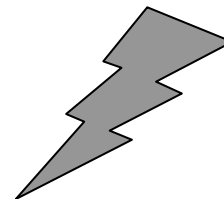


# CDC+ Connection



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*The Agency for Persons with Disabilities*

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## **New CDC+ Program Administrator**

The Agency for Persons with Disabilities is pleased to announce that **Liesl Ramos** was hired as the new CDC+ Program Administrator on June 12. She has worked for APD before and brings a wealth of experience to this position.

## **New Pay Schedule**

The Pay Schedule for July through December 2009 is enclosed with this month's statement. It is also available on the CDC+ Web site at <http://apd/myflorida.com/cdcplus>.

## **Changing Your Representative?**

If you need to select a new representative and the person who will be your representative is named as a provider on your current approved Purchasing Plan, you must update your plan to remove that person as an authorized paid provider before he or she can be approved as your representative.

**Please note:** The Purchasing Plan has a place for your consultant to indicate that the form used to make this change is attached.

## **Do You Receive a "Cash" Check Each Month?**

Being approved to receive a "cash" check each month in the CDC+ program is considered a privilege because receiving cash enables you to buy your necessary monthly supplies at a local store where you may get a product you prefer or can take advantage of sales. And if you can save money on your supplies like this, you can use the "savings" to purchase other approved services and supports.

If you have been authorized to receive a monthly "cash check" to purchase specific consumable medical supplies, over the counter medication, or nutritional supplements from a local retail store, or perhaps a monthly bus pass, you are required to keep all receipts to document your

purchases. You are required to maintain a log that shows how much your "cash check" was each month and how much you spent, so you know the amount of Medicaid funds you have on hand at all times. At the end of every month, you must provide copies of your log and all your receipts to your consultant.

As has always been a requirement of the CDC+ program, if your cash on hand at the end of the month exceeds 20 percent of your cash check amount for two months in a row, you must update your Purchasing Plan to reduce the amount of cash you receive so you can reduce your cash on hand.

If you update your Purchasing Plan to eliminate the cash items, you must send the following items to your consultant:

- ◆ a copy of your final cash receipts log, and
- ◆ a check made payable to Consumer Directed Care Plus in the amount of the cash on hand at the end of the month in which you received your final cash check.

Your consultant will put a copy of the check and log into your official file and send them to the APD Area CDC+ Liaison, who will forward the check and log to APD Central Office for processing. The check will be deposited back into your CDC+ account and will appear as an adjustment on your next statement.

As a CDC+ participant or representative, it is your responsibility to ensure this procedure is followed.

## **Changing your Employee's rate of pay?**

If you submit a new Purchasing Plan to change the hourly rate of pay for a directly hired employee, that rate of pay will take effect on the first Monday of the month. The reason for this is that you submit your employees' hours in a lump sum amount for each work week, and it is therefore impossible for the payroll system to know how many of those hours were worked at the old rate and how many were worked at the new rate.

When completing your Purchasing Plan, enter the new rate of pay for the whole month for budgeting purposes.

Remember, your Purchasing Plan is just that – a plan. You are expected to stick to it pretty closely, but it does not have to be exact. You watch to make sure an employee does not work more than 40 hours a week if overtime pay is involved, but you can vary a few units of service here and there. If you consistently receive a different amount of service from what was approved on your Purchasing Plan, you must update your plan to make it more realistic.

### More Information on Direct Deposits

In the last issue of **CDC+ Connection**, a chart was promised to further explain the time requirements for processing direct deposits.

When APD receives a direct deposit form by the Monday just before a **Tuesday** deadline for the bi-weekly payroll submission, the person or business requesting direct deposit will begin receiving the direct deposit on the second pay day after that for which he or she is due a pay check. So if the person submits the direct deposit form, he or she must work sometime during the prior pay period and the next pay period in order to receive the direct deposit on the second pay day referenced.

M	T	W	T	F	S	S
	①					
	\$					
	②					
	\$	EFT				
	③					
	\$	EFT				

- = receipt of direct deposit form
- = midnight Sunday end of pay period
- ① ② ③ = bi-weekly payroll submission deadline
- \$\$\$\$ = pay day
- = the pay check will be mailed
- EFT = the pay check will be direct deposited

### Do Your Employees Provide Services to More than One CDC+ Participant at a time?

When a Directly Hired Employee provides a service to more than one CDC+ participant at a

time, there are three very important things to consider:

1. The employee must make at least minimum wage (\$7.25/hr starting 7/1/09) for providing the service. (The only exception to this is companion services, Service Code 11)
2. Each CDC+ participant is a single household business, so each participant must pay the employee minimum wage.
3. An employee's hourly wage is a 100 percent wage for providing 1 hour of service dedicated only to the participant who hired him or her.

Therefore, if there are two siblings on CDC+ and the same employee transports both of them together, each sibling must pay the employee at least minimum wage, and the total number of hours it takes to transport the siblings during the month should be split half and half to each sibling's Purchasing Plan. The timesheet submitted by the employee will reflect half of the time provided to one sibling and half of the time provided to the other sibling. For example, if the transportation starts at 8 a.m. and ends at 10 a.m., the timesheet for one sibling will reflect 8 - 9 a.m. and for the other sibling, 9 - 10 a.m.

If the service is personal care assistance, and one sibling requires twice as much attention as the other due to a difference in physical capabilities, the Purchasing Plan and the timesheet should reflect twice as many hours for one sibling as the other. Therefore, if the total number of hours the employee will work for both siblings during the month will be 120, then 40 hours will be budgeted on one sibling's Purchasing Plan and 80 hours will be budgeted on the other sibling's Purchasing Plan. If the PCA employee comes to work or starts working at 6:30 a.m. and leaves or stops working at 8 a.m. The timesheet will reflect 6:30-7 a.m. for one sibling and 7 - 8 a.m. for the other sibling.

### Have you Noticed a Change in Your Employees' Withheld Tax Amounts?

Some of you have already noticed that the amount of taxes withheld from your employees' pay checks is less in April than it was in March – and the amount of their checks is greater. On April 1, 2009, President Obama's campaign promise to the American people – the American Recovery and Reinvestment Act – took effect. That act provides a tax cut to 95 percent of all working families, meaning that "a typical family will begin taking home at least \$65 more every month." (From the President's Weekly Address to the Nation on 2/20/09.)