



February 2026

apd  
agency for persons with disabilities  
State of Florida



# CDC + Connection

KEEPING YOU UPDATED  
WITH ESSENTIAL  
INFORMATION

## CDC+ Representative Background Screenings

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](#).

All required documents were due to APD by no later than January 15, 2026. The cost for any screening or rescreening completed after December 31, 2025, is the responsibility of the person completing the screening moving forward. As a reminder, all employees and the CDC+ Representative must be listed on the Clearinghouse Roster, and the roster must be kept current.

The Agency continues to work diligently to process reimbursement requests for the CDC+ Representative background screenings.

We hope to have all reimbursements processed by the end of April 2026. Please feel free to reach out if you have requested but have not received your reimbursement.

## Web-Based Payroll

CDC+ wants to make sure everyone can get their payroll claims submitted on time. The best way to do that is to submit claims online. You can access the payroll submission link on the APD website here: <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.

## Responsibilities of Consumers or Representatives

As a CDC+ Consumer/Representative, you are responsible for keeping your username and password safe. Per the [CDC+ Program Coverage Limitations and Reimbursement Handbook](#) (pages 2-3 and 2-4), you must “not disclose any username, user ID, or password associated with the Consumer to unauthorized persons.” Each username and password combination is assigned to a single person. The Handbook also requires you to “keep the consumer’s CDC+ information confidential” (page 2-4). If anyone other than the authorized CDC+ Consumer or Representative enters the Secure Web or calls CDC+ Customer Service and impersonates the consumer/Representative, it is a breach of confidential information and will be in violation of these two critical rules. This action may result in disenrollment from the CDC+ program.

## Requirements for Vehicle Modification Requests

As outlined in the CDC+ Program Coverage Limitations and Reimbursement Handbook (page 4-51), requests for vehicle modifications may only be made for a Consumer’s family-owned or Consumer-owned vehicle that are necessary for the Consumer to drive or be transported in the vehicle. The CDC+ Consumer/Representative must provide documentation showing the vehicle is owned by the Consumer or the Consumer’s family. Ownership can be shown by submitting the vehicle registration or title. Temporary registrations cannot be accepted.

## 2025 Tax Documents

APD mailed 2025 IRS Forms W-2 and 1099 directly to your employees and Independent Contractors by January 31, 2026. Independent Contractors who earned less than \$600 working for a CDC+ Consumer will not receive an IRS Form 1099 for that service.

## 2025 Duplicate W-2/1099 Request Form

The CDC+ 2025 Duplicate and Corrected W2/1099 Request Forms will not be available until February. At that time, the forms can be found at [Provider Forms & Documents CDC+ - APD - Agency for Persons with Disabilities - State of Florida](#).

If an employee needs a duplicate or corrected W-2 or 1099, fax (850-487-1903) or email (cdc.reimbursement@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.

## Updating Contact Information

Happy New Year! It's a good time to ensure all account information is correct for CDC+ Consumers, Representatives, and providers.

If the provider has moved or changed their name, please submit a Change of Name/Address for Employees, Vendors and Independent Contractors form to your CDC+ Consultant.

By updating this information, you will ensure you receive CDC+ communications in a timely manner.

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 a copy of the provider's new Social Security card.

## Vendor Information Form

When submitting a vendor information form, please ensure you are selecting the appropriate box when indicating the type of service being provided.

When asked if the provider provides direct care, in most instances the answer will be "yes". Some CDC+ Program Services that may be considered to not be direct care are services such as Consumable Medical Supplies, Vehicle Modifications, and Environmental Modifications.

If you have questions about completing this form, please do not hesitate to reach out to the CDC+ Program.

### 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