

# VRIS UPDATE

## Application Changes – new and expanded information required

**Effective: Wednesday, February 4, 12:00 noon**

Number 411

### SUMMARY OF UPDATES

The Application has been revised based on new Federal reporting requirements. Please see QE2 Update Section (below) for a list of all changes.

In addition to referrals completing the revised Application form they will need to complete the new Sources and Services form that is now a companion to the Application.

A supply of revised Applications and new Sources and Services forms have been sent to each office for immediate use.

**Older applications completed by applicants prior to February 4 or received on February 4 or later will require the new information to be collected **before** VR signs the application. Staff can write the information on the old applications. QE2 will not allow the creation of the Applied for VR milestone without the new required data.**

### VRIS POSTING

New and revised forms.

### FORMS REVISED/NEW

1. [VR Application/Sources and Services](#) (rev. 5/2014). The Sources and Services (new) replaces the Resources page in Step 4 of the IPE Booklet. Please recycle any current versions of the applications in your office.
2. [Career Planning Preferences](#) (rev. 12/2014). The Resources page has been removed.

### QE2 UPDATE

New or revised fields on the Basic Information Screen have been created for the following Application items:

1. Check the box of any cash benefits you receive (expanded choices)
2. Do you have medical/health insurance? (new)
3. What is your highest level of education? (expanded choices)
4. If you are a high school student please check if you have either a 504 Plan or IEP (new)
5. What is your living situation? (expanded choices)
6. What is your **present** employment status? (change from what did you do last week to what are you doing today and expanded choices)
7. If you are working (expanded choices)
8. Date received in VR office (change)

### MONITORING REQUIREMENTS

Be sure that you recycle the previous versions of the application and remove the Resources page from un-used IPE Booklets.

### TEAM COMMUNICATION

Discuss at Team Meetings, recycle all existing Application forms.

**LEADERSHIP CONTACT:**

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