

Hello,

This email is **intended for ACCES-VR CRS vendors approved to provide Adult Supported Employment Extended services (578X) only.**

If you are not approved to provide Adult Supported Employment Extended services (578X), please disregard this email.

All existing 2025 578X authorizations will end 12/31/2025 and new authorizations will need to be generated by ACCES-VR for 2026. We will start creating these authorizations around mid-November. In preparation for that, we wanted to share some reminders and updated guidance.

1. Each year vendors are required to submit **updated wage verification and an updated Individualized Extended Services Plan**. *(Updated verification should be within a few weeks of the submission, we will not accept wage verification that is original or outdated)*. If we do not receive these documents, we will not create 578X authorizations for the upcoming year. To keep everyone on the same cycle and allow our staff time to focus on creating 578X authorizations starting in mid-November, these **documents should be submitted to ACCES-VR during the month of October**. These documents should be **submitted via the Vendor Portal** and should be attached to your payment request for the preceding month/quarter. If you choose to bill us quarterly on the 578X, you should attach them to your July/August/September billing in early October when you submit it. If you choose to bill us monthly on the 578X, you should attach them to your September billing in early October when you submit it.

- We want to remind you to **please use forms located on our website as these will always be the most up to date versions:**
<https://www.acces.nysed.gov/vr/core-rehabilitation-services-2024-2028>. Billing submitted on old forms or homegrown forms will be rejected.

2. Finally, a reminder that all reports need to be individualized, indicate what coaching supports were provided during each visit, and how it addressed the areas the customer continues to struggle with. We will not approve payment for customers where services are not appropriately justified.

Please contact VRSupport@nysed.gov with any questions or concerns. If they cannot address your concern, they will connect you with someone in your local ACCES-VR District Office who can.