



February 26, 2004

VETERANS' PROGRAM LETTER NO. 02-04

TO: ALL REGIONAL ADMINISTRATORS (RAVETS) AND DIRECTORS
FOR VETERANS' EMPLOYMENT AND TRAINING (DVETS)
ALL STATE WORKFORCE AGENCY ADMINISTRATORS (SWAs)
ALL STATE ONE-STOP SYSTEM COORDINATORS
ALL REGIONAL ADMINISTRATORS, EMPLOYMENT AND
TRAINING ADMINISTRATION (INFO)

FROM: FREDERICO JUARBE JR.

SUBJECT: Incarcerated Veterans' Transition Program (IVTP) Workshop Facilitator
Training and Enhancing Case Management Services for Formerly
Incarcerated Veterans

- I. **PURPOSE:** To provide opportunity for Disabled Veterans' Outreach Program (DVOP) and Local Veterans' Employment Representative (LVER) staff to receive training to facilitate an Incarcerated Veterans' Transition Program workshop for soon-to-be released incarcerated veterans. Additionally, the Veterans' Employment and Training Service (VETS) will be requesting information from their Directors' for Veterans' Employment and Training (DVET) on registration and entered employments of formerly incarcerated veterans at the One-Stop offices who enroll in the Incarcerated Veterans' Transition Program.
- II. **REFERENCES:** Homeless Veterans' Comprehensive Assistance Act of 2001; Veterans' Program Letter 12-03, dated July 24, 2003 and Special Provisions to the Grant Agreement for the Solicitation for Grant Agreement for Disabled Veterans' Outreach Program (DVOP) and Local Veterans' Employment Representative (LVER) for Fiscal Year 2000 – 2005.
- III. **BACKGROUND:** The Department of Justice, Bureau of Justice Statistics presented the Department of Veterans' Affairs (DVA) information on veterans under correctional supervision. The report reflected that in 1999 there were an estimated 224,000 veterans incarcerated in State prisons, Federal prisons or Local jails. Further, the report reflected that 926,000 veterans were under some form of correctional supervision.

The Homeless Veterans Comprehensive Assistance Act of 2001 amended Title 38 to revise, improve and consolidate provisions of the law providing benefits and services for homeless veterans. Section 2023 of this Act also requested that the Secretaries of Labor and Department of Veterans Affairs carry out a demonstration program of referral and counseling for veterans transitioning from certain institutions who are at risk of homelessness.

To ensure the demonstration program maximizes the benefits and assets of each Department, a workgroup was formed that included representatives from the Department of Labor, Department of Veterans Affairs and Bureau of Justice. The workgroup determined that several projects should be undertaken at Federal, State and Local levels. The projects would need to have representatives from Law Enforcement (Federal or State or Local corrections), Department of Veterans' Affairs and State and local employment and training service provider(s), including One-Stop Centers with LVERs and/or DVOPs as part of the process.

The workgroup also looked at current employment and training programs serving veterans as well as incarcerated veterans. The workgroup learned that at least eleven (11) States were providing employment and training program outreach to incarcerated veterans at Federal Prisons, State Prisons or local jails but there was no specific model. After being briefed on the success of the Transition Assistance Program (TAP) for separating military personnel and their spouses, the workgroup determined that a model was already available that could be transformed to assist incarcerated veterans who are at risk of homelessness. Furthermore, the institution that helped to develop the TAP and Case Management curriculum for DVOPs and LVERs, the National Veterans' Training Institute (NVTI)/ University of Colorado at Denver, had sufficient staff to work on this vital project. Based on the workgroup's recommendation, the ASVET awarded sufficient funds to allow NVTI to develop an IVTP workshop and train 120 DVOPs/LVERs to facilitate those workshops. It is anticipated that the first pilot will be completed in April of 2004 and four other training sessions will be scheduled in 2004.

We have also included a one page "**PROGRAM FLOWCHART**" that was developed by the IVTP workgroup that captures the essence of this program approach (Attachment I).

Besides the development of an Incarcerated Veterans' Transition Program Facilitator's workshop for DVOPs and LVERs, the U.S. Department of Justice, National Institute of Corrections (NIC), has developed an Offender Workforce Development Specialist Training Program. As a partner on this workgroup, they are willing to set aside training slots for six (6) person teams from a state to be trained through a NIC sponsored program. The training is for federal, state and local staff that work with offenders and ex-offenders with the majority of costs for state and local trainees being borne by NIC with the understanding that the six person team train other staff in that state or jurisdiction. More information can be accessed at www.nicic.org

- IV. **SELECTION CRITERIA :** There are approximately 2,300 LVER and DVOP staff planned for Fiscal Year (FY) 2004. Therefore, we have tried to design selection criteria with NVTI to ensure maximum effectiveness. Before applying the selection criteria, the IVTP workgroup provided the ASVET with specific requirements for participation:
- a. A letter of intent or Memorandum of Understanding between the One-Stop Career Center and/or State Workforce Agency and the Correctional Institute to ensure classroom space, access to incarcerated veterans, entrance to facility for workshop facilitator(s), DVA Benefits Counselor and other workshop guests;
 - b. A letter of intent or addendum to the existing Memorandum of Understanding between the SWA and/or Local Workforce Investment Board and DVA Regional Office that allows the agencies to verify veteran status and follow-up on outcomes as a result of participation in the IVTP workshop as well as referral to One-Stop Career Centers;
 - c. LVERs/DVOPs should have completed, or can be scheduled for, the NVTI TAP Facilitator Training Course. The IVTP class will not include any training on facilitation skills and the attendees should be prepared to make presentations at prison facilities at the end of the course;
 - d. LVER/DVOP staff to provide Case Management Services after workshop participation and the participation of DVA Benefits Counselor(s) as well as Correctional Counselor(s) active participation in the designated correctional facility;
 - e. A designated Single Point of Contact (SPOC) to follow-up on enrollments, referrals and participant closures on a quarterly basis.
 - f. Identify the number of sites that will be served and the number of LVERs and DVOPs to be assigned facilitation responsibilities; and
 - g. Provide a description of the size of the prison population in the area(s) to be served as well as the location of the One-Stop Career Center(s);

Additional consideration will be given to those entities that chose to request approval to use unexpended LVER/DVOP grant funds to pay for off-site training or will assign other workforce staff (staff not funded by LVER/DVOP funds) to receive this training at their expense and will provide services to the incarcerated veterans.

V. **REPORTING:** The Homeless Veterans' Comprehensive Assistance Act of 2001, Section 2023 requires the Secretaries (Department of Labor and Department of Veterans' Affairs) to determine the costs and benefits of providing referral and counseling services to eligible veterans. Therefore, the IVTP workgroup has recommended that nine (9) entities be selected to receive this additional training. To provide the Secretaries with information to determine the costs and benefits of this program approach, a number of forms and reporting requirements have been developed. Some of the forms will be exclusive to the nine (9) entities selected to receive this additional training, while other forms may be used by all the SWAs in accordance to the Special Provisions to the Grant Agreement for the Solicitation for Grant Agreement for Disabled Veterans' Outreach Program (DVOP) and Local Veterans' Employment Representative (LVER) for Fiscal Year 2000 – 2005.

The first report for the nine (9) entities is entitled "Incarcerated Veterans' Transition Program Reporting Guide." An Excel spreadsheet will be provided that contains the following reporting items:

- A. Number of workshop participants (must maintain a list of attendees);
- B. Number of internal Case Management enrollments;
- C. Number of referrals to One-Stop Career Centers;
- D. Number of individuals reporting to One-Stop Career Center(s);
- E. Number of individuals registered for Case Management services at the One-Stop Career Center(s);
- F. Number of individuals who enter employment who were registered for Case Management Services at the One-Stop Career Center(s);
- G. Number of individuals who received VA services;
- H. Number of individuals who entered employment for 90 days;
- I. Number of individuals who entered employment for 180 days;
- J. Number of successful closures.

To ensure that information about the successful reintegration of the formerly incarcerated veterans is provided to the nine (9) entities for the "Incarcerated Veterans' Transition Program Reporting Guide", each DVET will be responsible for receiving and collecting data on the referral of the participants within their state. VETS designed a letter (Attachment II) that will be provided to each participant of the IVTP and a copy will be forwarded to each DVET for follow-up purposes in the state where the participant is seeking to locate. This letter will be provided to the appropriate State Veterans' Coordinator by the DVET so follow-up on enrollment into case management and subsequent services can be conducted on a quarterly basis by the DVET. Additionally, a referral form (Attachment III) will be provided to participants along with a copy of their Individual Service Strategy (ISS), also referred to as Employment Development Plan (EDP), for use by the appropriate case manager.

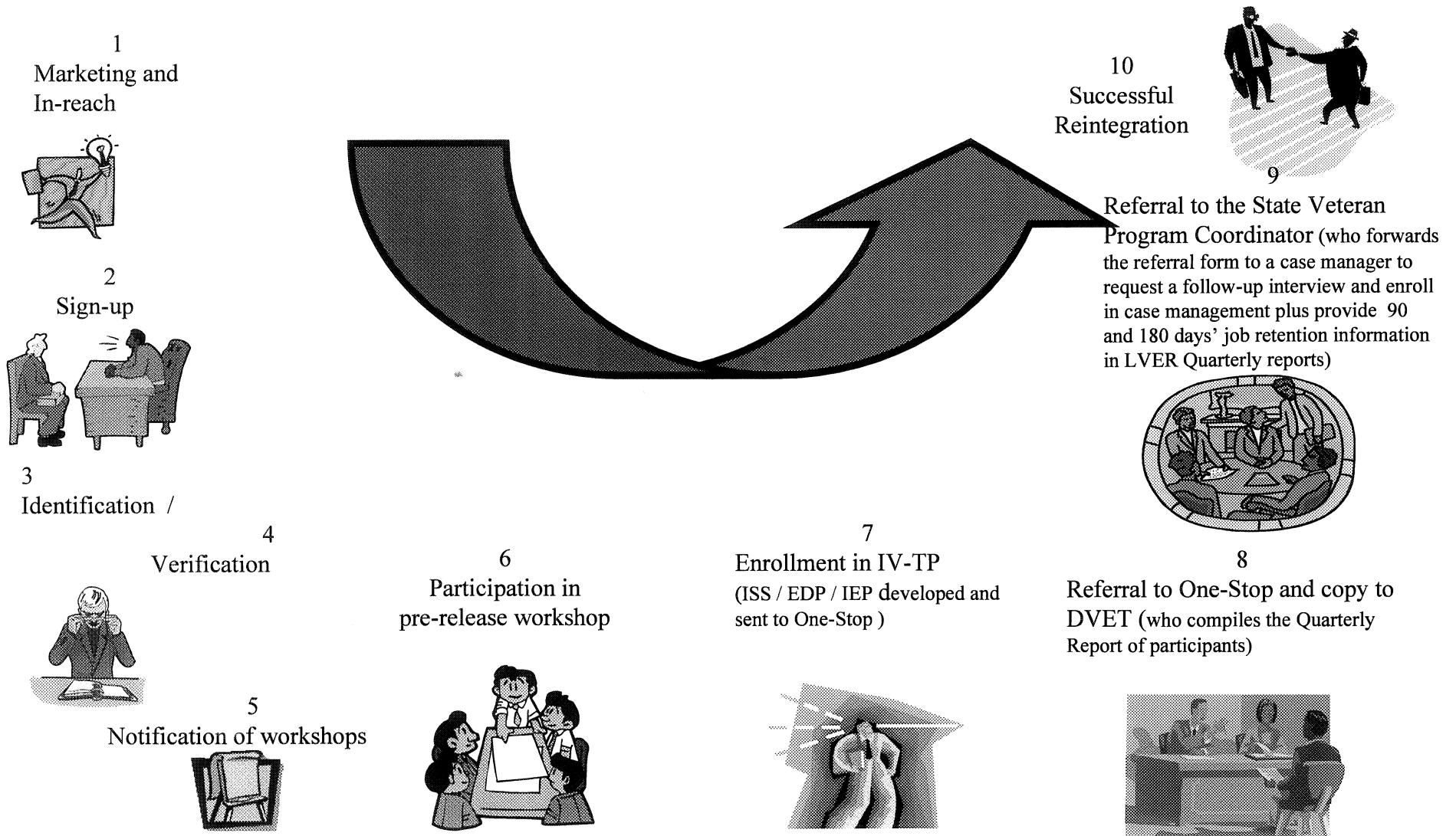
The Special Provisions to the Grant Agreement identify the formerly incarcerated veteran as an applicant group requiring case management services. Therefore, we are requesting that those individuals who enroll in the IVTP and referred to a One-Stop Career Center for employment and training assistance be provided case management services by DVOP staff at the One-Stop Career Center. Further, we are requesting that the DVET follow-up on a quarterly basis on all referrals so he/she can fill out the "Incarcerated Veterans' Transition Program Reporting Guide" for their state. This report will be forwarded to the appropriate Regional Administrator for Veterans' Employment and Training.

VI. ACTIONS REQUIRED:

1. SWAs wishing to participate must notify their DVET by March 17, 2004. Notification should include the estimated number of DVOPs and LVERs who will participate and the number of Correctional Facilities to be targeted for this vital service.
2. DVETs are to work with the State to obtain any state specific information on the Correctional Facilities located in the state as well as veteran population.
3. DVETs should forward the request to their Regional Administrator along with their approval if unobligated DVOP/LVER funds are identified to be used for this project.
4. RAVETs will forward the requests to Stan Seidel, Project Coordinator, via e-mail to his Maryland Office by March 24, 2004.
5. VETS will notify the SWAs selected by April 15, 2004.

SWAs seeking clarification regarding participation in this training should contact their DVET. DVETs may contact Stan Seidel through their RAVET via e-mail.

Program Flow



ATTACHMENT II

May 1, 2003

In Reply Refer To:

Name
Veterans Program Coordinator
Address
City, State Zip

Dear

I am providing this letter to introduce _____, who is seeking employment in the job category of DOT 169 Administrative Specializations. This veteran is currently involved in the Incarcerated Veterans Program.

_____ has been directed to report to your office by May 15, 2003. I welcome the opportunity to work closely with you in assessment of his/her job readiness as well as with your efforts to provide job development services in the employment field noted above.

Please complete the items listed below and return this letter to my attention following your first interview or within 30 days of the date listed above so that we can maintain current information on the progress of this veteran's job search.

Thank you for your kind assistance.

Sincerely yours,

Name
Title
Office
Address

Did the above named client register with your office? _____

What was the date of your first interview? _____

- How may I help you coordinate job development efforts for this client?

- Please provide a brief summary of your contact with this veteran.

ATTACHMENT III

May 1, 2003

Name
Veterans Program Coordinator
Address
City, State Zip

INCARCERATED VETERAN
REFERRAL FOR JOB ASSISTANCE

NAME OF VETERAN: SS:

ADDRESS OF VETERAN:

TELEPHONE NO:

DOB: DISABILITY:

DATE OF RELEASE:

WORK EXPERIENCE:

CASE MANAGER:
TELEPHONE NO:

cc: Veteran
EDP Folder
DVOP File

DVET
USDOL/VETS
Address