Case File Order

Updated: May 31, 2019

SECTION 1: FINANCIAL INFORMATION (Chronological)

- Authorization Request Forms
- Corrective Action Plan- Client
- Client Reimbursement Form/Receipts/Proof of Purchase Form
- Cost Estimates (modifications, equipment, etc.)
- Invoices
- Service Authorization Copies (optional)
- OJE Timesheet
- OJT Timesheet
- WBLE Time Sheet

SECTION 2: BASIC AND CONTACT INFORMATION (Chronological)

- Action Planner
- Application
- BP/Benefits Services Referral Form
- DHHS Release of Information
- Handwritten Informational Notes
- Information Releases from other programs
- Next Steps
- Original photocopy of the front and back of the immigration document if a non-citizen
- Pre-ETS Consent and Information Release
- Release of Information Form and any updates
- Releases to Other Agencies
- Release Form for Video & Media
- SSA-3288 Consent for Release of Information/General
- SSA-3288 Consent for Release of Information/Earnings
- State Vehicle Waiver Form
- Emancipated Minor Form
- WBLE Information Sheet
- Pre-ETS Referral/General VR Referral - Bottom Document
- Letters of Guardianship (Guardianship papers)

SECTION 3: ELIGIBILITY/MEDICAL (Chronological)

- Client Incident Report (Top Document)
- Audiology Calculating Tool
- BP/Benefits Orientation and Services Documents
- Community Work Assessment (all pertinent forms)
- Documentation Checklist for Adults
- Documentation Checklist for Youth (under age 24)
- Functional Capacity Checklist
- IEP, Multi-Disciplinary Team Report and/or Educational Psychological Report
- Impairment Checklist
- Med./Psych. Information
- Nebraska VR ABI Screen
- Physical Capacities Form
- Request for Medical Information Form
- Section 511 (all pertinent forms)
- Social Security verification documents/BPQY
- All copied information from a previous case record (Bottom Document)

SECTION 4: IPE DEVELOPMENT (*Pre-Plan*)

- IPE (Original and IPE Amendments forms) (Top Documents)
- VR Profile for Supported or Customized Employment
- Discovery Booklet Activities (Optional: Underneath IPE documents)
- Career Planning Preferences (in place of Discovery Booklet)

Following Documents Chronological

- AgrAbility Referral
- AgrAbility Assessment Report
- ATP-CPAP Facility Assessment Referral Form
- ATP Referral Form
- ATP Report
- ATP Service and Device Application
- Background Request
- Background Screen Information Release
- Background Screen Results
- Communication Assessment Form
- Consent for a Non-Paid Exploration and/or Assessment Placement
- Consent for a Paid On-the Job Evaluation Placement
- DHHS Registry Check
- Educational Budget Information and/or Budget Worksheet (Post Secondary)
- Vocational Evaluation Referral Form

- Evaluation Assessment Materials
- Evaluation Assessment Report
- Grade Transcripts (Obtained prior to IPE Approval)
- High School Grade Reports (Obtained prior to IPE Approval)
- Independent Living Referral
- Independent Living Assessment forms
- Independent Living Reports
- Informational Interviews
- OJE Information Sheet
- OJE Letter Checklist
- OJE On-The-Job Report
- OOS Information and Referral Form to Other Programs
- Pre-ETS Job Exploration Referral
- Post-Secondary Training Justification
- Self-Employment Assessment & Referral
- Self-Employment Exploring Entrepreneurship Workshop Referral
- Self-Employment Discussion Questionnaire
- Self-Employment Business Plan
- Self-Employment Feasibility Referral
- Self-Employment Feasibility Report
- Supported Self-Employment Referral Form
- Summary of Performance
- WBLE Paperwork (all pertinent forms)
- Summary of Initial Meeting (Bottom Document)

SECTION 5: SERVICES AND PROGRESS REPORTS (*Post-Plan*)

- Weekly Job Search Record (Top Document)
- Job Search Agreement (Second Document)

Following Documents Chronological

- All Training Progress Reports
- Consent for a Non Paid Training Placement
- Consent for a Paid On-the-Job Training Placement
- Equipment Agreement Form
- High Cost Approval Request
- Job Facts Guide
- Job Seeking Skills Training Application
- Mediation Referral
- OJT Information Sheet
- OJT On-The-Job Report
- OJT Letter Checklist
- Placement Referral
- Placement Reports

- Résumé
- Referrals to Other Community Organizations
- Supported Employment Referral Form
- Supported Employment Milestones (all pertinent forms)
- Student Financial Aid Report (SFAR) or (SFAR-E)
- Work Opportunity Tax Credit (WOTC)

SECTION 6: CORRESPONDENCE

- Successful Outcome Letter, Office Director Letter, Termination Letter, Job Retention letter (OOS Exception) *Refusal to Participate* form, *Refusal of Pre-Employment Transition Services (While still in High School)* form.

Following Documents Chronological

- Appointment Reminder Post Card
- Client e-mails (To & From – Relating to progress or case decisions if printed)
- Eligibility/OOS Letter
- OJE/OJT Letters
- Other Letters
- Pleading and Court Orders
- Suicide Call
- Ticket Un-Assignment Form