

Vendor Supporting Documentation Reference Guide

The following document provides guidance on when and where to submit supporting documentation for VR services claims.

Two Billing Protocols:

1. All Employment Services Supporting Documentation will be e-mailed to VR Office General e-mail box
 - VR Office General E-mail Address Information: [VR Directory](#)
2. Supporting Documentation for all other services will be attached to the claim in VR-CPS

When to Submit Documentation

- Vendor claims for **products** that require supporting documentation in the “Receipt of Goods” category **for purchases of \$50 and more**. The necessary documentation for each authorization type is listed in the table below.
- Vendor claims for **products** that require invoices and they should be submitted in the **Invoice/EOB** category.
- Do not submit documentation with claims for facility transportation.

Where to Submit Documentation

Upload documentation to the “Supporting Documentation” section at the bottom of the Claim Information screen in VR-CPS as indicated in the screenshot below.

Supporting Documentation

No supporting documents found.

Valid files: Image, PDF, Spreadsheet, Word

Education/Training

▼

Choose File No file chosen

Drop Down Menu

Enter CPS File Name

Enter file name

Upload

Additional Notes on Submitting Documentation

- Only upload supporting documentation for the participant for whom you are filing a claim.
- Before you upload the document, save the file with a name that clearly identifies what the document is including the name and dates of service.
- Complete the “VR-CPS file name” field in VR-CPS with a description of the document as outlined in the table below.
- Use the ‘claim items notes’ to submit additional information about the claim.

The table below outlines required documentation, appropriate category from the drop-down menu, and naming convention for each authorization type.

Authorization Type	Required Documentation in VR-CPS	Category to Select in Drop Down Menu	Example of Document Name	Example of VR-CPS File Name
College Books - Authorization to bookstore for college books.	Receipts: Bookstores must upload a copy of receipts, with VR-CPS Claim	Use: Receipt of Goods	<i>Book receipt August 2022</i>	<i>Books 2022</i>
College tuition, fees, room, and board (start date of authorization is the last date of the refund; end date the last day of the term. Claim submitted after last refund date.	No documentation needed in VR-CPS	NA	NA	NA
Vocational Training (OJT, Cosmetology, other Occupational Training)	Grades, Progress Notes, Attendance, and Certifications of Completion as deemed necessary	Use: Education and Training	<i>Grades Feb 2022 Progress Notes Feb 2022, Attendance Report Feb 2022</i>	<i>Grades Feb 2022 Progress Notes Feb 2022, Attendance Report Feb 2022</i>
Durable Medical Good (Examples: wheelchair, scooter, prosthetic, etc.)	ROG (Preferred: vendor has the Participant sign the ROG and uploads in VR-CPS. Alternatively, the vendor can upload document with participant signature showing Participant received the item.) Explanation of Benefits (EOB) if there is applicable insurance Invoice	Use: Receipt of Goods for ROG or Signed Delivery Ticket Use: Invoice/EOB for Invoice and Insurance information.	<i>ROG-Wheelchair ROG-Scooter</i>	<i>ROG-Wheelchair ROG-Scooter</i>
Audio/Oto Evaluation	Audio/Oto Reports	Use: Medical/Psychological Records	<i>Audiological Exam- 2/5/2022</i>	<i>Audiological Exam- 2/5/2022</i>
Authorization to Dispense Hearing Aids	ROG and One of the following items: Aided Audiogram, or Real Ear Measurement.	Use: Receipt of Goods Medical/Psychological Records	<i>ROG</i>	<i>ROG 5/1/22 Aided Audiogram - 5/1/22</i>
Interpreter Services	None	NA	NA	NA

Authorization Type	Required Documentation in VR-CPS	Category to Select in Drop Down Menu	Example of Document Name	Example of VR-CPS File Name
Reimbursing Participant for Goods	Receipts (exception - no receipt required for board and per diem)	Use: Invoice/EOB for receipts Use: Receipt of Goods for Reimbursement Statement	<i>Books Fall 2022</i>	<i>Books Fall 2022</i>
Reimbursing Participant for Mileage	Reimbursement Statement with dates of travel	Use: Invoice/EOB	<i>Mileage expenses Feb 2022</i>	<i>Mileage expenses Feb 2022</i>
Reimbursing Participant for Childcare or Tutoring	Receipts	Use: Invoice/EOB	<i>Childcare Feb 2022</i> <i>Tutoring Feb 2022</i>	<i>Childcare Feb 2022</i> <i>Tutoring Feb 2022</i>
Paying a Tutor/school for Services	Support Services Statement or Invoice	Use: Invoice/EOB	<i>Tutoring Feb 2022</i>	<i>Tutoring Feb 2022</i>
Paying a Childcare Provider	Support Services Statement OR Invoice	Use: Invoice/EOB	<i>Childcare Feb 2022</i>	<i>Childcare Feb 2022</i>
Facility Transportation (travel provided in conjunction with another service such as evaluation, training or employment services).	Do not submit documentation with the claim			
Facility Transportation (taxicab, public transportation)	No documentation is required.	Use: Invoice/EOB (if you wish to send an invoice)		

Authorization Type	Required Documentation in VR-CPS	Category to Select in Drop Down Menu	Example of Document Name	Example of VR-CPS File Name
Psychological, Neurological, Medical, Behavioral Evaluation or Services	Service Report (evaluation, summary of service, progress notes)	Use: Medical/Psychological Records	<i>Psych Eval Report Feb 2022</i>	<i>Psych Eval Report – Dr. Smith - Feb 2022</i>
AT Evaluation and Services	Service Report (evaluation, summary of services, progress notes)	Use: Rehab/Assistive Technology	<i>AT Eval – 2022 Training Report Feb 2022</i>	<i>AT Eval 2.15.22 Training Report Feb 2022</i>
Assistive Tech or other product being mailed to Evaluator or Participant (delivered to evaluator so they can deliver and set up for the participant)	Invoice (itemized showing products being billed) AND Receipt of Goods (ROG) - If product is sent to Evaluator, they have Participant sign ROG at install and send to Area VR Office email and vendor OR - If sent directly to participant, vendor should upload delivery tracking sheet verifying product has been delivered.	Use: Invoice/EOB for the invoice Use: Receipt of Goods for ROG or delivery Ticket	Product Description <i>Walker - Feb 2022</i> <i>Computer Software Feb 2022</i>	Product Description <i>Walker - Feb 2022</i> <i>Computer Software Feb 2022</i>
Other Goods (glasses, equipment, uniform, etc.) picked up by Participant.	AND Invoice/Receipt ROG (unless the product is less than \$50.00) - Preferred: vendor has participant sign ROG when participant picks up item/other goods. - Alternatively, the vendor uploads document verifying participant has received the product (OT/PT report, medical report, other)	Use: Invoice/EOB for Invoice Use: Receipt of Goods for ROG	<i>Glasses Feb 2022</i> <i>Uniform Jan 2022</i>	<i>Glasses Feb 2022</i> <i>Uniform Jan 2022</i>

Authorization Type	Required Documentation in VR-CPS	Category to Select in Drop Down Menu	Example of Document Name	Example of VR-CPS File Name
Small Business/Self Employment Evaluation and Consultation	Service Report (evaluation, business plan development, summary of consultation services)	Use: Small Business Enterprise	<i>SBC Feb 2022 Business plan Jan 2022</i>	<i>SBC Feb 2022 Business plan Jan 2022</i>
Small Business Products (tools & equipment, licenses, stocks & supplies, etc.)	Invoice (itemized showing products being billed) AND Receipt of Goods (ROG) - Participant sign ROG at install and vendor sends to Area VR Office email OR - Vendors who mail products directly to participant should upload tracking sheet/delivery ticket verifying product has been delivered.	Use: Receipt of Goods for ROG or delivery Ticket Use: Invoice/EOB for the invoice	Product description <i>Stocks and Supplies – 2.2022</i> <i>Computer and Printer 3.2022</i> <i>Microsoft License</i>	Product description <i>Stocks and Supplies – 2.2022</i> <i>Computer and Printer 3.2022</i> <i>Microsoft License</i>
Small Business Services (such as accounting, marketing-website design, etc.)	Invoice (itemized showing services being billed)	Use: Invoice/EOB	<i>SB services Accounting Jan – March 2022</i> <i>Website Design Feb 2022</i>	<i>SB services Accounting Jan – March 2022 Website Design Feb 2022</i>
Driver Evaluation or Training	Evaluation, Training Report, or summary of progress. - Upload report with VR-CPS claim OR - Send report to local VR office general email prior to submitting claim in VR-CPS.	Use: Rehab/Assistive Technology for report Use: Invoice/EOB - If you want to upload an invoice	<i>Driver Eval Feb 2022</i> <i>Driver Training 12. 2022</i>	<i>Driver Eval Feb 2022 Driver Training 12. 2022</i>
Vehicle Modification	Post-VM Func. & Mech. Inspection Signed by the Mech. Inspector and Driver Evaluator Invoice (itemized showing products being billed)	Use: Receipt of Goods for Post Modification Inspection Use: Invoice/EOB for invoice	<i>VM post mod Inspection VM Invoice</i>	<i>VM post mod Inspection VM Invoice</i>
Vehicle Modification Inspection (either functional or mechanical)	Full Inspection Report - Completed by mechanical inspector or CDRS. Vendor can upload report with VR-CPS claim or send report to local VR office general email prior to submitting claim in VR-CPS.	Use: Rehab/Assistive Technology	<i>VM Inspection Report – 2.2022</i> <i>Functional Inspection 2.2022</i>	<i>VM Inspection Report – 2.2022</i> <i>Functional Inspection 2.2022</i>

Authorization Type	Required Documentation in VR-CPS	Category to Select in Drop Down Menu	Example of Document Name	Example of VR-CPS File Name
Home Modification Evaluation/Consultation/ Inspection	HM Evaluation, Full HM Inspection Report, Price quotes gathered from contractors, Full Specs that have been developed as applicable Vendor can upload report with VR-CPS claim or send report to local VR office general email prior to submitting claim in VR-CPS.	Use: Rehab/Assistive Technology	<i>HM Eval Report</i> <i>HM Inspection Report 2.2022</i> <i>HM Quote – (contractor name)</i> <i>Transfer System Quote – (contractor name)</i>	<i>HM Eval Report</i> <i>HM Inspection Report 2.2022</i> <i>HM Quote – (contractor name)</i> <i>Transfer System Quote – (contractor name)</i>
Home Modification - Materials	ROG for Materials (Contractor has Participant sign ROG after Materials are on site <i>or</i> Evaluator has ROG signed, email to local VR office general email) Copy of Permit or verification no permit required for HM costing more than \$10,000. (If materials are claimed after final inspection, only the final inspection is required)	Use: Receipt of Goods for ROG Use: Invoice/EOB for invoice and permit requirement verification.	<i>HM Materials ROG HM Materials Invoice</i>	<i>HM Materials ROG HM Materials Invoice</i>
Home Modification Services – Labor	Home Modification Inspection form signed by HM Project Manager and given to Contractor to upload with VR-CPS claim for labor. - If billing for whole project after inspection, a separate ROG is not required.	Use: Receipt of Goods for the HM Inspection form	<i>HM Inspection</i>	<i>HM Inspection</i>

Authorization Type	Required Documentation in VR-CPS	Category to Select in Drop Down Menu	Example of Document Name	Example of VR-CPS File Name
Farm Modification Evaluation and Consultation services	Farm Assessment Report or Service Report	Use: Rehab/Assistive Technology	<i>Farm Assessment Feb 2022</i>	<i>Farm Assessment Feb 2022</i>
Farm Modifications Involving only purchase of equipment	ROG (or signed delivery ticket) and Invoice (itemized showing products being billed)	Use: Receipt of Goods for ROG or Signed Delivery Ticket Use: Invoice/EOB for the invoice	<i>Farm Mod Invoice</i> <i>Farm Mod signed delivery ticket</i>	<i>Farm Mod Invoice</i> <i>Farm Mod signed delivery ticket</i>
Farm Modification Services involving installation of equipment or structural modifications	Invoice and Farm Modification Inspection (inspection may be required, based on the VRC and recommendations of FM evaluator)	Use: Invoice/EOB for the invoice and inspection	<i>FM Inspection – 2.15.22</i>	<i>FM Inspection – 2.15.22</i>
Equipment that can have a State License Plate (Utility Vehicle, Trailers, other farm equipment)	ROG Invoice (itemized showing products being billed) (Certificate of Origin should be mailed via USPS to VR Office)	Use: Receipt of Goods for ROG or signed delivery ticket Use: Invoice/EOB for the invoice	<i>Invoice Pilot Lift</i>	<i>Invoice Pilot Lift</i>

All Employment Services should submit supporting documentation to local VR General E-mail.
Please see ES Manual for further billing details located on VRS.IN.GOV website.

Service Type	Process	Submission Location	Example of Document Name
Discovery	- Monthly Progress Summary is due by the 10th of the following month, if not received by the 10th of the month, VR will not pay the claim until it is received. Note: If participant starts a job while in Discovery, hourly discovery could be paid while Career Profile is being finalized and has been submitted. - Career Profile is due at the conclusion of Discovery.	VR Area E-mail	<i>Smiloh MPS April 2025</i>
Job Readiness Training	- Job Readiness Training Plan due within one calendar week of authorization - Email Monthly Progress Summary to office general email box. - Monthly Progress Summaries are due by the 10th of the following month, if not received by the 10th of the month, VR will not pay the claim until it is received	VR Area E-mail	<i>Smiloh MPS April 2025</i>
Milestone 1	- Email Monthly Progress Summary to office general email box. - Monthly Progress Summaries are due by the 10th of the following month, if not received by the 10th of the month, VR will not pay the claim until it is received - Claim for achieving Milestone 1 can be submitted one week from approval date or job start date, whichever is later – as noted in the approved NOJO.	VR Area E-mail	<i>Smiloh MPS April 2025</i>
Milestone 2	- Email Monthly Progress Summary to office general email box. - Monthly Progress Summaries are due by the 10th of the following month, if not received by the 10th of the month, VR will not pay the claim until it is received. - Claim for achieving Milestone 2 can be submitted four weeks from approval date or job start date, whichever is later – as noted on the approved NOJO.	VR Area E-mail	<i>Smiloh MPS April 2025</i>

Authorization Type	Process	Submission Location	Example of Document Name
Milestone 3	- Email Monthly Progress Summary to office general email box. - Monthly Progress Summaries are due by the 10th of the following month, if not received by the 10th of the month, VR will not pay the claim until it is received - Claim for achieving Milestone 3 can be submitted on or after the date indicated on the approved Stabilization Form	VR Area E-mail	<i>Smiloh MPS April 2025</i>
Supported Employment	- Email Monthly Progress Summary to office general email box. - Monthly Progress Summaries are due by the 10th of the following month, if not received by the 10th of the month, VR will not pay the claim until it is received	VR Area E-mail	<i>Smiloh MPS April 2025</i>
On-the-job Supports Hourly	- Email Monthly Progress Summary to office general email box. - Monthly Progress Summaries are due by the 10th of the following month, if not received by the 10th of the month, VR will not pay the claim until it is received	VR Area E-mail	<i>Smiloh MPS April 2025</i>
Job Search Assistance/Job Placement Assistance Hourly	- Email Monthly Progress Summary to office general email box. - Monthly Progress Summaries are due by the 10th of the following month, if not received by the 10th of the month, VR will not pay the claim until it is received	VR Area E-mail	<i>Smiloh MPS April 2025</i>
Youth Extended Services	- Email Monthly Progress Summary to office general email box. - Monthly Progress Summaries are due by the 10th of the following month, if not received by the 10th of the month, VR will not pay the claim until it is received	VR Area E-mail	<i>Smiloh MPS April 2025</i>
Performance Incentive Payments	Supporting Documentation is sent to VR Area E-mail at the time of billing.	VR Area E-mail	<i>Smiloh Paystub Smiloh Offer Letter</i>

Authorization Type	Process	Submission Location	Example of Document Name
Trial Work Experiences	- Email Monthly Progress Summary to office general email box. - Monthly Progress Summaries are due by the 10th of the following month, if not received by the 10th of the month, VR will not pay the claim until it is received. - Trial Work Experience Report required for final payment of TWE.	VR Area E-mail	<i>Smijoh MPS Jan 2026</i> <i>Smijoh TWE Report 1 Jun 26</i> <i>Smijoh TWE Report 2 July 26</i>