

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

To: Core Rehabilitation Services Contractors **Date:** January 24, 2022
From: Tina Seda, ACCES Fiscal and Administrative Services Team
Subject: Contract Claim Submission Deadline for the 2021 Contract Year

Per *Attachment D – Payment and Reporting Schedule* of your Core Rehabilitation Services (CRS) contract, contractors are allowed a 90-day reconciliation period for the 2021 contract year, which ended on December 31, 2021. The deadline for submitting all outstanding billing to the ACCES-VR District Offices (VR-370s and Group Orientation vouchers) and ACCES Fiscal and Administrative Services Team (SE Extended only) is March 31, 2022 for the 2021 contract period. Submissions after the reconciliation period will not be accepted.

It is imperative that CRS contractors review the monthly utilization reports sent to them from CRS2@nysed.gov and work with the local District Offices(s) to resolve any discrepancies during this reconciliation period. A final reconciliation payment will be issued in May 2022, if necessary, following ACCES-VR's review of 2021 claims.

In April 2022, all authorizations that have a start date in 2021 will no longer display on the VR-370 report. This will minimize the chance of error in billing for 2021 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 March 31, 2022 deadline. If there are questions regarding the payments or for CRS monthly utilization report distribution issues, please contact the ACCES Fiscal and Administrative Services Team at CRS2@nysed.gov or (518) 486-6585.

Attachment

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ACCES-VR Regional Coordinators
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**CRS 2.0 Contract Year
January 1, 2021 – December 31, 2021**

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 of Each Month
Billing Discrepancy Resolution Between Contractor and ACCES-VR District Office	Contractor In coordination with ACCES-VR	January 1, 2022 – March 31, 2022
Final VR-370/Group Orientation Billing/Supported Employment Extended Claims for Payment Due	Contractor	No Later than March 31, 2022
Final 2021 Contract Year Payment	ACCES-VR	Approximately May 15, 2022