Indiana Family and Social Services Administration

Division of Disability, Aging and Rehabilitative Services
Bureau of Rehabilitation Services

Vocational Rehabilitation Vendor Service Manual

Version 6.0 November 2026

Table of Contents

Section A: GENERAL INFORMATION 4
WHAT IS VOCATIONAL REHABILITATION? 4
PURPOSE OF VENDOR SERVICES MANUAL 4
STEVENS AMENDMENT 4
WHO ARE VR PARTICIPANTS? 4
VENDOR POLICY STATEMENT 4
Section B: BECOMING AN APPROVED VR VENDOR 4
INSTRUCTIONS FOR COMPLETING VENDOR REGISTRATION 5
MAINTAINING REGISTRATION AFTER APPROVAL 7
Section C: PAYMENT PROCESS INFORMATION 7
AUTHORIZED SERVICES 7
ELECTRONIC SUBMITTAL 8
SUPPORTING DOCUMENTATION 8
TIMELY CLAIM SUBMITTAL 8
APPROVED CLAIMS 8
HANDLING 'NOT APPROVED' CLAIMS 8
SUBMITTING LATE CLAIMS 8
Section D: DEFINITION OF SERVICES OR GOODS AND REIMBURSEMENT RATES 8
1. DIAGNOSTIC AND EVALUATION 9
2. TREATMENT SERVICES 9
3. INTERPRETER SERVICES 10
4. TRAINING 11
COLLEGE OR UNIVERSITY TRAINING 11
OCCUPATIONAL, VOCATIONAL AND TECHNICAL TRAINING 11
OTHER TRAINING 12
5. EMPLOYMENT SERVICES 12
6. PRE-EMPLOYMENT TRANSITION SERVICES (PRE-ETS) 13
7. REHABILITATION TECHNOLOGY SERVICES AND TRAINING 13
REHABILITATION ENGINEERING SERVICE 13
ASSISTIVE TECHNOLOGY DEVICES 13
ASSISTIVE TECHNOLOGY SERVICES 13
PERSONAL AND VOCATIONAL ADJUSTMENT 14
8. SUPPORTING SERVICES 18
9. TRANSPORTATION SERVICES 18
10. EQUIPMENT AND SERVICES FOR SMALL BUSINESS AND BEP 19

11. OTHER VR SERVICES 19
Section E: ADDITIONAL INFORMATION 19
CONTRACT MONITORING 19
VENDOR TRANSPORTATION EXPENSES 19
VR-CPS – ADDITIONAL RESOURCES 20
VENDOR AGREEMENT 20

Section A: GENERAL INFORMATION

WHAT IS VOCATIONAL REHABILITATION?

Indiana Vocational Rehabilitation (VR), a program under the Bureau of Rehabilitation Services (BRS), provides VR participants with 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 been determined necessary to carry out the mission of VR and meet the registration requirements to provide VR services.

PURPOSE OF VENDOR SERVICES MANUAL

This manual describes the process of registering to become an approved vendor for VR and expectations for maintaining registration. It also briefly describes VR services, rates of reimbursement, applicable accreditation, credentialing and licensing requirements. VR reserves the right to revise, without prior notice, this manual as needed. It is the responsibility of the vendor to review any updated manual when notified via the VR-CPS website.

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 the state paid 21.3%. In Federal fiscal year (FFY) 2025, the VR agency received $78,766,705 in Federal VR funds, and funds appropriated by the State are 21.3% of the total costs, $21,222,015. Of these federal funds, $11,815,006 was set aside and utilized for Pre-Employment Transition Services (Pre-ETS). For purposes of the Supported Employment (SE) program, the U.S. Department of Education (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 2025, Indiana VR received $170,673 in Federal SE for Youth and the State appropriated funds are 10% of the remaining total costs, or $18,963. In FFY 2025, Indiana VR received $170,673 in regular SE grant funds. (Updated September 12, 2025)

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). VR retains sole discretion to determine if a vendor will be approved after assessing the need for additional vendors to meet program needs and

determining if the vendor possesses the required credentials, accreditations, licenses or other qualifications to provide services. Accordingly, submission of a vendor registration does not guarantee approval, authorization or eligibility to provide services. Services provided prior to becoming an approved vendor will not be reimbursed by VR. Once a registration has been approved, vendors will have access to view service authorizations and submit claims for payment.

INSTRUCTIONS FOR COMPLETING VENDOR REGISTRATION

Disclosure: *All embedded links in this version of the VR Vendor Services Manual were verified as accurate on the date of issuance. If a link no longer works, please use your web browser to search for the current webpage or resource.*

All vendors can paste this link into a browser: https://bac.prod.invrcps.com/Public/Portal.aspx. To view additional information and resources, go to the tile labeled *Vendor Registration* and 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 register as a vendor, you must first request an account by emailing VRVendor@fssa.in.gov with the following information:

- Business Name,
- Business Address,
- Business contact information for individual that will complete the registration
    - name,
    - email,
    - mobile phone number
- Business FEIN (if an individual or participant – need last 4 digits of SSN),
- Services business provides that are available for VR participants
- How did you hear about Vocational Rehabilitation Services.

After all required information has been received, Vocational Rehabilitation (VR) will review the request and determine whether there is a need for the services your business provides. If approved, VR will create your vendor account. The identified business contact will receive a system generated email with a link to VR-CPS, a username and a temporary password.

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.

Vocational Rehabilitation (VR) is transitioning from requiring businesses to obtain a Data Universal Numbering System (DUNS) number to requiring businesses to obtain a Unique Entity Identifier (UEI) through sam.gov Vendors registering for the first time under a **Business Profile** or updating an existing registration should visit sam.gov to obtain or verify their UEI.

- **New business registrations:** Enter all zeros in the DUNS field in VR-CPS and provide the UEI issued through SAM.gov in the Supporting Documentation section.
- **Existing business updating registration:** Submit the UEI issued through SAM.gov in the Supporting

Documentation section.

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.

There are three Vendor Types and vendors 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 which is located under VR Forms: https://bac.prod.invrcps.com/Public/Portal.aspx.
  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:** Vendor Type 3 includes the following:
  - Vendors not providing individualized services, but for whom VR is a funding source (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 participants; and transportation providers such as public transit, taxi and Medicaid Ride services).
  - Vendors registering to provide services to one participant (such as tutoring or notetaking).
  - VR Participants, parents and legal guardians registering to receive reimbursements.

Vendors **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. LLCs or Corporations incorporated outside of Indiana must also register with the Indiana Secretary of State.

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.

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. 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 via a system generated email when their registration has been approved or if additional information is needed. Registration review can take up to 2 weeks.

When registering the vendor will indicate the Goods and Services for which they are seeking approval to provide. The vendor will be required to select the *Service Category* and the *Service Types.* In Section D, there is a description of the services. If there are additional questions or assistance is needed, contact VR Vendor at VRVendor@fssa.in.gov.

MAINTAINING REGISTRATION AFTER APPROVAL

Vendors are required to review their own entity information as often as necessary but at least annually ensuring all information is correct and certifications, accreditations, and licenses are valid. *Vendors will not be reimbursed for services that were provided during any lapse in licensing or certification.* For any questions or concerns, contact VRVendor@fssa.in.gov. 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)

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. 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 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

When registering the vendor will indicate the Goods and Services for which they are seeking approval to provide. The vendor will be required to select the *Service Category* and the *Service Types.* Below is a brief description of the services. If there are additional questions or assistance is needed, contact the local VR office or email VR Vendor at VRVendor@fssa.in.gov.

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

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.

****RATE/FEE:** Reimbursement for any medical or psychological evaluations 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 14.1-3-8; 460 IAC 14.1-5-1; 460 IAC 14.1-15-1 and 34 CFR 361.48

2. TREATMENT SERVICES

Treatment services include the following and are provided to participants when they are planned and necessary for participants to achieve their employment outcome:

- 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 in connection with approved corrective surgery or therapeutic 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: 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 14.1-15; 460 IAC 14.1-27-9; 34 CFR 361.50(c)(2)(ii)

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. Interpreter Services include:

- 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 required documents established by DHHS must

be current and uploaded into VR-CPS. All credential renewals must be forwarded to DHHS.CAR@fssa.in.gov upon receipt and updated in the VR-CPS registration. The credentials tab must have current expiration dates and correlate with documents in VR-CPS.

For specific license requirements, refer to the Indiana Professional Licensing Agency's website available online using this link: Indiana PLA Requirements.

****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 14.1-27-8

4. TRAINING

Training services support participants by helping them develop necessary skills and earn required credentials needed to achieve their employment goal. Each type of training has specific vendor requirements as outlined below.

COLLEGE OR UNIVERSITY TRAINING

College or University training/education is provided by an accredited postsecondary training institution, resulting in an academic degree upon completion, to prepare students for competitive, integrated employment in a specific career field.

** **RATE/FEE**: VR bases the level of support on the participant's financial resources and comparable benefits and will not exceed the rates outlined in the annual VR postsecondary information memorandum which are derived from the cost of attendance at in-state public institutions of higher education and are posted on the VR website at Postsecondary Training Services Information.

REQUIREMENTS OF VENDOR: Services must be procured only from accredited institutions of higher education. Proof of accreditation is required.

AUTHORITY: 460 IAC 14.1-18-1(a)

OCCUPATIONAL, VOCATIONAL AND TECHNICAL TRAINING

Occupational, vocational, technical, or job skill training, typically resulting in an industry-recognized credential, is provided by a community college, Registered Apprenticeship Program, 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. Proof of accreditation, professional licensure, or documentation supporting qualification to provide services, including organization's references, curriculum, success rates, placement rates, and instructor resumes are required.

** **RATE/FEE**: VR bases the level of financial support on the participant's comparable benefits and will not exceed the rates outlined in the annual VR postsecondary information memorandum which are derived from the cost of attendance for in-state public institutions of higher education and are posted on the VR website at: Postsecondary Training Services Information.

AUTHORITY: 460 IAC 14.1-18-2

OTHER TRAINING

Other training is meant to develop an individual's skills to obtain, retain, or advance in employment. Other training programs must be approved by VR Leadership and could include**:**

- On-the-job (OJT) training
- Approved Train to Hire Programs

REQUIREMENTS OF VENDOR: Services must be procured only from a qualified service provider. 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 the employer providing on-the-job training 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.

AUTHORITY: 460 IAC 14.1-27 and 460 IAC 14.1-3-61

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 in VR-CPS registration.

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.

Employment service vendors must:

- Ensure newly hired staff complete training that meets the Association of Community Rehabilitation Educators (ACRE) certified training competencies within twelve months of being hired.
- Ensure staff receive four (4) hours of employment focused training annually.
- Accept participants referred, unless there is a conflict of interest as described in 14.1-27-4.
- Notify the VR program at VRprovider@fssa.in.gov within five (5) days if the provider is unable to accept referrals due to insufficient staff resources and update the VR ES Provider Directory.

****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 VR Manual of Employment Services.

AUTHORITY: IAC 12-12-1-4.1(b), 460 IAC 14.1-27-5

6. PRE-EMPLOYMENT TRANSITION SERVICES (PRE-ETS)

Definitions, rates, and more information regarding Pre-Employment Transition Services (Pre-ETS) can be viewed by using this link: FSSA: DDARS: Pre-Employment Transition Services forms.

Services include the five federally required activities:

- Job Exploration Counseling
- Work-Based Learning Experiences
- Counseling on Postsecondary Opportunities
- Workplace Readiness Training
- Instruction in Self-Advocacy.

REQUIREMENTS OF VENDOR: Pre-ETS may be delivered only by VR-authorized providers who meet Indiana VR qualification standards. Providers must comply with all documentation, reporting, and service delivery expectations outlined in the Pre-ETS Service Manual. Pre-ETS providers must ensure services are age-appropriate, individualized, and aligned with each student's transition goals. Best practice is for Pre-Employment Transition Services (Pre-ETS) providers to submit claims monthly. Claims should be submitted on or before 30 calendar days following the end of the month in which services were delivered. Timely submission of claims supports accurate payment processing and helps Vocational Rehabilitation (VR) monitor expenditures to ensure compliance with the federal requirement that at least 15% of VR federal funds be reserved for and expended on Pre-ETS activities.

****RATE/FEE**: Pre-ETS service rates are outlined in the Indiana VR Pre-ETS Rate Schedule. Rates are standardized for all providers and apply only to services delivered in accordance with federal and state requirements. Providers may not begin delivering services until the authorization is issued.

AUTHORITY: 460 IAC 14.1-24; Section 113 of the Rehabilitation Act of 1973, as amended by the Workforce Innovation and Opportunity Act (WIOA); 34 CFR §361.48(a).

7. 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 Evaluation and Services. 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. 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.

PERSONAL AND VOCATIONAL ADJUSTMENT

Visual Impairment (VI) and non-visual impairment 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. Submit documentation regarding proof of qualifications to provide services (i.e., specialized training, resume, references, curriculum, etc.).

AUTHORITY: 460 IAC 14.1-27 and 460 IAC 14.1-3-61

REQUIREMENTS OF DRIVER REHABILITATION AND VEHICLE MODIFICATION PROVIDERS:

DRIVER REHABILITATION SERVICES:
Driver rehabilitation services must be procured only from a qualified service provider. To provide driver rehabilitation services independently, an individual must be a Certified Driver Rehabilitation Specialist (CDRS). Approved driver rehabilitation providers may have employees with a Driver Rehabilitation Professional (DRP) designation if they are working towards their CDRS and under the direct supervision of an individual with their CDRS. If an individual with their DRP is not in the process of working toward their CDRS, services provided

under the CDRS supervision should be limited to basic and low-tech driver rehabilitation.

All reports submitted to VR must be in compliance with ADED best practices. Driver and vehicle modification evaluations for high-tech modifications must be signed by a CDRS.

Documentation regarding proof of qualifications to provide services are required and include ADED certifications, diploma showing degree, 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.

VEHICLE MODIFICATION SERVICES:

All vehicle modifications must be provided by a Mobility Dealership accredited through the Quality Assurance Program of the National Mobility Equipment Dealers Association. Approved vendors must agree to provide mobility driving equipment to VR for the rates established in the Vehicle Modification Fee Schedule.

Upon completion of a vehicle modification, a mechanical inspection is required. Those providing this service should be well versed in vehicle modifications and conversions. Designated professionals may include but are not limited to: Rehabilitation, Industrial, Mechanical, and/or Automotive Engineer.

AUTHORITY: 460 IAC 14.1-27-10, 460 IAC 14.1-27-6

REQUIREMENTS OF HOME MODIFICATION EVALUATORS:

Services must be procured from a qualified service provider. 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.

AUTHORITY: 460 IAC 14.1-27-7

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 at 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 and guarantee their work for one (1) year after completion date.

Home modification contractors must also comply with the following requirements set by the Appendix to 2 CFR 200 and, when providing modifications to public facing structures, the Build America Buy America Act (BABAA):

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, 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)
If contractors are providing public facing structural modifications (for example for a participant's small business) 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 or home modification 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. Rates for vehicle modifications are set based on specific prevailing market rate, and specific scope of services provided to the VR participant and standardized for all vehicle modification providers through the Vehicle Modification Fee Schedule.

AUTHORITY: 460 IAC 14.1-27-7; 460 IAC 14.1-27-10; 460 IAC 14.1-28-1(h)

8. SUPPORTING SERVICES

Supporting Services are provided in conjunction with a primary service funded by VR or comparable service or benefit and are necessary to enable the participant to benefit from the primary service. These services include reader services, personal attendant services, tutoring, note-taker services, post-secondary support programs, dependent care, maintenance services and other related services based on individual VR participant need.

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

AUTHORITY: 460 IAC 14.1-27; 460 IAC 14.1-16-1; 460 IAC 14.1-3-67; 460 IAC 14.1-28-1(h)

9. TRANSPORTATION SERVICES

Transportation means the least cost travel expenses necessary to enable a 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. 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 14.1-3-(69); 460 IAC 14.1-28-1(h)

10. EQUIPMENT AND SERVICES FOR SMALL BUSINESS AND BEP

Includes services provided to participants in the pursuit of self-employment, self-employment via Randolph Sheppard Business Enterprise Program (BEP), telecommuting, and small business operation outcomes. Technical assistance and other consultation services can be provided to conduct market analyses, to develop business plans. In addition, equipment and services to support small business startups and BEP participation may be provided.

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

AUTHORITY: 460 IAC 14.1-12; 460 IAC 14.1-13

11. 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, 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-14.1-28-1(h)

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 ensure compliance with Federal requirements and that 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 retain records for three (3) years from the date of the claim payment. 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-CPS Vendor website to review the most current information, access training, access the Claims Payment System, and sign up for the VR Vendor News and Updates List Serve.

VENDOR AGREEMENT

A copy of the agreement will be in the VR-CPS registration approval email sent to the individual that set up the registration. Please retain your email as a copy for your own records if needed.

VOCATIONAL REHABILITATION VENDOR AGREEMENT

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 on the Vocational Rehabilitation – Claims Payment System (VR-CPS) 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 submit service 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.
- 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 is in good standing with federal and state tax authorities.
- 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, and agrees to maintain an accurate record of these in VR-CPS.

- The Vendor understands they will not be reimbursed for services provided during any lapse in licensing or certification.
- The Vendor shall notify VR at VRVendor@fssa.in.gov within ten (10) business 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 will avoid all conflicts of interest that would result in favoritism, personal benefit, or financial advantage to themselves, family members or business relations.
- 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 if the services would result in a financial benefit. A family member is a domestic partner, spouse, parent, stepparent, child or stepchild, sibling, stepsibling, person related by blood or marriage (in-law), a person whose relationship is substantially similar to blood or marriage or anyone living in the same household.
- 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 retain such records for three (3) years from the date of the claim payment.
- 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 disbarred 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 immediately if vendor is disbarred 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 as outlined in detail in the Vocational Rehabilitation Vendor Services Manual.
- Any Vendor that provides services that involve construction of a public facing structure must comply with the Build America Buy America Act (BABBA) as outlined 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 (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 pays 78.7% of the total costs of the program, and state pays 21.3 %. 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. The funds are specified and updated on an annual basis in the VR Vendor Services Manual and on the VR website after all expenditures are finalized for the grant's period of performance.

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 DDARS.

- 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 .

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
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.

The Vendor understands that Vocational Rehabilitation retains sole discretion to determine if a vendor will be approved after assessing the need for additional vendors to meet program needs and determining if the vendor possesses the required credentials, accreditations, licenses, and other qualifications to provide services. Accordingly, submission of a vendor registration does not guarantee approval, authorization, or eligibility to provide services.

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 the 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
DDARS - Division of Disability, Aging 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)