

Ron DeSantis
GOVERNOR



Ken Lawson
EXECUTIVE DIRECTOR

DATE: February 18, 2020
TO: Local Workforce Development Board Executive Directors
FROM: Shila A. Salem, Chief, Bureau of One-Stop and Program Support
SUBJECT: Disabled Veterans' Outreach Program Specialist Individualized Career Services Referral and Non-Referral Service Codes

A handwritten signature in black ink that reads 'Shila A. Salem' is written over the 'FROM:' line of the memo.

The purpose of this memorandum is to announce the new Disabled Veterans Outreach Program (DVOP) specialist Individualized Career Services (ICS) referral or non-referral service codes in the Employ Florida system. These mandatory service codes are effective immediately and must be entered in Employ Florida by career center front line staff to track all services veterans receive at local career centers. These codes are to be entered following completion of the initial assessment and prior to the provision of any additional services provided by DVOP or career center staff.

In accordance with Veterans Program Letter (VPL) 03-14 and Training Employment Guidance Letter (TEGL) 19-13, an eligible veteran or eligible spouse who is identified as having Significant Barrier to Employment (SBE) must be immediately referred to a DVOP specialist or, in instances where a DVOP specialist is not available, referred to another career center staff member for ICS.

The following chart provides the new service codes and their corresponding descriptions. These services will not commence or extend program participation.

Service Code	Service Code Description	Explanation
250	VET Referred to DVOP	DVOP specialist can only serve veterans identified as having a SBE or are within a specified category prioritized by the Secretary of Labor. Veterans are identified through the completion of the Veterans Initial Intake form and completion of an initial assessment. Veterans identified as having a SBE which inhibits their ability to obtain or maintain employment and desire to see a DVOP must be referred for services.
251	VET Not Referred to DVOP	Veterans not meeting the SBE definition, are not within a specified category identified by the Secretary of Labor, or do not desire services from a DVOP, are to be referred to the first available career center staff for individualized career and/or training services, on a priority of service basis.

If you have any questions, please contact [André D. Anderson](#), State Veterans' Program Director at (850) 245-7411 or [Amethyste Sanchez](#), Assistant State Veterans' Program Director at (850) 245-7405.

SAS/ada

cc: Mr. Casey Penn
Ms. Ruth Dillard