

# VRIS UPDATE

## Case File Order Effective September 7, 2010 Number 282

### SUMMARY OF UPDATES

There was a recommendation from the field to add a reference on all agency forms to the section of the case file folder where a form is to be filed. This reference will be located in the lower right corner of most agency forms. For a few multi-use forms, there will be a designation of two file sections as the use of the form determines which section of the case file folder the form is to be filed.

Documents that are designated “print” have been modified to indicate the appropriate section of the case record for filing. Forms that are designated as “order” will be updated when the supply in core storage is ready for reprinting.

Forms that belong to other governmental agencies could not be modified with a section reference.

A reference to where the original copy of a non-citizen’s immigration document and social security card has been added to the Case File Order List. **Note: *Except for non-citizens, staff are not to make copies of I-9 documents for the case file folder.***

The case file order has also been updated to note the discontinuation date of a few forms.

### VRIS POSTING

VRIS: Program Manual: Policy: [Case File Order](#)

VRIS: Forms & Marketing: Case Service Forms: Case & Case Load Management Forms: [Case File Order List](#).

### TEAM COMMUNICATION

The Case File Order List can be printed as a handy desk reference when filing information in a case file.

### LEADERSHIP CONTACT

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