



SEP 09 2016

VETERANS' PROGRAM LETTER NO. 01-15, Change 1

MEMORANDUM FOR: ALL VETERANS' EMPLOYMENT AND TRAINING SERVICE
(VETS) STAFF
ALL STATE AGENCY ADMINISTRATORS
ALL REGIONAL ADMINISTRATORS, EMPLOYMENT AND
TRAINING ADMINISTRATION (INFO)

FROM: MICHAEL H. MICHAUD 

SUBJECT: Jobs for Veterans State Grants Recurring Report Requirements

1. **Purpose:** To provide revised guidance for the use and submission of Jobs for Veterans State Grant (JVSG) recurring reports.

2. **References:**

- [Workforce Innovation and Opportunity Act](#) (WIOA), Public Law (Pub. L.) 113-128;
- [VOW to Hire Heroes Act](#) of 2011 (Pub. L. 112-56), Title II, Sections 223(a) and 241(c), enacted November 21, 2011;
- Title 38, United States Code, [Chapters 41](#) and [42](#), as amended by the VOW to Hire Heroes Act;
- [Veterans' Program Letter \(VPL\) 02-16](#), Requesting Consolidated Disabled Veterans' Outreach Program (DVOP) Specialists and Local Veterans' Employment Representative (LVER) Staff Positions, dated May 9, 2016;
- [VPL 01-16](#), The Department of Labor Veterans' Employment & Training Service and Department of Veterans' Affairs Vocational Rehabilitation and Employment Joint Partnership Modernization Project, dated October 30, 2015;
- [VPL 01-15](#), Jobs for Veterans State Grants Recurring Report Requirements, dated January 12, 2015; and,
- [National Memorandum of Agreement](#) between the Department of Veterans Affairs, Veterans Benefits Administration, Vocational Rehabilitation and Employment (VR&E) Service and the Department of Labor Veterans' Employment and Training Service (VETS), executed February 27, 2015.

3. **Background:** The Office of Management and Budget approved the JVSG Information Collection Request (ICR) 1293-0009 with revisions through May 31, 2019. That ICR applies to JVSG application forms, reporting forms and instructions revised in accordance with statutory amendments pursuant to the VOW to Hire Heroes Act (VOW Act) provisions.

The approval impacts the following report forms described in VPL 01-15:

- VETS-201, Vocational Rehabilitation and Employment (Chapter 31) Participant Tracking Report. This form was updated and modernized in accordance with a new memorandum of agreement (MOA) between the Departments of Labor and Veterans Affairs. (See VPL 01-16.)

VETS-402 (a and b), JVSG Expenditure Detail Report. The VETS-402 forms were updated to remove Transition Assistance Program entries as a result of changes to this program under VOW Act section 223(a) and to better track any approved consolidated DVOP/LVER positions. (See VPL 02-16.)

4. **Changes to Reporting Forms Submitted Quarterly**

The following describes the approved changes to the associated reports. The revised forms and instructions are available electronically at: http://www.dol.gov/vets/grants/state/jvsg_forms.htm.

- **VETS-201 Vocational Rehabilitation and Employment (Chapter 31) Participant Tracking Report (required)** – Approved changes to the VETS 201 form are reflected in the instructions for the form included in the new VR&E Technical Assistance Guide available through the above link. Changes to the form enhance the ability to report a wider, more precise range of participant outcomes.
- **VETS 402- JVSG Expenditure Detailed Report (required)** - The VETS-402 was updated and simplified to better track any approved consolidated DVOP/LVER positions as authorized by the VOW Act. The rows in Section B of this JVSG staffing and spending workbook were updated in accordance with VPL 02-16 and reconfigured to reflect a single JVSG funding stream which includes three staffing categories – DVOP, LVER and approved Consolidated DVOP/LVER positions – and a separate section for tracking incentive award expenditures, since those funds are no longer allocated as part of the allocation for LVER.
- **The Managers' Report on Services to Veterans** remains active and includes one change. The information required for these reports was described in VPL 01-15. In addition, managers of offices with approved consolidated DVOP/LVER staff must also report the date of their assignment, the completion date for both required core DVOP and LVER training provided by the National Veterans' Training Institute (NVTI) within 18 months of appointment to the consolidated DVOP/LVER position, and a narrative summary of their accomplishments for the period covered by the report. The same information continues to be required for all other assigned JVSG funded staff. This report may still be completed in any format agreed upon by the manager of the State Agency

office or local board and the Director for Veterans' Employment and Training (DVET), who serves as the Grant Officer's Technical Representative (GOTR).

5. **Actions Required:**

- State Agencies will begin using the revised VETS-201 spreadsheet and VETS 402 a or b workbook at the beginning of Federal Fiscal Year 2017, October 1, 2016.
- DVETs remain available to provide technical assistance to state agencies as needed, particularly regarding issues about reports or frequency of reporting, and/or when the need arises to further modify an approved State Plan.

6. **Inquiries:** Questions should be referred to the appropriate DVET.

7. **Expiration Date:** Until rescinded or superseded.