
CDC+ Connection – Your Monthly Source of Updates and Helpful Information

Special Smiles

The Grottoes of North America Humanitarian Foundation is committed to helping alleviate suffering and improving children's quality of life by providing dental care for those who otherwise might go without through the Special Smiles program. Children under 18 with cerebral palsy, muscular dystrophy, organ transplant, and mental retardation are eligible. The program serves all Florida counties. Contact the foundation at 614-933-0711, or on the Web at <http://www.hfgrotto.org>.

Please share this information with anyone you know who does not receive dental services from Medicaid or other public programs and may need this assistance.

New Employees and Vendors

By now you should all know that you are required to send your new employees' and vendors' "enrollment" packets to APD, via your consultant, along with the purchasing plan on which they are first listed.

When you hire an employee, the very first thing you must do is start their background screening, of course. In addition to that, the employee must complete the program and federal forms that will enable them to get paid. We call this group of forms the Employee Packet, which consists of:

- ◆ Employee Information Form
- ◆ IRS Form W-4
- ◆ DHS Form I-9
- ◆ Direct Deposit Form (optional)

These completed forms must be submitted to your consultant along with the purchasing plan on which the employee is first listed to provide services. It is very important they be completed correctly. Samples of correctly completed forms may be found on APD's CDC+ Web site at <http://apd.myflorida.com/cdcplus>.

When you arrange for services to be provided by a vendor or independent contractor, you must ask the vendor or independent contractor for his or her Federal Employer ID Number (FEIN) to make sure payment will be made to the right business and will be reported to the IRS in accordance with tax laws. As the "household employer" it is your

responsibility to provide the information on the correct forms. We call this group of forms the Vendor Packet, which consists of:

- ◆ Vendor Information Form
- ◆ IRS Form W-9
- ◆ Direct Deposit Form (optional)

The IRS Form W-9 must be submitted for all vendors who are sole proprietors – in CDC+, we call them independent contractors. This form is the official document that tells you, the household employer, what your vendor's tax ID number is. Please begin requesting all of your vendors to complete an IRS Form W-9 because this will become a requirement in the near future.

Please do not send your employee and vendor packets directly to APD. They must be submitted to your consultant with the Purchasing Plan.

Consumer/Representative Reimbursement

When you enter "Consumer/Representative Reimbursement" on your Purchasing Plan, you must first list the name of the provider from whom you will be purchasing the service or support. You must also indicate the Provider Type. You can only be reimbursed if the provider is an Agency/Vendor.

Notifying Vendors of Payments Made via Direct Deposit

Picture this: You and 300 other consumers on CDC+ use HDIS as your vendor for consumable medical supplies. HDIS has requested direct deposit. Every month 300 individual deposits totaling \$5000 are direct deposited to HDIS's bank account. HDIS is thrilled to receive the money, but has no idea who they are for. If you want to be sure that the deposit made for you is correctly credited to your HDIS account, you must send a copy of the direct deposit notification you receive from CDC+, along with a copy of HDIS's invoice, to HDIS. If you don't do this, there is no assurance your account with HDIS will be properly credited with your payment.

You are responsible for sending to your vendor a copy of the direct deposit notification and a copy of the invoice that was paid as soon as you receive the direct deposit notification from CDC+.