



December 2025

CDC + Connection

KEEPING YOU UPDATED
WITH ESSENTIAL
INFORMATION

CDC+ Representative Background Screening Requirement Reminder

As a reminder, all Consumer Directed Care Plus (CDC+) Representatives must comply with background screening requirements.

Florida law requires all CDC+ Representatives (excluding self-representatives), to undergo a background screening, pursuant to sections 409.221 and 393.0655, Florida Statutes (F.S.). Additional details are available in the Background Screening of CDC+ Representatives Advisory (dated August 1, 2025) on the [CDC+ webpage](#).

The chart below provides due dates for CDC+ Representative to have successfully completed, passed, and submitted their level 2 background screening to the CDC+ program, based on the Region that serves the CDC+ Consumer. All employees and the CDC+ Representative **MUST** be on the Clearinghouse Roster.

Consumer Region:	CDC+ Representative Background Screening Due:
Southern	August 31, 2025
Suncoast	September 30, 2025
Southeast	October 31, 2025
Northwest and Northeast	November 30, 2025
Central	December 31, 2025

cost of screenings after December 31, 2025, will not be reimbursed. The cost of the screenings will only be reimbursed once per Consumer and Representative.

Submit the [Background Screening Reimbursements Cover Sheet](#) to the screening inbox at apd.cdc.backgroundscreenings@apdcare.org with the required documents by **no later than January 15, 2026**. As a reminder, the cover sheet is required whether reimbursement is being requested or not.

The Agency continues to work to process requests for the CDC+ Representative background screenings, which are currently running a couple of months behind. We appreciate your patience during this time, as we are diligently working to get the requests processed.

Web-Based Payroll

CDC+ wants to make sure everyone can get their payroll claims on time, and the best way to do that is by submitting claims online. It is strongly recommended that all CDC+ Consumers or Representatives utilize the web-based payroll system. You can access the payroll submission on the [CDC+ - APD - Agency for Persons with Disabilities - State of Florida](#) webpage.

Reimbursements may be requested for CDC+ Representative screenings completed between August 1, 2025, and December 31, 2025. The

CDC+ Offices Closed on State Holidays

The CDC+ offices (including the toll-free Customer Service line) will be closed on official, state-recognized holidays. Upcoming dates:

- Christmas Day – Thursday, 12/25/25
- Day After Christmas – Friday, 12/26/25
- New Years Day – Thursday, 01/01/26
- Day After New Years Day – Friday, 01/02/26

Future office closure days may occur during a payroll week. The Secure Web Payroll System is available 24/7 to submit your claims and can be accessed [here](#).

W-2 Time is Quickly Approaching

Please ensure any employee with a new address submits an Employee or Vendor Change of Name/Address form. The F/EA must have a current address on record to receive their IRS Form W-2 or 1099, and to file their tax return. They must attach a new W-4 or W-9 with their new address. Changes should be submitted by 12/15/25 to help ensure the employee receives their W-2 or 1099.

CDC+ Direct Deposit Option

CDC+ requests anyone who is eligible to sign up for direct deposit. Direct deposit has several benefits including:

- Receiving your money the day it is sent out. No need to wait for the mail.
- Having money available immediately, even if your mailbox is inaccessible or you must leave your home suddenly.
- Receiving money on time, even when banks are closed for a holiday or due to weather-related issues.
- CDC+ can issue funds through direct deposit into a savings account.
- Avoiding delays due to missing checks. Employees who do not receive their paper checks for any reason must wait 10 days, as the company must verify that the checks are not cashed before issuing new ones.

Please encourage your employees to sign up for direct deposit.

CDC+ Customer Service

CDC+ FAX:	Customer Service	Hours of Operation
888-329-2731	866-761-7043	Monday-Friday 8 a.m.-5 p.m. EST