



CDC+ Background Screening Requirement Reminder

All Consumer Directed Care Plus (CDC+) Representatives and providers must pass a level II background screening. An accurate and active Clearinghouse roster must be maintained and include both the CDC+ Representative and the provider(s). Accurate information on the Consumer's Clearinghouse roster allows the Clearinghouse to provide notifications to providers who are listed on the roster prior to expiration.

Re-screening must be completed once every five years for all providers and CDC+ Representatives. Those who are not in compliance with background screening requirements will not be eligible to serve CDC+ Consumers..

Updated Guidance on CDC+ Background Screening and Eligibility Requirements for Providers/Vendors/Agencies

Those that serve CDC+ Consumers must be eligible under [APD CDC+](#) in the Background Screening Clearinghouse. This includes all providers, vendors, and agencies providing care under the CDC+ program. Waiver providers are required to show eligibility for both APD CDC+ and APD General moving forward. If you have a valid background screening under "APD General", an Agency review will need to be initiated to determine eligibility under APD CDC+.

For instructions on how to access the Clearinghouse, please visit the CDC+ website under [Background Screening Information for CDC+](#).

2026/2027 Fiscal Year Purchasing Plans

CDC+ State Office will only review July 1, 2026, purchasing plans if the Consumer's budget is reduced or there is a One-Time Expenditure (OTE) or Short-Term Expenditure (STE) that needs to be effective July 1, 2026.

August 1, 2026, Purchasing Plans should be submitted for all other budget changes. If the Consumer's budget is not reduced and a necessary change needs to go into effect July 1, 2026, a Quick Update (QU) can be submitted for July 2026, followed by a full Purchasing Plan (PP) effective August 1, 2026.



CDC+ Records Retention and Employment Verification

Under the CDC+ Program, the CDC+ Consumer/Representative is the employer. As the employer, the consumer or representative is required to maintain detailed employment records. This person should be consulted for complete information regarding employment verification and earnings statements and/or copies of the employees' W2 forms. All payroll-related documents must be maintained in an organized manner for at least six years, in accordance with Medicaid records

retention requirements.

When a Medicaid waiver provider is hired by a Consumer in the CDC+ program, that provider is responsible for keeping the same records required for Consumers receiving services through the iBudget Waiver. Additionally, the CDC+ Consultant is responsible for maintaining all required pro-program materials in the Consumer's central file and must cooperate with quality assurance monitoring.

Web-Based Payroll

We strongly encourage the use of the [APD CDC+ Secure Web-based Payroll System](#) to submit timesheets. This web-based system is the best way to ensure claims are submitted timely, especially in an emergency where state office staff may not be available. When using the web-based payroll system, you must enter your username and pass-word. Please reach out to CDC+ Customer Service for assistance with your username or password.



Updates on New Starts, Purchasing Plans, and Quick Updates

For questions related to New Starts, Purchasing Plans, and Quick Updates, we kindly request that you contact the CDC+ customer service line and speak with the packet reviewer.



As a reminder, New Start documents received by the 10th of the current month will begin the review process the following business day. Once reviewed, corrections notices/emails will be sent to the CDC+ Consumer/Representative, and the CDC+ Consultant. If there is no correspondence related to your submission within 72 hours, we recommend following up prior to the "anticipated start date" to ensure documents have been received and are being processed.

New Start documents received after the 10th of the month will begin the review process the following month with an updated anticipated start date.

Please ensure that the individuals continue to receive services under iBudget until they have an official and approved start date for CDC+.

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