



OFFICE OF ADULT CAREER AND CONTINUING EDUCATION SERVICES - Vocational Rehabilitation
Service Delivery
89 Washington Avenue – EBA 560
Albany, NY 12234
(518) 486-7587 - P

February 2, 2023

Dear Vendors,

The New York State Education Department (NYSED), Office of Adult Career and Continuing Education – Vocational Rehabilitation (ACCES-VR) is providing this memorandum to advise ACCES-VR Vendors of the planned, temporary interruption for processing vouchers.

As you may know, ACCES-VR is transitioning to a new electronic case management/financial system called Aware. During this transition, the current systems (CaMS and MainFrame) will be shut down in March 2023. Data will then be migrated to the new system (Aware), which will become operational in April 2023. This process will result in a temporary shutdown of approximately six weeks during which your vouchers cannot be processed.

Guidance

Due Dates to Submit your Invoice:

- **To avoid delays in payment, we encourage you to submit outstanding invoices as soon as possible so we may process them before the temporary shut-down. Invoices submitted after February 21, 2023 are not expected to be processed prior to the shut-down.** Invoices that cannot be processed prior to the shut-down will be held by ACCES-VR to be processed in Aware once it goes live in early April 2023.

Once the Aware system goes “Live” the vouchering process will remain the same for receiving authorizations and submitting invoices with reports (we will still be able to send them via encrypted email, if requested), however, there will be some changes. Among those changes are a new format for the Authorization/Vouchers (A/Vs) form, an ability to email AVs and an overall faster and more efficient process.

Any questions about this guidance may be sent to VRServiceDelivery@nysed.gov

We are excited about the Aware system, its improved efficiency, communication and ease of use. We look forward to continuing to work with you.

Sincerely,
Monica Toye-Smith

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