

VRIS UPDATE

Consumer Personal Identifying Information, Case File Order, Training Milestones Effective 1/10/11 Number 297

SUMMARY OF UPDATES

Consumer Personal Identifying Information

- The Employee Roster, I-9, W-4, Direct Deposit Information, and AccelaPay Debit Forms are no longer to be filed in the consumer's case file. The local office Associate who handles the authorization should retain the copies of these documents until the final OJE or OJT payment has cleared and then shred the documents.

Case File Order

- References to the Employee Roster, I-9, Direct Deposit Information, and AccelaPay Debit Forms have been deleted from the Case File Order chapter. To the extent that offices can identify existing open and closed cases with these documents, the forms should be removed from the case files and shredded.
- The following release forms are now to be filed in Section 2 of the case file. It is not necessary to move these release forms from the other sections in existing case files.
 - ESN/SSA 3288 Consent for Release of Information/General
 - ESN/SSA 3288 Consent for Release of Information/Earnings
 - SSA-3288 Consent for Release of Information/General
 - SSA-3288 Consent for Release of Information/Earnings
- The requirement to provide an Eligibility Letter to consumers has been discontinued as of 1/1/11.

Training Milestones

- Language has been added to the chapters dealing with the appropriate Milestone/Activity when a consumer is in an OJT, Supported Employment, and Small Business/Self Employment
 - OJT – The case begins an OJT, the case should be moved in to Milestone/Activity *Services Initiated-VR Services* and remains in that Milestone/Activity through the duration of the OJT. At the end of the OJT if the consumer remains on the job as an employee, the case is then moved to Milestone/Activity *Services Initiated-Employment Follow up*.
 - Supported Employment – At the time the IPE is written and services are initiated, the case should be moved to Milestone/Activity *Services Initiated – VR Services*. The case remains in this Milestone/Activity until Stabilization and then the case should be moved to Milestone/Activity *Services Initiated-Employment Follow up*. Stabilization for Supported Employment-Other than Persons, with Mental Illness, Supported Employment-Persons with Mental Illness, and Transitional Employment-Persons with Mental Illness is defined in the Supported Employment Chapter.
 - Small Business/Self Employment – When the IPE is written and approved; the case should be placed in Milestone/Activity *Services Initiated – VR Services*. Once the business start up items have been purchased and the business is operation, move the case to Milestone/Activity *Services Initiated-Employment Follow up*.

VRIS POSTING

- VRIS: Program Manual: Policy: [Case File Order](#)
- VRIS: Forms and Marketing: Case Service Forms: [Case File Order List](#)
- VRIS: Program Manual: Assessment Services & Supports: [On The Job Evaluation](#)

- VRIS: Program Manual: Community Services: [On The Job Training](#)
- VRIS: Program Manual: Community Services: [Supported Employment](#)
- VRIS: Program Manual: Community Services: [Small Business/Self Employment Ventures](#)

TEAM COMMUNICATION

There are several changes in this update. A review of all the changes at a team meeting will help to ensure that all team members are aware of and understand the changes made.

LEADERSHIP CONTACT

Pat Bracken, Program Director
pat.bracken@nebraska.gov
402.471.6320