



STATE OF WASHINGTON

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
DIVISION OF VOCATIONAL REHABILITATION

October 1, 2019

Michael MacKillop, DSB Deputy Director
Joe Holliday, SBCT Director
Julie Garver, COP Director of Policy & Academic Affairs

VIA CERTIFIED MAIL
AND ELECTRONIC MAIL

Dear Partners:

**Subject: Contract #1961-55237, "Reimbursement for Interpreter Services"
Administrative Update**

This "Management Letter" is notification of an administrative change to the above-mentioned contract. This change is effective October 1, 2019 and changes the position within DVR that is responsible for reviewing completed invoices.

DVR and DSB are requesting all properly completed invoices be submitted to the Student Participant's DVR/DSB Vocational Rehabilitation Counselor, not the Community Programs Manager. This change affects Special Terms and Conditions, Section 7. Billing and Payment, sub sections d. and e. All other requirements remain as stated in the contract. This change also applies to Payment, as the Student Participant's DVR/DSB Vocational Rehabilitation Counselor, not the Community Programs Manager, will be responsible for receiving and accepting properly completed invoices.

Please retain a copy of this "Management Letter" in your Contract file and forward a copy to appropriate staff as needed.

If you have any questions, please contact the Contracts Unit at DVRContractsUnit2@dshs.wa.gov or 360-725-3652.

Sincerely,

Cassi Villegas, DVR Community Programs Manager

cc: Brenda Boles, Acting Contracts Manager, *via email*