

VRIS UPDATE

Application and Transfer to Employment Program Effective 10-01-09 Number 241

SUMMARY OF UPDATES

This chapter contains new requirements resulting from L.B. 403 and recent changes to the HELPS Brain Injury Screen Tool procedure and forms.

Effective October 1, 2009 the agency is required to verify the lawful presence of any applicant for public benefits who, at time of application, attests to being other than a United States Citizen. The chapter describes the verification process and QUEST changes. The verification process will only be use applicants to the Employment Program, not with applicants to the Transition Program.

The HELPS Brain Injury Screening Tool has been revised and directions added for staff.

VRIS POSTING

The chapter is posted to VRIS: Program Manual: Information and Referral: [Application and Transfer to the Employment Program](#)

The revised Application form (English and Spanish version) is posted to VRIS: Materials: Case Service Forms and Worksheets: [Application](#). If you have not received your supply of the new Application Form, you can download and print from VRIS until our supply arrives.

The revised HELPS Brain Injury Screening Tool and Positive HELPS Screen Follow-Up Questionnaire are posted to **VRIS: Materials: Case Service Forms and Worksheets: [HELPS Brain Injury Tool & Protocol](#)** and **VRIS: Materials: Case Service Forms and Worksheets: [Positive Screen Follow Up Questionnaire](#)**.

FORMS REVISED

The Application form has been revised to include fields to record the non-U S Citizen's immigration status and immigration number, and the required attestation language.

The NDE Letter Contract, NDE Contract, and the VR Service Agreement have been revised to include the required attestation language of providers with respect to work authorization.

The HELPS Brain Injury Screening Tool was revised to remove demographic information, and to add directions for staff to complete the HELPS Positive Screen Follow-Up Questionnaire with an individual if the HELPS Screen is positive. Definitions of Acquired Brain Injury and Traumatic Brain Injury were added to the back of the form for reference. The Positive HELPS Screen Follow-Up Questionnaire was shortened. Process section 3 of the Program Manual chapter on Application and Transfer to the Employment Program was revised to update suggested next steps for a positive screen.

QUEST UPDATE

QUEST has been updated with fields for recording the immigration status, immigration number, and verification results.

TEAM COMMUNICATION

Discuss these important changes at your earliest team meeting on or after October 1, 2009. All older versions of the Application Form are to be recycled.

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