



MAY 05 2010

VETERANS' PROGRAM LETTER NO. 05-10

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

FROM: RAYMOND M. JEFFERSON *Raymond M. Jefferson*
Assistant Secretary for Veterans' Employment and Training

SUBJECT: State Agency Staff Attendance at the Jobs for Veterans State Grant Conference

- I. **Purpose:** To offer the opportunity to attend and participate in the Jobs for Veterans State Grant (JVSG) Conference to be held June 7 - 10, 2010, in Denver, Colorado.
- II. **References:** Title 38, United States Code (38 U.S.C.), Chapters 41 and 42.
- III. **Background:** In FY 2009, VETS hosted key State Agency and Veterans' Employment and Training Service (VETS) field staff at a conference to explain the requirements for the Fiscal Year (FY) 2010 to FY 2014 State Plan on Services to Veterans. The conference was very successful and many of the participants suggested VETS repeat the practice every year or every other year. VETS concurred with that suggestion to the degree that the training and networking provided would be relevant, informative, and useful, dependent on funding availability.

VETS implemented new reporting requirements in FY 2010 and is now requiring the use of several new Agency specific forms that were approved by the Office of Management and Budget (OMB). In addition to the new reporting forms, States began using the Department of Labor's automated fiscal reporting system, E-grants, this fiscal year. The 2010 conference will provide an opportunity for State Agency staff and VETS field staff to share information on the automated reporting system, required reports and forms, and upcoming VETS initiatives.

- IV. **JVSG Conference Highlights:** The JVSG Conference will focus on the following five main areas:
 - A. The partnership between JVSG funded staff, VETS and the Department of Veterans' Affairs Vocational Rehabilitation and Employment (VA VR&E) and joint reporting requirements;
 - B. Automated fiscal reporting for States;

- C. Quarterly report requirements and analysis;
- D. FY 2011 Annual Funding Modification reviews; and
- E. Other VETS initiatives.

V. **Who Should Attend:** State Agencies are each invited to send **up to** three staff to this conference at no expense to the States. One VETS staff person from each State will be in attendance at the conference. State agency staff selected to attend should be those who work directly with the DVOP and LVER Programs. States should consider the following priority when selecting representatives for the conference:

- A. State Veterans' Program Coordinators;
- B. State fiscal representatives who support the JVSG; and
- C. State Intensive Services Coordinators.

VI. **Conference Logistics:** The conference will be hosted by the National Veterans' Training Institute (NVTI) at the Doubletree Hotel, 3203 Quebec Street, Denver, Colorado. The VETS National Office will arrange and pay for travel to include the cost of lodging for State staff. All meals during the conference will be provided by the hotel at no cost to attendees.

Travel arrangements for attendees will be coordinated through the Director for Veterans' Employment and Training (DVET). The process will be much the same as when a DVOP or LVER staff travels to and from a State to the National Veterans' Training Institute (NVTI) for training. All meals will be provided throughout the conference, including dinner on Monday, June 7th, and lunch on Thursday, June 10th. The primary travel days for State staff are Monday, June 7, 2010 and the afternoon of Thursday, June 10, 2010. If State attendees cannot be scheduled for travel after 2 p.m. on Thursday, they will be scheduled to travel home on Friday morning at no additional cost to the attendee.

Reimbursement for miscellaneous expenses incurred in the course of travel, such as mileage to and from airport, luggage fees, parking, etc. will be made through the State Agency travel voucher process. If a State Agency determines that they do not have sufficient funds to cover these miscellaneous expenses reimbursement may be requested through a simplified modification consisting of a one paragraph Transmittal Letter, SF 424, and VETS 401.

Due to the implementation of a New Core Financial Management System within the Department of Labor, VETS no longer has the flexibility to add travelers within two weeks of the required travel date. Therefore, if there is any doubt as to whether a conference participant will be able to attend, an alternate person should be identified. The travel information for the alternate person is required to be submitted to the DVET and received by the VETS National Office no later than May 21, 2010. Individuals identified as alternate attendees should not register for the conference until they have been confirmed that they will be attending the conference in place of the primary attendee.

VII. **Conference Agenda:** We plan to use the first draft of each State's FY 2011 Annual Funding Modification at the conference as a reference for the training. States should make every effort possible to ensure that their first draft is submitted by the due date of June 4, 2010, to the DVET. DVETs will be responsible for bringing a copy of his/her State's draft FY 2011 Annual Funding Modification for themselves and each State

attendee. A DVET/RAVET Review Checklist and DVET Review Summary will be provided in the conference packets.

The JVSG planning conference agenda (attached) includes two full days and one half-day of training. The conference will begin on Tuesday morning, June 8, 2010, at 8:00 a.m. and conclude on Thursday, June 10, 2010, at noon for State attendees. Each day of the conference has a targeted audience to allow State Agency staff to attend only the parts of the conference that directly pertains to their role if they so choose:

- Tuesday, June 8, 2010 - Targeted to State Veterans' Program Coordinators and Intensive Service Coordinators
- Wednesday, June 9, 2010 - Targeted to State Veterans' Program Coordinators and State Fiscal Staff
- Thursday, June 10, 2010 – Targeted to State Veterans' Program Coordinators

All State Agency attendees must register for the JVSG Planning Conference and lodging. A link to the conference registration and hotel registration site is located on the VETS homepage at <http://www.dol.gov/vets>. The "Conference Registration" link is located in the left-hand column of the website under "Jobs for Veterans State Grants".

Conference attire is business casual (no jeans, shorts, or t-shirts).

VIII. Action Required: All State Agency attendees must:

- A. Register for the JVSG Conference and lodging at the Doubletree Hotel no later than May 21, 2010. Online registration must be accessed through the VETS homepage at: <http://www.dol.gov/vets>. The "Conference Registration" link is located in the left-hand column of the website under "Jobs for Veterans State Grants". Registrants will receive confirmation of their conference and hotel registrations separately.
- B. Identify and provide the name of attendees to their DVET prior to May 21, 2010. Alternate attendees should not register for the conference until they have received confirmation that the primary attendee will not be attending.
- C. Provide the DVET with required travel information for attendees and alternates prior to May 21, 2010.

IX. Inquiries: Questions should be referred to the appropriate DVET. DVETs or other VETS staff with questions may contact Patrick Hecker at the National Office at (202) 693-4709 or by e-mail at hecker.patrick@dol.gov.

X. Expiration Date: September 30, 2010.

XI. Attachments:
Conference Flyer