

MEMORANDUM

DATE: August 18, 2021

TO: Local Workforce Development Board Executive Directors

FROM: Steven Gustafson, Administrator, Bureau of One-Stop and Program Support *Steve Gustafson*

SUBJECT: Enrollment of Homeless Veterans' Reintegration Program Participants: Change 1

The purpose of this memorandum is to provide the minimum requirements for the enrollment of [Homeless Veterans' Reintegration Program \(HVRP\)](#) participants with Local Workforce Development Boards (LWDBs). This memorandum supersedes the previous guidance issued November 4, 2020 under Department of Economic Opportunity Memorandum: Enrollment of Homeless Veterans' Reintegration Program Participants.

HVRP is a competitive grant program of the Department of Labor, Veterans' Employment and Training Service (DOL-VETS) focused exclusively on the reintegration of homeless veterans into the workforce. LWDBs should coordinate with local HVRP grantees to create a sustainable partnership in which HVRP grantees understand available career center services to ensure the homeless veteran's employment needs are met. LWDBs may search the [National Veterans' Technical Assistance Center](#) website to determine if there is an HVRP grantee in their local area.

DOL-VETS mandates that HVRP grantees serving homeless veterans enroll all active participants in the state's workforce system through their local career center. Federal guidance requires that a HVRP grantee counselor is present during the enrollment of a HVRP participant; however, LWDBs are encouraged to work with HVRP grantees to better streamline the enrollment processes and reduce travel burdens on the veteran (e.g., co-enrolling participants during Disabled Veterans Outreach Program (DVOP) specialist outreach or through virtual case conference). LWDBs must enroll HVRP participants referred by HVRP grantees by completing, at a minimum, the following steps:

- a) Staff assistance in the completion of an Employ Florida account registration.
- b) Staff assistance in the completion of an Employ Florida Wagner-Peyser Program Application, including completing the following Veteran sub-application sections:
 - Enrolled in Homeless Veterans' Reintegration Program: set to "Yes";
 - Homeless Veterans' Reintegration Program Grantee #1: Selected grantee's name with 5-digit grant number.

- c) Provision of an overview of the programs and services available in the career center, to include the recording of service code 101 (Orientation, Staff-Assisted).
- d) Provision of Priority of Service information, including the reporting of service code 189 (Notification of Veteran Priority of Service).

The enrollment of HVRP participants, if completed using the above procedure, will not enroll the individual in the LWDB's performance. Neither service code 189 (Notification of Priority of Service) nor service code 101 (Orientation, Staff-Assisted) trigger or extend participation.

If the HVRP participant is an eligible veteran, and requests employment services through the case management framework, they may be immediately referred to a DVOP specialist in accordance with [Administrative Policy 102: Veteran Intake at Career Centers](#). There is no mandate that requires HVRP participants be served by a DVOP specialist.

If you have any questions, please contact Steven Gustafson at (850) 245-7477 or via email at VETS@deo.myflorida.com.

cc: Casey Penn
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