

VRIS UPDATE

Statutory Changes Affecting OJEs and OJTS Effective 8-20-09 Number 229

SUMMARY OF UPDATES

Two legislative bills were passed by the state legislature this last year that will affect consumers in OJEs and OJTs. The bills were L.B. 167 and L.B. 403.

L.B. 167 requires all state employees to be paid via electronic fund transfers (EFT) which means by Direct Deposit or by debit card. (See the July/August Edition of Around NDE.) As consumers on OJEs and State OJTs are employees of the Department of Education, this requirement applies to them.

L.B. 403 requires that all public employees hired on or after October 1, 2009 have their work eligibility status to be verified with a federal immigration verification system. This verification will be completed by DAS using information from the I-9 submitted into NIS by NDE HR. Since there is a 3 day window beginning the date of hire for this verification to be completed, the following forms must be completed and received in the State Office 3 working days prior to the start of the OJE or OJT.

Employee Roster Information Form

W-4

I-9

Direct Deposit Information form (required)

AccelaPay Debit Sign-up Form (if electing debit card)

Case Service Authorization

In completing these forms, it is more vital than ever that the forms are correctly completed and the information is accurate. Each office has designated an I-9 Contact who will be trained by NDE HR on the I-9, the Direct Deposit Information form, and AccelaPay Debit Sign-up Form. The I-9 contact will be responsible for ensuring that all of these documents prepared for that Office/Team are accurate.

With respect to the debit card, the debit card is issued by U.S. Bank. There will be an information packet available for consumers who elect to be paid through the debit card. This packet will provide information about fees, AMT locations, how to access account information online, etc.

A consumer choosing the debit card must be given the NDE contact number by a team member and instructed that upon receipt of the debit card by mail, the consumer must call the NDE contact number to acknowledge receipt of the card. NDE will then activate the card. However, activation of the card does not mean the pay amount has been deposited. That occurs on a state payday. So whether using Direct Deposit or a debit card, it will be important for a team member to provide the consumer with the pay dates that correspond to their OJE or OJT so the consumer knows when funds are to be deposited.

VRIS POSTING

The On the Job Training chapter is posted to VRIS: Program Manual: Community Services: [On the Job Training](#).

The On the Job Evaluation chapter is posted to VRIS: Program Manual: Assessment Services and Supports: [On-the-Job Evaluation](#).

The [Debit Card – AccelaPay Sign-up Form](#) and the [Direct Deposit Agreement](#) have been posted to VRIS: Printed and Marketing Materials: Case Service Service Forms and Worksheets and Also VRIS: Printed and Marketing Materials: Administrative Forms.

IMMEDIATE ACTION REQUIRED

With consumers currently in OJEs or OJTS that will have work hours beyond 8/28/09, teams will need to complete the Direct Deposit Information form on everyone and the AccelaPay Debit Sign-up form for those consumers electing the debit card. Note: For consumers not working beyond 8/28/09 whose timesheets do not arrive in time for the pay period processing, then teams will need to hand the paper work for these consumers the same way as for those continuing to work after 8/28/09.

MONITORING REQUIREMENTS

Monitoring of the processes around OJEs and OJTs will occur at the local office level with the I-9 contacts, at the State Office with fiscal staff, and at the NDE HR Office by personnel staff.

TEAM COMMUNICATION

Due to the statutory requirements related to the L.B. 167 and L.B. 403 and the complexity of the process around OJEs and OJTs, it is extremely important that teams review and discuss these program manual chapters, and work closely with their team/office I-9 contact.

LEADERSHIP CONTACT

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