

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

To: Core Rehabilitation Services Contract Service Providers **Date:** February 29, 2016
From: Tina Seda, ACCES Fiscal and Administrative Services Team
Subject: Contract Claim Submission Deadlines for the 2015 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 2015 contract year, which ended on December 31, 2015. 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 Fiscal and Administrative Services Team (SE Extended only) no later than April 30, 2016 for the 2015 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 Offices(s) to resolve any discrepancies during this reconciliation period. A final reconciliation payment will be issued in June 2016, if necessary, following ACCES-VR's review of 2015 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, 2016 to ensure inclusion in the June 2016 final payment and utilization report.

In May 2016, all authorizations that have a start date in 2015 will no longer display on the VR-370 report. This will minimize the chance of error in billing for 2015 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, 2016 deadline. If there are questions regarding the payments, please contact the ACCES Fiscal and Administrative Services Team at (518) 486-6585.

Attachment

c: Harold Matott
Frank Coco
ACCES-VR Regional Coordinators
ACCES-VR District Office Managers
ACCES-VR Business Managers
ACCES Fiscal and Administrative Services Team
William Keane
Pat O'Neil

**CRS Contract Year
January 1, 2015 – December 31, 2015**

Contract Reconciliation Process

What	Who	When
VR-370 Released to Contractors	ACCES-VR	By the 5 th of Each Month
VR-370 Due Back to ACCES-VR District Office by Contractors	Contractor	By the 15 th or 22 nd of Each Month - See Contractor's Reporting Deadline Found in Attachment D Under Item B - Interim and/or Final Claims for Reimbursement
Billing Discrepancy Resolution Between Contractor and ACCES-VR District Office	Contractor In coordination with ACCES-VR	January 1, 2016 – April 30, 2016
Final VR-370/Group Orientation Billing/Supported Employment Extended Claims for Payment Due	Contractor	No Later than April 30, 2016
Final VR-370/Group Orientation Billing/Supported Employment Extended Claims for Payment Data Processed	ACCES-VR	By May 31, 2016
Final 2015 Contract Year Payment	ACCES-VR	Approximately June 15 or June 22, 2016, based on contractor's monthly reporting deadline for all other routine payments

Note: Regular monthly payments for December 2015 will be made in February 2016 following the routine district office review.