

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

**To:** Core Rehabilitation Services Contract Service Providers      **Date:** March 20, 2015  
**From:** Tina Seda, ACCES Contract Unit  
**Subject:** Contract Claim Submission Deadlines for the 2014 Contract Year – **30 Day Extension**

Per *Attachment D – Payment and Reporting Schedule* of your Core Rehabilitation Services (CRS) contract, contractors are allowed a 90-day reconciliation period for the 2014 contract year, which ends on December 31, 2014. Due to technical issues with the CRS Utilization Detail Reports and their distribution, ACCES-VR is extending the reconciliation period by thirty days. All outstanding billing is now due to the ACCES-VR District Offices and ACCES Contract Unit (SE Extended only) no later than April 30, 2015 for the 2014 contract period. Submissions after the extended reconciliation period will not be accepted.

It is imperative that CRS contractors review the monthly utilization reports sent to them from ACCES-VR and work with the local District Office(s) to resolve any discrepancies during this reconciliation period. A final reconciliation payment will be issued in June 2015, if necessary, following ACCES-VR's review of 2014 claims.

ACCES-VR District Offices will need to be sure that all VR-370 report data is entered on the mainframe no later than May 31, 2015 to ensure inclusion in the June 2015 final payment and utilization report.

Please note that authorizations may cross contract years, however all billing for the 2014 year must occur by the April 30, 2015 deadline regardless of the authorization period.

In May 2015, all authorizations that have a start date in 2014 that extend into 2015 will show January 1, 2015 as the start date on the VR-370 report only. This will minimize the chance of error in billing for 2014 after the close out period ends.

If there are any questions regarding the VR-370 reports, please contact your local ACCES-VR District Office in advance of the April 30, 2015 deadline. If there are questions regarding the payments, please contact the ACCES-VR Contract Unit at (518) 486-6585.

Attachment

c: Harold Matott  
Frank Coco  
ACCES-VR Regional Coordinators  
ACCES-VR District Office Managers  
ACCES-VR Business Managers  
ACCES Contract Unit  
William Keane  
Pat O'Neil

**CRS Contract Year  
January 1, 2014 – December 31, 2014**

**Contract Reconciliation Process**

<b>What</b>	<b>Who</b>	<b>When</b>
<b>VR-370</b> Released to Contractors	ACCES-VR	By the 5 <sup>th</sup> of Each Month
<b>VR-370</b> Due Back to ACCES-VR District Office by Contractors	Contractor	By the 15 <sup>th</sup> or 22 <sup>nd</sup> of Each Month - See Contractor's Reporting Deadline Found in Attachment D Under Item B - Interim and/or Final Claims for Reimbursement
<b>Billing Discrepancy Resolution</b> Between Contractor and ACCES-VR District Office	Contractor In coordination with ACCES-VR	January 1, 2015 – April 30, 2015
<b>Final VR-370/Group Orientation Billing/Supported Employment Extended Claims for Payment Due</b>	Contractor	No Later than April 30, 2015
<b>Final VR-370/Group Orientation Billing/Supported Employment Extended Claims for Payment Data Entered on the Mainframe</b>	ACCES-VR	By May 31, 2015
<b>Final 2014 Contract Year Payment</b>	ACCES-VR	Approximately June 15 or June 22, 2015, based on contractor's monthly reporting deadline for all other routine payments

**Note:** Regular monthly payments for December 2014 will be made in February 2015 following the routine district office review.