

10 Step Enrollment Process



Step 1: Initial Setup by Service Facilitator

- Ensure all waivers and authorizations are set up for the Consumer.
- Submit the Fiscal Agent Request Form (FARF).



Step 2: Employer of Record (EOR) Enrollment

- Complete the Employer Enrollment Packet via DocuSign.
- Or send the completed paper Employer Enrollment Packet to InfoCDVA@ConsumerDirectCare.com.



Step 3: Employer Paperwork Processing

- Consumer Direct Care Network Virginia (CDVA) audits and processes the Employer packet.
- CDVA submits the application for an Employer Identification Number (EIN) to the IRS.



Step 4: EOR Welcome Letter

- CDVA sends the EOR a Welcome Letter.



Step 5: Attendant Packet Completion

- The Attendant and EOR complete the Attendant Enrollment Packet via DocuSign.
- Or send the completed paper Attendant Enrollment Packet to InfoCDVA@ConsumerDirectCare.com.



Step 6: Attendant Packet Processing

- CDVA audits and processes the Attendant packet.



Step 7: Background Checks

- CDVA submits Virginia State Police (VSP) and Office of Inspector General (OIG) background checks for all Attendants.
 - > If the Consumer is a minor, CDVA submits the Department of Social Services (DSS) background check.



Step 8: System Linkage

- CDVA links the Attendant, EOR, and Consumer in the system.
- Establish portal access for all parties.



Step 9: Enrollment Confirmation Letter Distribution

- CDVA sends the Enrollment Confirmation Letter (ECL) to both the Attendant and EOR.



Step 10: Time Submission by Attendant

- The Attendant will need to download Care Attend or register for IVR to submit time. All time must be submitted within the pay period.