

# VRIS UPDATE

## SERVICE AGREEMENT CHAPTER

October 1, 2009

Number 239

### SUMMARY OF UPDATES

The Service Agreement Form has been revised as a result of LB403, requiring all providers entering into a service agreement on or after October 1, 2009 to verify lawful presence in the United States. Specific changes are as follows:

1. Language related to LB403 has been included above the signature block. If the service provider is an individual or sole proprietorship they must check that they are a citizen or the US OR a qualified alien, which requires documentation before signing the agreement. One of these must be checked before the service agreement will be entered in QUEST.
2. If the service provider is not an individual or sole proprietorship, their signature on the agreement is verification that they will use a federal immigration verification system for their new employees.

### FORMS REVISED

The revised service agreement form has been posted at: Materials, Administrative Forms, [Service Agreement](#). All previous copies of the service agreement form should be destroyed as only the revised copy will be accepted after October 1. Hard copies of the service agreement are no longer available.

### TEAM COMMUNICATION

Office Directors should discuss the changes with their staff at the next team meeting.

### LEADERSHIP CONTACT

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