

HVRP ENROLLMENT INSTRUCTIONS FOR HVRP FOLDERS –

PLEASE FOLLOW

1. Ensure veteran has completed O-net. Place O-net results in folder with completed HVVRP assessment.
2. Have veteran read and sign participation agreement.
3. Ensure all proper identification is entered in folder.
4. Complete TPR questionnaire (included in folder). Return form to Tammy or I.
 - a. Note: You must complete enrollment in Access to receive the TPR number (which is their enrollment number.)
5. Complete bus pass program form (included in folder). Use date of assessment, not date of enrollment. Return this form to me please.
6. Go over and complete IEP.
7. Document and print out case notes for folder.
8. Arrange for collection a letter of homelessness, letter of hire, and/or pay statements (if not already accomplished).
9. Inform me of enrollment for financial log.
10. Folder is now ready for management (training, financials, employment)