



Eric Holcomb, Governor
State of Indiana

Division of Disability and Rehabilitative Services
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To: Interpreters and Interpreting Agencies
From: Rhonda Marcum, Manager, Deaf and Hard of Hearing Services
Re: Interpreter and Interpreting Agencies' announcement
Date: June 19, 2018

The Indiana Bureau of Rehabilitation Services, Deaf and Hard of Hearing Services is modifying its process for coordinating and scheduling interpreting services. Beginning July 1, 2018, DHHS will be coordinating and scheduling interpreting services for eligible Vocational Rehabilitation participants who are receiving VR assistance with interpreters for participation in post-secondary training during the 2018-2019 school year. Luna Language Services will continue to provide coordinating and scheduling of interpreting services, CART services, and Video Remote Interpreting services for all other assignments.

DHHS is seeking collaboration with interpreting service agencies and independent interpreters for VR college students in your area. If you are interested in working directly with DHHS to fill interpreting jobs for eligible VR participants attending post-secondary training, please complete and submit the following documentation as soon as possible, and no later than July 13, 2018:

1. [Form W9 - Request for Taxpayer Identification Number and Certification](#)
2. [Direct Deposit form - State Form 47551 R5 4-14](#)
3. Certification or other applicable credentials

Please email all completed forms to DHHSHelp@fssa.in.gov or mail them to DHHS, 402 West Washington Street, Room W-453, Mailstop 23, Indianapolis, IN 46204.

Additionally, interested providers will need to complete a new electronic VR vendor registration process, which is [available by clicking here](#). This portal is currently open for interpreting agencies as well as for interpreters who have a Limited Liability Company (LLC), Small Business Corporation (S-Corp) or Corporation (C- Corp). Please submit this registration process as soon as possible, and no later than July 20, 2018. Please note that the portal will soon be open for registration for independent interpreters who do not meet this criteria, and a deadline for registering for these providers will be announced in future correspondence.

For more information, including live webinar sessions to assist vendors with the registration process, FAQ's, and a Vendor Manual, [please click here](#). It is strongly advised that the vendor manual be reviewed prior to completing the electronic registration process. Please also join the



VR vendor list serve at [by clicking here](#) to receive the latest updates about the electronic registration process.

DHHS looks forward to working directly with you for the upcoming Fall Semester. If you have any questions or concerns, please do not hesitate to contact Rhonda.Marcum@fssa.in.gov.