

VRIS UPDATE

Date of Application
Effective 12-8-2014
Number 407

SUMMARY OF UPDATES

Prior to this update, we have been using the date the client signed the application as the application date in QE2. As you are well aware, there have been instances when the application was not received by VR until months after the applicant and when appropriate, the parent, guardian signed and dated the application.

Effective immediately, the date of application will now be the date a completed application, signed by the client and when appropriate the parent, or guardian is received by VR. This is consistent with Federal Regulations and the RSA – 911 Policy Directive which emphasizes that an application must be **submitted** by the applicant and **received** by the VR program.

The VR Representative receiving the application shall sign the application and date the day of receipt. In the event a completed and signed application is received in the mail and date stamped, the VR Representative signing the application shall use the date stamp as the date of receipt.

VRIS POSTING

The policy section of the [Application and Transfer to the Employment](#) chapter has been updated to reflect this change.

FORMS REVISED

The Application form is currently undergoing revision to address changes in the required reporting data for the RSA – 911. At the same time, QE2 is undergoing programming changes to incorporate these 911 changes. The revised Application form when implemented will contain the following language. **“Your application is not active until Nebraska VR receives it.”**

MONITORING REQUIREMENTS

Date of application will be monitor through case reviews and audits.

TEAM COMMUNICATION

It is extremely important that every member of the team is informed of this change and implements accordingly

LEADERSHIP CONTACT

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