

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT

To: Providers of Interpreter Services **Date:** August 1st, 2016
From: Tina Seda
Subject: Interpreter Service Contract Claim Submission Deadline for the 2015-16 Contract Year

This is to remind Interpreter Service Providers of the 90 day closeout period as stated in the Appendix C payment schedule for the 2015-16 contract period which ended on May 31, 2016. Final invoices are due to the ACCES-VR District Offices no later than August 31, 2016 for the 2015-16 contract year close-out. It is imperative that contractors work with the local District Office(s) on any discrepancies during this 90 day period. As indicated in Appendix C, late submissions will not be accepted.

A final reconciliation payment will be made, if necessary, after ACCES-VR review of final claims.

ACCES-VR District Offices will need to be sure that all interpreter service invoices submitted by August 31, 2016 are entered on the mainframe no later than September 30, 2016.

If there are any questions regarding the final reconciliations, please contact your local ACCES-VR District Office well in advance of the deadline, August 31, 2016. If there are any questions regarding the payments, please contact Jeremy McBain at (518) 473-3606.

c: ACCES-VR Business Managers
ACCES-VR Regional Coordinators
ACCES-VR District Office Managers
Debora Brown-Johnson
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