



# **Indiana Family and Social Services Administration**

Division of Disability and Rehabilitative Services Bureau  
of Rehabilitation Services

## **Vocational Rehabilitation Vendor Service Manual**

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## **Section A: GENERAL INFORMATION**

### **WHAT IS VOCATIONAL REHABILITATION?**

Indiana Vocational Rehabilitation (VR) Services, a program under the Bureau of Rehabilitation Services (BRS), provides VR participants a wide range of services and supports necessary to help them prepare for, secure, retain, advance in, or regain employment. VR services are available in all 92 Indiana counties and are individualized to meet the unique needs of each participant. To carry out these services, VR partners with vendors across the state who may be individual sole proprietors, businesses, or other organizations that have successfully completed the registration requirements to provide VR services.

### **STEVENS AMENDMENT**

Indiana Vocational Rehabilitation Services are funded, in part, with Federal funds awarded by the U.S. Department of Education (ED) under the Vocational Rehabilitation (VR) and Supported Employment Services programs. For purposes of the VR program, including Pre-Employment Transition Services (Pre-ETS), the Federal VR grant paid 78.7% of the total costs of the program, and state paid 21.3%. In Federal fiscal year (FFY) 2023, the VR agency received \$62,992,169 in Federal VR funds, and funds appropriated by the State are 21.3% of the total costs, \$17,048,706. Of these federal funds, \$9,448,825 was set aside and utilized for Pre-Employment Transition Services (Pre-ETS). For purposes of the Supported Employment (SE) program, the ED SE federal grant funds 90% of the costs for the Supported Employment program for Youth with a Most Significant Disability and 100% of the costs for the Supported Employment program for individuals with a Most Significant Disability who are not youth. In FFY 2023, Indiana VR received \$173,934 in Federal SE for Youth and the State appropriated funds are 10% of the remaining total costs, or \$19,326. In FFY 2023, Indiana VR received \$173,934 in regular SE grant funds. (Updated August 16, 2023)

### **WHO ARE VR PARTICIPANTS?**

For purposes of this VR Vendor Service Manual, VR participants include individuals who have applied for or are eligible for VR Services.

### **VENDOR POLICY STATEMENT**

VR adopts the standards for vendor qualifications as those established by applicable Indiana statutes, national certification boards, and industry practice. When a vendor is employed in an occupation for which national, state, or industry standards have not been established, VR may adopt standards, as deemed appropriate, to ensure the provision of quality services to VR participants.

## **Section B: BECOMING AN APPROVED VR VENDOR**

To provide services or goods to VR participants, vendors must become an approved vendor by registering for the Vocational Rehabilitation Claims Payment System (VR-CPS). Once a registration has been approved, vendors will have access to view service authorizations and submit claims for payment.

### **INSTRUCTIONS FOR COMPLETING VENDOR REGISTRATION**

All vendors can click [here](#) or go to <https://vrcps.fssa.in.gov/Public/Portal.aspx> and find the tile labeled *Vendor Registration*. Select *View All Links* to access resources, specific profile checklists containing instructions, and a list of required documents for the completion of the registration process.

To begin to register a vendor must first request an account. Use the above link or website to reach the VR-CPS home page. Next navigate to the *Vendor Registration* section and select the “*Vendor Account Request*” link. The person requesting the account should use an email address that they have access to when

completing the required information on the account request and select “Submit.” The username and password will be sent in an auto generated email from [VRNOREPLY@fssa.in.gov](mailto:VRNOREPLY@fssa.in.gov) to the email address used on the vendor account request. The vendor **must** then return to the login page and use the newly created username and password to access VR-CPS.

Once logged into VR-CPS, the user should go to ‘Vendor Registration’ on the blue navigation ribbon and select the correct vendor profile type. The three profile types are:

- **Business Profile**: Corporations or LLCs will register using a federal ID number.
- **Sole Proprietor/Individual Profile**: A person who owns the business and files taxes using their SSN will register using their Social Security Number (SSN).
- **Guardian/Participant Profile**: A VR Participant, Parent, or Guardian that is to receive reimbursement for services or goods approved by the VR Counselor.

Vendors registering under a **Business Profile** must have a Data Universal Numbering System (DUNS) number. Vendors may look up their agency’s DUNS number or register for a number by using this link: [DUNS Number Lookup and Registration](#). **Business** Vendors must also register for an Indiana Bidder Registration Number (BRN) by using this link: [Indiana Bidder Registration Number Application](#).

All vendors are **required** to complete all tabs and upload supporting documentation on the General Information tab as outlined per profile type. Required supporting documentation will vary depending on the type of profile and vendor.

The Vendor will choose the vendor type as defined below:

- **Vendor Type 1**: Vendors seeking to provide **individualized** services to VR participants (most vendors will fall into this category).
- **Vendor Type 2**: Vendors who are accredited Community Rehabilitation Program (CRP) providers as required per IC 12-12-1-4.1(b), and do not provide any services other than those included in the Indiana [VR Manual of Employment Services](#).  
***PLEASE NOTE:*** *If the CRP seeks to provide additional services beyond the scope of employment services as outlined in the Indiana VR Manual of Employment Services (e.g., rehabilitation technology, training, transportation, etc.), the provider will need to select ‘Vendor Type 1’ and complete requirements for those additional services.*
- **Vendor Type 3**: Vendors **not** providing individualized services, but for whom VR is a source of funding (e.g., accredited educational and training institutions including colleges and universities; medical facilities that do not provide VR services and seek VR reimbursement solely for releasing medical records for VR applicants or participants; and transportation providers such as public transit, taxi, and Medicaid Ride services). Also included in this category are individuals providing a one-time service to one VR participant (e.g., an individual providing tutoring or notetaking for one VR participant). VR Participants, parents, and legal guardians receiving reimbursements are also included in this vendor type.

Vendor **Type 1 and 2** must be registered with the Indiana Secretary of State using this link: [Secretary of State Business Registration](#) or with the Vendor’s County Recorder’s office and supporting documentation must be uploaded.

Vendors must select one of the following Business Classifications as applicable to their agency:

- **Private Community Rehabilitation Programs (CRPs)** - A business that facilitates rehabilitation services to individuals with disabilities (ex: Employment Services, physical and occupational therapy, Orientation & Mobility).
- **Public Service Provider** - Public service providers are organizations or agencies of state, county, municipal or other local governments (ex: state colleges, universities, state run transportation services).
- **Other Private Service Provider** – Private service providers include private not-for-profit organizations (other than CRPs) and proprietary businesses such as businesses that do not qualify as Private Community Rehabilitation Programs or Public Services Providers (ex: private colleges, vocational training programs, private hospitals, medical providers or mental health clinics and all VR participants and guardians).

Any vendor providing a specialized service that has state or national credentialing must include this information in the Credentials tab of the registration. For example:

- ASL interpreters and Rehabilitation and Assistive Technology providers must include credentials for all personnel that will be providing this service.
- Any vendor that specializes in an occupation or service that requires an Indiana Professional Licensing Agency (PLA) license must upload a copy of the license in supporting documentation for all personnel that will be providing the service for VR participants. More information about licensing requirements is available online using this link: [Indiana PLA Licensing Information](#).
- Vendors with accreditations from CARF, The Joint Commission or higher education accreditations must include credentials from the business or organization rather than the individual licenses for staff.

It is recommended that any vendor who provides services directly to VR applicants or participants in the community obtain property and personal liability insurance. Vendors can submit documentation of property and personal liability insurance with their registration.

All Profile types must upload a current W-9. Blank copies of the most current IRS W-9 form can be found using this link: [W-9 Form](#).

All Vendors are required to be without any outstanding federal or state tax debt prior to submitting registration. Vendors providing services in excess of \$100,000 must file the certification required by the Byrd Anti-Lobbying Amendment ([31 U.S.C. 1352](#)) with Vocational Rehabilitation Services. Vendors can find the Certification Regarding Lobbying form on VR-CPS under Important Links. Please upload the completed form to supporting documentation on the General Information TAB with the registration. If providing services in excess of \$150,000, Vendors must comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387).

Vendors will be notified by [VRNOREPLY@fssa.in.gov](mailto:VRNOREPLY@fssa.in.gov) when their registration has been approved or if additional information is needed. Registration review can take up to 2 weeks.

## **CHANGES TO REGISTRATION AFTER APPROVAL**

Vendors are encouraged to regularly make updates to keep their information in VR-CPS current. Please review your registration at least once a year. If the following information is updated or modified, the registration will need to be resubmitted for state approval.

- Modifications to any Services/Goods
- Modifications to Current Service Locations
- Modifications to Credential Information
- Modification to FEIN/SSN
- Modifications to Pay to Address (on General Information screen)

**PLEASE NOTE:** *Vendors are required to review agency information at least annually ensuring all information is correct and certifications/accreditations/licensures are still valid. Vendors will not be reimbursed for services that were provided during any lapse in licensing or certification. For any questions or concerns, please contact [VRVendor@fssa.in.gov](mailto:VRVendor@fssa.in.gov).*

## **Section C: PAYMENT PROCESS INFORMATION**

### **AUTHORIZED SERVICES**

Vocational Rehabilitation services and goods will be provided to meet the needs of the individual VR participant. Prior to the Vendor providing services, the VR Counselor will authorize for the specific service(s) or good(s) to the selected Vendor, per the informed choice of the VR participant. Authorization information will be available to view in VR-CPS within 24 hours of final approval by VR staff. On the authorization screen, the Vendor can view the participant information, service/product authorized, special provisions, as well as additional terms of the authorization (i.e., start/end date, amount authorized, specific documentation or billing requirements). Vendors will not be reimbursed for services or goods provided without prior authorization from VR.

### **ELECTRONIC SUBMITTAL**

After the authorized service or good has been provided, the Vendor must electronically submit a claim for payment through VR-CPS. To submit a claim, find the authorization, select “add claim”, complete the claim information screen including uploading supporting documentation as required and select the submit claim button. (For more information about submitting claims see the training tab on the VR-CPS login page).

### **SUPPORTING DOCUMENTATION**

Documentation requirements vary based on the type of service or good provided. VR will audit documentation for approval to verify the authorized service was satisfactorily provided. If more information is needed VR staff will communicate with the Vendor. For detailed information regarding the necessary supporting documentation see the *Vendor Supporting Documentation Reference Guide* on the VR-CPS login page under Important Links.

### **TIMELY CLAIM SUBMITTAL**

Best practice is to submit claims monthly. Please review your outstanding authorization report frequently to ensure claims are timely and the service is provided within the authorization dates. Claims submitted more than 90 days after the service was provided will be considered untimely and will require the vendor to send an email to request assistance submitting the late claim. See “Submitting Late Claims” section.

## **APPROVED CLAIMS**

Once the submitted claim is approved by the appropriate VR staff member, it will appear in VR-CPS as an approved claim and payment will be issued within 10 business days.

## **HANDLING 'NOT APPROVED' CLAIMS**

A vendor should review claim statuses routinely in VR-CPS by viewing the dashboard on the home screen. Any claims that have been canceled will show up as 'not approved' and should be corrected and resubmitted within thirty (30) days, if appropriate. 'Not approved' claims that will not be resubmitted should be deleted by the vendor by going to the claim information screen and scrolling to the bottom and selecting the "delete claim" button.

## **SUBMITTING LATE CLAIMS**

Acceptable reasons to submit a late claim are as follows:

- An error by VR or VR-CPS has prevented the vendor from submitting the claim.
- The vendor made reasonable and continuous attempts to resolve a claim problem.
- The vendor experienced significant turnover with the staff directly responsible for submitting claims.
- The vendor is delayed due to submitting claims through the participant's insurance.

To submit a claim more than 90 days after the service has been provided the vendor will need to draft a claim and add the necessary supporting documentation. Then the vendor must email VR Vendor at [VRVendor@fssa.in.gov](mailto:VRVendor@fssa.in.gov) and include the claim number and a brief explanation of the reason for the late claim submission. VR Vendor will submit the claim on behalf of the vendor.

Requests for payment for services received more than twelve months prior AND for which the authorization for the utilization of funds (federal grant from Rehabilitation Services Administration) has expired will not be paid due to the lack of an authorized funding source.

## **Section D: DEFINITION OF SERVICES OR GOODS AND REIMBURSEMENT RATES**

### **1. DIAGNOSTIC AND EVALUATION**

Diagnostic and evaluation services are provided to determine an individual's eligibility for vocational rehabilitation services, to assign an individual to a priority category, or to determine the nature and scope of vocational rehabilitation services to be included in the Individualized Plan for Employment (IPE).

#### **REQUIREMENTS OF VENDOR:**

Diagnostic and evaluation services shall be obtained only from a licensed or certified specialist including the following:

- Licensed physicians
- Registered occupational therapists
- Licensed psychologists
- Licensed optometrists
- Licensed podiatrists
- Licensed speech-language pathologists
- Licensed audiologists
- Licensed speech and hearing therapists
- Licensed nurses
- Licensed alcohol and drug addiction counselors



- Licensed clinical social workers
- Licensed physician assistants
- Certified vocational evaluators
- Other

For specific license requirements, refer to the Indiana Professional Licensing Agency’s website available online using this link: [Indiana PLA Requirements](#).

**AUTHORITY:** 460 IAC 14-3-1(9), (10), (11), (34); 460 IAC 14-7; 460 IAC 14-16-2; and 34 CFR 361.48

When registering for Goods and Services of this variety the *Service Category* is Diagnostic and Evaluation, and commonly chosen *Service Types* include assessments (e.g., medical/psychological evaluations, home/vehicle modifications assessments, vision/hearing assessments, functional assessments, etc.) If there are additional questions or assistance is needed, please contact the local VR office or email VR Vendor at

[VRVendor@fssa.in.gov](mailto:VRVendor@fssa.in.gov).

## 2. TREATMENT SERVICES

Treatment services are:

- Corrective surgery or therapeutic treatment that is likely, within a reasonable time period, to correct or substantially modify a physical or mental impairment that constitutes a considerable impediment to employment.
- Mental health services by qualified personnel who meet State licensure laws
- Dentistry
- Nursing services
- Necessary hospitalization (either inpatient or outpatient care) in connection with surgery or treatment
- Drugs and supplies
- Prosthetic, orthotic, or other devices
- Hearing Aids and Dispensers
- Eyeglasses and visual services, including visual training, and the examination and services necessary for the prescription and provision of eyeglasses, contact lenses, microscopic lenses, telescopic lenses, and other visual aids prescribed by personnel who meet State licensure laws
- Podiatry
- Physical therapy
- Occupational therapy
- Speech or hearing therapy
- Treatment of either acute or chronic medical complications and emergencies that are associated with or arise out of the provision of physical and mental restoration services or that are inherent in the condition under treatment
- Special services for the treatment of individuals with end-stage renal disease, including transplantation, dialysis, artificial kidneys, and supplies
- Other medical or medically related rehabilitation services

**REQUIREMENTS OF VENDOR:** Diagnosis and treatment of impairment services shall be obtained only from a licensed or certified specialist. For specific license requirements, refer to the Indiana Professional Licensing Agency’s website available online using this link: [Indiana PLA Requirements](#).

**\*\*RATE/FEE:** Reimbursement for any medical or psychological treatment will not exceed the Indiana Medicaid rate, unless an exception is granted. Current rates are available online using this link: [Indiana Medicaid Fee](#)

[Schedule.](#)

**AUTHORITY:** 460 IAC 14-16; 34 CFR 361.50(c)(2)(ii)

When registering for Goods and Services of this variety, the *Service Category* is Treatment Services and commonly chosen *Service Types* include various specific treatment services such as therapy (OT, PT, hearing, and counseling), eyeglasses/contacts, and surgery/hospitalization costs. If there are additional questions or assistance is needed, please contact the local VR office or email VR Vendor at [VRVendor@fssa.in.gov](mailto:VRVendor@fssa.in.gov).

### 3. INTERPRETER SERVICES

Interpreter services provide access to communication for individuals who are Deaf, Hard of Hearing, Deaf-Blind, Latened Deaf and Deaf+, and are provided by qualified individuals that meet standards established by ADA. Vendors should register using the *Service Category* 'Interpreter Services' for the following *Service Type*:

- **Interpreter/CART Services:**  
Interpreting Services and CART providers administer ADA Accommodations for VR participants. The interpreting providers are to be Indiana Interpreter Certified (IIC) and to provide sign language interpreting. CART Providers are to have accreditations provided by NCRA. Both are to adhere to codes of Professional conduct outlined by the nationally certifying organization.
- **Video Relay Interpreting (VRI):**  
This service is for sign language interpreters/CART service providers to conduct accommodations via a virtual platform by computer, laptop, and tablet. VRI interpreting/CART are services whereby the interpreter/CART provider and Deaf and Hard of Hearing participant are in separate locations.

NOTE: DHHS vendors will be contacted for assignments through the current scheduling platform.

**REQUIREMENTS OF VENDOR:** To receive certification as an interpreter/CART provider, the Vendor must register with Indiana Deaf and Hard of Hearing Services (DHHS) in the manner prescribed by DHHS and 460 IAC 2-3-3 Indiana Interpreter Certification (IIC) Requirements. All credential renewals must be forwarded to [VRVendor@fssa.in.gov](mailto:VRVendor@fssa.in.gov) and [DHHS.CAR@fssa.in.gov](mailto:DHHS.CAR@fssa.in.gov) upon receipt. All required documents established by DHHS and Vendor Portal, must be current and uploaded into VR-CPS. The credentials tab must have current expiration dates and correlate with documents in VR-CPS.

**\*\*RATE/FEE:** Hourly rates are based on Interpreter and CART certification levels and State rates outlined in the current Deaf and Hard of Hearing Providers Handbook. When applicable, vendors established via an IDOA Quantity Purchase Agreement (QPA) will use the contracted rates and terms established by IDOA.

**AUTHORITY:** 460 IAC 2-3-3; 460 IAC 2-3-4; IC 12-12-7-5; 460 IAC 14-3-1(7)

When registering for Goods and Services of this variety, the *Service Category* is Interpreter Services and commonly chosen *Service Types* include Interpreting/CART and VRI. If there are additional questions or assistance is needed, please contact [DHHS.CAR@fssa.in.gov](mailto:DHHS.CAR@fssa.in.gov) and/or email VR Vendor at [VRVendor@fssa.in.gov](mailto:VRVendor@fssa.in.gov).

### 4. TRAINING

Training services are designed to help the participant prepare for their employment goal or to adjust to the functional limitations of their impairment. There are different types of training with differing requirements listed below.

## POST-SECONDARY TRAINING

Post-secondary training/education is provided by an accredited institution, resulting in an academic degree upon completion, to prepare students for competitive, integrated employment.

**\*\*RATE/FEE:** For the cost of attending training at a post-secondary institution, after considering comparable benefits, the VR program may authorize and pay the lesser of the following documented training expenses: (1) The published fee and tuition costs of the vocational training institution or program attended or (2) The rates outlined in the annual VR post-secondary information memorandum posted on the VR website at: [Post-Secondary Training Service Information](#).

**REQUIREMENTS OF VENDOR:** Services must be procured only from accredited post-secondary institutions. Please provide proof of accreditation in registration under credentials tab.

**AUTHORITY:** 460 IAC 14-18-4(a)

When registering for Goods and Services of this variety, the *Service Category* is Training and commonly chosen *Service Types* include Two- or Four-year College or University Training, Junior, or Community College Training, On-Campus Residential and Graduate College or University Training. If there are additional questions or assistance is needed, please contact the local VR office or email VR Vendor at [VRVendor@fssa.in.gov](mailto:VRVendor@fssa.in.gov).

## OCCUPATIONAL, VOCATIONAL AND TECHNICAL TRAINING

Occupational, vocational, technical, or job skill training, not typically resulting an academic degree, is provided by a community college, business, vocational school, trade school or technical school to prepare students for competitive integrated employment in a recognized occupation.

**REQUIREMENTS OF VENDOR:** Services must be procured only from a qualified service provider. Please submit documentation regarding proof of accreditation, professional licensure, qualifications to provide services, organization's references, curriculum, success rates, placement rates, instructor resume, etc.

**\*\*RATE/FEE:** For occupational, vocational, and technical training entities that participate in federal student financial aid, after considering comparable benefits, the VR program may authorize and pay the lesser of the following documented training expenses: (1) the published fees and tuition costs of the vocational training institution or program attended or (2) the rates outlined in the annual VR post-secondary information memorandum posted on the VR website at: [Post-Secondary Training Service Information](#). For all other occupational, vocational, and technical training organizations, rates are negotiated through the vendor registration process, based on specific qualifications of the vendor, prevailing market rate, and scope of training needed for the VR participant.

**AUTHORITY:** 460 IAC 14-11-2 and 460 IAC 14-18.

When registering for Goods and Services of this variety the *Service Category* is Training, and commonly chosen *Service Types* include Occupational or Vocational Training Services. If there are additional questions or assistance is needed, please contact the local VR office or email VR Vendor at [VRVendor@fssa.in.gov](mailto:VRVendor@fssa.in.gov).

## PERSONAL AND VOCATIONAL ADJUSTMENT (VI & non-VI)

Disability-related augmentative skills training includes, but is not limited to:

- Orientation and mobility (O&M) training
- Rehabilitation teaching
- Low vision aid training

- Braille training
- Speech reading training
- Sign language training
- Cognitive training and retraining

**REQUIREMENTS OF VENDOR:** Services must be procured only from a qualified service provider. Please submit documentation regarding proof of qualifications to provide services (i.e., specialized training, resume, references, curriculum, etc.).

**\*\*RATE/FEE:** Rates for individualized training are authorized and reimbursed at rates negotiated through the vendor registration process, based on specific qualifications of vendor, prevailing market rate, and scope of training needed for the VR participant.

**AUTHORITY:** 460 IAC 14-11-2(a) (4) and 460 IAC 14-17.

When registering to personal and adjustment services to participants with low vision the *Service Category* is Low Vision Services, and the *Service Types* include Itinerant Rehab Teacher Services, Personal Adjustment Training for VI, O&M, PAT Supplies, Visual Prosthetics, Bioptic Lenses for driving, Low Vision Aids, Canes, contact lenses & glasses for VI. When registering to provide personal and vocational adjustment services to participants without low vision, the *Service Category* is Personal and Vocational Adjustment, and the *Service Type* is Personal Adjustment Training (non-VI). If there are additional questions or assistance is needed, please contact the local VR office or email VR Vendor at VRVendor@fssa.in.gov.

## **WORK-BASED LEARNING EXPERIENCE**

Work-based learning experience services provide opportunities for participants to gain work experience and develop industry specific skills through internship, non-registered apprenticeships or short-term employment. VR may pay stipends to participants who participate in an unpaid internship. Additionally, VR may compensate a professional to provide training to a participant in particular field.

**REQUIREMENTS OF VENDOR:** Services must be procured only from a qualified service provider. Please submit documentation regarding proof of qualifications to provide services (i.e., specialized training, resume, references, curriculum, etc.).

**\*\*RATE/FEE:** Rates for individualized work-based learning experiences are authorized and reimbursed at rates negotiated based on specific qualifications of vendor, prevailing market rate, and scope of training needed for the VR participant.

**AUTHORITY:** 460 IAC 14-11-2(a)(1) and 460 IAC 14-12-2

When registering for Goods and Services of this variety, the *Service Category* is Employment & Training Related Services, and the *Service Type* is Work-Based Learning Experience. If there are additional questions or assistance is needed, please contact the local VR office or email VR Vendor at VRVendor@fssa.in.gov.

## **OTHER TRAINING**

Other training is meant to develop an individual's skills to obtain, keep, and excel in employment. Other training includes:

- On-the-job (OJT) training
- Apprenticeship training
- Approved customized or miscellaneous training not covered elsewhere.

**REQUIREMENTS OF VENDOR:** Services must be procured only from a qualified service provider. Please submit documentation regarding proof of qualifications to provide services (i.e., organization references, curriculum, success rates, placement rates, instructor resume, etc.). In the case of an arrangement for on-the-job training an employer to provide on-the-job training, the employer must provide documentation that they are registered as a business with Secretary of State Business Registration or with the Vendor's County Recorder's office.

**\*\*RATE/FEE:** Rates are negotiated based on specific qualifications of vendor, prevailing market rate, and scope of the job readiness training experience for the VR participant. Accredited VR employment service providers carrying out Job Readiness Training (JRT) shall be reimbursed at rates outlined in the Indiana VR Manual of Employment Services.

**AUTHORITY:** 460 IAC 14-11

When registering for on-the-job training the *Service Category* is On-the-Job Training and *Service Types* are on-the-job training, and OJT books and supplies. When registering for apprenticeship training the *Service Category* is Training, and the *Service Type* is Apprenticeship Training. When registering for customized training the *Service Category* and the *Service Type* are Customized Training. When registering for miscellaneous training the *Service Category* is Rehabilitation Technology Services & Training and the *Service Types* are miscellaneous training, and miscellaneous books & supplies and tools & equipment. If there are additional questions or assistance is needed, please contact the local VR office or email VR Vendor at [VRVendor@fssa.in.gov](mailto:VRVendor@fssa.in.gov).

## 5. EMPLOYMENT SERVICES

Definitions, rates, and more information regarding Employment Services can be viewed by using this link: [Employment Services](#).

**REQUIREMENTS OF VENDOR:** Vendors must be accredited Community Rehabilitation Program (CRP) providers as required per IC 12-12-1-4.1(b). All Employment Service providers need to submit current accreditation by inserting the relevant information in the credentials tab. Acceptable accrediting bodies include:

- The Commission on Accreditation of Rehabilitation Facilities (CARF).
- The Council on Quality and Leadership in Supports for People with Disabilities (CQL).
- The Joint Commission on Accreditation of Healthcare Organizations (JCAHO).
- The National Committee for Quality Assurance.
- An independent national accreditation organization approved by the Secretary of the Family and Social Services Administration.

**\*\*RATE/FEE:** Employment service rates are set based on specific qualifications of vendor, prevailing market rate, and specific scope of services provided to the VR participant. Rates are standardized for all providers by service and are outlined in the [Indiana VR Employment Services Manual](#).

**PLEASE NOTE:** Accredited VR employment service CRPs carrying out trial work experiences or other assessment activities shall be reimbursed at rates outlined in the current Indiana VR Manual of Employment Services available on the VR website using this link: [Indiana VR Employment Services Manual](#).

**AUTHORITY:** IAC 12-12-1-4.1(b)

When registering for Goods and Services of this variety the *Service Category* is Employment Services and commonly chosen *Service Types* include Trial Work Experience, Discovery Services, Employment Services, 13

Benefits Counseling, Project Search and IPS. If there are additional questions, please contact the local VR office or email VR Vendor at VRVendor@fssa.in.gov.

## **6. REHABILITATION TECHNOLOGY SERVICES AND TRAINING**

Rehabilitation technology refers to the systematic application of technologies, engineering methodologies, or scientific principles to meet the needs of, and address the barriers confronted by, individuals with disabilities in education, rehabilitation, employment, transportation, and independent living. Rehabilitation technology also includes Vehicle Modification Services, Evaluations and Driver's Training and Home Modification Services and Evaluation. The term includes the following:

### **REHABILITATION ENGINEERING SERVICE**

Rehabilitation engineering is the systematic application of engineering sciences to design, develop, test, evaluate, apply, and distribute technological solutions to problems confronted by individuals with disabilities in functional areas such as mobility, communications, hearing, vision, and cognition, and in activities associated with employment, independent living, education, and integration into the community.

### **ASSISTIVE TECHNOLOGY DEVICES**

An assistive technology device is any item, piece of equipment, or product system, that is used to increase, maintain, or improve the functional capabilities of an individual with a disability. Hearing Aid Manufacturers are included in this category.

### **ASSISTIVE TECHNOLOGY SERVICES**

An assistive technology service is any service that directly assists an individual with a disability in the selection, acquisition, or use of an assistive technology device. Services may include:

- evaluating the needs of an individual with a disability, including a functional evaluation of the individual in their customary environment;
- purchasing, leasing, or otherwise providing for the acquisition of an assistive technology device for an individual with a disability;
- selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing assistive technology devices;
- coordinating and using other therapies, interventions, or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs;
- training or providing technical assistance for an individual with a disability or, if appropriate, the family members, guardians, advocates, or authorized representatives of the individual;
- training or providing technical assistance for professionals (including individuals providing education and rehabilitation services), employers, or others who provide services to, employ, or are otherwise substantially involved in the major life functions of individuals with disabilities to the extent that training or technical assistance is necessary for an individual with a disability to achieve an employment outcome.

### **REQUIREMENTS OF ASSISTIVE TECHNOLOGY SERVICES AND DEVICE EVALUATORS:**

Services must be procured only from a qualified service provider. Please submit documentation regarding proof of qualifications of agency to provide services (i.e., RESNA ATP certification or other appropriate Assistive Technology certification, resume, references, curriculum, success rates, placement rates, etc.). The evaluator must have no vested interest in the services or devices recommended by the completed evaluation report.

### **REQUIREMENTS OF DRIVER REHABILITATION AND VEHICLE MODIFICATION PROVIDERS:**

All driver rehabilitation services, and vehicle modifications must be procured only from a qualified service provider. Please submit documentation regarding proof of qualifications to provide services (i.e., NMEDA membership, QAP Certification, ADED certifications, resume, references, etc.). All driver rehabilitation services, including evaluation and training, must be procured from a provider of the participant's informed choice, who has no financial interest in the provision of the service or significant personal or business relationship with the participant. A participant may choose to purchase an appropriate vehicle for modification from the dealer of their choice.

### **REQUIREMENTS OF HOME MODIFICATION EVALUATORS:**

Services must be procured from a qualified service provider. Please submit documentation regarding proof of qualifications to provide services (i.e., resume, references, copies of certifications from Certified Aging-in-Place Specialist (CAPS) or a comparable Home Modification Evaluator training course). The provider must have no ownership or other financial interest in the residence to be modified; and have no family or other significant personal or business relationship with the participant being evaluated or the participant's family member.

### **REQUIREMENTS OF HOME MODIFICATION CONTRACTORS:**

Services must be procured only from a qualified service provider. Submit documentation regarding proof of qualifications of contractor to provide services (i.e., resume, references, contractor's license for a least one county/city, ADA Construction Certification or comparable ADA contractor training course, etc.). Home modification contractors must submit documentation verifying they have at least \$1,000,000 in general liability insurance. The home modification contractor must have no ownership or other financial interest in the residence to be modified; and have no family or other significant personal or business relationship with the participant or the participant's family member. Home Modification contractors must accept the general requirements for home modification project as identified in the specifications that are used to develop price quotes.

Home modification contractors must also comply with the following requirements set by the Appendix to 2 CFR 200 and the Build America Buy America Act (BABAA):

### **Equal Employment Opportunity**

As Vendors participating in a federally assisted construction contract, home modification contractors must incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause:

During the performance of any service, home modification contractors must agree as follows:

(1) That they will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. Contractors will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Home modification contractors agree to post in conspicuous places, 15

available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) Home modification contractors will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) Home modification contractors will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the home modification contractor's legal duty to furnish information.

(4) Home modification contractors will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The home modification contractors will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) Home modification contractors will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by Vocational Rehabilitation Services and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the home modification contractor's noncompliance with the nondiscrimination clauses set forth or with any of the said rules, regulations, or orders, any authorizations for services may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) Home modification contractors will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. Home modification contractors will take such action with respect to any subcontract or purchase order as Vocational Rehabilitation Services may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event the home modification contractor becomes involved in, or is threatened with, litigation with a subcontractor or home modification contractor as a result of such direction by Vocational Rehabilitation Services, the home modification contractor may request the United States to enter into such litigation to protect the interests of the United States.

Home modification contractors further understand that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work. The Vendor agrees that it will assist and cooperate actively with Vocational Rehabilitation Services and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of



such compliance, and that it will otherwise assist Vocational Rehabilitation Services in the discharge of the agency's primary responsibility for securing compliance.

Home modification contractors shall refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by Vocational Rehabilitation Services or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the Vendor agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the Vendor under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such Vendor; and refer the case to the Department of Justice for appropriate legal proceedings.

#### **Davis-Bacon Act and Copeland Anti-Kickback Act**

If providing services costing in excess of \$2,000, home modification contractors shall comply with the Davis-Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). Home modification contractors must pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week.

Home modification contractors must agree to comply with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). Home modification contractors are prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

#### **Contract Work Hours and Safety Standards Act**

If a home modification contractor is providing services costing in excess of \$100,000 that involves the employment of mechanics or laborers, they must comply with the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708). Home modification contractors must compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Further, when providing construction services under this Agreement, no home modification contractor may require a laborer or mechanic to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous.

#### **Build America, Buy America Act (BABAA)**

Home modification contractors must comply with the BABAA and ensure that:

1. All iron and steel used for construction are produced in the United States. This means all manufacturing processes, from the initial melting state through the application of coatings, occurred in the United States.
2. All manufactured products used in the project are produced in the United States. This means the manufactured product was manufactured in the United States, and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation.

3. All construction materials are manufactured in the United States. This means that all manufacturing processes for the construction material occurred in the United States.

**\*\*RATE/FEE:** VR will obtain two (2) or more quotes for any rehabilitation technology device that costs \$600 or more, and authorization and reimbursement will not exceed the lowest quote. Rates for evaluations and individualized training on assistive technology are authorized and reimbursed at rates negotiated through the vendor registration process, based on specific qualifications of vendor, prevailing market rate, and scope of evaluation or training for the VR participant.

**AUTHORITY:** 460 IAC 14-11-2(a)(4), 460 IAC 14-19-5, 460 IAC 14-20-4

When registering for Goods and Services of this variety, the *Service Category* is Rehabilitation Technology Services & Training, and commonly chosen *Service Types* include AT/Computer Training, Computer and Adaptive Equipment, Augmentative Communication Devices, Modifications to Homes/Vehicles, Driver's Training and Misc. Training Books, Supplies and Training. If there are additional questions or assistance is needed, please contact the local VR office or email VR Vendor at [VRVendor@fssa.in.gov](mailto:VRVendor@fssa.in.gov).

## 7. SUPPORT SERVICES

Support Services are provided to assist an individual with a disability to perform daily living activities on or off the job that the individual would typically perform without assistance if the individual did not have a disability. The services must be necessary to the achievement of an employment outcome and may be provided only while the individual is receiving other VR services. These services include reader services, personal attendant services, tutor, note-taker, and other related services based on individual VR participant need.

**REQUIREMENTS OF VENDOR:** Services must be procured only from a qualified service provider. Please submit documentation regarding proof of qualifications to provide services (i.e., resume, references, etc.).

**\*\*RATE/FEE:** Rates for support services are authorized and reimbursed at rates negotiated through the vendor registration process, based on specific qualifications of vendor, prevailing market rate, and scope of training needed for the VR participant.

**AUTHORITY:** 460 IAC 14-11-2(1), 460 IAC 14-11-6; 460 IAC 14-3-1(75)

When registering for Goods and Services of this variety the *Service Category* is Support Services and commonly chosen *Service Types* include Reader Services, Personal Attendant Services, Tutoring Services, Notetaker Services, and Academic Remedial or Literacy Training and Post-Secondary Student Support Services Programs. If there are additional questions or assistance is needed, please contact the local VR office or email VR Vendor at [VRVendor@fssa.in.gov](mailto:VRVendor@fssa.in.gov).

## 8. TRANSPORTATION SERVICES

Transportation means the least cost travel expenses necessary to enable an applicant or participant to participate in another vocational rehabilitation service. Examples of transportation services/expenses include, but are not limited to mileage reimbursement, bus passes, and training on the use of public transportation.

**REQUIREMENTS OF VENDOR:** Training provided to individuals on the use of public transportation must be procured from qualified services providers. Please submit documentation regarding proof of qualifications to provide services, as applicable (i.e., license, resume, references, etc.).

**\*\*RATE/FEE:** Rates will not exceed the standard rate published by the transportation entity (e.g., public transit, taxi, Medicaid rides).

**AUTHORITY:** 460 IAC 14-3-1(76) and 34 CFR 361.5I (56)

When registering for Goods and Services of this variety the *Service Category* is Transportation Services and commonly chosen *Service Types* include Vehicle Rentals, Bus Pass Assistance, Facility/Private Transportation, and Participant Transportation Reimbursement. If there are additional questions or assistance is needed, please contact the local VR office or email VR Vendor at [VRVendor@fssa.in.gov](mailto:VRVendor@fssa.in.gov).

## **9. EQUIPMENT AND SERVICES FOR SMALL BUSINESS AND BEP**

Technical assistance and other consultation services provided to conduct market analyses, to develop business plans, and provide resources to individuals in the pursuit of self-employment, self-employment via BEP, telecommuting, and small business operation outcomes.

**REQUIREMENTS OF VENDOR:** Services must be procured only from a qualified service provider. Please submit documentation regarding proof of qualifications of agency to provide services (i.e., resume, references, curriculum, success rates, etc.).

**\*\*RATE/FEE:** Rates are negotiated based on specific qualifications of vendor, prevailing market rate, and scope of consultation services to the VR participant.

**AUTHORITY:** 460 IAC 14-11-2(1), 460 IAC 14-13-2, 460 IAC-14-11-2(a)(4)

When registering for Goods and Services of this variety, the *Service Category* is Equipment and Services for Small Business or BEP/OSBVI and commonly chosen *Service Types* include SBE Consultative Services, various SBE services and BEP services and supplies. If there are additional questions or assistance is needed, please contact the local VR office or email VR Vendor at [VRVendor@fssa.in.gov](mailto:VRVendor@fssa.in.gov).

## **10. OTHER VR SERVICES**

VR participants may require services to achieve competitive, integrated employment that fall outside of the above categories, such as TBI resource facilitation, dependent care, equipment required for employment, clothing or uniforms for employment or computer equipment unrelated to assistive technology.

**\*\*RATE/FEE:** VR will obtain two (2) or more quotes for any item \$600 or more. Authorization and reimbursement will not exceed the lowest quote. Other rates are negotiated based on specific qualifications of vendor, prevailing market rate, and specific scope of services provided to the VR participant.

**AUTHORITY:** 460 IAC-14-11-2(a)(4)

When registering for resource facilitation the *Service Category* is TBI Resource Facilitation and the *Service Types* are all related to TBI resource facilitation. When registering for dependent care the *Service Category* and *Service Type* are Dependent Care. When registering for tools and equipment, uniform or clothing or computer equipment the *Service Category* is Employment & Training Related Equipment/Services and the *Service Types* are Tools and Equipment, Uniform or Special Clothing and Computer Equipment(Not Adaptive Equipment). If there are additional questions or assistance is needed, please contact the local VR office or email VR Vendor at [VRVendor@fssa.in.gov](mailto:VRVendor@fssa.in.gov).

## **Section E: ADDITIONAL INFORMATION**

### **CONTRACT MONITORING**

As stated previously in this document Vocational Rehabilitation receives 78.7 percent of its funding through a

grant from the US Department of Education and per 2 C.F.R. 200.329 is responsible for oversight of Federal award supported activities. To accomplish this VR must monitor activities, including services authorized and paid through VR-CPS, to assure compliance with Federal requirements and performance expectations are being achieved. VR requires that appropriate credentials and accreditation be updated in VR-CPS by the vendor when there are changes and at a minimum, on an annual basis to ensure that all information is correct and current. In addition, the vendor may be periodically audited or monitored for evidence that the services being provided are consistent with authorizations, VR understanding and expectations. The vendor shall furnish, upon request, any records or other information related to the rendering of goods and services to recipients of VR services to enable periodic audits. If the contract monitoring identifies areas in need of corrective action, a corrective action plan will be developed and if necessary, a recovery of funds could be required.

## **VENDOR TRANSPORTATION EXPENSES**

Transportation expenses that are incurred by the vendor while providing an authorized VR service are reimbursed at the state mileage rate which is available online using this link: [IDOA Travel Services](#).

## **VR-CPS – ADDITIONAL RESOURCES**

Vendors can obtain further information by visiting the VR Vendor website to review the most current information, access training, access the Claims Payment System (CPS), and sign up for the VR Vendor News and Updates List Serve. The VR Vendor website is available using this link: [VR Vendor Website](#).

## **VENDOR AGREEMENT**

A copy of the agreement will be in the VR-CPS registration approval email sent from [VRNOReply@fssa.in.gov](mailto:VRNOReply@fssa.in.gov) to the individual that set up the registration. Please retain your email as a copy for your own records if needed.

## **VENDOR OBLIGATIONS**

- The Vendor shall abide by all the terms and conditions set forth in the most recent version of the *Vocational Rehabilitation (VR) Vendor Services Manual* found at <https://vrcps.fssa.in.gov/Public/Portal.aspx>.
- The Vendor shall submit to VR any claim for services rendered within ninety (90) calendar days of the date the service was provided.
- The Vendor shall include with any claim for service submitted, documentation regarding the outcome of the provision of goods and services, in accordance with the requirements outlined in the Vendor Supporting Documentation Reference Guide located on VR-CPS Portal.
- The Vendor shall abide by all ethical requirements that apply to persons who have a business relationship with the State as set forth in [IC 4-2-6](#), et seq., [IC 4-2-7](#), et seq., the regulations promulgated thereunder, and Executive Order 04-08, dated April 27, 2004.
- The Vendor shall renew their Vendor registration annually and in accordance with the VR Vendor Services Manual.
- The Vendor shall comply with all applicable Federal and State laws pertaining to the provision of VR services, including, without limitation, laws applicable to accessibility, discrimination, unfair employment practices, and the requirements set forth in this agreement and in the VR Vendor Services Manual.
- The Vendor shall comply with the standards specified in:
  - The Rehabilitation Act of 1973, as amended by the Workforce Innovation and Opportunity Act (“WIOA”), and its implementing regulations under 34 CFR 361 et seq.
  - Architectural Barriers Act of 1968, as amended and its implementing regulations.

- American National Standard Specifications for Making Buildings and Facilities Accessible to and Useable by Physically Handicapped People, No. A117.1-1986, as amended.
- Implementation standards, 41 CFR Section 101-19.6 et seq.
- Fair Labor Standards Act of 1938, as amended.
- Americans with Disabilities Act Accessibility Guidelines, 28 CFR Part 36, Appendix A.
- The Vendor verifies that it has the appropriate license, certification, accreditation, or permit required under state law to provide services.
- The Vendor shall notify VR at [VRVendor@fssa.in.gov](mailto:VRVendor@fssa.in.gov) within ten (10) calendar days of any change in status of the Vendor's license, certification, accreditation or permit to provide services in the State of Indiana.
- The Vendor shall not provide services to any individual who is a family member or has a financial interest or business relationship with the Vendor.
- The Vendor shall perform work as indicated on the Authorization for services and within the start and end dates indicated on the Authorization for services. The Vendor understands that VR will not authorize after the fact or pay for services performed outside the scope of services on the Authorization.
- The Vendor shall be required to repay all sums paid by VR for which adequate fiscal or service delivery documentation is not in existence for any time period audited.
- The Vendor shall furnish to VR, upon request, any records or other information relating to the rendering of services and goods to recipients of vocational rehabilitation services, including property and records needed to conduct any periodic single state audit or Federal awarding agency reviews required by Family Social Services Administration as outlined in the Vendor Services Manual.
- The Vendor shall not impose any additional charges upon the recipients of services rendered by the Vendor pursuant to this agreement without the prior written approval of the State.  
<https://www.govinfo.gov/link/uscode/40/3701>
- All Vendors must comply with the requirements of [37 CFR Part 401](#), "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements."
- If providing services in excess of \$150,000, Vendors must comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387).
- The Vendor certifies that it is not debarred or suspended from providing services by any state or federal department or agency, nor is it listed on the governmentwide exclusions in the System for Award Management (SAM). The Vendor shall notify VR at [VRVendor@fssa.in.gov](mailto:VRVendor@fssa.in.gov) immediately if vendor is debarred or suspended from providing services or if it becomes listed on the governmentwide exclusions in the System for Award Management (SAM).
- Any Vendor providing services in excess of \$100,000 must file the certifications required by the Byrd Anti-Lobbying Amendment ([31 U.S.C. 1352](#)) with Vocational Rehabilitation Services.
- Any Vendor that provides services that involve construction, including home modification contractors, must comply with the Davis-Bacon and Copeland Anti Kick-back Act provisions, the Contract Work Hours and Safety Standards Act, and Equal Employment Opportunity requirements established by Appendix II to 2 CFR 200 and the Build America Buy America Act, as outlined in detail in the Vocational Rehabilitation Vendor Services Manual.

### **Relationship of the Parties**

Vendor enters this Agreement as, and shall continue to be, an independent contractor. Neither the Vendor nor its employees, contractors, agents, or volunteers shall be deemed to be an agent or employee of VR. Vendor shall not have authority, express or implied, to bind VR to any agreement, liability or understanding, except as expressly set forth herein. The Vendor, its employees, contractors, agents, or volunteers shall not be entitled to any benefits, training, nor other compensation from VR, except as provided in Authorization for

services.

## **CONFIDENTIALITY**

Vendor agrees to keep all information confidential, in whatever form, produced, prepared, observed, or received by the Vendor under this Agreement to the extent that such information is confidential by law or otherwise required by this Agreement.

## **STEVENS AMENDMENT**

Indiana Vocational Rehabilitation Services are funded, in part, with Federal funds awarded by the U.S. Department of Education (DOE) under the Vocational Rehabilitation (VR) and Supported Employment Services programs. For purposes of the VR program, including Pre-Employment Transition Services (Pre-ETS), the Federal VR grant paid 78.7% of the total costs of the program, and state paid 21.3 %. In Federal fiscal year (FFY) 2022, the VR agency received \$61,520,975 in Federal VR funds, and funds appropriated by the State are 21.3% of the total costs \$16,650,531. Of these federal funds, \$9,228,146 was set aside and utilized for Pre-Employment Transition Services (Pre-ETS). For purposes of the Supported Employment (SE) program, the DOE SE federal grant funds 90% of the costs for the Supported Employment program for Youth with a Most Significant Disability and 100% of the costs for the Supported Employment program for individuals with a Most Significant Disability who are not youth. In FFY 2022, Indiana VR received \$170,764 in Federal SE for Youth and the State appropriated funds are 10% of the remaining total costs, or \$18,974 of the total costs. In FFY 2022, Indiana VR received \$170,764 in regular SE grant funds. (Updated June 16, 2023)

## **TERM**

This agreement shall remain in effect until it is superseded by another agreement or terminated by either of the Parties.

## **Termination FOR CAUSE AND CONVENIENCE**

This Agreement may be terminated:

- By VR, with thirty (30) days written notice,
  - for Vendor's breach of any provision of this Agreement, including withdrawal or nonrenewal of necessary license, certification, approval, insurance, or other requirements for the Vendor to properly perform services or provide goods.
  - For Vendor's termination as an approved provider by any unit of DDRS.
- By VR or Vendor without cause, upon sixty (60) days written notice.
- VR will send written notice of termination via certified US mail to the physical address and email addresses on file in the Vendor profile in the VR Claims Payment System. Vendor agrees to submit written notice of termination to [VRVendor@fssa.in.gov](mailto:VRVendor@fssa.in.gov).

## **Appeals**

A Vendor terminated under this agreement may submit an appeal request to the Office of Administrative Law Proceedings under IC 4-21.5-3.

## **Governing Law**

This agreement shall be governed, construed, and enforced in accordance with the laws of the State of Indiana, without regard to its conflict of laws rules. Suit, if any, must be brought in the state of Indiana.

## **Integration**

Version 5.0 August 2023

This Agreement constitutes the complete agreement between the Parties as to the requirements for the Vendor's participation in the VR program. This Agreement, upon execution supersedes any Vendor agreement previously executed by the Parties.

**VENDOR ASSURANCES**

The Vendor certifies that the information set forth in its registration application is true, complete, and accurate. The Vendor expressly agrees to promptly repay all funds paid to it under this Agreement should it be determined either that it was ineligible to receive the funds, or it made any material misrepresentation on its registration application.

**In submitting this registration, I certify the following:**

- **I am the Vendor or have the specific authority to act on behalf of the Vendor and agree to abide by the terms and conditions of this Agreement in its entirety.**
  - **I acknowledge that I have accessed all law referenced within this vendor agreement and VR Vendor Service Manual.**
  - **I have read and understand the requirements set forth in this Agreement and in the VR Vendor Service Manual.**
-

## **Section F: DEFINITIONS AND ABBREVIATIONS**

**ADA** - Americans with Disabilities Act

**ASL** - American Sign Language

**AT** - Assistive Technology

**ATP** - Assistive Technology Professional Certification

**BRN** - Indiana Bidder Registration Number

**BRS** - Bureau of Rehabilitation Services

**BVIS** – Blind and Visually Impaired Services

**CARF** – Commission on Accreditation of Rehabilitation Facilities

**CAPS** - Certified Aging-in-Place Specialist

**CART** - Computer Aided Real-time Transcription OR Communication Assisted Real-time Transcription

**CCP** - Certified CART Provider

**CFR** - Code of Federal Regulations

**C-PRINT** – Speech-to-Text Captioning Technology

**CPS** - Claims Payment System

**CRP** - Community Rehabilitation Program

**CRR** - Certified Real-time Reporter

**DDRS** - Division of Disability and Rehabilitative Services

**DHHS** - Deaf and Hard of Hearing Services

**FSSA** - Family & Social Service Administration

**IAC** - Indiana Administrative Code

**IC** - Indiana Code

**ICC** - Indiana Interpreter Certification

**IDOA** – Indiana Department of Administration

**IL** - Independent Living

**IPE** - Individualized Plan for Employment

**ISP** - Interpreter Service Program

**JCAHO** – Joint Commission on Accreditation of Healthcare Organizations

**NCRA** – National Court Reporters Association

**NMEDA** - National Mobility Equipment Dealers Association

**PCG** - Public Consulting Group

**PLA** - Professional Licensing Agency

**RESNA** - Rehabilitation Engineering and Assistive Technology Society

**RID** - Registry of Interpreters for the Deaf, a national interpreter organization

**TBI** - Traumatic Brain Injury

**VR** - Vocational Rehabilitation Services

**VRC** - Vocational Rehabilitation Counselor

**VRCC** - Vocational Rehabilitation Case Coordinator

**VRI** - Video Remote Interpreting

**VRS** - Video Relay Services (telephone relay service)