



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

OFFICE OF ADULT CAREER AND CONTINUING EDUCATION SERVICES
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Dear Vendor,

Currently, Monthly Progress Reports (MPAR, MPSE) are submitted through the Vendor Portal via a Payment Request. This has proven problematic, based on the billing status of the associated authorization and line of service. **Effective immediately** these reports should be submitted directly to the ACCES-VR counselor, **by email, as an attachment**. The ability to upload attachments through the vendor portal, not associated with a payment request, is being explored as a future capability.

The Invoice Number entered in the Payment Request in the Vendor Portal can also be problematic. Please do not enter an Invoice Number that exceeds 10 characters. Also, if multiple payments will be made on the same item of an authorization, the Invoice Number on each of the payment requests related to that authorization item must be unique. Please do not include the authorization number or participant name as part of the Invoice Number, as these values are already added to the Invoice Number when it gets submitted to the Statewide Financial System for processing.

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