

JVSG State Plan Submission TAG

Technical Assistance Guide (TAG) for Submission of Jobs for Veterans State Grant (JVSG) State Plans

**VPL 01-22
Attachment #2**

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Introduction

This Technical Assistance Guide (TAG) explains the process for submitting the four-year Jobs for Veterans State Grant (JVSG) State Plans. These State Plans are submitted every four years on a program year (PY) basis.

States must submit a State Plan to the Department of Labor (DOL) describing how the state will carry out the JVSG program. They must also submit a Workforce Innovation and Opportunity Act (WIOA) State Plan. States have the option of combining these two plans or submitting them separately. States may submit a stand-alone JVSG State Plan, or their JVSG State Plan may be included as part of a WIOA Combined State Plan.

All JVSG State Plans

The following instructions and advisories apply to all states, regardless of the type of JVSG State Plan the state chooses to submit.

The WIOA State Plan contains certain veteran-related elements. States should ensure the Common Elements section of their WIOA State Plan appropriately addresses priority of service for veterans and eligible spouses, and does not conflict with the JVSG State Plan.

States are strongly encouraged to share their draft State Plans with their state Director for Veterans' Employment and Training (DVET) in Microsoft Word format so the DVET may track changes and provide feedback prior to initiating the modification. VETS recommends doing this to make commenting easier, reduce system traffic, and avoid delays. Once the final State Plans are submitted, the Federal Reviewer assigned will review the plans and work with the DVET and state workforce agency on any revisions that are required.

The JVSG State Plans should not include specific references to the number of staff or monetary amount of the grant award as these State Plans cover four years. This specific information will be included in the annual application for funding required on a fiscal year (FY) basis.

See VPL 01-22 Attachment #1, JVSG State Plan Required Components and Guidance, for direction on what must be included in the JVSG State Plan.

Stand-Alone JVSG State Plans

Stand-alone JVSG State Plans are submitted when a state submits either:

1. WIOA Unified State Plan, or
2. WIOA Combined State Plan that **does not** include JVSG as a partner program.

Stand-alone JVSG State Plans are submitted via PDF attachment as a modification to the current fiscal year grant through the current modification process. Once prepared, an acceptable JVSG State Plan should be uploaded in the automated modification system and submitted officially to VETS for review by the DVET, the regional and national offices, and the Grant Officer. Please refer to the Grantee User Guide found on the [JVSG Forms](#) page of the VETS website for guidance on submitting modifications within the automated modification system.

When submitting the stand-alone JVSG State Plan via the automated modification system, states must complete the SF-424M and submit a transmittal letter. Both must be signed by the authorized representative of the grant. The transmittal letter must clearly state that this modification is to submit the four-year JVSG State Plan for the designated program years (for example, PYs 2024-2027).

No additional forms are required. The VETS-401 Budget Information Summary and VETS-501 Staffing Directory forms should not be revised during this submission; those will continue to be part of the annual funding modification request. No additional documents are needed with the State Plan. This modification should address the JVSG State Plan alone, and not include any other requests (e.g., additional funding, budget realignment, update indirect cost rate).

Approval. Once a stand-alone JVSG State Plan is approved, VETS will notify the authorized representative of the grant via email from JVSG@dol.gov. This notification will inform the state that they are approved to carry out their JVSG State Plan. Note: The state will **not** receive a Notice of Award (NOA) to incorporate the new plan into the award package. Per [Veterans' Program Letter \(VPL\) 02-20](#), states will attach a copy of the approved plan to each year's annual funding modification request.

JVSG State Plans Included in the WIOA Combined State Plan

States that include their JVSG plan as part of a WIOA Combined State Plan should refer to the most current [Employment and Training Administration \(ETA\) guidance](#) on this subject. States will include the JVSG State Plan with their Combined State Plan in the [WIOA State Plan Portal](#). As states answer each JVSG State Plan item in the WIOA State Plan portal, VPL 01-22 Attachment #1 should be used as a guide in understanding the expected response to each item.

WIOA State Plan Portal Access for State Users

All state staff who are expected to have knowledge of, or contribute to, JVSG State Plans are welcome to request access to the [WIOA State Plan Portal](#). Access must be requested through the site and will be approved as quickly as possible. This process could take up to three business days.

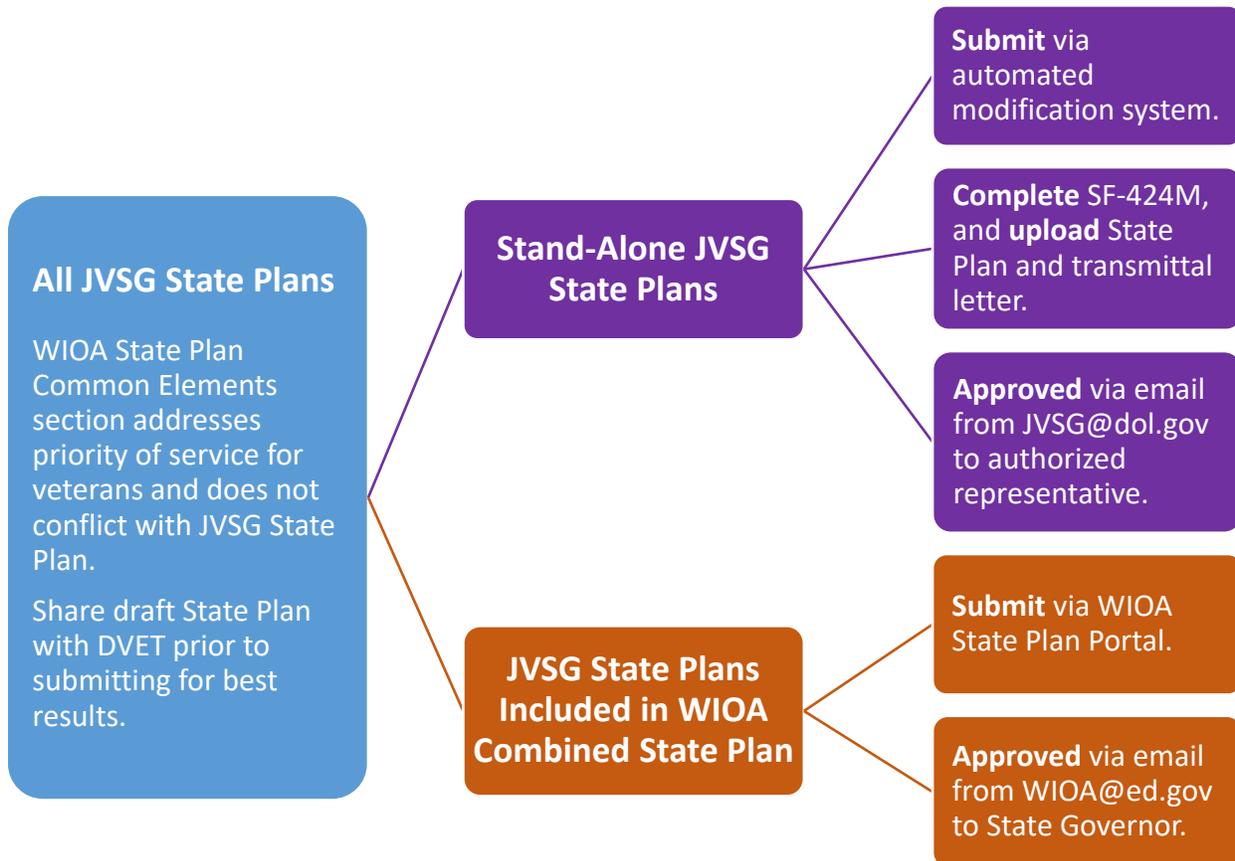
When a state user requests access, the VETS User Approver will contact that state's DVET to confirm whether access should be granted, and at which level. The access levels available in the portal are:

1. State Staff Editor (enter and view State Plan content)
2. Big Submitter (contribute, review, and submit the entire State Plan—the Governor or a designee)
3. State Program Director (edit, review, and submit completed portions of the State Plan)

DVETs will reach out to the state to determine the appropriate access level and reply to the User Approver promptly. The User Approver will deny the request or grant access at the level confirmed by the DVET. Roles can be changed or added later, if needed.

Approval. Once a JVSG State Plan submitted as part of a WIOA State Plan is approved, the U.S. Departments of Labor and Education will notify the State Governor via email from WIOA@ed.gov.

State Plan Submission Process Flow Chart



Appendix A: Common Terminology

Fiscal Year (FY) – For federal government purposes, any 12-month period beginning on October 1st and ending on September 30th. JVSG funds are appropriated, allocated, and administered on a FY basis.

Program Year (PY) – The 12-month period beginning July 1st and ending on June 30th of the following year. States are required to administer their JVSG State Plans and performance on a PY basis.

State Plan/Four-Year Plan – Required plan under WIOA outlining the four-year workforce development strategy for each state’s workforce development system.

Workforce Innovation and Opportunity Act (WIOA) – Signed into law on July 22, 2014, WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA supersedes Titles I and II of the Workforce Investment Act of 1998 (WIA) and amends the Wagner-Peyser Act and the Rehabilitation Act of 1973.

Appendix B: References and Documentation

[VPL 02-20](#), Jobs for Veterans State Grants Annual Funding Modification Requests

[WIOA State Plan Portal](#)

JVSG Automated Modification Submission System, [Grantee User Guide](#)