

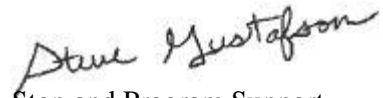
MEMORANDUM

DATE: November 4, 2020

TO: Local Workforce Development Board Executive Directors

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

SUBJECT: Enrollment of Homeless Veterans' Reintegration Program Participants



The purpose of this memorandum is to provide the minimum requirements for the enrollment of Homeless Veterans' Reintegration Program (HVRP) participants with Local Workforce Development Boards (LWDBs).

The Homeless Veterans' Reintegration Program is a competitive grant program of the Department of Labor, Veterans' Employment and Training Service (DOL-VETS) focused exclusively on the reintegration of homeless veterans into the workforce. DOL-VETS mandates that HVRP grantees serving homeless veterans enroll all active participants in the state's workforce system through their local career center. LWDBs should coordinate with local HVRP grantees to create a sustainable partnership in which HVRP grantees understand available career center services and ensures the homeless veteran's employment needs are met. LWDBs may search the [National Veterans' Technical Assistance Center](#) website to determine if there is a HVRP grantee in their local area. Enrollment of HVRP participants includes, at a minimum:

1. Completion of an Employ Florida account registration.
2. Completion of an Employ Florida Wagner-Peyser Program Application, including the following Veteran sub-application sections:
 - Enrolled in Homeless Veterans' Reintegration Program set to "Yes"
 - The Homeless Veterans' Reintegration Program Grantee selected with the grantee's name 5-digit grant number
3. Provision of case management services, including, but not limited to, a comprehensive assessment and the development of a written individual employment plan documented in accordance with the [Employ Florida Service Code Guide](#).

Veterans referred to the career center by HVRP grantees are not subject to the initial intake process outlined in [Administrative Policy 102 - Veterans' Initial Intake Process at American Job Centers](#) and must be immediately referred to a Disabled Veterans' Outreach Program (DVOP) specialist for case management. Case management of HVRP participants is mandatory and should be provided by the LWDB's DVOP. If the LWDB does not have an available DVOP, the case management of the HVRP participant must be assigned to the next available career center staff.

Federal guidance requires that a HVRP grantee counselor is present during the enrollment of a HVRP participant; however, LWDBs may work with HVRP grantees to develop processes which reduce the burden of travel on veterans, such as co-enrolling participants during DVOP outreach or through virtual case conferences.

If you have any questions, please contact Steven Gustafson at (850) 245-7477 or via email at VETS@deo.myflorida.com.

cc: Casey Penn
Keantha B. Moore
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