

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

To: Core Rehabilitation Services Contractors **Date:** March 21, 2024
From: Tina Seda, ACCES Fiscal and Administrative Services Team
Subject: Contract Claim Submission Deadline Extension for the 2023 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 2023 contract year, which ended on December 31, 2023. The deadline for submitting all outstanding billing to the ACCES-VR District Offices through the AWARE Vendor Portal and ACCES Fiscal and Administrative Services Team (SE Extended only) was originally March 31, 2024, for the 2023 contract period. Due to some reconciliation challenges vendors have reported with the AWARE Vendor Portal, this deadline is extended to April 30, 2024.

It is imperative that CRS contractors review all open authorizations in the portal and work with the local District Office(s) to resolve any discrepancies during this reconciliation period. Final reconciliation payments will be issued by mid-June 2024, if necessary, following ACCES-VR's review of 2023 claims.

All open 2023 authorizations must have an action taken to close out the balance. Submit any final invoices and service reports associated with the open balances or request the item cancellation. This will help ensure no authorizations are missed.

If there are any questions regarding the authorizations or pending invoices that do not appear as paid (District Office has completed report review and approved invoice for payment but may still be in the process of payment issuance), please contact your local ACCES-VR District Office in advance of the April 30, 2024, deadline. If there are any technical issues regarding the Vendor Portal, please send an email to VRsupport@nysed.gov for assistance.

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