

Chapter 31 - Defense of the Indigent Vendor FAQ

Pursuant to KRS 31.185, the Division of Local Government Services within the Office of the Controller, Finance and Administration Cabinet, serves as the administrator of the Department of Public Advocacy's (DPA) Public Defender Fund which pays approved expenses incurred in the defense of the indigent.

Q: I have never provided services for the Commonwealth of Kentucky. How do I get set up as a vendor to receive payment?

A: Please visit [Kentucky's Vendor Self Service Portal](#) to register as a new vendor. There, you will have access to downloadable forms and Quick Reference Guides. For questions about the registration process, please contact Finance.CRCGroup@ky.gov or call 877-973-HELP.

Q: What methods are available to receive payment?

A: On [Kentucky's Vendor Self Service Portal](#), you may sign up to receive paper checks in the mail or Direct Deposit. Please note: Direct Deposit is this fastest form of payment. If signing up for Direct Deposit, an email address is required, and you will receive an auto-generated email confirmation when payment has been issued. Unfortunately, the Commonwealth does not offer email confirmation for paper checks.

Q: How do I update my vendor information such as mailing address, email address, or payment method?

A: Please visit [Kentucky's Vendor Self Service Portal](#). There, you will find the Quick Reference Guide "Managing Your Vendor Account." For assistance, please contact Finance.CRCGroup@ky.gov or call 877-973-HELP.

Q: What does the Division of Local Government Services require to approve payment?

A: Our office requires the indigent's defense attorney to provide the court order, your invoice, and an approval form for payment. Our office will not review communications or process invoices from anyone other than the defense attorney. Separately, you must be registered as a vendor with the Commonwealth of Kentucky, and your invoice balance must be within the court ordered amount in order to process payment.

Q: What information should my invoice provide?

A: It must provide your vendor name (ex: ABC Investigations, Inc.), mailing address, the court case number, defendant name, itemization and date of services provided, and the total amount due. It is strongly encouraged each invoice has a unique Invoice Number and states a preferred payment method (mailed check or Direct Deposit).

Q: What if my invoice amount is more than the court order?

A: The Division of Local Government Services cannot issue a payment for more than the court ordered amount. Please work with the defense attorney to secure a new court order for an increased or additional balance.

Q: Where is my payment?

A: Please allow 30 business days from the date the defense attorney submits all required documents for payment to be issued. Vendors signed up for Direct Deposit will receive an email confirmation once payment has been issued. After 30 business days, if you have not received payment, please reach out to the defense attorney first.

Q: How should I seek reimbursement if I provided services as a Guardian ad Litem?

A: The Division of Local Government Services cannot process payments related to Guardian ad Litem expenses. This includes cases of DNA, TPR, 202A, 202B, Casey's Law, Tim's Law, and more. For more information on seeking Guardian ad Litem reimbursement, please visit the [Finance Cabinet's Guardian ad Litem website](#).