

Rick Scott
GOVERNOR



Jesse Panuccio
EXECUTIVE DIRECTOR

MEMORANDUM

DATE: March 27, 2013
TO: Regional Workforce Board (RWB) Executive Directors
FROM: Lois A. Scott, Chief, Bureau of One-Stop and Program Support
SUBJECT: Veterans Retraining Assistance Program (VRAP)

As part of the VOW to Hire Heroes Act of 2011, the Veterans Retraining Assistance Program (VRAP) was created as a joint Veterans Affairs (VA) and Department of Labor (DOL) program to provide additional education benefits for eligible veterans. Florida has consistently ranked number two in the nation for applicants and approved participants in VRAP. The purpose of this memorandum is to inform you of the next phase of the program designed to assist participants after they complete or leave the program.

The Department of Economic Opportunity has received information on the initial group of participants who have exited from VRAP. This participant file will be updated on a regular basis and sent to designated RWB points of contact. Each Region needs to provide a point of contact to receive the VRAP participant lists by Monday, April 1st, 2013 to Shawn Forehand at (850) 245-7424 or shawn.forehand@deo.myflorida.com or Paul Furbush at (850) 921-3867 or paul.furbush@deo.myflorida.com.

In accordance with the VOW Act and specific requirements provided in the attached Training and Employment Guidance Letter (TEGL) No. 08-12, upon exiting (completion or termination) from VRAP, outreach and employment services are to be provided by local One-Stop Career Center staff to participants. Many VRAP participants may already be registered in EFM due to referral by DVOP, LVER or One-Stop staff, during the initial enrollment phase of the program. Each participant should be assigned to a case manager and every effort should be made to contact participants within 30 days after notification. A new activity code (VRP) has been established in the Employ Florida Marketplace (EFM) system and Regional Workforce Boards (RWBs) should use the code to identify VRAP participants in EFM. The case manager will use the "Employment Assistance" column in the file provided to document the outcome as described on Page 6 of [TEGL No. 08-12](#). The updated and completed file(s) will then need to be submitted to the DEO State Veterans Program Coordinators office no later than the 15th of the month following the end of each quarter.

Your attention and assistance with this effort is greatly appreciated. For additional information on VRAP please visit: <http://benefits.va.gov/vow/education.htm>

LAS/ssf

Attachments: [VRAP Applications Approved](#) [VRAP Participants in Training](#)

cc: Michael Lynch James Finch Paul Furbush
Cliff Atkinson Shawn Forehand Tony Carter