

VRIS UPDATE

Successful Outcome and Termination Letters Effective 8/22/08 Number 181

SUMMARY OF UPDATES

A Successful Employment Outcome Letter will now be sent to each consumer when a successful outcome is being taken on his or her case. The letter is intended to be a formal notification and does not remove the requirement of staff to fully consult with the consumer on the decision prior to sending the letter.

A Termination Letter will now be sent to each consumer when his or her case is being terminated. The letter is also intended to be a formal notification and does not remove the requirement of staff to fully consult with the consumer on the termination decision when prior to sending the letter.

This letter and consultation is not required when

- (1) A 15 Day letter has already been recently sent to the consumer,
- (2) The consumer is deceased,
- (3) The consumer has moved, with no forwarding address,
- (4) The case is being terminated from I & R (Information and Referral Milestone), or
- (5) The case is being terminated from Employment Warranty Monitoring due to the consumer not responding to monitoring contacts.

The Consumer Requests Case Termination Letter is being deleted and the Termination Letter is now to be used instead.

The Successful Employment Outcome, Termination, Client Appeal Rights/Procedures, and Case File Order chapters have been updated to reflect the changes.

VRIS POSTING

VRIS: Printed and Marketing Materials: Case Service Forms and Worksheets: **Letter-Successful Employment Outcome**

VRIS: Printed and Marketing Materials: Case Service Forms and Worksheets: **Letter-Termination**

VRIS: Program Manual: Policy: **Case File Order**

VRIS: Program Manual: Employment Program: **Successful Employment Outcome**

VRIS: Program Manual: Employment Program: **Termination**

VRIS: Program Manual: Employment Program: **Client Appeal Rights/Procedures**

TEAM COMMUNICATION

This is a significant change regarding consumer notification. It is very important for all team members to be aware of the new requirements, new letters and the elimination of the Consumer Request Termination Letter. A team review and discussion of the letters and chapters is essential.

LEADERSHIP CONTACT

Pat Bracken, Program Director
pat.bracken@vr.ne.gov
402.471.6320

