

WSC ADVISORY #2025-006
FISCAL YEAR 2025-2026 PLANS AND SERVICE AUTHORIZATIONS

ACTION REQUIRED

EFFECTIVE DATE: APRIL 3, 2025

Fiscal Year (FY) 2025-2026 plans have been created and approved in iConnect. Please refer to [WSC Advisory 2025-001](#) and [WSC Advisory 2025-004](#) for additional information on the preparations that have occurred to date.

Waiver Support Coordinators (WSCs) and Consumer Directed Care Plus (CDC+) Consultants must log in to iConnect and review FY 2025-2026 plans for all clients on their caseload so that providers receive service authorizations by June 1, 2025. When reviewing a client's FY 2025-2026 plan, please check for the following:

- Review all services on the FY 2025-2026 plan to make sure that needed services continue. Review all planned services regardless of the status. Even though the FY 2025-2026 plan may show in *approved* status and have authorizations, WSC or CDC+ Consultants should verify that plans and planned services reflect the current needs of the client, including the correct provider, correct units, and that all services are in place.
- Planned services that were authorized for a partial year in FY 2024-2025 are copied in an *approved* status in FY 2025-2026. **Please annualize the units for these planned services and guarantee that the plans are submitted for approval to APD by May 1, 2025.** Please prioritize plans for CDC+ clients first.
- Review units for the continuing services plans on the FY 2025-2026 plan to confirm that the units are annualized for the entire fiscal year and reflected accurately in the Annualized Units box on planned services.
- Verify that service authorizations are generated accurately. If a planned service was copied without an authorization, the WSC will need to follow the plan validation process and manually create the authorization. Do not update all authorizations on the FY 2025-2026 plan if not all planned services were edited.
- Verify the FY 2025-2026 plan addresses the client's needs identified in their support plan, meets medical necessity criteria, is within iBudget Handbook coverage and limitations, complies with legal notices, and complies with Final Orders.
- Verify the full 12 months of WSC or CDC+ Consultant services are entered on the plan.
- The following plans or planned services were not copied and must be addressed manually by the WSC or CDC+ Consultant by May 1, 2025:
 1. FY 2024-2025 plans in *complete* status at the time the plans were copied were not copied into FY 2025-2026. WSCs and CDC+ Consultants will need to contact the regional office to create plans for FY 2025-2026 if these clients need to continue services in the 2025-2026 fiscal year.
 2. One-time services and planned services that ended prior to June 30, 2025, were not

copied into the FY 2025-2026 plan.

When reviewing a CDC+ client's FY 2025-2026 plan, please check for the following:

- The 2025-2026 plans must show planned services, not just CDC+ Consultant services and plans must be in *approved* status, or *no review required* status. This is needed to guarantee that the CDC+ clients will receive a monthly budget for July 2025.

Regardless of the service provider's access to iConnect, the WSC must provide service authorizations to all service providers by June 1, 2025. Please contact your Regional Liaison for assistance with addressing FY 2025-2026 plans.

As a resource, WSCs may utilize the [iConnect WSC Library](#) to reference all materials with instructions on how to complete these tasks.

[Chapter 11: Cost Plan](#) of the iConnect Case Management Training Manual provides step by step instructions to update Cost Plans and Service Plans in addition to the TRAIN FL course Module entitled [APD – iConnect – Cost Plan and Budget](#).

APD continues to appreciate the commitment from its partners, providers, and stakeholders to serve the disability community in Florida. Should you have any questions regarding the cost plan continuations, please don't hesitate to reach out to your Regional Waiver Liaison.