

WSC ADVISORY #2024-014
CONSUMER DIRECTED CARE PLUS (CDC+)
PAYROLL DEADLINE CHANGE-DECEMBER 2024

ACTION REQUIRED

EFFECTIVE DATE: IMMEDIATE

Consumer Directed Care Plus (CDC+) Payroll Deadline Change Notification – Christmas Week

This communication contains important information regarding payroll submission for CDC+ Services provided during the following pay period:

- December 9 through December 22, 2024

To ensure that directly hired employees and vendors are paid, CDC+ consumers and CDC+ Representatives must submit payroll claims through the CDC+ Secure Web-based Payroll System by 5 pm, Eastern Standard Time, Monday, December 23, 2024, for payroll during December 9-22, 2024. This system is available 24 hours per day, 7 days per week. Also, if you have any issues and must call your payroll claims in the deadline for submission via the phone will be 5 pm, Monday, December 23, 2024, as well.

CDC+ consumers and CDC+ Representatives may obtain log in credentials to process payroll online. If a CDC+ consumer or CDC+ Representative does not have log in credentials for CDC+ Secure Web-based Payroll System, please contact customer service at 866-761-7043 as soon as possible so that we can assist you in submitting payroll claims (timesheets, invoices, and reimbursements) online.

Due to the holiday season, the Agency for Persons with Disabilities, CDC+ office will be closed December 24, 25, and 31, 2024 as well as January 1, 2025.

Please ensure that this information is shared with your CDC+ consumers or their legal representative.

If you have questions, please call the CDC+ customer service help desk at 1-866-761-7043 or email questions to apd.cdc.documents@apdcares.org.