

# VRIS UPDATE

**Certified Mailing of the Area Administrator Letter  
Effective 6/2/2008  
Number 160**

## **SUMMARY OF UPDATES**

The Client Appeal Rights/Procedures Chapter has been revised to include instructions for mailing the Area Administrator Letter as Certified Mail and instructions for checking online for the delivery date without purchasing a Return Receipt, which is an extra cost. Should the consumer ever question or challenge the delivery date, instructions are provide on how to request a Return Receipt, which will include more detailed delivery information and the signature of the person who signed for the letter.

## **VRIS POSTING**

The chapter is posted to VRIS: Program Manual: Employment Program: **Client Appeal Rights/Procedures.**

## **TEAM COMMUNICATION**

Among the team, discuss who will have the responsibility to conduct the online check of the delivery date and monitor the 30 day response period.

## **LEADERSHIP CONTACT**

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