets their payroll claims in one time. Our web-based payroll system is the best and most efficient way for that to happen. If you haven't received your username, or if you've forgotten your username, please call Customer Service, 866-761-7043. We'll send a username and instructions on getting a password.

2023 Tax Documents for Providers

APD will mail 2023 IRS Forms W-2 and 1099 directly to your employees and Independent Contractors by January 31, 2024. Independent Contractors who earned less than \$600 working for a CDC+ Consumer will not receive an IRS Form 1099 for that service.

Exempt W-4 Employees

Any employee who submitted an IRS Form W-4 (Employee's Withholding and Allowance Certificate) for 2023 claiming and exempt status on Line 4C will have to submit a new Form W-4 for 2024, even if this election remains the same. Notification will be sent, along with a current blank W-4 to Consumers who with 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 the letter to the address provided or fax it to 888-329-2731.

Loss of CDC+ Representative

CDC+ Consumers who cannot or choose not to self-direct, must always have a CDC+ Representative. CDC+ Consumers have 30 days to replace their Representative in the event the Representative cannot, for whatever reason, perform the functions required of Representatives as outlined in the CDC+ Handbook, Chapter 2.

If a Consumer does have a new Representative 30 days after the original Representative stopped fulfilling their responsibilities, the Consumer will be disenrolled from CDC+. The CDC+ Consultant will make sure the Consumer begins receiving services again through Waiver providers.

2023 Duplicate W-2/1099 Request Form

The CDC+ 2023 Duplicate and Corrected W-2/1099 Request Forms will not be available until February. At that time, the forms can be found at [Provider Packets | Consumer Directed Care Plus \(myflorida.com\)](#).

If an employee needs a duplicate or corrected W-2 or 1099, fax (850-487-1903) or email (apd.cdc.documents@apdcares.org) to CDC+.

Once processed, a copy will be mailed via USPS to the provider's address on file. If the employee's address is not correct, a Change of Name/Address for Employees, Vendors and Independent Contractors form and a new W-4 showing the correct address must be submitted along with the duplicate request form.

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.

CDC+ Training Opportunities

The January-April training calendar is available online at [CDC Training Calendar-2401 to](#)

[2404.pdf \(myflorida.com\)](#). Upcoming trainings include a Saturday training for CDC+ new Consumers/Representatives.

Registration instructions for our online trainings is available on our Training and Education page, [CDC Training Calendar-2401 to 2404.pdf \(myflorida.com\)](#).

CDC+ Customer Service

Customer Service: 866-761-7043

CDC+ FAX: 888-329-2731

Monday-Friday, 8 a.m.-5 p.m. ET