

**COMPILED RESPONSES TO  
ADMINISTRATIVE POLICY:  
VETERAN INTAKE AT CAREER CENTERS**

<b>Policy Section</b>	<b>Issue(s)</b>	<b>Submitted by (Name/LWDB)</b>	<b>Policy Language Change</b>	<b>DEO Response</b>	<b>Authority</b>
IV.C	Code 159 is not in the guide posted at <a href="https://floridajobs.org/docs/default-source/lwdb-resources/programs-and-resources/wioa/2018-wioa/service-code-guide-072018.pdf?sfvrsn=762078b0_6">https://floridajobs.org/docs/default-source/lwdb-resources/programs-and-resources/wioa/2018-wioa/service-code-guide-072018.pdf?sfvrsn=762078b0_6</a> , therefore it is difficult to comment on the parameters set.	<b>Diane Head, LWDB 6</b>	No	The service code 159 (Initial Intake Screening – DVOP Services) will be entered in the guide prior to the policy’s release.	N/A
IV.B	B. Initial Intake Screening – “To facilitate the initial intake screening, LWDBs may use the Florida Veteran Initial Intake Form (Attachment A), or locally established form, to determine the individual’s service level needs and eligibility for enhanced services from a DVOP specialist.” There was no Attachment A included with the Policy.	<b>Donna Doubleday, LWDB 19</b>	No	Attachments will be added prior to the policy’s release.	N/A
IV.C	Employ Florida Recording – “The provision of the initial intake screening must be recorded in Employ Florida using Employ Florida service code 159 (Initial Intake Screening – DVOP Services) and include a case		No	The service code’s reporting requirements will be outlined in the Employ Florida Service Code Guide prior to the policy’s release.	N/A

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	note that aligns with the requirements prescribed in the Employ Florida Service Code Guide. Service code 159 (Initial Intake Screening – DVOP Services) does not trigger nor extend participation.” This is a new code. What details need to be entered in the case note?				
IV	When establishing local operating procedures to collect demographic information, isn’t Employ Florida the choice for which we would utilize to collect this demographic information?	<b>Edward Fritz LWDB 24</b>	Yes	The policy language has been updated.	Title 38 U.S.C. 4103, 4104
IV.B	Doesn’t the applicable Veteran’s Program Letters define the definitions of the veteran (eligible veteran) and/or military spouse (eligible spouse)? If LWDB’s were to apply a more narrow definition, these definitions could fall outside of the Federal guidance definitions and thus outside of compliance. However, once the package is submitted to the state, we notoriously have to track down their paperwork, see who’s desk it’s on, ask for it to be signed and forwarded		No	Title 38 requires a narrower definition of veteran/spouse, which is the standard for eligible veteran/spouse. The policy is in alignment with federal guidance and does not apply any additional requirements for receipt of DVOP services.	Title 38 U.S.C. 4103, 4104

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	<p>and in some cases find that the paperwork was lost and we have to resubmit or we have to write a justification for pay or another justification for something else. Understanding the background checks can take a few weeks to return, the total time we usually wait for an application package to be approved has been anywhere from a 3-4-month evolution.</p>				
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