

VRIS UPDATE

Consumer Background Screen Policy Effective 11/7/12 Number 349

SUMMARY OF UPDATES

The Consumer Background Screen Policy has been rewritten to reflect changes recommended by the Placement Committee. The major changes are bulleted below, however it will be extremely important to review the chapter since it has been entirely rewritten.

- The rationale to complete a background screen has changed.
- Eliminated need of a client to pursue one of a list of occupations prior to completing a background screen.
- The local Office Information Release Contacts will no longer be required.
- The rationale for the background screen will no longer be documented on the fax cover sheet.
- A VR Background Screen Request Form has been developed to allow staff to check the rationale for the background screen.
- Office Directors are required to sign off on the Background Check Request Form prior to it being faxed to Dept of Education Legal Counsel.
- Two forms will be faxed to Legal Counsel - The VR Criminal Background Check Request Form and the HHS Request Form.
- A background screen can be completed on consumers participating in a VR NE Certificate program and are age 19 or older. A HHS background screen is not necessary in these cases.

VRIS POSTING

Chapter: VRIS; Program Manual; Employment Program; [Consumer Background Screen Policy](#).

VR Criminal Background Check Request Form: VRIS, Forms and Marketing, Case Service Forms; Release Consent Referral Forms; Background Screen Information Release; [VR Criminal Background Check Request Form](#).

FORMS DEVELOPED

The VR Criminal Background Check Request Form to check one of three reasons why a background check is being requested. The form can be found in the forms under Background Screen Information Release.

TEAM COMMUNICATION

Since the entire chapter has been rewritten it will be necessary to review the policy changes at an upcoming staff meeting.

LEADERSHIP CONTACT

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