



**COLORADO**  
Department of  
Labor and Employment

Division of Vocational Rehabilitation  
633 17<sup>th</sup> Street, Suite 1501  
Denver, CO 80202-3660

TO: All DVR Service Providers and Vendors  
FROM: Barb Casey, Deputy Division Director/CFO  
DATE: November 22, 2016  
SUBJECT: New 45-Day Payment Requirement

In an effort to provide timely information to our vendors, clients and their counselors, we have revised the fee schedule to reflect a new invoicing requirement within the Introduction chapter, VENDOR/PROVIDER REQUIREMENTS section, page 1.

The requirement states that a service provider/vendor:

Provides accurate, consistent reports and invoices to the originating DVR office within 15 days of the last date of service. Reports and invoices should be typed and not hand-written.

NOTE: If DVR has not received an invoice (and required reports, as applicable) within 45 days, a vendor forfeits all rights to be paid for services rendered/goods provided. Vendors/providers who do not meet the above criteria may have their vendor/provider status terminated with DVR.

DVR will pay vendors for all amounts due within 45 days after receipt of products or services, all required reports, and an invoice with the correct amount due.

The fee schedule can be located on our website at [www.dvrcolorado.com/partners.php](http://www.dvrcolorado.com/partners.php). Please bookmark this page so that you have access to the most recent version of the fee schedule.

Thank you for your continued support and dedication in assisting DVR clients. If you should have any questions, please contact Stacy Martens at 303-318-8584 or [cdle\\_dvrosu\\_vendor@state.co.us](mailto:cdle_dvrosu_vendor@state.co.us).

Sincerely,

A handwritten signature in blue ink, appearing to read 'Barb Casey', is written over a light blue circular scribble.

Barb Casey  
Deputy Division Director/CFO  
Division of Vocational Rehabilitation

