

**Rick Scott**  
GOVERNOR



**Jesse Panuccio**  
EXECUTIVE DIRECTOR

**MEMORANDUM**

**DATE:** May 23, 2014  
**TO:** Regional Workforce Board (RWB) Executive Directors  
**FROM:** Lois A. Scott, Chief, Bureau of One-Stop and Program Support  
**SUBJECT:** Veterans' Initial Intake at CareerSource Centers

In an effort to provide support and assistance with implementing the Jobs for Veterans State Grant (JVSG) refocusing effort referenced in Training and Employment Guidance Letter (TEGL) No. 19-13 and Veterans Program Letter (VPL) No. 03-14, Florida Department of Economic Opportunity (DEO) staff, with input from U.S. Department of Labor Veterans Employment and Training Service (DOL VETS), has created a Veteran's Initial Intake form and Intake Process training presentation for Regional Workforce Boards (RWB) and CareerSource Center staff use.

The intake form was created to simplify the process for veterans and eligible persons by providing a useful tool for frontline staff to easily identify veterans and/or eligible persons with significant barriers to employment (SBE). The training presentation is designed to provide a model for how a revised veteran's intake process might function. As part of their responsibilities, Local Veterans Employment Representatives (LVER) should participate and assume a lead role in training for other local CareerSource Center staff on the use of these new tools.

Each RWB is asked to review its own internal intake processes and consider the development of a more targeted veteran's intake process and implement the use of an intake form, or implement the appropriate kiosk programming, as applicable. This is important since, beginning in July 2014, the DOL VETS auditing process will include a review of RWB Veterans Intake Procedures.

As we move forward with implementing the JVSG refocusing efforts across Florida, DEO will continue to provide support, assistance and training to implement plans, procedures and updated processes. Please contact Shawn Forehand at (850) 717-0760 or [shawn.forehand@deo.myflorida.com](mailto:shawn.forehand@deo.myflorida.com), or Paul Furbush at (850) 717-0761 or [paul.furbush@deo.myflorida.com](mailto:paul.furbush@deo.myflorida.com) for additional information.

LAS/pmf

Attachments:

[Vets Initial Intake Assessment](#)  
[Vet Intake Process 2014](#)

cc: Michael Lynch  
Shawn Forehand  
Bernadette Walsh

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399  
866.FLA.2345 | 850.245.7105 | 850.921.3223 Fax  
[www.floridajobs.org](http://www.floridajobs.org) | [www.twitter.com/FLDEO](https://www.twitter.com/FLDEO) | [www.facebook.com/FLDEO](https://www.facebook.com/FLDEO)

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