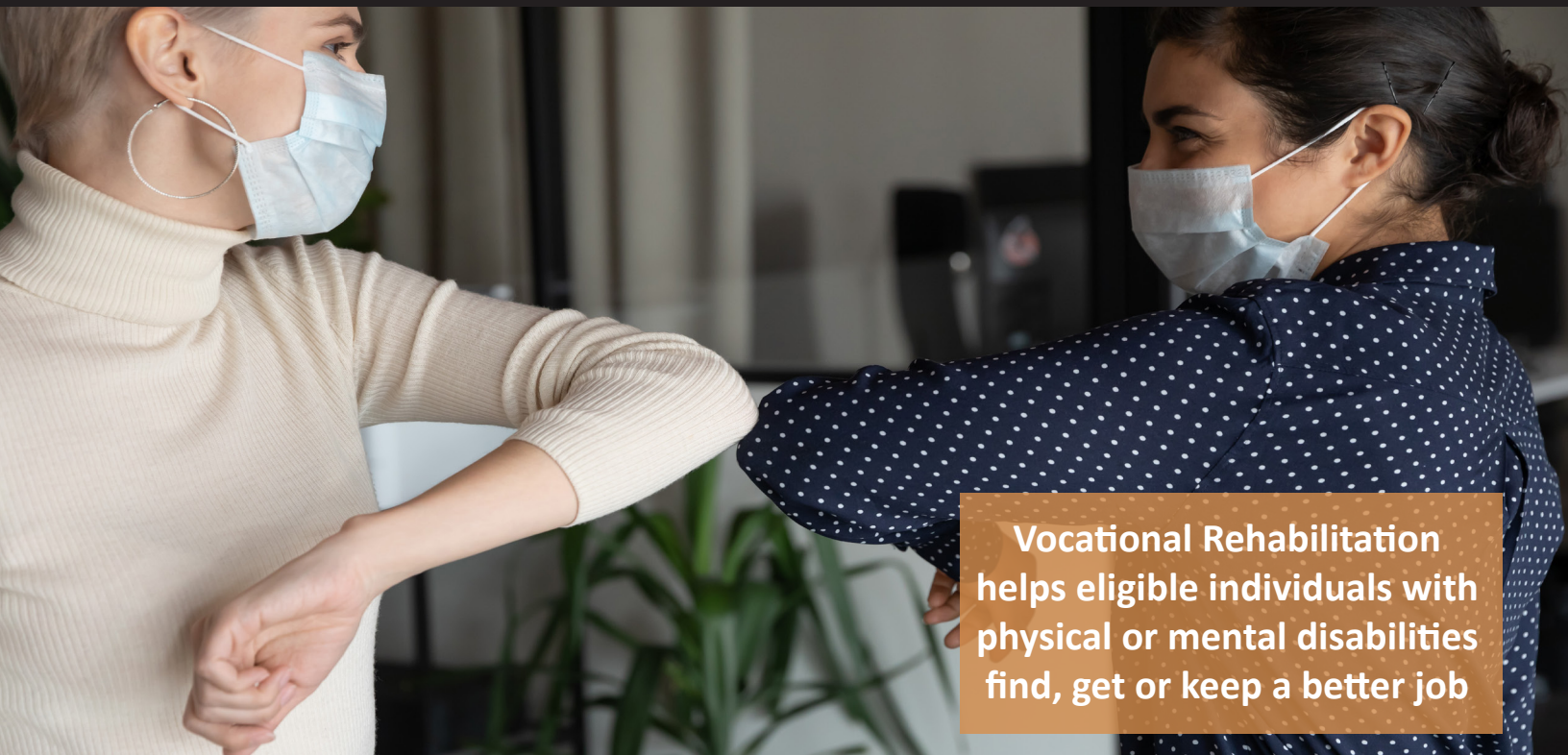


# Become a Vocational Rehabilitation Vendor



**Vocational Rehabilitation helps eligible individuals with physical or mental disabilities find, get or keep a better job**

The Florida Department of Education, Division of Vocational Rehabilitation (VR) has seven areas and 96 field offices throughout the state of Florida to help people with disabilities find meaningful careers. VR programs include but are not limited to:

- Deaf, Hard of Hearing and DeafBlind Services
- Transition Youth
- Supported Employment, and
- Ticket to Work

## **What is a Vendor?**

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.

## **Vocational Rehabilitation Services**

- Vocational Evaluation and Planning
- Career Counseling and Guidance
- Job Coaching
- Job Placement
- On-the-Job Training
- Training and Education After High School
- Job-Site Assessment and Accommodations
- Supported and Customized Employment Services
- Pre-Employment Transition Services
- Assistive Technology and Devices
- Medical and Psychological Assessment, and
- Time-Limited Medical and/or Psychological Treatment



## Maintain and Renew

Your approval letter includes the expiration date and requirements to continue as an approved vendor.

## Register at MyFloridaMarketPlace

Register at the state of Florida's electronic procurement system at [Vendor.MyFloridaMarketPlace.com](http://Vendor.MyFloridaMarketPlace.com).

## Meet Staff at Local Offices

As a new vendor, introduce yourself with an overview of your services to your local VR offices. Your local offices will provide the details on how they authorize for services. VR does not guarantee referrals.

# Steps to Become a Vocational Rehabilitation Vendor

## Register and Submit W-9

Register at the State of Florida's vendor portal at [FLVendor.MyFloridaCFO.com](http://FLVendor.MyFloridaCFO.com). Submit a completed Substitute Form W-9 and Taxpayer Identification Number. These two required forms may be subject to 1099 reporting.

## Approved as a Vendor

When your application is approved, an approval letter will be emailed to you. Application processing takes approximately two (2) to twelve (12) weeks, depending on the provider type. The Vendor Registration Analyst will provide you with anticipated processing times and keep you informed throughout the process. Your approval letter will indicate the method and date of registration expiration.

## Apply to Vocational Rehabilitation

Go to [RehabWorks.org](http://RehabWorks.org). Click Vendors tab.

- Find your profession in the *Vendor Qualifications Manual*.
- Under your occupation are the necessary qualifications and documents needed for submission.
- Complete the appropriate VR Vendor Application.
- Mail, email or fax the completed Vendor Application with supporting documents.

Note: Vendors receive payment through the Florida Accounting Information Resource (FLAIR) system. Payment information can be found at [Flair.dbf.state.fl.us](http://Flair.dbf.state.fl.us). If you need to change your contact information, it is a two-step process. First, go to MFMP's website and submit a Vendor Information Update Request. Next, go to [RehabWorks.org](http://RehabWorks.org) and submit a Vendor Information Update Request Form.

## Contact Vocational Rehabilitation



850-245-3401



850-245-3394



[VRVendors@vr.fldoe.org](mailto:VRVendors@vr.fldoe.org)



[www.RehabWorks.org](http://www.RehabWorks.org)



Division of Vocational Rehabilitation  
Vendor Registration Unit  
4070 Esplanade Way, 2nd Floor  
Tallahassee, FL 32399-7016

### Procurement Registration



866-580-7438



[VendorHelp@MyFloridaMarketPlace.com](mailto:VendorHelp@MyFloridaMarketPlace.com)



[MyFloridaMarketPlace.com](http://MyFloridaMarketPlace.com)

### Financial Registration



850-413-5519



[FLW9@myfloridaCFO.com](mailto:FLW9@myfloridaCFO.com)



[FLVendor.MyFloridaCFO.com](http://FLVendor.MyFloridaCFO.com)

### Background Screening



850-412-4503



[BGScreen@ahca.myflorida.com](mailto:BGScreen@ahca.myflorida.com)



[apps.ahca.myflorida.com/SingleSignOnPortal](http://apps.ahca.myflorida.com/SingleSignOnPortal)

The Florida Department of Education, Division of Vocational Rehabilitation (VR) is an equal opportunity employer. It is against the law for VR as a recipient of Federal financial assistance to discriminate against any individual in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief. The application process used by VR to determine eligibility for services, any subsequent services and the entire VR process are subject to these non-discrimination requirements. Auxiliary aids and services are available upon request to individuals with disabilities. VR program receives 78.7 percent of its funding through a grant from the U.S. Department of Education. For the 2019 Federal fiscal year, the total amount of grant funds awarded were \$161,156,579. The remaining 21.3 percent of the costs (\$43,616,711) were funded by Florida State Appropriations. Revised October 2019.