

**WSC ADVISORY #2023-009**  
**CONSUMER DIRECTED CARE PLUS (CDC+) PAYROLL CHANGE NOTIFICATION**  
**INFORMATIONAL**

**EFFECTIVE DATE: NOVEMBER 9, 2023**

Please share this information with CDC+ consumers and CDC+ Representatives.

This communication contains important information regarding payroll submission for CDC+ Services provided during the following pay period:

- December 11 through December 24, 2023

To ensure that directly hired employees and vendors are paid, CDC+ consumers and CDC+ Representatives may submit payroll claims through the CDC+ Secure Web-based Payroll System at any time until 5:00 p.m., Eastern Standard Time, December 26, 2023, for payroll during December 11-24, 2023. This system is available 24 hours per day, 7 days per week. Instructions for using the portal can be found by clicking [here](#).

CDC+ consumers and CDC+ Representatives may obtain log in credentials to process payroll online. If a CDC+ consumer or CDC+ Representative does not have log in credentials for CDC+ Secure Web-based Payroll System, please contact customer service at 866-761-7043 as soon as possible so that we can assist you in submitting payroll claims (timesheets, invoices, and reimbursements) online.

Due to the holiday season, the Agency for Persons with Disabilities, CDC+ office will be closed from December 25, 2023, through December 26, 2023, and will reopen on Wednesday, December 27, 2023. If you have questions, please call the CDC+ customer service help desk at 1-866-761-7043 or email questions to [apd.cdc.documents@apdcares.org](mailto:apd.cdc.documents@apdcares.org).