

QUALIFIED ORGANIZATION (QO) ADVISORY #2021-002
DUAL EMPLOYMENT PLAN TEMPLATE

NO IMMEDIATE ACTION REQUIRED

EFFECTIVE DATE: IMMEDIATELY

Pursuant to Rule 65G-14.004 Florida Administrative Code (F.A.C.), Qualified Organizations (QOs) are responsible for screening all prospective Waiver Support Coordinators (WSCs) and Consumer Directed Care Plus (CDC+) Consultants for dual employment. If the applicant is dually employed, the QO must ensure that a dual employment plan is submitted with their Agency for Persons with Disabilities (APD) WSC application. In addition, QOs are responsible for ensuring all employed WSCs and CDC+ Consultants fully disclose any dual employment and a dual employment plan has been submitted and approved by APD.

APD created a dual employment plan template for QOs, WSCs, and CDC+ Consultants to use if they choose. This template is located on the APD website's Qualified Organization page under the Helpful Links/Documents for Application Process section. [Click here](#) to use this resource.

For more information on dual employment requirements, please refer to Rule 65G-14.004 and review page 2-82 of the [Developmental Disabilities Individual Budgeting Waiver Services Coverage and Limitations Handbook](#).