



OFFICE OF ADULT CAREER AND CONTINUING EDUCATION SERVICES
Manager of Service Delivery and Quality Assurance Unit
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October 31, 2023

Dear Supported Employment Extended Services Vendors,

The purpose of this email is to update you and prepare to implement our new process for billing and payment regarding ACCES-VR Supported Employment Extended Services for Adults. As you know in the upcoming CRS contract anticipated to begin in 2024, we will be authorizing ACCES-VR Supported Employment Services for Adults using case service code 578x. Once that begins we will move our oversight, billing and processing payments for ACCES-VR Supported Extended Services for Adults from a Central Office roster and Standard Voucher to individual authorizations created and paid by our District Office staff through the Aware Vendor Portal. We expect this will allow us to be better able to track and process your payments more quickly, to be more efficient and responsive. You will be able to track your invoices and payments for adult extended services like other CRS payments. To accomplish this we must first create Adult Extended Service (AES) cases in Aware for all adults in Supported Extended.

In order to be ready by January we require information regarding each individual **adult** customer you are currently **servicing through ACCES-VR Supported Employment services**. (We do not need information regarding youth customers utilizing 582x at this time). Information needed for adults includes specific data elements required to create Adult Supported Extended (ASE) cases in Aware; name, address, SSN, DOB, etc. and some additional information regarding employment to be entered on the attached form and uploaded to Aware.

We need your help to collect and verify this data for our shared customers and for you to enter it into the Aware Vendor Portal.

Part 1- How to get started:

- Please identify the staff person(s) who will be assigned to enter the data in the Aware portal; we will arrange training if needed; email those names to my attention at the CRS2024@nysed.gov address.
- A guide is attached that provides step by step instructions to enter data into the Vendor Portal.
- Additional data can be entered on the Adult Supported Employment Information form (attached) and uploaded to the Vendor Portal.
- Please complete, verify and **enter all requested data for your adult supported extended customers by December 15, 2023;**
 - **No need to enter data for Youth** who are receiving supported extended (582X), and have open VR cases. We are already able to create authorizations for those cases.
- ACCES-VR will use your data to create **Adult** Supported Extended (ASE) cases and then complete the authorizations for 2024. We will need the last weeks of 2023 to create approximately 4,000 cases so please provide the requested data as soon as possible.

This request requires ALL current ACCES-VR Supported Extended Adult service providers to respond- **this includes vendors who may not have applied for the new CRS RFP**. This essential data will be used as part of a transition plan for our customers from those vendors.

Part 2: Before the end of the year, you are requested to provide:

a copy of a current service plan for each customer (completed within the last year), and verification of employment (a pay stub or letter from the employer)

Let us know if you have any questions or suggestions.
Thank you for your assistance with this essential project.

Sincerely,
Monica Toye-Smith, MS, MS Ed
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