

Ron DeSantis
GOVERNOR



Dane Eagle
SECRETARY

MEMORANDUM

DATE: July 6, 2021

TO: Local Workforce Development Board Executive Directors

FROM: Steven Gustafson, Administrator, Bureau of One-Stop and Program Support *Steve Gustafson*

SUBJECT: Local Veterans' Employment Representative Job Order Follow-Up and Review

The purpose of this memorandum is to provide Local Workforce Development Boards (LWDBs) clarification regarding the role of the Local Veteran Employment Representative (LVER) in conducting job order follow-up and review.

LVER staff perform a wide range of duties on behalf of veterans specifically related to outreach to the employer community and facilitation within the state's employment service delivery system. These duties are outlined in Title 38 United States Code (U.S.C.) 4104(b). As a result of employer outreach efforts, LVER staff may input job orders in the State's Management Information System, Employ Florida. Additionally, LVER staff may be tasked with reviewing and conducting follow-up on job orders that were recorded as a result of their outreach efforts.

During Florida's 2018 United States Department of Labor Veterans and Employment Training Service (DOL VETS) audit, it was found that LVER staff were not operating in accordance with their roles and responsibilities. DOL VETS assigned Florida two (2) areas of non-compliance as a result of LVER staff reviewing and conducting follow-up on job orders that were not recorded as a direct result of their employer outreach activities.

Effective immediately, LWDBs may not assign LVER staff to conduct the review or follow-up of Employ Florida job orders that did not originate through their direct contact with the employer, to include reviewing job orders for federal or state compliance. LWDBs must review and modify local operating procedures, as necessary, to ensure LVER staff are operating in accordance with this guidance.

If you have any questions, please contact Exit Smith, State Veterans' Program Coordinator at Exit.Smith@deo.myflorida.com or (850) 245-7411.

SG/ejs

cc: Casey Penn

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