

**Workforce Development System
Technical Advisory #10-16.2
February 22, 2016**

To: Workforce Development Community

Subject: New York State Department of Labor Manager's Report on Services to Veterans

Purpose

To establish policy and provide guidance on the use of the New York State Department of Labor (NYSDOL) Manager's Report on Services to Veterans as directed by the U.S. Department of Labor/Veteran Employment & Training Service (USDOL/VETS).

The Technical Advisory supercedes and rescinds TA #10-16.1 dated May 26, 2015.

Action

- Each quarter, the NYSDOL Career Center Manager must submit their completed report to the Veterans' Program Unit no later than 10 business days after receipt of the preliminary report from Central Office. The Manager's Report on Services to Veterans should be sent electronically to: VeteranQuarterlyReport@labor.ny.gov
- All questions on the Manager's Report on Services to Veterans require a mandatory response from each NYSDOL Career Center Manager. If there is no information to report, a response must still be noted (i.e., no, none, or not applicable) followed by a brief explanation.

Policy

All NYSDOL Career Center Managers must use the U.S. Department of Labor/VETS required format to report on employment and training services provided to veterans and eligible persons by the Career Center staff or supported area.

Background

The U.S. Department of Labor/VETS Veterans' Program Letter No. 01-15 provides guidance to all states on all recurring reporting requirements for the Jobs for Veterans State Grants (JVSG). NYSDOL is required by the USDOL/VETS to comply with this reporting system.

The Manager's Report on Services to Veterans sent to NSYDOL Career Center Manager's will include the following:

NOTE: The data for sections A thru D will be will be electronically incorporated into the report by NYSDOL Central Office and sent to the NYSDOL Career Center Manager for completion of the narrative portions of the report. Contact Central Office if you do not agree with any pre-filled data provided in the report.

A. Time Period Covered: Each report is for the fiscal year (FY) and quarter. Quarterly Report periods are:

- FY 1st Quarter 10/1-12/31
- FY 2nd Quarter 1/1 – 3/31
- FY 3rd Quarter 4/1 – 6/30
- FY 4th Quarter 7/1 – 9/30

B. Office or Area Covered: Name and location or description of Career Center or area covered.

C. Report Author: Name of individual(s) primarily responsible for the preparation and/or submission of the report.

D. Case Management/Intensive Services:

1. Number of eligible veterans and eligible spouses with Significant Barriers to Employment (SBEs), or other eligible veterans, newly enrolled in case management this quarter.
2. Number of Veterans exiting case management this quarter.
3. Of the Veterans exiting case management, the number:
 - a) That entered employment or improved wages.
 - b) That achieved another successful outcome such as disability or other compensation sufficient to be sole source of income.
 - c) That terminated case management without a successful outcome.

E. DVOP Outreach to Veteran Efforts: Summarize efforts made by the DVOP specialist(s) to locate veterans and other eligibles with significant barriers to employment (SBEs), particularly those targeted for specialized services in the State Plan and the results of those efforts.

F. LVER Outreach/Capacity Building Efforts: Summarize outreach efforts to businesses in the area to assist veterans in gaining employment, including conducting seminars for businesses and, in conjunction with businesses, conducting job search

workshops and establishing job search groups; facilitating employment, training, and placement services furnished to veterans in their catchment area:

1. To promote the hiring of veterans and other eligible persons and the results of those efforts:
2. To inform them of incentives for hiring and training veterans such as apprenticeships and on-the-job training:
3. To develop employment opportunities for veterans or other eligible persons:
4. For the above job development contacts, provide the number of veterans who subsequently entered employment:

G. Priority of Service: Describe how veterans and covered persons receive priority of service in all Department of Labor funded programs in the Career Center or area covered by the Manager's report. Specifically provide the following information:

1. How are veterans and covered persons identified at the point of entry to programs and services?
2. How are veterans and covered persons made aware of:
 - a. Their entitlement to priority of service?
 - b. The full array of programs and services available to them?
 - c. Eligibility requirements for those programs and/or services?
3. How does the Career Center or area covered by the Manager's report ensure that veterans and covered persons take precedence over eligible non-covered persons in obtaining services?

Note: This section should reflect the NYSDOL guidance on Veterans' Priority of Service as promulgated in Federal regulation as described in the Technical Advisory "Implementation of Veterans' Priority of Service for Covered Persons in Qualified USDOL Job Training Programs".

H. Success Stories/Best Practices: Describe any noteworthy successes and/or best practices.

I. Special Projects: Describe any new or unique JVSG funded staff projects, accomplishments, or other initiatives undertaken and the results or expected results of these efforts.

Inquiries

Questions regarding this Technical Advisory should be referred electronically to the Veteran Quarterly Report email: VeteranQuarterlyReport@labor.ny.gov

Attachment

[Manager's Report on Services to Veterans \(EXAMPLE REPORT\)](#)