

05-24 Veterans Program Letter (VPL) Crosswalk

Jobs for Veterans State Grant (JVSG)



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Dan is a Navy veteran who advocates for veterans, their spouses, families, and caregivers. He retired after 30 years of public service leading workforce training and continuing education programs in state agencies and higher education.

Dan holds a Master of Public Administration, is certified in contracts and grants management, and has completed the Veterans to Work certificate program.

Introduction

- Identifies and consolidates the roles, responsibilities, and duties that JVSG staff are expected to perform
- Discusses relationship between JVSG and other programs
- Emphasizes statutory duties
- Describes staffing flexibilities available to states to meet JVSG responsibilities while maximizing the integration of services and collaboration of partners in American Job Centers (AJCs)

U.S. Department of Labor

Veterans' Employment and Training Service
Washington, D.C. 20210



VETERANS' PROGRAM LETTER NO. 05-24

TO: ALL JOBS FOR VETERANS STATE GRANT RECIPIENTS
ALL VETERANS' EMPLOYMENT AND TRAINING SERVICE STAFF
ALL REGIONAL ADMINISTRATORS, EMPLOYMENT AND TRAINING
ADMINISTRATION (INFORMATION)

FROM: JAMES D. RODRIGUEZ, MA JAMES Digitally signed by JAMES
Assistant Secretary RODRIGUEZ RODRIGUEZ
Veterans' Employment and Training Service Date: 2024.04.25
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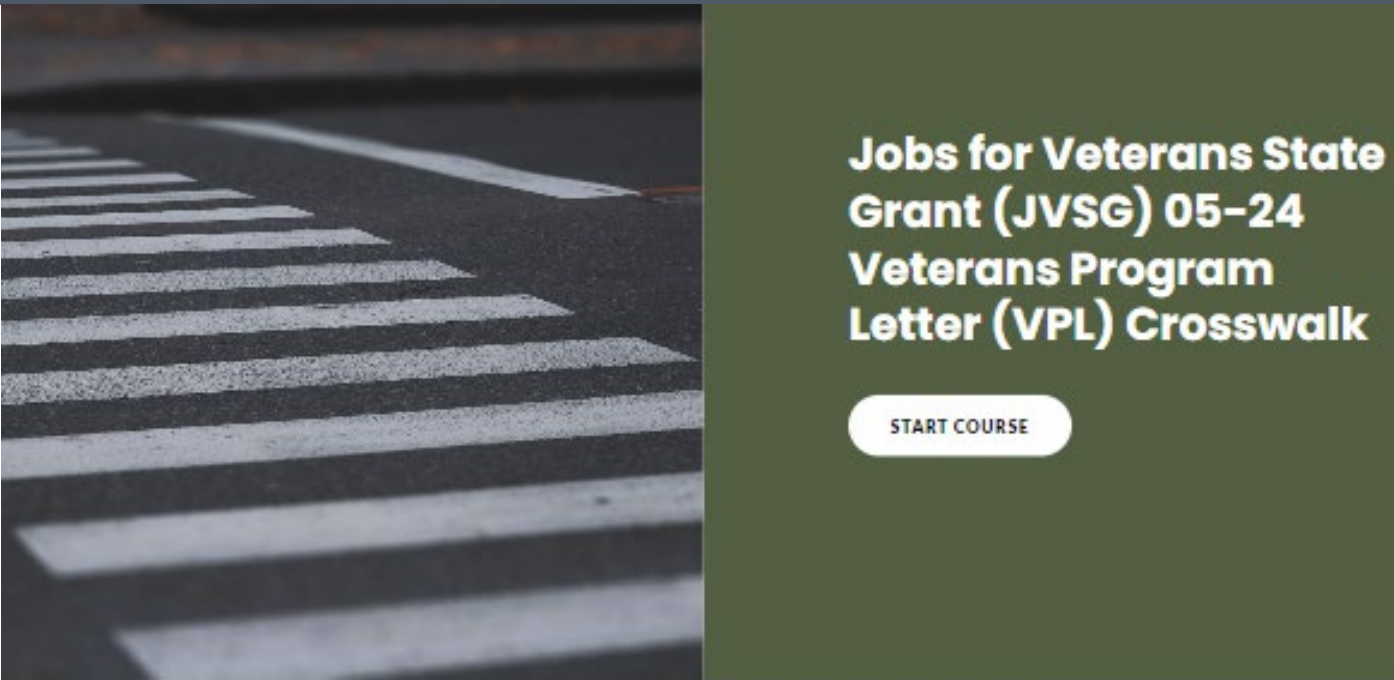
SUBJECT: Jobs for Veterans State Grants Staff Roles and Responsibilities and Coordination
with Workforce Innovation and Opportunity Act Services to Veterans

I. Purpose

This Veterans' Program Letter (VPL) identifies and consolidates the roles, responsibilities, and duties that the Jobs for Veterans State Grant (JVSG) staff are expected to perform and discusses the relationship between JVSG and other programs within the workforce development system. It emphasizes statutory duties and describes staffing flexibilities available to states to meet their JVSG responsibilities while maximizing the integration of services and collaboration of partners in the American Job Centers (AJCs).

II. References

Crosswalk Document



VPL 05-24 Crosswalk [Rise document](#)

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Training for Veteran Service Providers

JVSG Staff: Training Timeline

Must complete specialized training within 18 months of assignment, available through NVTI



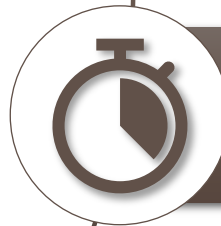
Training Available through NVTI



Veteran and grant-related topics
not just JVSG staff



In-person, virtual, and on-demand



Course lengths to fit all needs



Most cases, training and travel
provided at **no cost** to the state

Impacts on JVSG Staff

JVSG Staff Positions

VPL 05-24 clarifies the legal and programmatic guidance for JVSG positions:

DVOP Specialist	Must provide individualized career services (ICS) and facilitate placements
LVER Staff	Conduct targeted outreach to employers and facilitate employment, training, and placement services
CODL Staff	Must perform duties of both DVOP specialists and LVER staff in any combination of their time

Hiring of JVSG Staff

Guidance states the following preference be used in hiring JVSG staff:

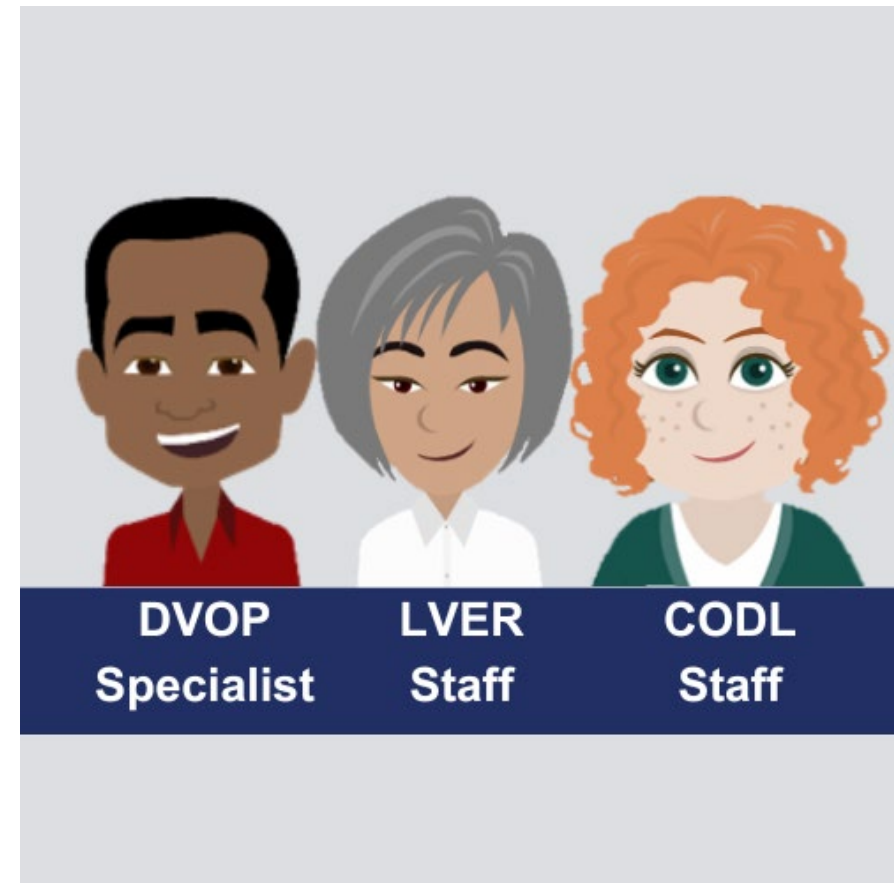
DVOP Specialists per 38 USC §4103A(b):

1. Qualified disabled veterans
2. Qualified veterans

LVER & CODL Staff per 38 USC §4104(c):

1. Qualified service-connected disabled veterans
2. Qualified eligible veterans
3. Qualified eligible persons

While the statute doesn't specify which of these two preferences must be used for CODLs, VETS determined that following the LVER preference would give states a broader applicant pool.



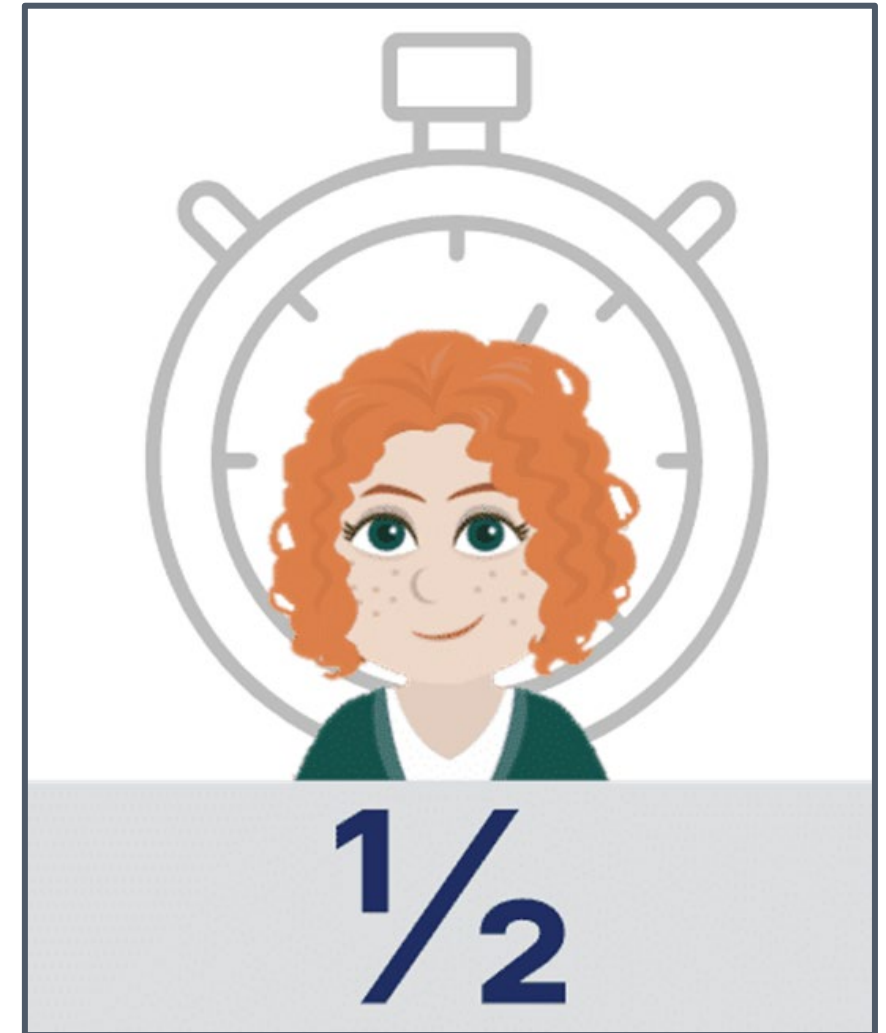
Half-Time Staff: Previously



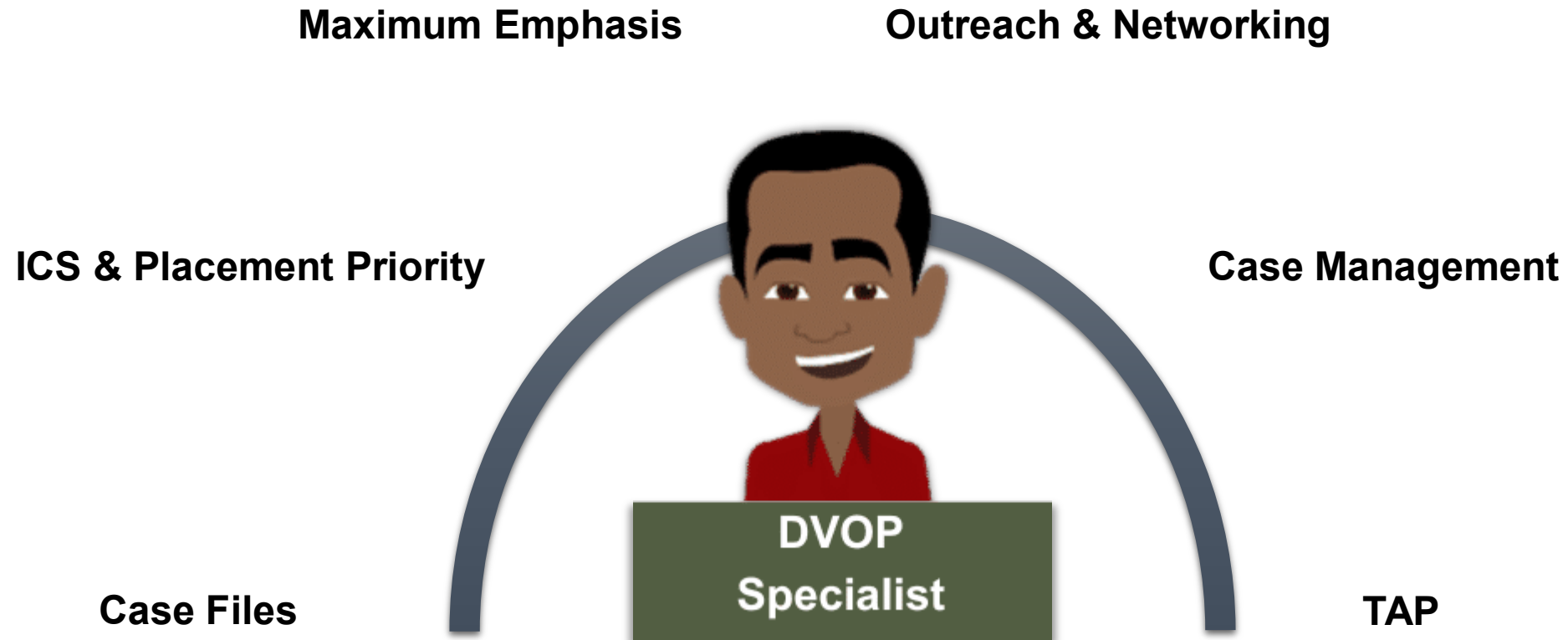
- Previous guidance required all consolidated DVOP/LVER staff to be assigned on a full-time basis
- In addition, states were encouraged to provide separate logon codes to any half-time staff to reduce performance data entry errors

Half-Time Staff: New Guidance

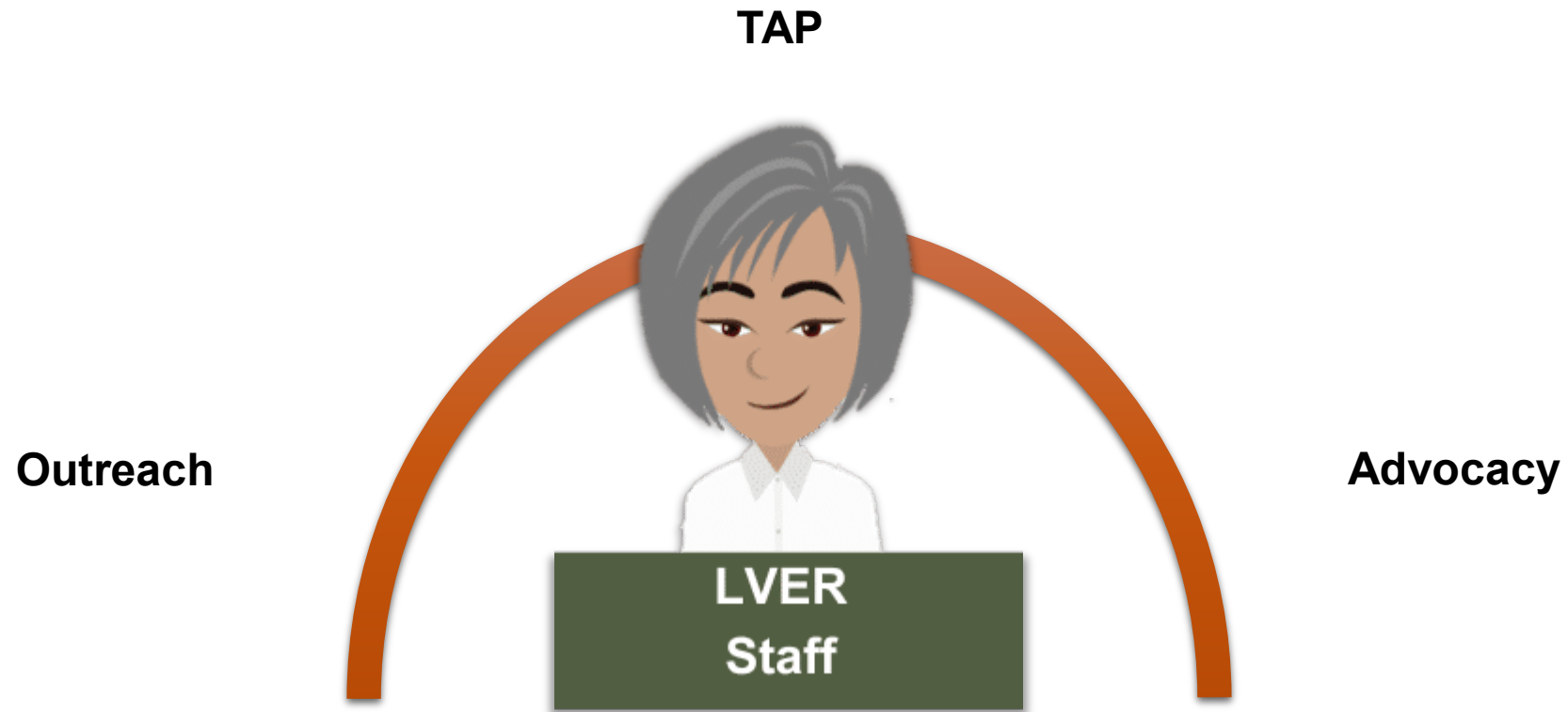
- States may now assign CODL staff on a half-time basis
- All half-time staff must be assigned a separate desk code for their JVSG duties
- Timesheet records for half-time staff must reflect that at least 50% of their time was spent performing JVSG duties



Roles and Responsibilities of DVOP Specialist



Roles and Responsibilities of LVER Staff



Eligibility

AJC Staff Roles

Either AJC intake staff or the state's MIS determine the service needs of incoming customers and screen them for eligibility and referral to appropriate program staff for services.



Screening and Referrals



The screener should determine whether the customer is eligible for DVOP services as either an:

- eligible veteran or eligible person with an employment barrier or
- a member of an additional population

DVOP Eligible Populations

VPL 05-24 added the following qualifying employment barriers:

- Single parent head of household
- Experiencing unemployment (per Bureau of Labor Statistics definition)
- Experiencing a disability (per Americans with Disabilities Act definition)
- Referred from a representative of the U.S. Department of Veterans Affairs

VPL 05-24 also removed certain limitations from previous employment barriers:

- Recently separated veterans no longer need to have experienced 27 weeks of unemployment
- TSMs no longer need to have failed to meet their career readiness standards



Eligible Populations: Eligibility Status

States must accept the individual's verbal, written, or electronic confirmation of their eligibility status and experiences for referral to DVOP services, and protect client privacy to the greatest extent. There has been no change from previous guidance.



Case Management

ICS Through Case Management

- Case management will be implemented to provide ICS to at least 90% of the participants served by DVOP specialists.
- Case Management will include the following elements:
 - Assessment through in-depth evaluation
 - Employment plan, developed jointly with the client
 - Consistent contact and follow-up



Performance Outcomes

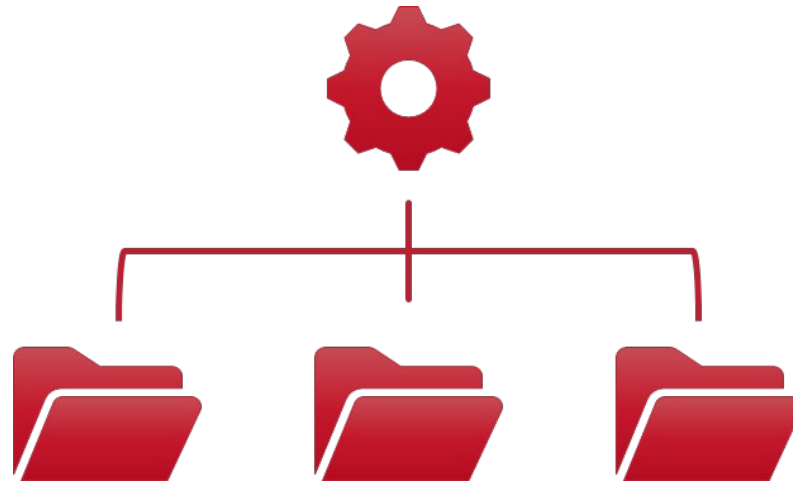


States will establish performance goals for outcomes for participants who have been served by DVOP specialists. The three primary performance indicators are:

- Employment Rate - 2nd Quarter After Exit
- Employment Rate - 4th Quarter After Exit
- Median Earnings - 2nd Quarter After Exit

Managing Caseloads

- States are responsible for regularly monitoring DVOP specialists' caseloads to ensure:
 - High-quality ICS
 - Maintenance of CM files
 - Capacity to accept new priority participants (in order: special disabled, other disabled, other eligible veterans, and eligible persons).



Outreach, Networking, and Collaboration

Local Service Providers

DVOP specialists engage with local service providers to:

- Maximize the number of participants
- Enhance outcomes
- Strengthen community awareness of available services

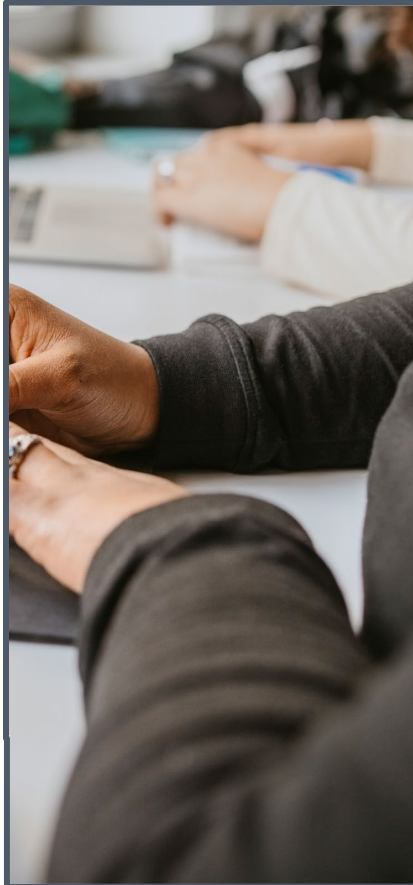
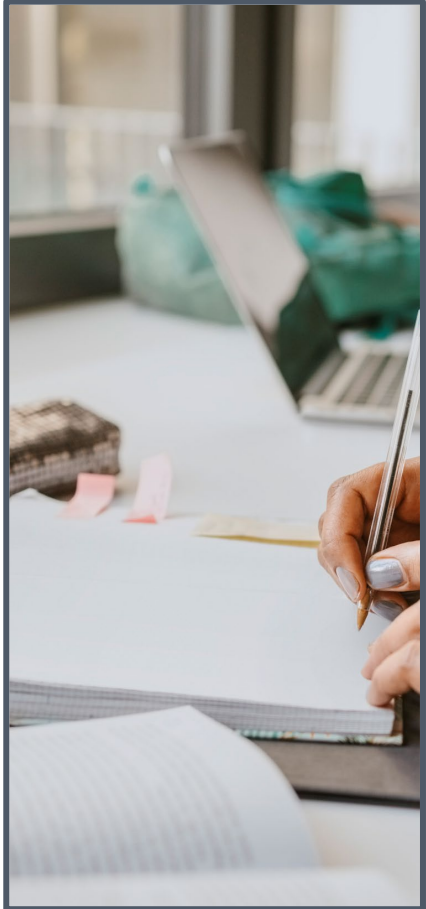


Coordination with HVRP

- Homeless Veterans Reintegration Program (HVRP) grantees are encouraged to refer participants to their local AJC to take advantage of the services offered
- Each HVRP client must be screened for eligibility before being referred to a DVOP specialist
- AJC staff and DVOP specialists are encouraged to refer the veteran participants who may be experiencing, or are at risk of, homelessness to their local HVRP grant recipient



JVSG Staff Integration into the AJC



JVSG Staff Limitations:

- Ensure JVSG staff are not at risk for performing outside of their roles and responsibilities.
- DVOP specialists will not perform duties such as:
 - Serve individuals who have not been screened for eligibility
 - Check-in customers at job/resource fairs
 - Determine customer eligibility for other services
 - Administer workshops if any participants are not DVOP-eligible
 - Monitor/control AJC event participants

JVSG Staff Integration into the AJC, Continued

Best Practices for Integration:

- Cohesive case management
- Customer-centered approach
- Program staff collaboration
- LVER staff proactive on business service representative teams
- Educating and training AJC staff to ensure easier access to the appropriate employment and training services for job-seeking veterans
- Shared resource directories
- Veteran-friendly employer recognition



State Guidance

States Must...

1

Transmit this guidance as appropriate to AJC managers

2

Update their policies and procedures accordingly to align staff and processes

3

Review current performance management plans and position descriptions for all JVSG staff to ensure compliance

4

Consult with the Director of Veterans' Employment and Training (DVET) or the Employment and Training Administration (ETA) Project Officer if technical assistance (TA) is needed

5

Use this guidance to describe JVSG staff roles and responsibilities in State Plans, etc.

Questions?
