




October 5, 2023

**VETERANS' PROGRAM LETTER NO. 01-24**

**TO:** ALL VETERANS' EMPLOYMENT AND TRAINING SERVICE STAFF  
JOBS FOR VETERANS STATE GRANT RECIPIENTS

**FROM:** JAMES D. RODRIGUEZ, MA   
Assistant Secretary

**SUBJECT:** Jobs for Veterans State Grants State Plan Submission and Modification

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**I. Purpose**

To provide guidance to the State Workforce Agency (SWA) on the submission and modification of Jobs for Veterans State Grants (JVSG) State Plans, including annual performance incentive award plans, and establishing JVSG performance targets.

**II. References**

- A. Title 38, United States Code (U.S.C.), Chapters [41](#) and [42](#), as amended
- B. [Workforce Innovation and Opportunity Act](#)
- C. [20 C.F.R. Part 1010](#), Application of Priority of Service for Covered Persons
- D. Special Grant Provisions for Jobs for Veterans State Grants, attached to each state's award
- E. [VPL 03-22](#) Jobs for Veterans State Grant Recurring Report Requirements, dated September 13, 2022
- F. [VPL 03-23](#), Jobs for Veterans State Grants Annual Funding Applications, dated May 15, 2023
- G. [VPL 01-20](#), Consolidated Disabled Veterans' Outreach Program (DVOP) Specialists and Local Veterans' Employment Representative (LVER) Staff Positions, dated January 16, 2020
- H. [VPL 03-19](#), Designation of Additional Populations Eligible for Services from Disabled Veterans' Outreach Program Specialists, dated February 7, 2019

- I. [VPL 04-18](#), Submission of Jobs for Veterans State Grants Interim Modification Requests, dated February 15, 2018
- J. [VPL 03-14](#), and [Changes 1](#) and [2](#), Jobs for Veterans State Grants (JVSG) Program Reforms and Roles and Responsibilities of American Job Center (AJC) Staff Serving Veterans, dated April 10, 2014; February 11, 2015; and October 30, 2015, respectively
- K. [VPL 07-10](#), Refocused Roles and Responsibilities of Jobs for Veterans State Grant Funded Staff, dated June 29, 2010
- L. [VPL 07-09](#), Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in Whole or in Part by the U.S. Department of Labor, dated November 10, 2009
- M. [ETA Training and Employment Guidance Letter \(TEGL\) 10-19](#), Technical Assistance regarding the Submission Deadline for the Unified and Combined State Plans under the Workforce Innovation and Opportunity Act (WIOA) for Program Years (PYs) 2020-2023 and Other Related Requirements, or the most recent guidance on this topic

### **III. Rescissions**

- A. VPL 01-22 Jobs for Veterans State Grant State Plan Submission and Modification and attachments

### **IV. Background**

- A. **Jobs for Veterans State Grants Four-Year Plans:** In accordance with the JVSG State Plan Required Components (OMB Control No. 1293-0017), states must describe how they will deliver services under the JVSG program. This is accomplished through a four-year JVSG State Plan implemented on a program year (PY) basis. The JVSG State Plan may be either included in a Combined Workforce Innovation and Opportunity Act (WIOA) State Plan or submitted as a stand-alone JVSG State Plan.

Title 38 U.S.C. § 4102A(f) requires the Department of Labor (DOL) to establish performance indicators for the JVSG program that are consistent with state performance accountability measures applicable under section 116(b) of WIOA. States establish two-year performance targets for JVSG on a PY basis.

Title 38 U.S.C. § 4102A(c)(7) requires that one percent of the JVSG allocation states receive each year is designated for the purposes of cash performance incentive awards for eligible employees and/or employment service offices. States must include a performance incentive award plan in their JVSG State Plan.

A separate application for funding, referred to as the annual funding application, is also required as a condition for the receipt of funds. This application for funding will continue to be required on a fiscal year (FY) basis and is described in [VPL 03-23](#), or the most current guidance on this topic.

Approved JVSG State Plans, including any approved modifications, will be incorporated into the terms and conditions of each FY's grant award.

- B. WIOA Unified and Combined State Plans:** In accordance with the [Required Elements for Submission of the Unified or Combined State Plan and Plan Modifications under the Workforce Innovation and Opportunity Act](#) (OMB Control Number 1205-0522), each state's governor must submit a WIOA State Plan every four years using the [WIOA State Plan Portal](#). States may submit their WIOA plans as either a Unified State Plan or a Combined State Plan.

At a minimum, states submit a Unified State Plan that covers all six of WIOA's core programs. The six core programs are as follows: Adult, Dislocated Worker, and Youth (Title I); Adult Education and Family Literacy (Title II); Wagner-Peyser Act Employment Service (as amended by Title III); and Vocational Rehabilitation Services (as amended by Title IV). States that submit a Unified State Plan will submit a separate, stand-alone JVSG State Plan.

A Combined State Plan includes the six WIOA core programs **and** one or more of the Combined State Plan partner programs, which may include JVSG. VETS strongly encourages states to consider submitting a WIOA Combined State Plan that includes JVSG to foster integration of program service delivery. States that elect **not** to include JVSG in their Combined State Plan will submit a separate, stand-alone JVSG State Plan.

The WIOA State Plan requirements include various elements related to serving veterans, separate from describing how they will carry out the JVSG program.

## **V. JVSG State Plan Content**

The required content for JVSG State Plans is outlined in 38 U.S.C. § 4102A(c) and clarified in the attachments to this VPL. Plans must describe:

- A. The manner in which the state will furnish employment, training, and placement services to eligible participants, including the duties assigned to JVSG-funded staff and the manner in which those staff are integrated into the state workforce system, and the populations to be served, as described in Attachment #1, JVSG State Plan Required Components and Guidance.
- B. The performance incentive awards program, as outlined in Attachment #5, JVSG Performance Incentive Award Program Technical Assistance Guide (TAG).

- C. The expected performance targets (placement and earnings outcomes) for participants who have been served by the state's JVSG program, as described in Attachment #4, JVSG Performance Targets TAG.

## **VI. JVSG State Plan Submission**

States that choose to submit a Combined WIOA State Plan, with JVSG selected as a partner program, will submit the JVSG State Plan as part of the WIOA State Plan within the [WIOA State Plan Portal](#).

States that submit a Unified State Plan, or that do not select JVSG as a partner program in their Combined WIOA State Plan, must submit a stand-alone JVSG State Plan through VETS' grants management system.

JVSG State Plan cycles and due dates will align with the WIOA State Plan dates, regardless of the submission method or type.

States are strongly encouraged to share their draft JVSG State Plans with their state Director for Veterans' Employment and Training (DVET) in an editable format (i.e., Microsoft Word) prior to submitting through the WIOA portal or VETS' grants management system. This informal step will allow the DVET to track any needed changes and provide feedback, which can help streamline the approval process.

States must follow the process outlined in Attachment #2, JVSG State Plan Submission TAG, to submit their plans.

## **VII. JVSG State Plan Modification**

WIOA sec. 102(c)(3)(A) and 103(b)(1) require review and modification of all WIOA State Plans after two years (the "mid-point") to reflect changes in labor market and economic conditions or in other factors affecting the implementation of the State Plan. States must also review and update their JVSG performance targets during this mid-point modification process (regardless of whether the JVSG Plan was submitted as part of a Combined WIOA State Plan or as a stand-alone JVSG State Plan). JVSG State Plans may also be modified at any other point at the state's request.

JVSG State Plans will be modified using the same method by which the plan was submitted, either through the WIOA portal or as an amendment via the grants management system. Prior to submitting a modification request, states are advised to confer with their DVET. States must follow the process outlined in the JVSG State Plan Modification TAG, Attachment #3. At any point, or as part of a mid-point or off-cycle modification, a state may change from a stand-alone JVSG State Plan to combine it with their WIOA State Plan (or the reverse) at their discretion. This is allowed only to the extent that the WIOA State Plan portal supports the change.

## VIII. Actions Required

- A. States must submit their JVSG State Plans not later than 120 days prior to the end of the four-year period covered by the preceding State Plan.

*For example, as of the time of this writing, states are operating within their PY 2020-2023 State Plans, which will end on June 30, 2024. The PY 2024-2027 State Plans are due by March 1, 2024, to allow sufficient time for review and approval prior to going into effect on July 1, 2024.*

- B. States must submit a modification to the WIOA Unified or Combined State Plan at the end of the first two-year period of any four-year plan. States may also request a modification to their state plan at any point. States must review and update JVSG performance targets on the same two-year schedule. JVSG State Plan mid-point modification due dates will align with the WIOA State Plan modification dates, regardless of the submission method or type.
- C. States should ensure the Common Elements section of their WIOA State Plan appropriately addresses priority of service for veterans and eligible spouses, and that it does not conflict with the JVSG State Plan.

## IX. Inquiries and Resources

Any questions regarding this guidance should be referred to the state's DVET.

## X. Expiration Date

This VPL will be reviewed for relevance on or before December 31, 2026. It shall remain in effect until rescinded or superseded.

## XI. Attachments

**Attachment #1:** JVSG State Plan Required Components and Guidance

**Attachment #2:** JVSG State Plan Submission Technical Assistance Guide

**Attachment #3:** JVSG State Plan Modification Technical Assistance Guide

**Attachment #4:** JVSG Performance Targets Technical Assistance Guide

**Attachment #5:** JVSG Incentive Award Plan Technical Assistance Guide