

## Purpose

This policy is to provide guidance to Employment & Training Counselors (ETCs) concerning the progression of services for veteran clients at Job Link.

## Background

The Department of Labor (DOL) is refocusing the Jobs for Veterans State Grant (JVSG) program to ensure that veterans and eligible spouses receive the best combination of services from Job Link staff and JVSG-funded staff. Under the new guidelines the Disabled Veterans Outreach Program (DVOP) specialists provide supplement services to veterans. The DVOP may now service recognized veterans and eligible spouses with significant barriers to employment (SBE – see Definition of Terms (pg.2) for detailed list). In addition to veterans with SBE, DVOP specialists may also serve veterans aged 18 – 24. The initial screening of a veteran to determine the existence of any SBE may not be completed by the DVOP.

## Provide To:

Veterans and their eligible spouses, see definition section for description.

## Process:

Veterans and eligible spouses using Job Link services should attend an Orientation if necessary, followed by a CAS Appointment. The process for veteran clients is as follows:

### Summary Welcome Procedure for Veterans

**Step 1:** CAS Appointment for all veterans and eligible spouses will include an initial screening using the Veterans' Intake Form (VIF).

**Step 2:** The VIF is used to determine if the client meets the criteria to receive DVOP services:

1. Complete the Welcome Section of the VIF
2. If none of the boxes are checked, the client does not meet the DVOP eligibility criteria.
  - a. Submit VIF to on-site EDD Representative for EDD records
  - b. Case note Non-eligible status
3. If any of the boxes are checked, the client meets the DVOP eligibility criteria
  - a. The client may choose not to receive services from DVOP

**Step 3:** Give the client the DVOP contact information and encourage the use of DVOP services.

1. Case note Eligible status and DVOP referral.
2. Attach VIF to the registration paperwork.
  - a. HSA will copy the registration paperwork and place with the VIF in the DVOP inbox.
  - b. HSA will scan file originals into OnBase.
3. The DVOP will be responsible for following up with the veteran.

## Summary for Attaining a DD214

**Step 1:** Inform veteran clients requesting training services of the necessity for either their DD214 or Military ID card, to verify veteran's status.

**Step 2:** Veteran clients who are unable to provide a copy of their DD214/Military ID card will be referred to the link: [www.archives.gov/veterans/military-service-records/](http://www.archives.gov/veterans/military-service-records/)

**Step 3:** The client can complete a request for the DD214 online with signature to follow by fax or mail.

**Step 4:** The veteran may be referred to workshops; use the Resource Center; and the computer lab; however, until such time that the DD214 is provided the client is not eligible as a veteran to receive Training services. Therefore, they would need to meet eligibility as an Adult or Dislocated Worker.

### Definition of Terms

**VETERAN** - a person who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable.

**ACTIVE SERVICE** - includes full-time federal service in the National Guard, Coast Guard, or a Reserve component. This definition does not include full-time duty performed strictly for training purposes (i.e., that which often is referred to as "weekend" or "annual" training), nor does it include full-time active duty performed by National Guard personnel who are mobilized by state rather than federal authorities (state mobilizations usually occur in response to events such as natural disasters).

**ELIGIBLE SPOUSE** - the spouse of any of the following:

1. Any veteran who died of a service-connected disability;
2. Any member of the armed forces serving on active duty who, at the time of application, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
  - a. Missing in action;
  - b. Captured in the line of duty by a hostile force; or
  - c. Forcibly detained or interned in the line of duty by a foreign power;
3. Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the U.S. Department of Veterans Affairs; or
4. Any veteran who died while a disability was in existence.

A spouse whose eligibility is derived from a living veteran or service member (i.e., categories 1 or 2 above) would lose his or her eligibility if the veteran or service member were to lose the status that is the basis for the eligibility (e.g. if a veteran with a total service-connected disability were to receive a revised disability rating at a lower level). Similarly, for a spouse whose eligibility is derived from a living veteran or service member, that eligibility would be lost upon divorce from the veteran or service member.

***SIGNIFICANT BARRIERS TO EMPLOYMENT (SBE)*** – An eligible veteran or eligible spouse is determined to have a SBE if they attests to belonging to a least one of the six criteria below:

1. A special disabled or disabled veteran;
  - a. Who self-attest to have a disability claim pending.
  - b. Who are entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans’ Affairs; or,
2. Homeless, an individual who lacks a fixed, regular, and adequate nighttime residence; and who has a primary nighttime residence that is:
  - a. A supervised publicly or privately-operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
  - b. An institution that provides a temporary residence for individuals intended to be institutionalized; or
  - c. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings
3. A recently-separated service member, who at any point in the previous 12 months has been unemployed for 27 or more consecutive weeks;
4. An offender, who has been released from incarceration;
5. Lacking a high school diploma or equivalent certificate; or
6. Low-income – An individual who;
  - a. Received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved that, in relation to family size, does not exceed the higher of;
    - i. The poverty line, for an equivalent period; or
    - ii. 70 percent of the lower living standard income level, for an equivalent period.

***RECENTLY SEPARATED VETERAN*** - any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty.

***OFFENDER*** - The term “offender” means any adult or juvenile

1. Who is or has been subject to any stage of the criminal justice process, for whom services under this Act may be beneficial; or
2. Who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

**References:**

- Title 38 United States Code (USC) 101(2)
- Title 38 USC 4215(a)
- TEGL 10-09
- Title 38 USC 4211(1) (3) and (6)
- Section 103(a) of the Stewart B. McKinney Homeless Assistance Act
- Title 42 USC 11302(a)