
Instructions for New Service Providers

January 2016

After a new service provider has been vetted and approved by a local DVR office, the following steps are required in order for the service provider to be linked electronically to fiscal processing in the DVR case management system called IRIS (Integrated Rehabilitation Information System). The set-up and monitoring of vendors in that system is done by the Department of Workforce Development (DWD):

1. Completion of DOA-6457: STAR Vendor Information:
<http://www.doa.state.wi.us/Documents/DEBF/Information%20for%20State%20Agencies/Suppliers/DOA-6457%20STAR%20Vendor%20Information.pdf>

Please note Section 7 and Section 8 on form DOA-6457 are not required. The service provider vendor's signature is required.

2. IRS W-9 Form: Request for Taxpayer Identification Number and Certification:
<http://www.doa.state.wi.us/Documents/DEBF/Information%20for%20State%20Agencies/Vendors-Suppliers/IRSw9.pdf>
3. The service provider sends the completed forms via email to the local DVR office.
4. DVR staff will forward the completed forms to DWD MB ASD Vendors.
5. DWD ASD Vendors will review and submit forms to the Department of Administration, and request will be entered within 3-4 business days.