
Executive Summary

Workforce Services Policy - WIOA (Veteran Referral Process Policy)

1. What is the purpose of this policy?

The purpose of this policy is to explain the process required by American Job Center staff in referring veterans with significant barriers to employment (SBE) to services, and outlines the process involved in identifying those populations who qualify for services provided by Disabled Veterans Program Outreach Specialists (DVOPs).

2. How do American Job Center staff identify veterans and/or other eligible persons with significant barriers to employment (SBE) and refer these individuals for DVOPs for assistance?

Welcome center/intake staff in the American Job Center should utilize the Military Service Form LB-1118 (April 2016), as an initial screening tool to establish eligibility. This form should be filled out by anyone identifying themselves as a veteran or other eligible person at check-in.

3. What category of service member qualifies for assistance from a DVOP?

Those individuals answering yes to any of the criteria in Section A and Section B on the Military Services Form LB-1118 would be eligible to receive assistance from a DVOP. Military Services Form LB-1118 is an attachment to the Veteran Referral Process Policy.

4. What services will DVOPs provide to SBE eligible individuals?

- Conducting comprehensive assessments
- Developing a documented employment plan
- Coordinating supportive services
- Career counseling
- Short term prevocational services
- Group counseling
- Referrals to American Job Center partner and federal agencies as appropriate