



Eric Holcomb, Governor
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Division of Disability and Rehabilitative Services
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To: Vocational Rehabilitation (VR) Services Vendors
From: Kylee Hope, Director, Division of Disability and Rehabilitative Services (DDRS)
Theresa Koleszar, Director, Bureau of Rehabilitation Services (BRS)
Re: Claims Payment System VR vendor registration
Date: October 25, 2018

The Division of Disability and Rehabilitative Services, Bureau of Rehabilitation Services implemented Phase 1 of the electronic Claims Payment System for Vocational Rehabilitation service vendors in April, 2018. Phase 1 is vendor registration. The vendor registration process is now open to ALL VR service vendors, including incorporated businesses and sole proprietors/ individuals. All vendors that submit invoices to VR for payment of claims must complete the registration process by **December 7, 2018**.

All vendors should review the checklist that is applicable to their registration profile by [clicking here](#). The checklist is listed under the weekly tips. The different profiles are:

1. Business (Incorporated businesses)
2. Sole Proprietor/Individual (Independent contractors/evaluators or others not formally recognized by your state of incorporation)

All vendors are encouraged to review the VR Services Manual and User Guides located [here](#) prior to beginning the registration process. Vendors can completed the registration process by accessing the FSSA VR Vendor website by [clicking here](#). Vendors will need to click the VR Vendor Portal button to initiate the registration process. (*NOTE: the application works best using Google Chrome*)

Please note that the system is being rolled out in two phases: Phase 1) Vendor registration; and Phase 2) Vendor claims payment. *You will be notified when Phase 2 is ready to be implemented.* Once Phase 2 is implemented, all payments to VR vendors will be processed through CPS.

You can find links to a recording of the webinars and Frequently Asked Questions by [clicking here](#).

Stay informed by joining the VR vendor email list to access the most up to date information. You can join by going to the VR Vendor webpage or by [clicking here](#). Additional questions about the VR Vendor registration process and Claims Payment System can be directed to VRVendor@fssa.in.gov.

