



**POLICY
NUMBER
119**

Title:	Consolidated Position Operational Requirements
Program:	Jobs for Veterans' State Grant
Effective:	November 10, 2021

I. PURPOSE AND SCOPE

The purpose of this policy is to provide Local Workforce Development Boards (LWDBs) guidance for Consolidated Position (CP) staff supported by the Jobs for Veterans' State Grant (JVSG).

II. BACKGROUND

The JVSG is a federally-funded, formula-based staffing grant that supports the hiring of Disabled Veteran Outreach Program (DVOP) specialists and Local Veteran Employment Representatives (LVERs) to provide individualized career and training-related services to veterans and eligible persons with Significant Barriers to Employment (SBE) and to assist employers in filling their workforce needs with job-seeking veterans and eligible spouses, respectively. The principle duties of the LVER are outlined in Title 38, United States Code (U.S.C.) Section 4104 and the principle duties of the DVOP specialist are outlined in Title 38, U.S.C., Section 4102A. Section 241(c) of the VOW (Veterans Opportunity to Work) to Hire Heroes Act of 2011 allows for states to assign CP staff to carry out the principle duties of both the LVER and DVOP, as approved by the U.S. Department of Labor Veterans Employment and Training Services (USDOL VETS).

III. AUTHORITY

[38 United States Code \(U.S.C.\), Chapter 41](#)

[VOW to Hire Heroes Act of 2011](#)

[Veterans Program Letter \(VPL\) 01-20](#)

[VPL 03-14](#)

IV. POLICIES AND PROCEDURES

JVSG-funded staff are fully integrated into the career center to form a comprehensive team that provides services to veterans that address their employment and training needs. LWDBs are assigned JVSG-funded staff by the Department of Economic Opportunity (DEO) according to veteran population and the needs of the community. JVSG-funded staff are state merit staff, jointly managed by DEO and the LWDBs in accordance with current grantee-subgrantee agreements. As such, LWDBs are responsible for ensuring CPs assigned to their area operate in accordance with this policy. acronyms

A. Consolidated Position Assignment

The State Veterans Program Coordinator designates CP staff to select areas of the state in accordance with [Administrative Policy 112 Jobs for Veterans' State Grant Staffing Requirements](#). The assignment of CPs is determined through consultation with the respective LWDB and the USDOL VETS State Director of Veterans Employment and Training. DEO will assign CPs to LWDBs when it is established that the assignment of a CP will:

- a) Promote a more efficient administration of services to veterans, with an emphasis on services to disabled veterans;
- b) Ensure no hinderance to the provision of services to veterans and employers; and
- c) Maximize the effectiveness of the JVSG program within the career center and local area.

B. Principle Duties

Staff designated as CPs must consistently perform the duties of both the DVOP specialist and LVER. LWDBs must ensure that CPs primarily perform the duties, tasks, and functions of the LVER and DVOP as established in Title 38, U.S.C., and outlined in federal and state guidance. LWDBs must ensure that, at a minimum, the CP is:

- a) Performing the role of a DVOP specialist on a bi-weekly (every two weeks) basis, as evidenced by:
 - i. The provision of individualized career services to veterans and eligible persons;
 - ii. Outreach to community partners and organizations to establish and/or maintain a network of veteran resources; and/or
 - iii. Outreach to locations where veterans congregate in order to promote the career center and build his/her caseload.

- b) Performing the role of a LVER on a bi-weekly basis (every two weeks), as evidenced by:
 - i. Outreach to employers to promote the hiring of veterans, to include the provision of job development contacts for veterans who are deemed work ready after receipt of services from a DVOP specialist.
 - ii. The provision of training for career center staff on subjects pertaining to veterans (e.g., priority of service for veterans, career center veteran intake, and the JVSG program).
 - iii. Capacity building within the career center to apprise staff of veteran services and program initiatives.

C. Recording Services and Activities

To validate that CP staff are consistently performing the duties of both a DVOP specialist and LVER, LWDBs must ensure CP staff are recording services and activities from these respective roles in the state's online labor exchange and case management system, Employ Florida. LWDBs must ensure CP staff record services and activities in accordance with all active Administrative Policies and the Employ Florida Service Code Guide.

To ensure services are reported accurately, CP staff must be assigned a distinct user-role for Employ Florida that will allow for privileges to serve both employers and veterans/eligible persons. LWDBs must ensure Employ Florida user accounts created on behalf of CP staff are in alignment with this policy. LWDBs may direct questions regarding the assignment of Employ Florida user roles to the DEO Performance Reporting Unit at PRA@deo.myflorida.com.

D. National Veterans' Training Institute Mandatory Training

CP staff must attend both the LVER and DVOP mandated trainings offered by the National Veterans' Training Institute (NVTI) located in Dallas, Texas and administered by Management Concepts, Inc. These trainings must be completed within 18 months of the position start date. All costs for training, to include travel and lodging, are provided for by the JVSG. The SVPC will coordinate with individual LWDBs and JVSG staff to schedule NVTI training.

E. Monitoring

LWDBs must review and modify local operating procedures, as necessary, to ensure they are operating in accordance with this guidance. Local JVSG programs must be monitored annually for compliance with state and federal requirements by DEO. DEO will monitor the requirements outlined in this policy and local operating procedures.

V. DEFINITIONS

Consolidated Position - Staff who performs the functions and duties of both a LVER and DVOP specialist in select LWDBs as assigned by the State Veterans' Program Office.

Disabled Veteran - A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary, or a person who was discharged or released from active duty because of a service-connected disability.

Disabled Veteran Outreach Program Specialist - Specialists who provide individualized career services and facilitate placements to meet the employment needs of veterans and eligible persons who have significant barriers to employment or have otherwise been designated by USDOL VETS.

Individualized Career Services - Services required to retain or obtain employment, consistent with [20 CFR 678.430](#). Generally, these services involve significant staff time and customization to the veteran's needs. Individualized career services include services such as: specialized assessments, developing an individual employment plan, counseling, work experiences (including transitional jobs), etc.

Local Veterans' Employment Representative - A representative funded by the JVSG who:

- a. Conducts outreach to employers in the area to assist veterans in gaining employment, including conducting seminars for employers and, in conjunction with employers, conducting job search workshops and establishing job search groups;
- b. Ensures priority of service is administered within the career center in accordance with federal and state requirements; and
- c. Facilitates employment, training, and placement services furnished to veterans in a State under the applicable State employment service delivery systems.

Eligible Spouse - Spouse of any of the following:

- a) Any veteran who died of a service-connected disability;
- b) Any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
 - i. Missing in action;
 - ii. Captured in line of duty by a hostile force; or
 - iii. Forcibly detained or interned in line of duty by a foreign government or power;
- c) Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs; or

- d) Any veteran who died while a total, service-connected disability was in existence.

Eligible Veteran - A person who:

- a) Served on active duty for a period of more than 180 days and was discharged or released therefrom with other than a dishonorable discharge;
- b) Was discharged or released from active duty because of a service-connected disability;
- c) As a member of a reserve component under an order to active duty pursuant to section 12301(a), (d), or (g), 12302, or 12304 of title 10, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge; or
- d) Was discharged or released from active duty by reason of a sole survivorship discharge (as that term is defined in [Title 10, 1174\(i\)](#)).