



November 8, 2005

VETERANS' PROGRAM LETTER NO. 01-06

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

FROM: 
CHARLES S. CICCOLELLA

SUBJECT: Newly Executed National Memorandum of Understanding between the Department of Veterans Affairs Veterans Benefits Administration's Vocational Rehabilitation and Employment and the Department of Labor's Veterans' Employment and Training Service

- I. **PURPOSE:** To transmit the National Memorandum of Agreement on the VR&E program to DVETs through RAVETs and provide guidance on reviewing and/or developing local cooperative agreements.
- II. **REFERENCES:** Title 38 United States Code (U.S.C.), Chapter 41, Section 4102A(b)(3) (38 U.S.C. §4102A(b)(3)).
- III. **RESCISSIONS/SUPERCESSIONS:** This guidance supersedes the following Veterans' Program Letters (VPL): VPL 8-95, Implementation of the Memorandum of Understanding between the Department of Veterans Affairs, Vocational Rehabilitation and Counseling Service and the Department of Labor, Veterans' Employment and Training Service, dated September 1, 1995, VPL 14-89, Cooperative Agreement between the Department of Labor and the Department of Veterans Affairs, dated August 17, 1989 and the Memorandum of Understanding between the Department of Veterans Affairs, Vocational Rehabilitation and Counseling Service and Department of Labor, Veterans' Employment and Training Service, dated August 1, 1989.
- IV. **BACKGROUND:** The Assistant Secretary for Veterans' Employment and Training (ASVET) is required to coordinate placement efforts for eligible veterans who participate in and complete a program of vocational rehabilitation provided by the Department of Veterans

Affairs (VA). The Jobs for Veterans Act of 2002 amended the duties of the ASVET to ensure local coordination of effort for vocational rehabilitation clients. 38 U.S.C. §4102A(b)(3) reads:

“Ensure that maximum effectiveness and efficiency are achieved in providing services and assistance to eligible veterans under all such programs by coordinating and consulting with the Secretary of Veterans Affairs with respect to (A) programs conducted under other provisions of this title, with particular emphasis on coordination of such programs with readjustment counseling activities carried out under section 1712A of this title, apprenticeship or other on-the-job training programs carried out under section 3687 of this title, and rehabilitation and training activities carried out under chapter 31 of this title and (B) determinations covering veterans’ populations in a State.”

In compliance with the citation above, the ASVET and Director of VA Vocational Rehabilitation & Employment (VR&E) signed a new agreement on October 3, 2005. Terms of the agreement include coordination to effect long term career placements for disabled veterans through provision of a “seamless employment transition that will eliminate all duplication, fragmentation, or delay in delivery of needed employment services.”

V. **GUIDANCE:** The new agreement defines a team of local service providers that includes the VR&E Case Manager, VA Employment Coordinator/Employment Specialist, a Disabled Veterans’ Outreach Program (DVOP) specialist or Local Veterans’ Employment Representative (LVER), and the VR&E participant. These participants work together to ensure quality employment services are provided to all VR&E participants.

The attached MOU highlights four joint actions critical to effective referral and service delivery for VR&E participants:

- Effectively share data and records within regulatory constraints;
- Accurately report participant referral, registration and outcomes;
- Establish three joint work groups to assess program results, develop training curriculum and collect, report and analyze data; and
- Establish a VETS Point of Contact in each VA Regional Office area.

Local Memorandums of Understanding (MOUs) and/or cooperative agreements should be developed or reviewed and updated where necessary to ensure all affected parties meet the requirements of the new National MOU.

VI. **ACTIONS REQUIRED:**

A. State Workforce Agency staff and/or local board personnel will meet with their Director for Veterans’ Employment and Training (DVET) to review the National MOU requirements and local agreements in place to determine if changes are needed.

- B. DVETs will provide their Regional Administrator for Veterans' Employment and Training (RAVET) with a plan to update existing agreements or develop new local agreements as needed by December 31, 2005.
- C. DVETs will make copies of all MOUs and/or local agreements available to the Regional Office in accordance with instructions provided by their RAVET.

VII. INQUIRIES: Any questions regarding this VPL should be addressed to the Chief, Division of Employment and Training Programs at 202-693-4708.

VIII. EXPIRATION DATE: Effective until superseded.

IX. ATTACHMENTS:

- A. National Memorandum of Agreement between VA VR&E and VETS.
- B. Department of Veterans Affairs VR&E Letter 28-05-19 - Subject: Memorandum of Agreement Between the Vocational Rehabilitation and Employment (VR&E) Service and Veterans' Employment and Training Service (VETS).

NATIONAL MEMORANDUM OF AGREEMENT

BETWEEN:

DEPARTMENT OF VETERANS AFFAIRS
VETERANS BENEFITS ADMINISTRATION
VOCATIONAL REHABILITATION AND EMPLOYMENT SERVICE (VR&E)

AND

DEPARTMENT OF LABOR
VETERANS' EMPLOYMENT AND TRAINING SERVICE (VETS)

Washington, DC

A. PURPOSE

The Department of Veterans Affairs, Vocational Rehabilitation and Employment (VR&E) Service and the Department of Labor, Veterans' Employment and Training Service (VETS) concur that the successful readjustment of disabled veterans into the civilian workforce is a mutual responsibility and concern. In order to advance, improve, and expand the employment opportunities for veterans with disabilities, both parties of this MOU commit themselves to active cooperation and coordination in meeting the goals set forth in this agreement.

B. AUTHORITY

This agreement is authorized in accordance with 38 U.S.C. §4102A(b)(3).

C. TERMS

VETS and VR&E personnel in their respective agencies, as well as those employed with their federally funded agencies and programs, shall work together to maximize the provided services that will lead to the ultimate goal of successful long term career placement for disabled veterans. Both parties agree to provide a seamless employment transition that will eliminate all duplication, fragmentation, or delay in delivery of needed employment services.

VETS and VR&E understand that the primary purpose of the VA's Vocational Rehabilitation Program is to assist disabled veterans to obtain meaningful employment that is within the limitations imposed by the

disability (s) and consistent with the veteran's abilities, aptitudes, and interests.

Beginning as early as possible in the rehabilitation process, including orientation and initial labor market analysis, VETS and VR&E agree to improve employment outcomes for all vocational rehabilitation program participants by enabling local representatives from both parties to take a team approach to job development and placement activities. The team approach will ensure that quality employment services will be provided to all VR&E participants. Members of each employment team will include the VR&E Case Manager, VA Employment Coordinator/Employment Specialist, a Disabled Veterans Outreach Program (DVOP) Specialist or Local Veterans Employment Representative (LVER), and the VR&E participant. All VR&E participants will be advised of the benefits of registering for employment assistance and will be encouraged to register with their State Workforce Agency. To promote these efforts, the participants and local representatives from both organizations are required to establish and maintain an effective mechanism for referral and service delivery.

1. Data sharing activities between all interested parties is critical to a successful partnership. VETS and VR&E will share information and coordinate objectives, as appropriate, to carry out and support the goals of this agreement. The information exchanged shall be used to facilitate employment services to participating veterans. VETS and VR&E will share information and data accessed from Unemployment Insurance (UI) Wage Records and other administrative wage records as may be available to each agency, in strict compliance with the Privacy Act of 1974 (privacy Act). All information from interviews, counseling, testing, and assessment will be used by each agency under documented consent from participants, also in accordance with the Privacy Act, and other applicable regulations. Each agency agrees to provide practical and appropriate safeguards for participant information on vocational rehabilitation clients, in accordance with applicable regulations and laws, including: The Americans with Disabilities act of 1990; the Rehabilitation Act of 1973; Title VII of the Civil Rights Act of 1964; and Health Insurance Portability and Accountability Act (HIPAA).

2. Both VETS and VR&E agree to establish and maintain management information systems that will enable accurate yearly reporting. These reports will include: total number of VR&E program participants; total

number of VR&E participants referred to DVOPs and of those the total number registered for employment services; total number of participants who entered suitable employment; and, total number of participants who maintained suitable employment for 180 days or more. Both parties agree to establish performance measures.

3. VETS and VR&E agree to establish three joint work groups with the goal of improving the quality of employment services and suitable job placements for veterans with disabilities. Each work group will have an established list of roles and responsibilities that will direct their efforts. The work groups are:

- Performance Measures for Assessment of Partnership Program Results
- National Veterans' Training Institute (NVTI): Curriculum Design
- Joint Data Collection, Analysis, and Reports

Delivery of a high quality and results driven workforce program requires continual process improvement, evaluation, and identification of best practices. VETS and VR&E agree to consult with recognized experts in the field, on the design, process, service-delivery, and outcome measures for the joint workforce partnership activities.

In evaluating performance of their respective staff members, managers from both organizations will consider documented effectiveness of partnership activities between VR&E staff and DVOP and/or LVER staff. VETS and VR&E will establish and monitor common goals and measures within each Memorandums of Agreement executed with state partners. Corrective action will be taken when goals are not met.

VETS and VR&E will encourage local and, where appropriate, national participation in joint training workshops, meetings, and seminars for the exchange of professional knowledge. In addition, both parties agree to fully engage in discussions on emerging placement issues and strategies, and will, on a continuing basis, promote the suitable employment of disabled veterans.

4. VETS will appoint a Point of Contact (POC) for the provision of employment services. This POC will work closely with the VR&E staff located in each VA Regional Office's service area.

Upon agreement between VETS, its state partners and VR&E, where and when appropriate, and to the extent feasible, a DVOP or other designated individual will be co-located or otherwise provide itinerant coverage to VR&E participants to facilitate the registration of disabled veterans with the appropriate service provider.

D. EFFECT OF AGREEMENT

This agreement does not in itself authorize the expenditure or reimbursement of any funds. Nothing in the agreement shall obligate the parties to expend appropriations or other monies, or to enter into any contract or other obligation.

This agreement is an internal Government agreement and is not intended to confer any right upon any private person.

This agreement will be executed in full compliance with the Privacy Act of 1974.

Further, this agreement shall not be interpreted to limit, supersede, or otherwise affect either party's normal operations or decisions in carrying out its mission, or statutory or regulatory duties. This agreement does not restrict the parties from participating in similar activities or arrangements with other entities.

E. TERMINATION

This agreement shall become effective upon the date of signature of the underlined parties and shall remain in effect until terminated by either party with 30 days written notice.

Signed in Washington, DC this 3rd day of October, 2005.



CHARLES S. CICOLELLA
Assistant Secretary for
Veterans' Employment and
Training
Department of Labor



JUDITH A. CADEN
Director
Vocational Rehabilitation and Employment
Veterans Benefits Administration
Department of Veterans Affairs



DEPARTMENT OF VETERANS AFFAIRS
Veterans Benefits Administration
Washington, DC 20420

October 19, 2005

VR&E Letter 28-05-19

In Reply Refer To: 28

Director (00)
All VA Regional Offices and Centers

SUBJ: Memorandum of Agreement Between the Vocational Rehabilitation and Employment (VR&E) Service and Veterans' Employment and Training Service (VETS).

On October 3, 2005, VR&E Service signed the enclosed Memorandum of Agreement (MOA) with VETS. The memorandum highlights the support and commitment of both VR&E and VETS to the successful readjustment of disabled veterans from active military service to civilian employment. The agreement builds on the prior achievements of VR&E and VETS, which assists veterans with service-connected disabilities prepare for, find, and keep suitable employment.

What are the Highlights of the MOA? Representatives from both organizations will:

- Meet regularly to discuss progress on present collaborative efforts and future strategies to improve employment opportunities for disabled veterans;
- Establish and maintain an effective mechanism for a seamless referral and service delivery system; and,
- Establish three joint work groups on joint data sharing and collection, performance analysis, and training with the goal of improving the quality of employment services and suitable job placements for veterans with disabilities.

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VR&E Letter

How can you access VETS and review the new MOA? If your station already has a relationship with your State VETS organization, please continue your existing partnership. VR&E Offices can access more information about VETS and their local offices, by going to their website at www.dol.gov/vets. We encourage you to link to VETS by going to the vetsuccess.gov home page:

- Click on partners link on the left side of the page
- Click on the [Department of Labor's Veterans Employment and Training Service \(VETS\)](#) link on the partners page
- Click on Memorandum of Agreement (MOA) to review or print

What you need to do about your existing MOA? Each station must have a current MOA with their state VETS office. VR&E Officers should review their current MOA and amend or update, if applicable.

Who should you contact for further information? If you should have any questions, please contact Bob Roundtree at 202.273.5916 or robert.roundtree@vba.va.gov.

We look forward to our renewed partnership with VETS and we appreciate their commitment to working with disabled veterans.

/s/

Judith A. Caden,
Director, Vocational Rehabilitation and
Employment Service

Enclosure



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