

Maryland State Department of Education  
**Division of Rehabilitation Services**  
**DORS Provider/Vendor Fact Sheet**

The Maryland State Department of Education, Division of Rehabilitation Services (DORS) provides services and goods to eligible individuals with disabilities in partnerships with service providers and vendors. DORS is required to assure that service providers and vendors provide quality rehabilitation services and goods to DORS consumers. This fact sheet describes DORS' procedures whereby service providers and vendors may apply to provide services and goods to consumers, including relevant documentation and credentials to be reviewed by DORS officials, and upon approval, be certified as DORS providers/vendors.

**While DORS welcomes applications from prospective service providers and vendors, please be aware that DORS does not promote or advertise providers/vendors.**

**Approval to become a DORS provider/vendor does not create an employee-employer relationship and does not entitle the provider/vendor status of State Personnel.**

DORS is committed to the principle of informed consumer choice. Consumers in the Vocational Rehabilitation and Independent Living programs are able to choose from among DORS-approved providers of services.

### **Provider/Vendor Application**

All individuals/entities interested in becoming approved to provide goods and/or services to DORS consumers must complete the DORS Provider/Vendor Application and attach relevant credentials and documentation. Specific instructions are on the second page of the application.

### **Approval Timeline**

Once DORS has received a Provider/Vendor Application and all required supporting information, the applicant will be contacted by DORS administration within 30 days.

### **Renewal of Approval**

Approval may be authorized until expiration date of license/certificate upon which approval is based. Providers will need to reapply and provide current credentials in order to remain approved to provide services to DORS consumers.

### **Invoice Requirements**

Invoices for all services and goods must contain the following information in order to assure timely payments:

- "Bill to" information must be the DORS office that requested the services or purchased the goods. This information will be provided in the written authorization provided by DORS.
- A remit to address for payment.
- Federal Tax ID number of business.
- Invoice date.
- Description of services rendered or goods sold; Cost of goods or services. (DORS is a state agency and therefore does not pay state of Maryland sales tax.)
- Payment for all goods and services authorized by DORS is the responsibility of DORS. The agency's consumers are required to contribute to the cost of goods and/or services only if specified on the authorization.
- Goods or services must not be provided unless a written authorization or credit card is preauthorized by a DORS representative.

- All invoices must be accompanied by a description of the goods sold or a report of services provided.

### **Payment from Consumer**

Consistent with COMAR 13A.11.01.17(A)(4) and 13A.11.01.16(B)(4), a provider/vendor may not require or accept any payment from the person served or the person's family, or a third party for those services unless, prior to providing the services, the amount of the person's responsibility has been:

- Preauthorized by DORS; and
- Agreed to by the person served in writing; and
- Approved by the DORS counselor in keeping with the Division's financial need policy.

### **Timeframe for Payment of Invoices**

Once DORS receives invoices, it takes approximately 30 days for the payee to receive payment.

### **Electronic Payment**

Vendors are strongly encouraged to register for electronic payment. Electronic payments are deposited directly into the vendor's bank account usually within two banking days of the Comptroller's authorization to pay.

- To register, visit [www.marylandtaxes.gov/divisions/gad/eft-program.php](http://www.marylandtaxes.gov/divisions/gad/eft-program.php) and select Electronic Funds Transfer.
- To access payment information, visit [interactive.marylandtaxes.gov/extranet/gad/GADLogin/login.asp](http://interactive.marylandtaxes.gov/extranet/gad/GADLogin/login.asp) and select One-Stop Vendor Payment Inquiry.

### **Outstanding Liabilities to the State or Federal Government**

Applicants are advised that if they have any tax or other liabilities to the State of Maryland or federal government, the Comptroller's Office may intercept payment for services provided to DORS consumers.

### **DORS Contact Information**

**Region 1:** Garrett, Allegany, Washington, Frederick and Carroll Counties

[Region1.dors@maryland.gov](mailto:Region1.dors@maryland.gov) Phone: 301-733-1341

**Region 2:** Anne Arundel, Calvert, Caroline, Charles, Cecil, Dorchester, Kent, Queen Anne's, St. Mary's, Somerset, Talbot, Wicomico, Worcester and Counties

[Region2.dors@maryland.gov](mailto:Region2.dors@maryland.gov) Phone: 410-974-7604 or 410-546-1630

**Region 3:** Baltimore City

[Region3.dors@maryland.gov](mailto:Region3.dors@maryland.gov) Phone: 410-333-6119 or 410-333-5288

**Region 5:** Baltimore, Harford and Howard Counties

[Region5.dors@maryland.gov](mailto:Region5.dors@maryland.gov) Phone: 410-998-2040

**Region 6:** Prince George's and Montgomery Counties

[Region6.dors@maryland.gov](mailto:Region6.dors@maryland.gov) Phone: 301-306-3600

**Office for Blindness & Vision Services:** statewide services - blind and vision impaired

[OBVS.dors@maryland.gov](mailto:OBVS.dors@maryland.gov) Phone: 410-554-9277; 866-614-4780

**Workforce & Technology Center:**

[WTC.dors@maryland.gov](mailto:WTC.dors@maryland.gov) Phone: 410-554-9100. Video Phone: 410-415-9306

**General Inquiries:** Brian Haas, Vendor Coordinator

[Vendor.dors@maryland.gov](mailto:Vendor.dors@maryland.gov) Phone: 410-554-9505