



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

OFFICE OF ADULT CAREER AND CONTINUING EDUCATION SERVICES
Service Delivery Unit
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Tel. 1(800)-222-5627

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 2024 578X authorizations will end 12/31/2024 and new authorizations will need to be generated by ACCES-VR for 2025. 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**. If we do not get those 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 us 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.
2. Effectively immediately, we've updated the 578X deliverable report and are asking you to **please use the attached forms going forward**. We have removed email as an acceptable contact option. We've also added a box acknowledging that you continue to explore natural supports with the customer. As a reminder, this and all our CRS forms can be found on our vendor information page: <https://www.acces.nysed.gov/vr/core-rehabilitation-services-2024-2028>.
3. 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.