Becoming a Vocational Rehabilitation Vendor
WHO ARE WE?

A federal-state program that works with people who have physical or mental disabilities to help them prepare for, gain or retain employment. VR is committed to helping people with disabilities find meaningful careers.

Our mission: To help people with disabilities find and maintain employment and enhance their independence.

Our Vision: To become the first place people with disabilities turn when seeking employment and a top resource for employers in need of qualified employees.
EXAMPLE OF SERVICES

• Medical and Psychological Assessment
• Vocational Evaluation and Planning
• Career Counseling and Guidance
• Training and Education After High School
• Job-Site Assessment and Accommodations
• Job Placement
• Job Coaching
• On-the-Job Training
• Supported Employment
• Assistive Technology and Devices
• Time-limited Medical and/or Psychological Treatment
• Pre Employment Transition Services
GO TO NEW VENDORS TAB

A vendor is a person or business that provides services to VR customers that will lead to a goal of employment. These services may include, but are not limited to, medical services, training opportunities, and/or specialized equipment.

VR registers all vendors from whom we purchase services for VR customers. For more information, call (850) 245-3401 or toll-free (866) 580-7438.

You can find the application for your specific vendor type on our Application Page.

You too can become a VR vendor and make a difference in the lives of people with disabilities. Learn more about it from these VR vendors.
ACCESS OUR VENDOR QUALIFICATION MANUAL AND APPLICATION PAGE

NEW VENDORS

Welcome to the VR Vendor Registration page for new vendors! If you would like to provide services to VR customers, then you’ve come to the right place.

The first thing you’ll need to do is learn How to Register to Become a Vendor (PDF).

Our Vendor Qualifications Manual (PDF) provides information on requirements for vendors.

You can find the application for your specific vendor type on our Application Page.

If you have any questions, be sure to check out our New Vendor FAQs, or contact the VR Vendor Registration office at vrvendors@vr.fldoe.org or 850-245-3401.
Vendor Applications

How to Register to Become a Vendor (PDF)
VR Standard Vendor Application (RTF)
Group Medical Vendor Application (RTF)
Healthcare organizations seeking registration for the organization and not for individuals of the organization.
Sign Language Interpreter Application (PDF)
Sign Language Interpreter Invoice (PDF)
Sign Language Interpreter Invoice Guidelines (PDF)
Employment Services Application
Please contact VRProviderIntake@vr.fldoe.org to receive an Employment Services Application Packet. You can also visit the Employment Services Providers web page.
Discovery/Customized Employment Provider Application (PDF)
On-the-Job Training Application for Vendors (RTF)
Vocational Evaluation Providers (RTF)
Certified Business Technical Assistance and Consultation (self-employment) Provider (RTF)
Personal Care Assistant Application (RTF)
Employment Network Application Package (PDF)
Tutor Application (RTF)
Transportation Provider
Aircraft Pilot or Aircraft Dispatcher Training School Provider
Rehabilitation Technology Services Application and Manual (PDF)**
Work Incentive Planning and Assistance (WIPA) Application (PDF)
HOW TO APPLY?

1. myFlorida Market Place
2. Florida Department of Financial Services
3. VR
STEP 1

• Register with MyFloridaMarketPlace (MFMP) online, at http://vendor.myfloridamarketplace.com

• MFMP Registration is REQUIRED in order to do business with any agency of the State of Florida, as MFMP is the procurement system for this state.

• VR applications cannot be processed without a MFMP Registration completion

• VR vendors will not be responsible for the 1% transaction fee, HOWEVER you MUST accept those terms of service for this fee during your registration.

• For more information, please access the MFMP Help Desk at

• Ph: 866-352-3776 or Email: VendorHelp@MyFloridaMarketPlace.com
STEP 2

• Submit the electronic W-9 to the Department of Financial Services (DFS): https://flvendor.myfloridacfo.com

• The Department of Financial Services (DFS) must have the correct Taxpayer Identification Number (TIN) and other related information in order to report accurate tax information to the Internal Revenue Service and determine if a vendor should receive a Form 1099. Use the link above to submit your Substitute Form W-9 electronically.

• Applications cannot be processed until this has been complete.

• For more information, contact the DFS Vendor Management Section: Phone: (850) 413-5519 or Email: FLW9@myfloridacfo.com
STEP 3

• Submit a VR Vendor application for registration by visiting: [http://rehabworks.org/vendors.shtml](http://rehabworks.org/vendors.shtml)

• Refer to the [Vendor Qualifications Manual (PDF)](http://rehabworks.org/vendors.shtml) to search for the vendor type you are applying as. The Manual will also provide information on additional documentation that may be required.

• Print and complete the appropriate application. Mail, fax or e-mail the completed application and other required documentation to Vendor Registration (VReg).

• Processing takes approximately 1-2 weeks. Registrations requiring background screenings may take longer.

• Providers required to obtain background screenings will be sent instructions on how to register in the Clearinghouse and submit screenings prior to final registration approval.

• You will be notified when your registration is complete.

• Contact Vendor Registration (V-REG) by: PH 850-245-3401, FAX 850-245-3394 or Email [VRVendors@VR.FLDOE.ORG](mailto:VRVendors@VR.FLDOE.ORG)
Some of our vendor types require level 2 background screening through the AHCA Clearinghouse as a condition for registration. This requirement applies to the below list of vendor types:

• Certified Business Training Assistance and Consultation (CBTAC) providers
• Employment, Supported Employment, On the Job Training and Employment Network providers
• Personal Care Assistants
• Rehabilitation Technology providers (adaptive computer, building contractor, driver rehabilitation, and contract providers)
• Tutors
• Vocational Evaluators
• Work Incentive Planning and Assistance (WIPA)
• Career Counseling Information and Referral (CCIR)
• Summer Youth Program
• Pre-Employment and Transition Services
After your application is preliminarily approved, a member of the VR Vendor Registration team will contact you to submit background screenings. Per Florida Statute, 413.208, the following persons must submit to a level two background screening:

1. The administrator or similarly titled person who is responsible for the day-to-day operation of the service provider.
2. The financial officer or similarly titled person who is responsible for the financial operation of the service provider.
3. Any person employed by, or otherwise engaged on the behalf of, a service provider who is expected to have direct, face-to-face contact with VR Customers.
4. A director of the service provider. (Note: A background screening exemption may be granted for board members who: are volunteers; do not take part in the day-to-day operation of the service provider; have no financial interest; do not have direct contact with VR Customers; and do not have access to VR Customers’ personal information.)
POST-SECONDARY SCHOOL, VENDOR REGISTRATION REQUIREMENTS

• Public School or Adult & Community Education Public Schools: A completed VR Standard Vendor Application

• Independent (Private) In-State Schools: A completed VR Standard Vendor Application and copy of current license from the Florida Commission for Independent Education

• Out of State Post-Secondary Education Schools: A completed VR Standard Vendor Application and verification of accreditation by a nationally recognized accrediting agency
An Employment Services Provider is a not-for-profit organization that has been approved to help VR customers get or keep a job. To be eligible to become an Employment Services Provider, the organization must meet these minimum criteria:

- Have a 501c3 designation with the Internal Revenue Service
- have an “active status” with the Florida Department of State, Division of Corporations
- Have staff with experience with or education in providing job development, job placement, job coaching, counseling or working with persons with disabilities
- Ability to serve customers in locations that are fully accessible to persons with disabilities
Email VRproviderIntake@vr.fldoe.org to request an ES application packet and complete the ES application. You must be able to provide:

1. Two (2) references of businesses or individuals for whom you have performed employment or related services within the last five (5) years; or a brief description of your proposed approach to delivering employment services.

2. Office locations where customers will be served or a description of where you will meet VR customers and how you will ensure locations are accessible to persons with disabilities.

3. A list of businesses, if any, in which any Principal of the applicant has an ownership interest. For purposes of the application, a Principal is defined as an owner, general partner, director, president, chief executive officer, chief operating officer, chief financial officer, or other member of the applicant’s board of directors.

4. A list of employers with whom you have successfully placed customers within the last two (2) years or a description of your proposed approach for recruiting potential employers and/or any efforts made to establish such relationship.

5. Proof of qualifications for all staff providing direct services.

6. Proof of liability insurance reflecting a minimum of $1,000,000 coverage, per occurrence, for general liability and naming VR as an additional insured and certificate holder.

7. An Employment Services Transportation Provider Attestation attesting employees transporting customers have valid licenses, registration and insurance; if applicable.

8. Pre-Placement Training curriculum, if this is a service you plan to provide.
ES STAFF QUALIFICATIONS

VR accepts the following staff qualifications to provide employment services:

• Four years’ experience or employment in a public vocational rehabilitation program; experience in job placement, job coaching, or counseling; or other related experience working with persons with disabilities. OR
• A Bachelor’s Degree in a related field such as rehabilitation, counseling, social work, psychology, education, human resources, business administration, or economics, from an accredited college or university and one year’s experience as described above. OR
• A Master’s Degree in a related field such as rehabilitation, counseling, social work, psychology, education, human resources, business administration, or economics, from an accredited college or university and six month’s experience as described above. OR
• An Associate’s Degree from an accredited college or university, or a Bachelor’s or Master’s Degree in an unrelated field, and two years’ experience as described above. OR
• The Commission on Accreditation of Rehabilitation Facilities (CARF) in the area of Community Employment Services: Employment Supports or Community Employment Services: Job Development. OR
• The Joint Commission on Accreditation of Health Care Organizations (JCAHO) in the area of Behavioral Health.

❖ NOTE: All employees who will provide Supported Employment Services must also have a training certificate in Supported Employment from a state or nationally recognized Supported Employment Program. This applies to all Providers, including those accredited by CARF or JCAHO.
Under the Workforce Innovation and Opportunity Act (WIOA), VR is offering Pre-Employment Transition Services to students with disabilities, 14 to 21 years old. Students may receive these services through the STAR program, without having to apply for, or be determined eligible, for these services. Students that need additional VR services or supports not available through STAR may apply to the regular VR program at any time.

WIOA established VR as the primary agency for preparing youth with disabilities for employment while they are still in high school or attending post-secondary school (trade, college, or university). Your organization could deliver Pre-Employment Transition Services including Work Readiness Training, Work Experiences, Career Exploration, and Self-Advocacy Training.
PRE-EMPLOYMENT TRANSITION SERVICES

- Career Exploration: Includes any instruction on the benefits of competitive integrated employment and employment options at every level of education available in the local labor market. May include information on accessing other services and programs that assist in career exploration and/or identifying a career path.

- Work Readiness Training: Instruction that prepares youth to actively engage in a targeted job search and inquire or apply for positions. Includes preparing effective resumes and completing applications online and by hand. May cover the use of social media to find and obtain employment for the 21st Century.

- Work Experience: Community based experiences for youth with disabilities focus first on acquiring the soft skills and work behaviors needed to maintain employment. Emphasis is placed on learning transferable skills useful in any job, rather than learning the work skills needed to do a specific job.

- Self-Advocacy Training: Includes instruction in self-determination skills. Practical hands-on training may include quickly developing rapport, working to a desired outcome, active listening, and conflict resolution. May include discussion or instruction on making choices, setting goals, and advocacy needed to remove or minimize barriers to obtaining and maintaining employment (e.g. transportation, need for accommodation, etc.).
REGISTRATION REQUIREMENTS

• Copy of your agency's Internal Revenue (IRS) 501(c)(3), Not-for-Profit designation

• Certificate of Liability Insurance reflecting a (minimum $1,000,000), with the Department of Education/Division of Vocation Rehabilitation named as “Additional Insured” and “Certificate Holder”

• Completed Pre-Employment Transition Services application
• Four years’ related experience, evidenced by a resume’ that reflects either: experience or employment in a public vocational rehabilitation program; or experience in job placement, job coaching, or counseling; or other related experience working with persons with disabilities. OR

• A Bachelor’s Degree in a related field such as rehabilitation, counseling, social work, psychology, education, human resources, business administration, or economics, from accredited college or university and one year’s experience as described above. OR

• A Master’s Degree in a related field such as rehabilitation, counseling, social work, psychology, education, human resources, business administration, or economics, from accredited college or university and six months’ experience as described above. OR

• An Associate’s Degree from an accredited college or university, or a Bachelor’s or Master’s Degree in an unrelated field, and two years’ experience as described above.

• Self-Advocacy Training services must be delivered by qualified staff. Staff are required to have completed the Self-Advocacy Training and pass the Post-Assessment Test prior to providing Self-Advocacy Training services.
PAYMENT METHODS

• **Authorizations:** Authorizations are forms that prove an intent to pay for a service and once signed proves services have been rendered. Authorizations are handled in the local VR offices.

• **Purchase Orders:** The Purchase Order provides a written record of the purchase agreement and gives necessary information to the vendor. A purchase order must be issued prior to commencement of services or delivery of goods. The Department of Education purchase order contains general instructions and standard terms and conditions. It is considered a contract once accepted by the vendor, and provides a means for invoicing and payment.

• **Rehabilitation Electronic Billing Application (REBA):** REBA is a tool to help VR improve processes, increase accuracy, and decrease the length of time from service delivery to appropriate payment. REBA was developed through partnerships with our vendors and contractors. *(This tool is only used and available to Employment Services Providers)*
HOW IS PAYMENT RENDERED?

- **PRIOR** to the service being performed or the good is delivered, you (the vendor) will receive a 2-page Authorization and Billing Invoice. Without this invoice no service should be performed.

- This invoice will include the vendor name, customer name, and invoice number. Also included will be an itemized explanation of service, fee code, date of service, authorized amount and total. At the bottom will be the VR Counselor’s signature and a place for the “Signature of Vendor” (your signature).

- This Authorization and Billing Invoice must be signed and returned, with a report (diagnosis, treatment plan, referrals, tests, etc.), in order to be processed for payment. The vendor copy should be kept for your records.

- Payment will be made within 3 to 4 weeks of receipt of both the invoice and report by the area VR office.
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<th>CODE</th>
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Item/Hour

- 05/09/09
- 1 x $715.00
- Total amount: $715.00
- Customer share: $0.00

State Tax Exempt #: 86-401-2821462C-2

Signature of Vendor:       Date:       

Vendor please sign and return this copy, retain 2nd copy for your records. Your report and/or invoice and this signed authorization must be received before payment can be made.
## Authorization and Billing Invoice

**Department of Education**

**Vocational Rehabilitation Services**

**Authorization and Billing Invoice**

**Return To:** Vocational Rehabilitation, 301 West 1st Street, R-206, Sanford, FL 32771

**VENDOR COPY**

**INVOICE #:** EK31161

**EXP. OPTION #:** A2

**GRANT #:** 82709

**FOR:**

**ID#:** CASE # 01

**MEDICARE NO.:**

**INSURANCE CO.:**

**POLICY NO.:**

**VENDOR:**

**OBJECT CODE:** 25209

**ORG. CODE:** 48600203001

**FUND CODE:** 10

**Payment Vender:**

**SERVICE TO BE PROVIDED:**

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<td>contract)</td>
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**STATE TAX EXEMPT #:** 55-801-26318682C-2

**Customer share:** $0.00

**TOTAL:** $715.00

**05/09/2009**

**CO #:**

**DATE:**

**SUPERVISOR APPROVAL:**

**DATE:**

**COUNSELOR APPROVAL FOR PAYMENT:**

**DATE:**

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**VENDOR COPY**

Keep for your records

Do NOT Return
QUESTIONS?

Contact us, we will be glad to assist you!

VR Vendor Registration Unit:
Vendor Line: (850) 245-3401 or toll free 1-866-580-7438
Email: VRvendors@vr.fldoe.org

To request an Employment Services Application packet please email VRProviderIntake@vr.fldoe.org