

Steps to Enrolling in CDC+

First Steps

Enroll in Florida's Agency for Persons with Disabilities (APD) Developmental Disabilities/Home and Community-Based Services iBudget Waiver

- Consumers must be fully enrolled with APD (not in pre-enrollment) before application to CDC+ may begin.
- Consumers not enrolled with APD can learn more about the applying here, <https://apd.myflorida.com/customers/application/>.

Lives in own home or family home

- Consumers cannot live in an APD group home setting at the time of application.

Selects a CDC+ Representative, if needed

- Consumers who choose not to, or cannot, manage their CDC+ accounts must select an unpaid advocate, or CDC+ Representative.
- The Representative will act on the Consumer's behalf and be responsible to Medicaid for proper account management.
- The CDC+ Representative will complete a Representative Agreement.

Consumer or their Representative takes initial training

- Reads the *CDC+ Handbook* and *How-to Guide* to be prepared to manage the Consumer's CDC+ account from the first day
- Attends a live, online CDC+ New Consumer/Representative Training
- Passes online Representative Readiness Review (a short test) with a score of 85% or better

Consumer chooses CDC+ Consultant

- Not all APD Waiver Support Coordinators are trained CDC+ Consultants
- Contact local APD office (information here, <https://apd.myflorida.com/region/>) for details on CDC+ Consultants in the Consumer's area and a Consultant Selection form

Applying to CDC+

Welcome Packet

- Application and Enrollment forms along with instructions are located in the Welcome Packet that can be found here, <https://apd.myflorida.com/cdcplus/>.
- Please note that application and enrollment forms must be signed by the Consumer or the Consumer's Parental or Legal Guardian or Guardian Advocate. The Representative cannot sign these forms unless they are the Consumer's guardian.

Cost Plan and Support Plan

- Obtain copies of the Consumer's most recent approved Support Plan and Cost Plan from the CDC+ Consultant. These will be needed to complete the application.

Application Packet

- Complete and review for accuracy:
 - Application
 - Emergency Back-Up Plan
 - Representative Agreement

Enrollment Packet

- Complete and review for accuracy:
 - IRS Form 8821
 - IRS Form 2678
 - Program Consent Form
 - Informed Consent for Fiscal/Employer Agent

Direct Deposit Request form

- For Consumers or Representatives seeking authorizations approved for reimbursement.

Submission Process

- Submit the completed (and reviewed for accuracy) Application and Enrollment packet forms and Direct Deposit Request form to the CDC+ Consultant who will submit them to the State Office on the Consumer's behalf.
- Allow a minimum of three weeks to process. CDC+ may need additional information during this time which will require immediate attention to prevent delay in enrollment.
- A Budget Authorization Form (BAF) displaying the initial monthly budget amount and anticipated start date will be sent upon application approval. The Budget Authorization Form has further instructions and action items towards enrollment.
- A Budget Calculation Worksheet (BCW) showing how CDC+ determined the Consumer's monthly budget based on their current Cost Plan will be sent along with the Budget Authorization Form.

Finding and Hiring Employees

- Background Screenings: The Consumer will need to register for Clearinghouse upon receipt of the Budget Authorization Form so that level two background screenings can be requested from potential employees.
- Online resources for the Clearinghouse and hiring providers, like tips on interviewing and how to classify providers, are available in the *How-to Guide* and *Appendix to the How-to Guide* and on CDC+'s Training and Education page, <https://apd.myflorida.com/cdcplus/cdctraining.htm>.
- Employee Packet. Directly hired employees will complete the following forms for employment:

Employee Information Form
W-4
I-9
Background screening clearance letter
Certificate of Good Moral Character
Direct Deposit Request Form

- Provider Packet. Independent Contractors and Agency/Vendors will complete the following forms:

Vendor Information Form
W-9
Background screening clearance letter
Certificate of Good Moral Character
Direct Deposit Request Form

Initial Purchasing Plan

- Upon receipt of the Budget Authorization Form and registration for the Clearinghouse, the Consumer prepares their first Purchasing Plan that will authorize the service, the provider and the amount of services budgeted to be performed by each provider.
- Submit the Purchasing Plan, provider packets and any necessary supporting documentation to the Consultant no later than the 5th of the month for enrollment the following month. For example, a Consumer with a Budget Authorization Form showing a start date of 8/1/24 must submit no later than 7/5/24.
- Complete requested corrections/revisions to the Purchasing Plan in a timely manner, if necessary.
- Allow 3-4 weeks after submitting your Purchasing Plan for processing by State Office.
- Approved Purchasing Plans are signed by State Office and sent to Consumers for their records
- CDC+ will send an approval letter with employee ID numbers, a welcome letter with a timesheet and payroll calendar as well as information on how to use the web-based payroll system.
- The consumer will continue to use their Waiver providers until to transition to the CDC+ program is complete.