

## Components of the Jobs for Veterans State Grants State Plan: Instructions

The following instructions and guidance are provided for Jobs for Veterans State Grants recipients in developing or modifying their four-year JVSG State Plans. The plans should not include specific references to the number of staff or monetary amount of the grant award as these plans cover four years and the funding levels will change each year and the plans should be flexible enough to remain relevant over that time period.

**a. Describe how the state intends to provide employment, training, and job placement services to veterans and eligible persons under the JVSG program (i.e., virtually and in-person).**

Explain how the state will provide each of these services through the JVSG program. This might include, for example:

- A walkthrough of how eligible participants access SWA services, are triaged and referred for DVOP services, and receive individualized career services through a case management framework.
- How the DVOP works with SWA staff and partners to connect veterans and other eligible participants to training and employment opportunities.
- How the LVERs connect in the local employer community to promote job opportunities for veterans.

**b. List the populations to be served by Disabled Veterans' Outreach Program (DVOP) specialists and consolidated DVOP/LVER staff, including the eligibility criteria for referral to DVOP services.**

All populations served by DVOPs must meet eligibility requirements in accordance with VETS guidance. Please refer to the following Veterans' Program Letters (VPLs) to identify the eligible populations to be served by this grant:

- [VPL 03-14](#), Jobs for Veterans' State Grants (JVSG) Program Reforms and Roles and Responsibilities of American Job Center (AJC) Staff Serving Veterans
- [VPL 03-14, Change 1](#), Expansion and Clarification of Definition of Significant Barriers to Employment for Determining Eligibility for the Disabled Veterans' Outreach Program (DVOP)
- [VPL 03-14, Change 2](#), Expansion and Clarification of Homeless Definition as a Significant Barrier to Employment

- [VPL 03-19](#), Designation of Additional Populations Eligible for Services from Disabled Veteran’s Outreach Program Specialists
- [VPL 07-14](#), American Job Center (AJC) Participation in Capstone Activities and Other Outreach to Transitioning Service Members (Note: Clarifies the specific population of transitioning service members who can be served.)

**c. Describe the roles and responsibilities assigned to Disabled Veterans’ Outreach Program (DVOP) specialists, Local Veterans’ Employment Representative (LVER) staff, and consolidated DVOP/LVER positions by the state. These must be consistent with 38 U.S.C. 4103A and 4104.**

These roles and responsibilities also must be consistent with current U.S. Department of Labor (DOL) guidance, including [VPL 03-14](#). Include a description of any consolidated DVOP/LVER position duties, if applicable.

**d. Demonstrate the manner in which DVOP, LVER, and consolidated DVOP/LVER staff are integrated into the state’s employment service delivery systems or American Job Center (AJC). This demonstration should show active engagement between JVSG and other AJC staff, such as through participation in staff meetings and cross-training opportunities.**

Include a description of how DVOP, LVER, and consolidated DVOP/LVER positions are integrated into the state workforce agency. This might include such activities as:

- LVERs and business service teams collaborating to reach out to employers to present information on all programs to avoid duplicative visits.
- LVERs working with WIOA case managers to create job opportunities for veterans being case managed and trained through WIOA.
- DVOPs serving as subject matter experts to partner staff regarding available community services they can access to better serve veterans who may not be eligible for DVOP services.

**e. Describe the state’s performance incentive award program to encourage individuals and employment service offices to improve and/or achieve excellence in the provision of services to veterans, including:**

**1. The nomination and selection for all performance incentive awards to individuals and employment service offices;**

Describe how award recipients will be nominated and selected, such as the period when nominations are open and the target date by which selections will be made each year. Identify the general criteria to be considered, and list who will be eligible for awards in your state.

**2. The approximate number and value of cash awards using the one percent incentive award allocation;**

The narrative must describe the planned cash incentive awards, including the amounts to be awarded to each type or category of recipient. This may include awards for individuals vs offices, different office sizes, or award “levels” such as bronze/silver/gold.

**For example:** A state that receives approximately \$6,000 for cash incentive awards each year might indicate that it will distribute the funds as two Silver Service Awards to two individuals for \$500 each; one Gold Star Award for \$1,000; one Platinum Success Award for \$2,000; and one Superlative Office Award to an AJC for \$2,000.

The annual allocation, number of nominees, and performance to be rewarded may vary, so the plan should include estimated number of awards and approximate values of each award. Since these are planned estimates of awards, for the example above, an acceptable variation for the actual award distribution may be one Silver for \$750, two Golds for \$1,500 each, and a Superlative Office Award for \$2,250.

**3. The general nature and approximate value of non-cash performance incentive awards to be charged to the base allocation; and**

If the state’s performance incentive award plan includes any nonfinancial awards, describe the items or services to be purchased, including the estimated total amount, to be charged to the base allocation rather than the one percent incentive allocation.

**For example:** Continuing the example for cash performance incentive awards above, the state deems that a plaque is needed to showcase any Gold, Platinum, and Superlative Office award types. In this case, they might budget two plaques for \$75 each (one Gold and one Platinum), and one plaque for \$125 for the Superlative Office Award winner to hang in the lobby area. This is a total of \$275 to be charged to the base allocation of the grant.

**4. Any challenges the state may anticipate in carrying out a performance incentive award program as mandated by 38 U.S.C. § 4102A(c). This should include any state laws or policies that prohibit such awards, if applicable. Describe the state's efforts in overcoming those challenges.**

Per 38 U.S.C. § 4102A(c)(2)(A)(i)(III), a state must describe its performance incentive award program in its JVSG State Plan, and per 38 U.S.C. § 4102A(c)(7), a state must use one percent of its annual JVSG funds to make cash awards under its performance incentive award program. Accordingly, a state’s performance incentive award program must provide for cash awards. States that have laws, policies, or agreements in place that restrict or prohibit making cash awards to individual staff members may avail themselves of the flexibility the law provides to make cash awards to employment service offices.

If a state is unable to meet those statutory requirements, they must explain the reason for this, citing the law or policy if applicable, and describe their efforts to establish a compliant performance incentive award program.

**f. List the performance targets for direct services to veterans provided by JVSG staff, as measured by participants’:**

- **Employment Rate 2<sup>nd</sup> Quarter After Exit**
- **Employment Rate 4<sup>th</sup> Quarter After Exit**
- **Median Earnings 2<sup>nd</sup> Quarter After Exit**

States must identify and set two-year performance targets for specific indicators for direct services to veterans provided by JVSG staff in their State Plans. The established targets will cover veterans served by JVSG staff only.

Informed by state demographics, current economic conditions, labor market information, and historical performance data, states must determine and set evidence-based performance targets for the following three employment-related primary indicators of performance:

1. **Employment Rate – 2<sup>nd</sup> Quarter After Exit:** The percentage of participants who are in unsubsidized employment during the second quarter after exit from the program.
2. **Employment Rate – 4<sup>th</sup> Quarter After Exit:** The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program.
3. **Median Earnings – 2<sup>nd</sup> Quarter After Exit:** The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.

The performance targets should be set for accomplishment by the end of the two-year period. For example, performance targets set in the four-year plan covering Program Years (PYs) 2024-2027 should be accomplished by the end of the second PY which is June 30, 2026. The mandatory midpoint modification in 2026 must update these goals for the next two-year period, ending June 30, 2028.

**PUBLIC BURDEN STATEMENT:** According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1293-**ONEW**. The time required to complete this information collection is 25 hours per response, including the time to review instructions, search existing data sources, and complete and review the information collection. The obligation to respond is required to obtain or retain a benefit (38 U.S.C. 2021 and 2023). If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Labor, Veterans' Employment and Training Service, 200 Constitution Avenue, N.W., Washington, D.C. 20210.