

# VRIS UPDATE

## **Employer Required Background Screen for OJE and OJT Placements Effective 2/19/2008 Number140**

### **SUMMARY OF UPDATES**

Three Program Manual Chapters have been updated to provide policy and procedures for funding employer required background screens for OJE and OJT Placements. The cost of an employer required background screen is to be authorized and paid as a reimbursement.

If a training fee is also being authorized, the two fees can be on the same authorization, but the amounts are noted separately rather than combined.

The updates specifically indicate that under no circumstances will VR conduct an employer required background for the employer.

### **VRIS POSTING**

The revised chapters have been posted to VRIS.

VRIS: Program Manual: Assessment Services: **On The Job Evaluation**

VRIS: Program Manual: Employment Program: **Consumer Background Screening Policy**

VRIS: Program Manual: Community Services: **On The Job Training**

### **MONITORING REQUIREMENTS**

Team associates performing accounting functions should monitor such authorizations and invoices for compliance.

### **TEAM COMMUNICATION**

Discuss this update at the next team meeting.

### **LEADERSHIP CONTACT**

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