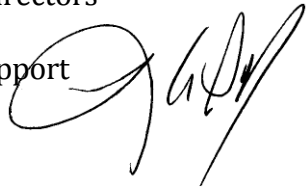

MEMORANDUM

DATE: October 12, 2011

TO: Selected Regional Workforce Board (RWB) Executive Directors*

FROM: Lois A. Scott, Program Manager, Workforce Program Support 

SUBJECT: Veterans' Program Self-Assessments

The Jobs for Veterans Act requires the periodic assessment of services provided to veterans through the Veterans Program grants operated by the State. Fifty percent of the full-service One-Stop Career Centers where veteran staff are located are randomly selected for a self-assessment of their services to veterans. The following One-Stop Career Centers have been selected to participate in a self-assessment for this program year.

- **RWB 1:** Pensacola, Milton
- **RWB 2:** Defuniak Springs
- **RWB 3:** Chipley
- **RWB 4:** Panama City
- **RWB 5:** Tallahassee
- **RWB 8:** Jacksonville Southside, Jacksonville Gateway, Palatka, St. Augustine
- **RWB 9:** Gainesville
- **RWB 10:** Citrus County, Ocala
- **RWB 11:** Daytona, Deland
- **RWB 12:** Orlando, Lake Sumter
- **RWB 14:** St. Petersburg (4430, 4445)
- **RWB 15:** Plant City
- **RWB 16:** New Port Richey, Spring Hill, Zephyrhills
- **RWB 18:** Venice
- **RWB 19:** Wauchula
- **RWB 20:** Port St. Lucie
- **RWB 21:** West Palm Beach
- **RWB 23:** Little Havana, Perrine, Miami Northside
- **RWB 24:** Naples, Port Charlotte



There are three separate Self-Assessment forms. One is to be completed by the local One-Stop Career Center management staff; one by the Local Veterans Employment Representative (LVER) staff assigned to the center and one by the Disabled Veterans Outreach Specialist (DVOP) staff assigned to the center. The assessment forms are attached and, when completed, need to be returned to Paul Furbush at paul.furbush@deo.myflorida.com no later than October 28, 2011.

In addition to the self-assessments, an on-site technical assistance and validation visit will be scheduled at twenty percent of the One-Stops completing the self-assessment. The on-site visit will be conducted jointly by the Department of Economic Opportunity (DEO) Veterans Program staff and the U.S. Veterans Employment and Training Service (VETS) staff. The Centers selected for an on-site validation visits are determined using the following four criteria:

- The State or One-Stop Center office in question has requested a DEO/VETS validation visit.
- The VETS Director has determined that, based on the results of the self-assessment, an on-site validation is warranted.
- The office has not been validated on-site in the last five years.
- The office is randomly selected for the validation sample.

The following activities and procedures will be reviewed and validated during the on-site visits:

- One-Stop Career Centers are providing priority workforce services to veterans, especially veterans with barriers to employment.
- DVOP and LVER staff are performing their duties as required under the Jobs for Veterans Act Grant, the DVOP/LVER Roles and Responsibilities, the Veterans' Program Plan of Services and the Veterans' Services Program Guide.
- Procedures are implemented to fill DVOP/LVER vacancies expeditiously.
- Utilization of Jobs for Veterans Act Grant funds.
- Regional Workforce Board Veterans' Performance Goals are being achieved.
- Procedures and processes are implemented to ensure DVOP/LVER integration into the One-Stop Career Centers.
- Procedures are implemented to ensure program integration and coordination in the provision of workforce services to veterans by all staff in the One-Stop Career Centers.
- Services to veterans augment and add value and productivity to the One-Stop Career Center delivery system.

