



CDC+ Connection



The Agency for Persons with Disabilities

Secure Web-based Payroll - Update

In last month's CDC+ Connection, we announced APD's new secure Web-based payroll system. Each CDC+ participant has received or will soon be receiving a letter that provides the Username for the participant and representative, if there is one. When the letter is received, and you use the Web-based system to process your payroll, please call Customer Service and get your password any day of the week – except Mondays and Tuesdays while Customer Service is busy taking payroll calls. Please do not call before you have received your letter. The last group of letters will be mailed the week of June 1.

As with all new systems, there could be a few things we missed. Please call Customer Service and let them know if you have experienced a problem so we can get it fixed right away.

The "old" web-based system will be shut down in July, so remember to get your password!

New Interactive Voice Response System

As some of you may have heard, APD has been authorized by the Legislature to open CDC+ enrollment during the upcoming state fiscal year to approximately 2,500 more people. Ever since March 2008 when APD became your Fiscal/Employer Agent, CDC+ participants who have been unable to use the Web-based payroll system could call Customer Service and speak with a live person to process their payroll. Because we will be increasing the number of CDC+ participants during the coming year, APD has developed an interactive voice response (IVR) system – in both English and Spanish – so you can call in your payroll at times other than 8 a.m. to 5 p.m. on weekdays. You will be able to call at your own convenience, day or night.

After letters with Usernames for the Web-based payroll system have been mailed to all participants and representatives, APD will begin mailing letters to all CDC+ participants and representatives to provide *different* Usernames for the new IVR system. A user guide – available in Spanish – will be sent with the letter. Please read these letters carefully because they are very similar. Keep both letters for your records.

We are very excited to offer you this new IVR system. This same kind of system has been used successfully for the past year by elders who participate in Florida's other consumer-directed care program.

State and Federal Minimum Wage

Important reminder: On July 24, 2009, the Federal minimum wage will go up to \$7.25/hr. All CDC+ participants must pay their directly hired employees at least minimum wage, unless they provide companion services (Service Code 11), which is exempt from the minimum wage requirement. You must immediately submit a new purchasing plan effective July 1 to adjust the pay rate of any Directly Hired Employee who appears in any section with a rate under \$7.25.

Planning on Direct Deposit?

When completing the Direct Deposit form that is in your program materials, please notice that a copy of a voided blank check or a bank letter verifying the routing number, account number, name, and address of the account holder must be submitted along with the form. This is a requirement of your Fiscal/Employer Agent, not your bank. As your F/EA, APD acts in a legal capacity on your behalf and must ensure that the bank routing number and account number belong to the person or vendor whose name is on the Direct Deposit form.

APD must receive the form, validate all information, enter the information from the form into APD's records, and send the data to the checkwriting company. The checkwriting company has to send a test file to the bank the next time the employee or business is scheduled to be paid. The employee or business will receive a paper check on that pay day. The direct deposit will be made the next time the employee or business is paid.

To be on the safe side, tell your employees and vendors who have requested direct deposit that it will begin no later than the third payroll after they have submitted the direct deposit form. See chart in next CDC+ Connection.