Steps to Enrolling onto the CDC+ Program

**First Steps**
- Enroll in DD/HCBS iBudget Waiver
- Live in own home or family home
- Select a representative (if needed) and complete a Representative Agreement
- Take the CDC+ Initial Training
- Pass the Initial Training Readiness Review with a score of 85% or higher

**Application and Enrollment Packets**
- Obtain a copy of the approved cost plan and support plan from the CDC+ consultant (Use to fill out the application)
- Complete the Application Packet:
  - Application
  - Emergency Back-Up Plan
  - Representative Agreement
- Complete the Enrollment Packet:
  - IRS Form 8821
  - IRS Form 2678
  - Program Consent Form
  - Informed Consent for Fiscal Employer Agent
- Complete the Direct Deposit Request form for Consumer/Rep Reimbursements
- Submit the application, enrollment documents, and direct deposit form to consultant
- State Office sends the Budget Authorization Form (BAF) containing the consumer ID, initial budget, and anticipated start date after processing documents
- Allow a minimum of three weeks to process

**Finding & Hiring Employees**
- Interview potential employees
- Have employees complete a level two background screening
- Have Employee Packet Completed:
  - Employee Information Form
  - W-4
  - I-9
  - Background Screening clearance letter
  - Certificate of Good Moral Character
  - local police record (optional)
  - Direct Deposit or Rapid!PayCard® Request form

**Initial Purchasing Plan**
- Once you receive the BAF (includes the consumer ID number & approved budget), prepare the 1st draft of your Purchasing Plan
- Submit the Purchasing Plan to your consultant for review along with the employee and vendor packets
- Have Vendor Packet Completed:
  - Vendor Information Form
  - W-9 (if not a corporation)
  - Direct Deposit Rapid!PayCard® Request form
- Purchasing Plan must be received by your consultant no later than the fifth of the month to enroll on the first of the following month
- CDC+ Customer Service will call to let you know when you are approved to start CDC+ and to provide your employee ID numbers
- Continue to use your waiver providers until the transition to the CDC+ Program is complete
- Allow 3-4 weeks after submitting your Purchasing Plan for processing
- CDC+ Customer Service will call to let you know when you are approved to start CDC+ and to provide your employee ID numbers
- Continue to use your waiver providers until the transition to the CDC+ Program is complete