

FISCAL ACCOUNT CODES

(Updated: 07/19/2016)

ACCOUNT CODING DETERMINATION (Previously Object/Subobject)

The purpose of the Account Code is to identify if a payment is reportable or non-reportable to the Internal Revenue Service (IRS). **When assigning this code, field staff should take into consideration ONLY the good or service being provided.**

Note: The IRIS System will display a default code which looks at the Activity Code and tells the user what the Account code has been in the majority of purchases for that service. **However, the default code should only be a guide for users.**

How to determine if a payment should be coded as reportable or non-reportable:

- If a service is being purchased, it is reportable.
- If an object or good is being purchased, it should be coded as non-reportable (code 8800000).
- If both a good and a service are included, they must be coded on separate lines of the purchase order with the appropriate account code.

NON-REPORTABLE SERVICES/VENDORS

STAR Code: Account	IRIS Title	Object	Subobject	Use This Code For
8800000	5700/72- Non Taxable Grants and Aids on Behalf of Individuals	5700	72	<p>Non-Reportable Services (Grants and Aids on Behalf of Individuals/DVR).</p> <ul style="list-style-type: none"> • All direct payments/aids to consumers. • Temporary work - paying consumers' wages (not administrative fees). • Rent to real estate agents. • Purchase/Lease agreements. • Merchandise; physical goods (tools, bus pass, car, books, clothing, supplies, eyeglasses, telephone, freight, hearing aids, vehicles, computers, furniture, prescriptions, food, livestock). • Obtaining copies of medical records. • On-the-job training/OJT (paying consumer's wage for initial employment period). • Insurance premiums. • Prompt payment related interest. • Dues, memberships, licenses, subscriptions, registration fees. <p><i>Note: The IRS does not require travel expenses paid to independent contractors be reported if the expenses were substantiated (original receipts) to the payer & paid in accordance with the State Travel Policy.</i></p>

STAR Code: Account	IRIS Title	Object	Subobject	Use This Code For
8800000	5700/72 - Non Taxable Grants and Aids on Behalf of Individuals	5700	72	<p>Non-Reportable Vendors</p> <ul style="list-style-type: none"> • Corporations which do not provide medical, health care, legal services. • Governmental entities (federal, state, local, county, and special districts). • Government operated entities. • Organizations exempt from tax under section 501(a) of the IRS Code. <p><i>Only corporations may use Inc. after their names.</i></p>

REPORTABLE SERVICES

STAR Code: Account	IRIS Title	Object	Use This Code For:
8900000	5711 - Non-Employer Compensation	5711	<p>Non-Employer Compensation</p> <ul style="list-style-type: none"> • Honorariums. • Temporary Work administration fees • Professional services (management consultants, interpreting). • Placement services (all placement-related services). • Evaluation/Non-Medical (benefits counseling, vocational evaluations). • Educational services (tuition, tutoring, interpreting, note taking, etc.). • Miscellaneous services (transportation, driving services). • Automobile services. • Day care services. Attendant Care services. • Payments to collection agencies. • Miscellaneous training programs (work experience). • Supported employment services. • SVRI Eligibility/OOS.
8910000	5712 - Medical and Health Care Payment/Services	5712	<p>Medical and Health Care Payments/Services</p> <ul style="list-style-type: none"> • Medical professional services (eye exam, therapy, hearing exams, health and psychological evaluations, etc.).
8920000	5713 - Rents	5713	<p>Rents</p> <ul style="list-style-type: none"> • Rental of space (parking, craft booth, dorm room, housing, motel/hotel). • Other equipment rent/lease (computer, car).
8930000	5714 - Legal Services	5714	<p>Legal Services</p> <ul style="list-style-type: none"> • Legal services (opinions, research, attorney).
8940000	5715 - Other Income	5715	<p>Other Income</p> <ul style="list-style-type: none"> • Interest

Reportable Vendors

- Individuals (including State employees and board members);
- Sole proprietorships;
- Partnerships/LLPs;
- Estates;
- Trusts;
- Corporations providing medical services;
- Professional and Limited Liability Corporations (PCs and LLCs);
- Other groups of individuals (including joint ventures, associations and clubs).

APPROPRIATION

The authorization made by the State Legislature to make expenditures and to incur obligations from a specific statutory fund for a specific purpose. **All DVR discretionary consumer purchases will be coded to appropriation code 54400.**

PROJECT CODE (Previously Reporting Category)

A fifteen-digit code, that begins with the DWD Business Unit 445000 and VR for the Division. For DVR discretionary consumer services, this is 44500VR30008_15. The last two digits will be used to designate the program year (federal fiscal year).

ACTIVITY CODES

The activity code allows for the breakdown of transactions. The codes are assigned by DOA.

Old Code	Definition	IRIS Label	New Code
036	<p>Assessment - Services provided and activities performed to determine an individual's eligibility for VR services, to assign an OOS category and/or to determine the nature and scope of VR services to be included in the IPE. Assessments can be done at any time in the DVR process.</p> <p>Examples: All assessments including these examples: Employment Readiness Assessment, Functional Capacities evaluation, vocational evaluation, hearing assessment, psychological evaluation, driving evaluation, trial coursework, audiology evaluations, copies of medical records, job shadows. All Temporary Work should be coded as 062.</p> <ul style="list-style-type: none"> ➤ Hearing assessment, audiology/psychological assessments: 8910000 (5712). ➤ Copies of medical records: 8800000 (5700-72). ➤ All others: 8900000 (5711). 	Assessment	021
028	<p>Work Incentive Benefits Analysis - For SSDI and SSI consumers. Involves an analysis of their benefits, impact of work on their benefits, and ongoing assistance to provide them the opportunity to make an informed choice regarding employment.</p>	Work Incentive Benefits Analysis	022
021	<p>Eligibility/OOS Assessment Services - Completion of initial interview, draft Eligibility, and draft Order of Selection (OOS) criteria for action by DVR staff. (Does not include costs to obtain records.) Example: SVRI Eligibility Services.</p> <ul style="list-style-type: none"> ➤ SVRI Elig/OOS purchases: 8900000 (5711). 	Eligibility/OOS Assess Service	070
135	<p>Interpreter Services or Note-taking for Deaf/Hard of Hearing Examples: Sign language or oral interpretation, tactile interpretation, real-time captioning. <i>Does not include language interpretation.</i></p>	Intrprter/Notes-Deaf	023

033	<p>Job Preparation, Development and Placement - Job Search Assistance/activities to support and assist a consumer in searching for an appropriate job- including Job Development Plan and Hire and service provider retention payment. Job search assistance may include help in resume preparation, identifying appropriate job opportunities, developing interview skills, making contacts with companies on behalf of the consumer, and the creation of employment opportunities (e.g., job carving).</p>	Job Development	024
032	<p>Job Referral - Referral to a specific job resulting in an interview, whether or not the individual obtained the job.</p>	Job Referral	025
049	<p>Maintenance - Monetary support provided for expenses such as food, clothing, and shelter that exceed normal expenses due to participation in the VR program including expenses for comprehensive assessment. This includes costs of uniforms or other suitable clothing or items required for an individual's job placement or job seeking activities.</p> <p>Examples: Meals, rent, initial one-time costs for security deposit, utilities, and lodging, clothing, interview clothing, and footwear.</p> <ul style="list-style-type: none"> ➤ Food or utilities: 8800000 (5700-72). ➤ Lodging or rent: 8920000 (5713). 	Maintenance	027
048	<p>On-the-Job Supports - Support services to stabilize the placement and enhance job retention for individuals placed in employment. Not supported employment and not Service Provider Retention Payment.</p> <p>Examples: Job Coaching, follow-up, Certified Peer Support, follow along and job support including off-site support.</p>	On-the-job Supports	028
137	<p>Orientation and Mobility Services - Travel and mobility training provided to an individual with a visual impairment in order to travel independently.</p> <p>Examples: Cane training, sighted guide, global positioning system instruction.</p>	Orientation and Mobility Services	029

148	<p>Other Services - All other VR services that cannot be recorded elsewhere.</p> <p>Examples: Foreign language interpreter services, occupational licenses, initial stocks and supplies (BEP), PASS plans</p>	Other Services	030
134	<p>Personal Assistance - Services designed to assist an individual with a disability to perform daily living activities on or off the job that the individual would typically perform without assistance if the individual did not have a disability.</p> <p>Examples: Attendants and Caretakers.</p>	Personal Assistance	031
144	<p>Post-Employment Services - *Note - Will no longer be a choice after 10/1/2013.</p>	Post-Employment Serv	944
136	<p>Reader Services - Reader services are generally for individuals who are visually impaired, blind or deaf blind, but may also include individuals unable to read because of serious neurological disorders, specific learning disabilities, or other physical or mental impairments.</p> <p>Examples: Reading aloud and transcription of print to braille or sound recording.</p>	Reader Services	032
143	<p>Rehabilitation Technology: Farm Equipment - Farm equipment for the purpose of rehabilitation technology. (<i>Farm equipment that is not for the purpose of rehabilitation technology use 069.</i>)</p> <p>Examples: Items needed to accommodate disability such as skid steer, modified tractor seat or step.</p>	Rhab Tch: Farm Equipment	035
138	<p>Rehabilitation Technology: Low Vision Aids - Equipment or devices to assist in processing written materials and the training associated with use of devices.</p> <p>Examples: Magnifiers, Closed Circuit television, optical character recognition systems. <i>Does not include computer equipment</i></p>	Rhab Tch: Low Vision Aids	026
027	<p>Rehabilitation Technology: Low Vision Aids Training - The training associated with the use of low vision aids such as magnifiers, closed circuit television, optical character recognition systems.</p>	Rhab Tch: Low Vision Aids Training	037

029	<p>Rehabilitation Technology: Hearing Aids, Hearing Aid Related Equipment and Services - Includes services necessary for the Prescription and provision of the hearing aids.</p> <p>Examples: hearing aids, dispensing fee, fitting fees, training on using hearing aids. (<i>Audiology evaluations coded as 021</i>).</p> <ul style="list-style-type: none"> ➤ Supply (hearing aid): 8800000 (5700-72). ➤ Service: 8910000 (5712). 	Rhab Tch: Hearing Aids & Etc	036
140	<p>Rehabilitation Technology: Assessment and Devices - Rehabilitation technology assessments, any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified or customized, that is used to increase, maintain, or improve the functional capabilities of an individual with a disability.</p> <p>Examples: Farm assessment, rehab tech assessment, computer with specialized accommodation hardware or software phones, loop systems, FM systems, adapted smoke detectors, wheel chair, scooters.</p>	Rhab Tch: Ast Tch Dev	033
141	<p>Rehabilitation Technology: Training and Guidance - Providing technical assistance and/or training on assistive technology for an individual with a disability or those assisting the individual (including employers, family members, educational personnel, etc.). Training on low vision aids code as 037.</p>	Rhab Tch: Ast Tch Trn	034
139	<p>Rehabilitation Technology: Engineering (Original/Innovation or Design Rehabilitation) - Use of engineering sciences to design, develop, adapt, test, evaluate, apply and distribute technology solutions to individuals with disability.</p>	Rhab Tch: Orig Design	038
142	<p>Rehabilitation Technology: Vehicle Modifications.</p>	Rhab Tch: Vehicl Mods	039
041	<p>Restoration: Other Services - Medication and supplies, prosthetic, orthotic, including eyeglasses and the examination and services necessary for the prescription and provision of eyeglasses or contact lenses. (Not low vision services.)</p> <p>No longer: Wheelchair, scooter or other assistive device - code these as 033.</p>	Rstoratn: Other NEC	041

037	<p>Restoration: Necessary Hospitalization - (Either inpatient or outpatient care) in connection with surgery or treatment.</p> <p>Examples: Hospitalization required for other approved treatment.</p>	Rstoratn: Hospitaliz	040
038	<p>Restoration: Professional Clinic Fees.</p> <p>Examples: Office visit fees.</p>	Rstoratn: Prof Clinic	042
039	<p>Restoration: Treatment for Substance Abuse/Addiction</p> <p>Examples: treatment and AODA counseling.</p>	Rstoratn: Subs Abuse	043
040	<p>Restoration: Corrective Surgery or Therapeutic Treatment - That is likely, within a reasonable period of time, to correct or modify substantially a physical or mental impairment that constitutes a substantial impediment to employment.</p> <p>Examples: Psychotherapy, short-term counseling, cataract surgery, dentistry, occupational therapy, physical therapy.</p>	Rstoratn: Surg/Therp	044
145	<p>Services to Family Members - Services to the family of an individual with a disability necessary to assist the individual to achieve an employment outcome.</p> <p>Example: Child care.</p>	Servs/Family Members	045
146	<p>Small Business Services - Technical assistance and other consultation services provided to conduct market analyses, to develop business plans, and to provide resources to individuals in the pursuit of self-employment, telecommuting and small business operation outcomes.</p> <p>Examples: Feasibility and business plan development.</p>	Small Business Services	046
017	<p>Supported Employment: Assessment Supported employment assessments including consultation and any trial work. See technical specifications or fee schedules for additional information.</p>	Supported Empl: Assessment	047

019	Supported Employment: Customized Employment Services - Includes Customized Employment consultation meeting, Discovery, Discovery Profile, Visual Resume, Customized Employment placement, Customized Employment ongoing support and transition to long term support. Also include Customized Self-Employment service fees (e.g., SE Coordinator fees, ongoing monthly support).	Supported EmPLY: Customized	048
020	Supported Employment: Individual Placement and Support (IPS) - Includes IPS Career Profile, IPS Job Development Plan, IPS Job Placement and Job Start/and Report, IPS ongoing support, and IPS transition to long term support. <i>Note: Limited availability - special project.</i>	Supported EmPLY: IPS	049
035	Supported Employment: On Going Supports and Reports - Ongoing support to an individual to maintain employment. Includes transition and bonus payment. Ongoing support not to exceed a maximum of 18 months unless exception process is used.	Supported EmPLY: Job Coach/Trans to LTS	050
018	Supported Employment: Job Development - Supported employment job development including plan, placement, and hire.	Supported EmPLY: Job Develop	051
042	Training: 4 Year University/College - Academic training leading to a bachelor's degree.	Training: 4 yr Univsty/College	052
044	Training: Disability Related Skills Training - Disability related augmentative skills training. Examples: Speech reading, sign language, and cognitive training/retraining. Low vision aids training code as 037. Orientation and mobility services code as 029. <ul style="list-style-type: none"> ➤ Skills training: 8900000 (5711). ➤ Wages paid to consumer: 8800000 (5700-72). 	Training: Disability related skills trng.	055
021	Training: Graduate/Doctorate - Academic training leading to a degree recognized beyond a Baccalaureate degree. Examples: Graduate degree, PhD, law degree, medical degree, etc.	Training: Graduate/Doctorate	056

045	<p>Training: On-the-Job (OJT) - OJT is specific job skills training provided by an employer. The individual is hired as a permanent employee, paid during this training, and will remain on the employers payroll in the same or a similar job upon successful completion.</p> <ul style="list-style-type: none"> ➤ Wages paid to consumer: 8800000 (5700-72). ➤ Administrative fees: 89000000 (5711). 	Training: OJT	058
046	<p>Training: Other - Any training not recorded in one of the other categories listed.</p> <p>Examples: GED or HSED training and testing leading to a diploma, tutoring, driving instruction, and English as a Second Language (ESL) training.</p>	Training: Other	059
030	<p>Training: State LTE Internship Program - Limited term paid internships in state agencies for employment training.</p>	Training: State LTE	060
022	<p>Training: Technical/Junior - Academic training leading to an associate's degree, certificates, or other recognized educational credential.</p>	Training: Tech/Junior College	061
149	<p>Training: Temporary Work - Time-limited paid work and internships. Includes temporary work utilized as job try out, and work hardening. Code all temporary work here including wages, fees, and when provided for the purpose of an assessment.</p> <ul style="list-style-type: none"> ➤ Wages: 8800000 (5700-72). ➤ Administrative fees: 89000000 (5711). 	Training: Temporary Work	062
043	<p>Training: Occupational/Vocational Training - Occupational, vocational, or job skill training <i>not leading to an academic degree or certification</i> provided by a four-year college, university, community college, technical school, proprietary schools or program and/or business, to prepare students for gainful employment in a recognized occupation. This could include selected.</p> <p>Examples: Fork lift training, CNA training, truck driver training, stand-alone courses, bi-lingual training, REDI training.</p>	Training: Voc/Occupational	063

025	<p>Training: Apprenticeship Training - Work based employment and training program that combines hands-on, on the job work experience in a skilled occupation with related classroom instruction. <i>This does not include State LTE Internships - D030 or REDI program – 063.</i></p> <p><i>Examples: Plumbing and electrician apprenticeship.</i></p> <ul style="list-style-type: none"> ➤ Wages paid to consumer: 8800000 (5700-72). ➤ Administrative fees: 8900000 (5711). 	Training:Apprenticeship	053
026	<p>Training: Basic/Remedial/Literacy - Literacy training or training provided to remediate basic academic skills that are needed to function on the job in a competitive labor market.</p>	Training:Basic/Remedl /Literacy	054
024	<p>Training: Job Readiness - Training provided to prepare an individual for the world of work.</p> <p>Examples: Soft skills training, appropriate work behaviors, getting to work on time, appropriate dress, etc.</p>	Training:Job Readiness	057
023	<p>Training: Youth OJT - Designed to provide an opportunity for youth to find employment while in high school. The individual is hired as a permanent employee, paid during this training, and will remain on the employers payroll in the same or a similar job upon successful completion.</p> <ul style="list-style-type: none"> ➤ Wages paid to consumer: 8800000 (5700-72). ➤ Administrative fees: 8900000 (5711). 	Training:Youth OJT	064
133	<p>Transportation: Other - NEC/Not Elsewhere Classified - Mileage; vehicle repair specialized van service, driver services, airline tickets.</p> <ul style="list-style-type: none"> ➤ Mileage: 8800000 (5700-72). ➤ Other services: 8900000 (5711). 	Transptn: Other NEC	065
131	<p>Transportation: Public - Travel and related expenses that are necessary to enable an applicant or eligible individual to participate in a VR service.</p> <p>Examples: Bus stipend, bus pass, public transportation training, subsidized public transit, and taxi services.</p>	Transptn: Public	066

132	<p>Transportation: Vehicle Purchase and Rental - Rental of a vehicle or purchase of a vehicle (including vans) but not the modification of the vehicle.</p> <ul style="list-style-type: none"> ➤ Rental of a vehicle: 8920000 (5713). ➤ Purchase of a vehicle: 8800000 (5700-72). 	Transptn: Vehicle Pur & Rental	067
047	<p>Training Books and/or Supplies. *Note: No longer available 10/1/2013.</p>	Trng Books/Other Sup	847
031	<p>Vocational Counseling - This service is distinct from the general counseling and guidance relationship that exists between the counselor and the individual during the entire rehabilitation process. Individually focused counseling services, with measurable progress, to assist in exercising informed choice and achieving an employment outcome beyond typical case management and coordination. This service is provided by a DVR counselor.</p> <p>Examples: Disability disclosure, career and job counseling, addressing social issues, individual adjustment to disability or as indicated by needs of the individual.</p>	Vocational Counseling	068
034	<p>Work Related Materials/Tools - Cost of tools or equipment customarily required for job performance.</p> <p>Examples: Tools necessary for auto repair position, stethoscope for health care worker, equipment approved in a business plan (including Customized Self-Employment), application and resume postage or costs, farm equipment not including equipment necessary for rehabilitation technology.</p> <p>Note: All clothing should be coded under Maintenance 027.</p>	Wrk-related Matl/Tool	069

DEPARTMENT CODES
(Previously Organization Codes)

Codes established by an agency, normally to identify a financial transaction to an operational unit. One code is assigned to each WDA for Consumer Purchases. Administrative purchases use a more extensive list of Organization Codes.

Old Code		New Code	Short Description	Long Description
8803	WDA 1	4450088100	DVRWDA1SE	DVR WDA 1 Southeast District
8817	WDA 2	4450088200	DVRWDA2Mil	DVR WDA 2 Milwaukee District
8834	WDA 3	4450088300	DVRWDA3WOW	DVR WDA 3 WOW District
8843	WDA 4	4450088400	DVRWDA4FV	DVR WDA 4 Fox Valley District
8868	WDA 5	4450088500	DVRWDA5Bay	DVR WDA 5 Bay Area District
8888	WDA 6	4450088600	DVRWDA6NC	DVR WDA 6 North Central District
8908	WDA 7	4450088700	DVRWDA7NW	DVR WDA 7 Northwest District
8924	WDA 8	4450088800	DVRWDA8WC	DVR WDA 8 West Central District
8943	WDA 9	4450088900	DVRWDA9WD	DVR WDA 9 Western District
8964	WDA 10	4450089000	DVRWDA10SC	DVR WDA 10 South Central District
8982	WDA 11	4450089100	DVRWDA11SW	DVR WDA 11 Southwest District

PROMISE GRANT (PG) ACTIVITY CODES

Old Code	Definition	New Code
076	PG: ASSESSMENT	100
194	PG: ASSET DEVELOPMENT	101
066	PG: BENEFITS ANALYSIS	102
196	PG: FAMILY PAYMENTS	103
188	PG: FINANCIAL LITERACY	104
187	PG: FOOD SECURITY	105
186	PG: INCOME MAINTENANCE	106
121	PG: INTERPRETER/NOTES - DEAF	107
073	PG: JOB DEVELOPMENT	108
071	PG: JOB REFERRAL	109
185	PG: JUSTICE SYSTEM MITIGATION	110
127	PG: LOW VISION AID/ADJUST SERV	111
115	PG: MAINTENANCE	112
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203	PG: SYSTEMS NAVIGATION	139
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059	PG: TRAINING: APPRENTICESHIP	142
060	PG: TRAINING: BASIC/REMEDL/LIT	143
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112	PG: TRAINING: OTHER	148
069	PG: TRAINING: STATE LTE	149
056	PG: TRAINING: TECH/JR COLLEGE	150
180	PG: TRAINING: TEMPORARY WORK	151
108	PG: TRAINING: VOC/OCCUPATIONAL	152
057	PG: TRAINING: YOUTH OJT	153
118	PG: TRANSPRTN: OTHER NEC	154
116	PG: TRANSPRTN: PUBLIC	155
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