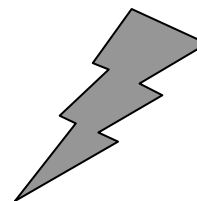


# CDC+ *Connection*



*The Agency for Persons with Disabilities*

## **Spending Within Your Budget**

Until mid-2008, the Consumer-Directed Care Plus (CDC+) program had a twice-monthly payroll schedule. Now, as you know, the payroll schedule is biweekly, meaning that biweekly pay periods usually include service days in two separate months (for example, March 23 through April 5). Another difference is that there are now 26 pay periods each year instead of 24.

It is easy to use your monthly statements to track your services with a biweekly payroll, but there is one important thing to keep in mind: always plan your services on a calendar month. Total services received each month should match the purchasing plan's monthly service budget.

When you submit payroll payment requests for the bi-weekly period for your employees, some payroll periods will include the end of one month and the beginning of the next.

## **Planning Monthly Services**

For example, if in your purchasing plan you are authorized to receive 300 hours of in-home support each month, and you need about ten hours daily, in a month with 30 days you can afford exactly ten hours per day (300 divided by 30=10). On the other hand, if the month has 31 days, and if you receive ten hours of in-home service on each day, you will receive 310 hours of service, which is more than you budgeted for the month.

## **Possible Solutions**

(A) In months when you may need more service than is authorized on your plan, you may cut back on an unrestricted service such as respite to ensure that you have sufficient funds available to pay for the needed service, or (B) if you normally contribute to savings each month, you can spend some of the funds earmarked for

savings, or (C) if you have accumulated unspent unrestricted funds, you may use the program's flexibility to apply those funds towards the "extra" day of service.

The easiest way to make sure that you don't overspend your budget is to plan your services each month based on that month's calendar, ensuring that you do not exceed the service units budgeted on your purchasing plan.

For example, if the same in-home support provider works a month with 28 days, the employee can safely work 10.5 hours per day which would total 294 hours, leaving 6 hours to spread out over various days through the month to make up the total 300 hours that are authorized.

If the same employee works a month with 30 days, the employee can safely work 10 hours per day which would total 300 hours. If the same employee works a month with 31 days, the employee can safely work 9.5 hours per day which would total 294.5, hours leaving 5.5 hours to spread out over various days through the month to make up the total 300 hours that are authorized.

If you do exceed budgeted hours, you must have a way to pay for the service without overspending. Remember: don't plan your services based on the timing of pay periods. Plan your services based on the total number of hours per service code authorized to be provided by each of your providers in your purchasing plan in any given calendar month.