

VRIS UPDATE

Background Screen Information Release for VR New Hires Effective 1/27/2014 Number 378

SUMMARY OF UPDATES

The release form for conducting a background check on VR new hires, interns or volunteers who will be working with VR clients has been replaced with a new DHHS form.

While the Agency Name field on the form lists Peter Gensheimer, the background check procedures for new hires, interns and volunteers remain the same. The original signed form is mailed to Pat Bracken, VR HR, after a copy has been scanned and emailed to Pat Bracken.

VRIS POSTING

The Background Screen Information Release for VR New Hires will be posted to VRIS: Program Manual: Forms and Marketing: Administrative Forms: [Background Screen Information Release – DHHS form: VR Employees Only](#).

Note that the DHHS Background Screen Information Release form used with Service Agreements is also posted at this location. Take care not to confuse the two forms.

LEADERSHIP CONTACT

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