



MEMORANDUM

DATE: December 29, 2020

TO: Local Workforce Development Board Executive Directors

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

SUBJECT: Discontinuation of Jobs for Veterans' State Grant Individualized Career Services Referral and Non-Referral Service Codes

Steve Gustafson

The purpose of this memorandum is to provide notification to Local Workforce Development Boards regarding changes in how career center staff record, and track services provided to veterans. These changes are intended to streamline the veteran intake process and reduce unnecessary administrative burden from career center staff. Effective immediately, this Memorandum rescinds [DEO Memorandum: Disabled Veterans' Outreach Program Specialist Individualized Career Services Referral and Non-Referral Service Codes](#), dated February 18, 2020.

To support these changes, the following modifications are effective immediately:

- The following service codes have been inactivated and are no longer required to be reported when conducting the intake of a veteran customer.

Service Code	Service Code Description
250	VET Referred to DVOP
251	VET Not Referred to DVOP

- As a replacement for these service codes, career center staff must provide the outcome of the initial assessment (i.e., referred, or not referred, to a Disabled Veterans Program Specialist) within the case note of the initial assessment service code in Employ Florida.

If you have any questions, please contact Exit Smith, State Veterans' Program Coordinator at (850) 245-7411 or via email at VETS@deo.myflorida.com.

cc: Keantha B. Moore
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