

VRIS UPDATE

Case Transfer & Serving Consumers in Other Offices Effective 3/23/11 Number 306

SUMMARY OF UPDATES

A new program manual chapter has been developed entitled 'Case Transfer & Serving Consumers in Other Offices. This chapter includes some information that was previously in the Employment Services chapter. It provides policy on when transfers are appropriate and how to transfer cases. The chapter also provides policy on how consumers may access services from another office without case transfer.

VRIS POSTING

The [new chapter](#) has been posted on VRIS in the POLICY section.

TEAM COMMUNICATION

Office Directors should discuss this new policy with all team members.

LEADERSHIP CONTACT

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