

VPL 01-10 Information

XI. Manager's Report on Services to Veterans: 38 U.S.C. 4104(e) requires a report on employment and training services provided to Veterans and eligible persons by the local employment service delivery point (SDP) or area. This narrative report is provided to the DVET no later than 45 days following the end of each FFY quarter. The OMB approved collection of information can be submitted electronically or in hard copy and must include information (described in detail on the following page) on:

- Veterans and other eligible persons enrolled in case management by or receiving intensive services from staff assigned to the local office;
- Outreach efforts to locate and serve Veterans and other eligible persons with barriers to employment;
- Outreach efforts to employers and other organizations to promote the hiring of Veterans and other eligible persons; and
- Compliance with Priority of Service requirements established at 38 U.S.C. 4215, 20 CFR, Part 1010, and VPL 07-09.

The Manager's Reports are used by State Agency management and the DVET to:

- Ensure the approved State Plan on Services to Veterans is understood and executed at the SDP level;
- To identify the need for technical assistance or other actions needed to ensure that priority services are provided to Veterans and other eligible persons in accordance with applicable laws and regulations; and
- To complete the TPN submitted to the DVET. All SDPs where Department of Labor funds are allocated to provide employment and training services to Veterans must be covered by a report. At a minimum, a report will be submitted by each SDP where grant funded staff are assigned as a primary duty location. Unless otherwise justified, States will also submit a report for every SDP where grant funded staff are assigned responsibilities on a part-time or interim basis and for every SDP where Veterans and other eligible persons receive case management and other intensive services (other than those provided by Workforce Investment Act staff resources).

All other SDPs may be reported on individually, regionally, or by some other division determined appropriate by consultation and agreement of the State Agency and DVET. Each narrative Manager's Report will include the following required information:

A. Time Period Covered: Fiscal year and quarter.

B. Office or Area Covered: Name and location or description of SDP or area covered.

C. Report Author: Name of individual(s) primarily responsible for the preparation and/or submission of the report.

D. Outreach to Veteran Efforts: Summarize efforts made by grant funded staff to locate Veterans with barriers to employment, particularly those targeted for specialized services in the State Plan and the results of those efforts.

E. Case Management/Intensive Services: Provide the: **(Due to system constraints we report Chapter 31 cases only in this section)**

- Number of Veterans and other eligible persons newly enrolled in case management this quarter.
- Number of Veterans exiting case management this quarter.
- Of the Veterans exiting case management, the number:
 - That entered employment or improved wages.

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- That achieved another successful outcome such as disability or other compensation sufficient to be sole source of income.
- The number that terminated case management without a successful outcome.

F. Outreach to Employer Efforts: Summarize outreach efforts to employers and other organizations:

- To promote the hiring of Veterans and other eligible persons and the results of those efforts.
- To inform them of incentives for hiring Veterans such as the Work Opportunity Tax Credit, apprenticeship, and on-the-job training through the GI Bill, etc.
- To develop a job for a specific Veteran or other eligible person.
- For the above job development contacts, provide the number of Veterans who subsequently entered employment.

G. Priority of Service: Describe how Veterans and covered persons receive priority of service in all Department of Labor funded programs in the SDP or area covered by the report. Specifically:

- How are Veterans and covered persons identified at the point of entry to programs and services?
- How are Veterans and covered persons made aware of:
 - Their entitlement to priority of service?
 - The full array of programs and services available to them? and
 - Eligibility requirements for those programs and/or services?
- How does the SDP or area covered by the report ensure that Veterans and covered persons take precedence over eligible non-covered persons in obtaining services?

H. Success Stories/Best Practices: Describe any noteworthy successes and/or best practices.

I. Special Projects: Describe any new or unique grant funded staff projects, accomplishments, or other initiatives undertaken and the results or expected results of these efforts.