

VRIS UPDATE

Making Copies of Consumer ID Documents Effective 11/5/10 Number 291

SUMMARY OF UPDATES

A policy was established some time ago that VR staff not make copies of consumer identification documents for the case file. The documents often copied were driver's licenses, state IDs, or social security cards. These are documents a consumer would eventually need to produce when filling out an I-9 upon hire or to participate in a State OJE or OJT. The policy was not documented in a program manual chapter, only in a VRIS Update. The policy will now be documented in the Application and Transfer to the Employment program manual chapter in the section on Citizenship.

Note: There is an exception to this policy for non-citizens applying for services. Copies are to be made of the immigration document(s) the non-citizen presents at time of application. The verification process through USCIS requires a copy of the document(s) if the verification process reaches the 3rd stage. For stage 1 and 2 verifications, maintaining a file copy of the immigration document(s) supports entering accurate information from the document(s) when conducting the online verification.

Another note: Verification of the citizenship status of students in the Transition Program is not required until such a time as the transition case is transferred to the Employment Program. It is easy to forget at the time of transfer that a verification is required prior to eligibility. If a staff member wishes to verify a transition case prior to making the transfer to the Employment Program, contact Pat Bracken with the appropriate information from the student's immigration document(s).

VRIS POSTING

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

MONITORING REQUIREMENTS

As team members come across cases with copies of driver's licenses, social security cards, state IDs, etc., the copies should be removed from the case file and shredded.

TEAM COMMUNICATION

Review this update at a team meeting to ensure team members understand and comply with this policy.

LEADERSHIP CONTACT

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