U.S. Department of Labor

Assistant Secretary for
Veterans' Employment and Training
Washington, D.C. 20210

MAR 04 2014

VETERANS' PROGRAM LETTER NO. 01-14 **CHANGE 1**

TO: ALL REGIONAL ADMINISTRATORS FOR VETERANS' EMPLOYMENT AND TRAINING
ALL DIRECTORS FOR VETERANS' EMPLOYMENT AND TRAINING
ALL STATE WORKFORCE AGENCY ADMINISTRATORS
ALL REGIONAL ADMINISTRATORS, EMPLOYMENT AND TRAINING ADMINISTRATION (INFO)

FROM: KEITH KELLY for Teresa Gerton
Assistant Secretary
Veterans' Employment and Training

SUBJECT: Distribution of Additional Fiscal Year 2014 Funds - Jobs for Veterans' State Grants Program

I. **Purpose:** To provide guidance to states and Veterans' Employment and Training Service (VETS) field staff regarding the availability of additional Jobs for Veterans State Grant (JVSG) funds to support the hiring of Disabled Veterans' Outreach Program (DVOP) specialists, and the process to request the funds.

II. **References:** Consolidated Appropriations Act, 2014, Public Law (P.L.) 113-76; Veterans' Program Letter (VPL) 03-13, Jobs for Veterans State Grants Annual Funding Requests for Fiscal Year 2014, dated July 22, 2013; VPL 03-10, Modification Process for Adjustment to Jobs for Veterans State Grants, dated April 30, 2010.

III. **Background:** The Consolidated Appropriations Act of 2014 provided VETS with funds for the JVSG program in excess of those provided for Fiscal Year (FY) 2013. These additional funds are intended to support the hiring of additional DVOP specialists to provide intensive services, in accordance with 38 U.S.C, Sec. 4103A. In addition, the appropriation added the following new populations to those eligible for DVOP services:

- transitioning members of the Armed Forces who have participated in the Transition Assistance Program and have been identified as in need of intensive services;

- members of the Armed Forces who are wounded, ill, or injured and receiving treatment in military treatment facilities or warrior transition units; and,

- the spouses or other family caregivers of such wounded, ill, or injured members.

IV. **Summary of Changes**: JVSG funds are available for states to support additional DVOP specialists for the balance of this FY, with the requirement that states obligate the funds by December 31, 2014.

The uncertainty of future funding often makes the hiring of additional staff challenging. However, given that the Congress has already established spending caps for FY 2015, states can anticipate that the funding levels provided to support additional DVOP positions will be available through FY 2015.

Attachment 1 to this VPL provides the amount of additional funding each state is expected to request and expend. The funding level identified will be used to determine the number of DVOP specialists that each state should hire, based on the cost per position data provided to VETS. States are entitled to request the level of funds reflected in Attachment 1 to hire additional DVOPs. Requests for funding in excess of the indicated amounts will be considered, based on the state's justification and availability of funds.

All additional funding provided must be used for additional DVOP specialists who will help states to increase the rate of intensive services provided to JVSG participants, and to expand eligibility for DVOP services to the additional populations outlined above. Given that the additional funding is calculated based on a full year, but is being provided with less than a year for obligation and expenditure, states are encouraged to consider strategies such as hiring temporary DVOP specialists or contracted DVOP specialists for the remainder of FY 2014.

In order to provide intensive services to wounded, ill or injured service members at Military Treatment Facilities (MTF) and Warrior Transition Units (WTU) and their family caretakers, states should determine the appropriate number of DVOP Specialists as well as an appropriate implementation strategy to ensure that DVOP Specialists are well positioned to serve the new populations. Attachment 2 provides on-line resources to identify the locations of Military Treatment Facilities (MTF) and Warrior Transition Units (WTU) within each state, the District of Columbia and the territories. States should work with the respective MTF or WTU facilities to determine need and to establish a Memorandum of Agreement, if necessary, to outstation DVOP(s) at an MTF or WTU.

States are expected to track the number of individuals served, the assistance provided, and any subsequent outcomes for clients of such outstationed DVOPs within the Labor Exchange Reporting System (LERS).

V. **Submitting DVOP Modification Requests:** The guidance for submitting an interim modification request is provided below, and in VPL 03-10. Reference to the Transition Assistance Program in VPL 03-10, as well as expiration dates on the referenced forms, may be disregarded, as OMB has approved the forms through 2016. The following documents must be submitted to request additional funds for this initiative:

- **Transmittal Memorandum** - This memorandum must be signed by an authorized agency representative and must indicate the number of full-time and/or half-time DVOP specialists the requested funds will support. States should list the American Job Centers and/or outstationed locations to be served.

- **Application for Federal Assistance** - SF 424 M - This form is to be completed for the total funds requested and signed by the designated agency official identified in the transmittal memorandum. This official must be authorized to enter into an agreement with the Department of Labor.

- **Modified Budget Plan** - The modified Budget Plan (VETS-401) must reflect the total adjusted amount of funding being requested. This must include total amounts previously awarded in FY 2014, plus the amount requested for the additional DVOP activities. Amounts should be adjusted in the Quarter 3 and 4 columns.

- **JVSG Staffing Directory** – VETS-501 – This form is to be completed for all positions funded through the JVSG grant, both the current staffing and the additional DVOPs added as a result of the increased funding.

VI. **Actions Required:**

A. VETS' Directors for Veterans' Employment and Training (DVETs) must ensure that their respective state agency staff receives a copy of this VPL and the attachments. The DVETs must also ensure that state staff understand the requirements for submitting a grant modification, and assist as appropriate with effecting the intended stationing of DVOP staff. DVETs will process the state's requests in accordance with current JVSG modification request processing procedures.

B. States must submit the required modification request to the DVET by March 14, 2014.

VII. **Inquiries:** Questions from states should be addressed to the appropriate DVET. DVETs or other VETS staff with questions should contact their VETS' Regional Administrators (RAVETs). VETS' Regional Administrators and regional staff with questions should contact the JVSG Program Lead via the JVSG email inbox at jvsg@dol.gov.

VIII. **Expiration Date:** December 31, 2014.

IX. **Attachments (2):**

1. Attachment 1, **Change 1,** FY 2014 Additional Funding Level by State
2. Attachment 2, On-line Resources for MTF and WTU Locations