



MAY 26 2010

VETERANS' PROGRAM LETTER NO 06-10

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

FROM:

RAYMOND M. JEFFERSON

SUBJECT:

The Employment and Training Administration's Office of Job
Corps /VETS Veterans Training Demonstration Project

- I. **PURPOSE:** To provide guidance and information to Veterans' Employment and Training Services (VETS) field staff, affected Transition Managers, States and participating Job Corps centers about the Employment and Training Administration's Job Corps/VETS Training Demonstration Project. The demonstration project is being developed to provide eligible Veterans with education, training, certification and job placement through the Job Corps program.

- II. **BACKGROUND:** The unemployment rate for Veterans 20 to 24 years of age has consistently and significantly exceeded that for non-Veterans. In 2009, the unemployment rate for these Veterans was 21.1%, which translates to an estimated 50,000 unemployed young Veterans in this age group. This demonstration project is intended to provide eligible unemployed Veterans with an intensive program operated in a group setting in residential centers. The demonstration project is to be carried out through a partnership between the Employment and Training Administration's Job Corps and VETS.

This demonstration project supports the Secretary of Labor's goal of "Good Jobs for Everyone." It will recruit eligible Veterans and teach them the academic, career, technical and social skills they need to become employed. This education and training will be provided to them through services provided by Job Corps.

Veterans accepted in the demonstration project will be living among non-Veterans and other Veterans who are also transitioning from the military to civilian life. One of the Job Corps program's key benefits is its post-graduate support. When Veterans are ready to begin transitioning into their career, Job Corps staff will assist them in job searching, resume drafting, and job interviewing skills. Job Corps will provide graduates with transition services for up to 21 months after graduation, including assistance with housing, transportation and other support services. Upon completion of training, Veterans will be assigned to a career transition counselor to assist them with job placement or enrollment in higher education.

Participation by Veterans in this demonstration project will be free, including transportation to and from the Job Corps center, housing, meals, basic medical services, academic and career technical training, bi-weekly living allowance, and job placement and post-graduation support.

III. **JOB CORPS/VETS DEMONSTRATION PROJECT CONCEPT OF OPERATION**

VETS provides employment services through the Transition Assistance Program (TAP) which is a program to assist military Service Members transition successfully from the military into suitable civilian employment and careers. This program is carried out through a partnership between the Departments of Defense, Labor, Veterans Affairs and Homeland Security. VETS provides the 2 1/2 day Employment Workshop portion of TAP. In FY 2009, VETS provided workshops to over 120,000 transitioning Service Members.

For the demonstration project, VETS will identify at least 20 TAP sites to conduct outreach sessions with TAP participants. The plan is to have TAP facilitators discuss this initiative in class and have Job Corps personnel answer any questions and initiate applications for interested Veterans. Once a participant has been identified, and accepted into the program, he/she will be given the opportunity to select one of the three Job Corps training centers chosen by Job Corps for this demonstration project. A Veteran will be advised that he or she may attend other Job Corps centers, but such participation will be outside the scope of the demonstration project.

The demonstration project will accommodate an initial 300 transitioning Service Members who require employment and training services to help them transition from the military to the civilian workforce. Job Corps participants are between the ages of 16 - 24. The upper age limit of 24 may be waived for any Veteran with a documented disability.

One hundred residential slots for Veterans will be set aside at each of the following three centers: Atterbury Job Corps Center in Edinburgh, Indiana;

Earle C. Clements Job Corps Center in Morganfield, Kentucky; and Excelsior Springs Job Corps Center in Excelsior Springs, Missouri. The enrollment will be open and continuous until a center reaches 100 Veterans. It is expected that Veteran participants will be enrolling and graduating at various rates. Job Corps has set aside 300 slots for the demonstration project but actual participants during the year may exceed that number due to the continuous enrollment. The demonstration project will conclude on July 17, 2011.

Upon arrival at the center, Veteran participants will be tested to assess their academic skills. Even though they may already possess a high school diploma or GED, they may need to take additional math and English to prepare them for their career training. A Personal Career Development Plan (PCDP) will be established to ensure goal-setting and achievement in the areas of academic, career technical, and social skills training. The PCDP will be developed by the Veteran and his or her Job Corps counselor.

As this plan is built, the Veteran and his or her Job Corps counselor will outline developmental objectives, career goals, and potential certifications. They will also select learning activities for achieving these objectives and goals. The PCDP will ensure that the Veteran maintains the current level of job proficiency through training and developmental activities. He or she will be able to chart a career path by identifying new knowledge, skills and abilities needed to reach established goals.

The Veteran will complete the Outreach and Admissions period in about 30 days and will begin the Career Preparation period upon enrollment. This approximate 14 day period, consists of an introduction to life at the center, career exploration, and academic testing. The next two tracks are the Career Development Period and Career Transition Readiness that last an average 7-9 months, depending on the career field and the time it takes the Veteran to complete the tracks. Upon graduation, the Veteran will begin the 21 month Career Transition track, which includes 9 months of placement services and 12 months of follow-up services. The Job Corps program is self-paced and some Veterans will be able to accelerate through tracks based on their experience, knowledge, skills, and abilities.

Career and Technical Training offered at the selected three Job Corps centers is in Attachment 1.

IV. **MEASUREMENT OF OUTCOMES:**

The performance measures used for this demonstration project will be the current measures established and used by Job Corps. The Veteran enrollees will be uniquely identified in the Job Corps electronic system, allowing a variety of variables to be tracked including: length of the admissions process, length of on-center training, career technical and academic achievements and

post-graduation placement outcomes and wages. Definitions, measurement criteria and zero tolerance policy are in Attachment 2.

V. **RESPONSIBILITIES:**

- A. VETS National Office will identify at least 20 military installations that have the highest volumes of TAP Employment Workshop participants. The identified sites will serve as the focus of the demonstration project.
- B. VETS Regional Administrators will coordinate the delivery of demonstration project information and materials to all TAP sites. The Regional Administrators will also coordinate with respective State Workforce Agencies to assist with employment services and outreach at each of the three Job Corps centers participating in the demonstration project.
- C. Job Corps will provide program material and applications and information for TAP participants. Job Corps will conduct processing of applications and coordination with applicants to include coordination of enrollment and participation in Job Corps at participating centers.
- D. The VETS Director of Operations, Grants, and Transition Programs will draft a press release and provide it to the Office of Congressional and Intergovernmental Affairs and the Public Affairs Office.
- E. The VETS TAP Program Lead in the National Office will act as the VETS point of contact for the demonstration project and provide a script for both state and contract facilitators to use to explain the demonstration project at workshops.
- F. TAP facilitators will present the script that introduces the demonstration project and provides reference material for eligible TAP participants. The TAP facilitator script is Attachment 3.
- G. The VETS Director of the Office of Agency Management and Budget will coordinate all VETS support and resource requirements for the demonstration project.
- H. Job Corps will coordinate and provide all required waivers for Veterans to participate in the demonstration project.

VI. **Required Action:**

- A. States should review this VPL to ensure that all staff assigned as facilitators for TAP Employment workshops are advised of the contents of this directive.

- B. Regional Administrators for Veterans' Employment and Training (RAVET) and Directors for Veterans' Employment and Training (DVET) are to coordinate with the military TAP managers within their states, the TAP Employment workshop facilitators, and the designated Job Corps Counselors to ensure a smooth implementation of the demonstration project. The Dallas and Chicago RAVETs will coordinate for a Disabled Veteran Outreach Program Specialist or Local Veteran Employment Representative provided needed employment services to Veterans as needed at the demonstration project sites.
- C. Directors for Veterans' Employment and Training are available for consultation and to provide technical assistance on questions related to the guidance issued in this Veterans' Program Letter.
- D. The TAP Program Lead will coordinate the requirements of this VPL with the contractor that is responsible for certain TAP facilitation and with the Office of Agency Management and Budget.

VII. **Inquiries:** Questions may be addressed to the State Director for Veterans' Employment and Training and Regional Administrator for Veterans Employment and Training. The VETS TAP Program Lead, Mr. Tim Winter may also be contacted at (202) 693-4705.

VIII. **Expiration Date:** This Veterans' Program Letter is valid until rescinded or superseded.

IX. **Attachments:**

JCC Career and Technical Training
Job Corps Definitions and Measures
TAP Facilitator Script for Job Corp Demo Project