

VRIS UPDATE

Mandatory Letters Effective 5/14/07 Number 73

SUMMARY OF UPDATES

The following letters have been accessible to staff only as a hyperlink in the Review of Decisions chapter on VRIS. The letters are have now been posted to Case Services Forms and Worksheets section of VRIS in Word format. The letters that contained a reference to where a consumer could view or download a copy of Rule 71 via the internet were updated to the current URL.

While some of the letters accommodate adding additional text, it is expected that the text on the master letters not be altered.

Letter - Consumer Requests Case Termination
Letter - Disagreement Notice
Letter - Discontinued Participation Notice
Letter - Eligible Notice
Letter - No Longer Eligible Notice
Letter - Not Eligible Notice
Letter - Priority Group Not Served Notice

The Welcome-Orientation Letter is being re-titled Letter-Welcome-Orientation so that all letters are grouped together in the Case Services Forms and Worksheets list. No changes were made to letter's text.

VRIS POSTING

The letters are posted to VRIS: Printed and Marketing Materials: Case Service Forms and Worksheets: Letter -

MONITORING REQUIREMENTS

Office Directors and Area Administrators should be sure to discuss this update in a team meeting and to review the local team correspondence folders to be sure the most current version of the mandatory letters are being used and not altered beyond adding necessary text. When ODs and AAs conduct their 5 monthly case reviews, also review the correspondence.

LEADERSHIP CONTACT

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