



Eric Holcomb, Governor
State of Indiana

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 deadline
Date: August 28, 2018

The Division of Disability and Rehabilitative Services, Bureau of Rehabilitation Services has implemented Phase 1 of the electronic Claims Payment System for Vocational Rehabilitation service vendors. Phase 1 is Vendor registration. BRS is currently reviewing and approving all incorporated business vendors who have completed the vendor registration process, however many vendors have not yet begun or completed the registration process. Any incorporated business that submits invoices to VR for payment of claims must register by **October 5, 2018**. Incorporated business vendors who have not completed the registration process can access 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)

An Indiana Bidder Registration number and a DUNS number is required to register as an incorporated business VR vendor. Any incorporated business that does not have a bidder number or a DUNS number may access step-by-step instructions [here](#). Please note it can take up to 30 days to obtain a DUNS number.

Individuals that are *not* incorporated business entities (e.g., Independent contractors/evaluators or others not formally recognized by your state of incorporation), but receive payment for provision of services from VR will be registering as vendors at a later time.

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](#). All vendors are encouraged to review the VR Services Manual and User Guidelines prior to beginning the registration process.

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.

