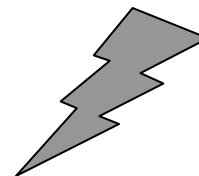


# CDC+ *NEWSFLASH*



## **EARLY PAYROLL SUBMISSION DEADLINE!!**

Please note that there is an important change to the CDC+ payroll calendar. For the bi-weekly period December 15 through December 28, the deadline to submit timesheets, invoices, and requests for reimbursement via the web or phone is **5 p.m. (EST) Monday, December 29**. This deadline is necessary in order to ensure a pay date of January 7, 2009. A revised payroll calendar showing this revised date is enclosed. If you have any questions about this change please contact CDC+ Customer Service.

## **NOTIFICATION OF VENDOR PAYMENTS**

Some CDC+ participants receive services from vendors or agencies that serve several other CDC+ participants. CDC+ Customer Service receives several calls each month from vendors and agencies who receive direct deposit payments or even checks, and they are unable to track the payments back to specific invoices. If you receive services from an agency vendor or independent contractor, it is your responsibility to identify the invoice(s) being paid. If you are mailing the vendor a paper check, please attach a copy of the invoice(s). If your provider has chosen to receive direct deposit, please fax a copy of the EFT notification that you receive, along with a photocopy of the invoice(s) so that your provider will know which invoice(s) are being paid. Your assistance in following these procedures will help your providers, as well as CDC+ Customer Service.

## **PARTICIPANT SATISFACTION SURVEY**

You will soon receive a participant satisfaction survey in the mail. This one-page survey is anonymous and brief, and by completing and returning it, you can help your CDC+ team improve the services that we provide to you. Please watch for this survey in the mail, and thank you in advance for helping us serve you better.

## **MINIMUM WAGE CHANGE**

Effective January 1, 2009, Florida's minimum wage will increase to \$7.21 per hour. All workers, except for those who perform Companion service, must be paid at least \$7.21 per hour starting January 1. If you currently have directly hired employees earning less than this amount, please plan to submit a purchasing plan increasing their hourly rate for an effective date of January 1.

## **SCHEDULING SERVICES WITH A BI-WEEKLY PAYROLL**

The hours that your employees can work can be determined by keeping a separate calendar for each month. Some CDC+ participants are dividing the total number of hours in their monthly service plan by four weeks and then scheduling their employees based on that calculation. In fact, since most months have 30 or 31 days, this can result in overspending. The monthly amount of scheduled hours should match the amount of monthly services in the purchasing plan.