

Interpreter Instructions – Working with DHHS

Interpreters working with **Deaf and Hard of Hearing Services (DHHS)** will support **Vocational Rehabilitation (VR)** participants through a variety of assignments, both onsite and virtual. These may include:

- Meetings with counselors or job coaches
 - Job shadows
 - Job search assistance
 - Trainings and interviews
 - Job orientations
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Steps to Get Started

1. Contact DHHS

Email DHHS.CAR@fssa.in.gov to express interest in working directly with DHHS.

Requirements:

- Hold an **Indiana Interpreter Certificate (IIC)** or be registered with the **Non-IIC+ Program**
→ Apply here: [Interpreter Certificate Application](#)
→ Qualifications:
 - [IIC Qualifications](#)
 - [Non-IIC + Program information](#)
 - Review the **DHHS Interpreter Handbook** (provided upon contact)
 - Complete any additional onboarding steps as directed by DHHS
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2. Register with VR Claims Payment System (VR-CPS)

Paperwork needed (provided by DHHS):

- W-9 form
 - Signed DHHS Handbook acknowledgment page (sent by DHHS)
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3. Scheduling Platform: uSked

Once registration is complete, DHHS will:

- Add your profile to uSked
- Send your username and password

Interpreter Actions:

- Download the **uSked app** to receive assignments.
 - Assignments will also be emailed, please ensure DHHS has correct email address
 - Bookmark the browser version: DHHS.uSked.com
 - Watch for new assignment notifications
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Assignment Guidelines

Assignment Type	Platform	Minimum Time	Pay Rate	Additional Info
Onsite	In-person	2 hours	State rate (IIC/Non-IIC+)	<ul style="list-style-type: none">• Mileage reimbursed at current state rate.• Travel (50+ miles one way, if requested): \$10 less than state rate, max \$35/hr.• Closest qualified interpreter assigned.
Virtual (60+ min)	MS Teams	2 hours	State rate	Please download and set up MS Teams. Zoom is rarely used.
VRI (≤60 min)	MS Teams	30 minutes	\$1/minute	MS Teams required.
