

**CABINET FOR WORKFORCE DEVELOPMENT
DEPARTMENT OF VOCATIONAL REHABILITATION &
DEPARTMENT FOR THE BLIND
VENDOR APPLICATION FORM**

Dear Vendor:

The Department of Vocational Rehabilitation and the Department for the Blind provide services to enable Kentuckians with disabilities to enter employment. Thank you for working with our Agencies in support of our mission.

In order to comply with the Internal Revenue Service in completing the Form-1099 MISC, this section must be completely filled in:

Vendor Name & _____
Complete Address _____

Must check one: ☐ Large Business ☐ Small Business
(less than 100 employees)

TAX STATUS (must check one)

- ☐ Individual
☐ Sole Proprietorship
☐ Partnership
☐ Estate/Trust
☐ Corporation
☐ Public Service Corporation
☐ Governmental/Non-profit Agency

9 DIGIT TAXPAYER ID NUMBER
Social Security Number (SSN)

____ - ____ - ____

Employer ID Number (FEIN)

____ - _____

Legal Business or Parent Name: _____

Contact Person (full name): _____

Phone #: _____ FAX #: _____

(THIS SECTION MUST BE COMPLETED BY DVR or DFB COUNSELOR)

Counselor Name and Address

Type of Vendor/Service Provider (must check one)

- ☐ Comm. Rehab. Prog. -State/Co/City/Gov.
☐ Comm. Rehab. Prog. - Private
☐ Other Vendors -State/Co./City/Government
☐ Other Vendors - Private

List counties this vendor provides services to: _____

List specialties/services provided by this vendor: _____

IRS Regulations require the Commonwealth of Kentucky's suppliers and vendors to furnish the Commonwealth with their tax status and Federal Employer Identification Number (FEIN) or Social Security Number (SSN) for the IRS Form 1099. If this information is not provided, 20% of the money due you may be withheld.

Vendors providing goods or services will do so without regard to race, color, national origin, sex, age, religion or disability.

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**REGULATIONS GOVERNING
PURCHASE OF SERVICES**

The Kentucky Department of Vocational Rehabilitation (DVR) and the Department for the Blind (DFB) must comply with federal regulations in regard to additional charges that may be levied against the DVR or DFB consumer. According to federal regulations, a vendor providing any service authorized by the State Agency shall agree not to charge or accept from the applicant/consumer or his/her family any payment for such service, unless the amount of such charge or payment is previously known to and, where applicable, approved by the State Agency.

In accordance with federal regulations, full consideration must be given to any comparable benefits available to the consumer under any other programs to meet, in whole or in part, the cost of physical/mental restoration services. A consumer who has Medicaid, Medicare, private insurance, and/or any other health insurance must first use these resources. Medicaid payment must be considered as payment in full and no additional DVR or DFB payment can be made for the same service.

An Authorization for Goods and/or Services from the Department of Vocational Rehabilitation or the Department for the Blind is a guarantee of a base payment to the vendor. The DVR or DFB base payment is determined by an established per diem rate, Relative Value Schedule, or other mechanism to establish a payment rate. Should any health services program pay less than the guaranteed DVR/DFB base, the Agency will pay any difference up to its maximum established rate. Should the insurance reimbursement rate be greater than the DVR/DFB rate, the Department Authorization for Goods and/or Services will be canceled and the consumer will not be billed additionally.

Should the service provider elect not to accept a DVR or DFB Authorization for Goods and/or Services, the vendor must return the Authorization to the authorizing counselor when initially received. The consumer will be notified by the DVR or DFB counselor that this Agency will not be responsible for services provided by this vendor.

When DVR or DFB is an involved purchaser of services, itemized bills, appropriate reports, discharge summaries, diagnostic test results must be provided to the authorizing counselor. Failure to provide such will result in payment delays to the vendor and/or service delays to the consumer.