



January 2026

CDC + Connection

KEEPING YOU UPDATED
WITH ESSENTIAL
INFORMATION

CDC+ Representative Back-ground Screenings

The Agency continues to work diligently to process reimbursement requests monthly for the CDC+ Representative background screenings, which are currently running several months behind. We appreciate your patience during this time.

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](#).

To qualify for reimbursement, all required documents must be submitted by **no later than January 15, 2026**. All screenings completed after December 31, 2025, are the responsibility of the CDC+ Representative moving forward. As a reminder, all employees and the CDC+ Representative **MUST** be on the Clearinghouse Roster.

2025 Tax Documents

APD will mail 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 W[1]2/1099 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.

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:

- Martin Luther King Jr. Day – Monday, January 19, 2026
- Memorial Day – Monday, May 26, 2026

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. It is strongly encouraged that the Secure Web Payroll System be utilized by all CDC+ Consumers and Representatives.

Vehicle Modifications

This is a Restricted service which allows adaptations to be made to a Consumer's family-owned or Consumer-owned vehicle that are necessary for the Consumer to drive or be transported in the vehicle. There are special conditions and limitations for this service, so please be sure to review the Consumer-Directed Care Plus Program Coverage, Limitations, and Reimbursement Handbook for more information.

Working with Advocates

A “client advocate” means a friend or relative of the client, or of the client’s immediate family, who advocates for the best interests of the client in any proceedings in which the client or his or her family has the right or duty to participate. S. 393.063(8), Florida Statutes.

A “client advocate” is not the same as a “guardian advocate”. A “guardian advocate”, as the term is utilized in section 393.13(h), refers to a person who has been appointed by the circuit court through the process outlined in section 393.12, Florida Statutes, and who has been granted rights to act on behalf of the person with a developmental disability.

With the permission of the client/legal representative, a client advocate may receive information or participate in any meetings with the client/legal representative. However, no confidential information should be shared with a client advocate unless the client or their legal representative has signed a release specifically identifying the information related to the client that the advocate is authorized to receive. APD consent forms are available here at [Consent to Obtain or Release PHI](#).

It is also important to note, a legal representative for individuals over the age of 18 may be anyone designated by the recipient through a Power of Attorney or Durable Power of Attorney, a medical proxy under Chapter 765, F.S., or anyone appointed by a Florida court as a guardian or guardian advocate under Chapter 393 or Chapter 744, F.S, pursuant to the Developmental Disabilities Individual Budgeting Waiver Services Coverage and Limitations Handbook.

An advocate, who is not the legal guardian/representative or a court appointed guardian advocate, does not have authority to make decisions on behalf of the client. Directives or decisions coming from an advocate should not be followed unless the client or legal representative has confirmed their agreement to the intended course of action.

Advocates can be a valuable resource for clients. However, they are not a substitute for the participation and decision making of the client and their legal representative. At no point in time should your communication go solely to the advocate. Clients and their legal representatives should continue to be included in all communications.

CDC+ Eligibility

To be CDC+ eligible, CDC+ Consumers must:

- Be enrolled in the Individual Budgeting Waiver.
- Reside in their own or family home and not reside in a home or property that is owned, operated, or controlled by a provider of services, not related by blood or marriage.
- Not have been previously disenrolled from the CDC+ program due to their mismanagement or inappropriate use of Medicaid funds.

Additionally, all CDC+ Consumers must have an assigned CDC+ Consultant and a CDC+ Representative (if they are not willing or able to be a self-representative).

CDC+ Customer Service

CDC+ FAX:

888-329-2731

Customer Service

866-761-7043

Hours of Operation

Monday-Friday

8 a.m.-5 p.m. EST

