

CHANGE ANNOUNCEMENT

CASE REVIEW INSTRUCTIONS/REQUIREMENTS EFFECTIVE FEBRUARY 16, 2006

CHANGES

The Case Review Instructions - Employment Program found on VRIS have been revised as follows:

1. Office directors are still required to complete a minimum of 5 case reviews per month. The instructions now clarify that these reviews are to be conducted on cases entering 'employment warranty monitoring' milestone within the previous three months. Office directors may conduct other types of reviews beyond the required number.
2. Office directors will no longer be required to keep copies of reviews. Copies of the required reviews are to be sent to Don Crouch at the end of each month. We will keep these by fiscal year. For that reason we ask that you send in your reviews for each month from October 2005 to start the files.

VRIS UPDATE

The revised Case Review Instructions - Employment Program are located at VRIS: Program Manual Main Menu: Operations.

LEADERSHIP CONTACT

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