

Mandatory Program Requirements

(1) **Comprehensive Case File** – all VWIP incentive services and activities provided to a veteran by a DVOP/LVER must be documented. Mandatory documents/copies of documents to be maintained in the case file are as follows: a Job Link Screen print out of their ES registration, the VWIP pre-enrollment assessment, DD 214 (to help veteran obtain an official copy log on to <http://www.archives.gov/veterans/military-service-records/dd-214.html>), social security card, green card, or passport (to help veteran obtain documentation log on to <http://www.ssa.gov/ssnumber/>), disability form (to help veteran obtain documentation call the VA @ 1-800-827-1000), proof of selective service registration (can be immediately verified on-line @ <https://www.sss.gov/RegVer/wfVerification.aspx>), drivers license, any completed skill assessment test, an information release form, a funding letter, a quality review form, a vocational training plan, a Job Link screen print out of the services provided, an Employment Development Plan (EDP also know as an Individual Employment Plan IEP), a VWIP supportive services documentation form, a VA benefits tracking form, any progress reports or certificates of completion from training providers, a Job Link screen print out of the confidential notes (Job-link F10 Screen), a 90, 180, and 270 day follow up form, any miscellaneous supporting documentation such as resumes, medical documents, and employment documents. DVOP/LVERs must maintain all of the above documents in the veterans' case file for 2 years.

(2) **Pre-Enrollment Assessment** – will be completed by DVOP/LVER staff for eligible veterans who are referred by workforce center staff. The assessments will verify program eligibility; determine the nature and degree of barrier (s), and the appropriateness of enrollment. Veterans who are not appropriate for the program will be referred to workforce center staff for possible enrollment into WIA.

(3) **Employment Development Plans (EDP) (Also known as Individual Employment**

Plans) - are currently prepared for veterans as a means to document employment barriers. The EDP process will be expanded to encompass all eligible veterans and will incorporate the services, activities, training assessment, and assessments completed by the DVOP/LVERs. Throughout the process, the DVOP/LVERs will provide guidance, career counseling, and offer current information on green job training programs to help the veteran make appropriate career path choices. The EDP will assess the veteran's job skills, work experience, and identify any employment barriers. It will address issues such as transportation, necessary work clothing or tools, child care, etc. The DVOP/LVER will then determine the training/supportive services needed to eliminate or reduce those barriers, and whether the participant will need temporary employment while in training. If VWIP supportive service funding is appropriate for the veteran, a clear and detailed documentation as to what the purchases are intended for, the amount(s) given to the veteran, and copies of all receipts from products purchased by the veteran in their respective case file.

Development of the EDP and the veterans' case file will be a joint effort by DVOP/LVERs and WIA program staff. Services will include a full range of assessment activities to include but are not limited to: vocational interest and aptitude, job skills and basic skills. After the veterans' case file is completed and approved for training the participant will receive services appropriate to their need. These services will include basic readjustment services, training or retraining, supportive services, placement services such as job search workshops, job referral, and job placement.

(4) **Core training activities** – This component will consist of providing classroom training, occupational skills training, and remedial education. Although the major thrust will be

formalized training, on-the-job training (OJT) may be provided, if the DVOP/LVER determines that it is better suited to meet the needs of the Veteran. Fast track skills training may also be offered. Fast track job skills training will be available for both traditional and non-traditional occupations for a time period between three and twelve weeks. If the EDP identifies basic skills deficiencies, the veteran will be offered basic skills or remedial training prior to entry into a job skills training program. Participants will also be offered a wide variety of in-house training programs and basic readjustment services that include workshops and self-paced computer-based training programs. Upon enrollment into green energy training, DVOP/LVERs must obtain written documentation that is signed by both the training provider and the participant to verify attendance for each participant.

- (5) **Job placement and follow-up services** - Will be provided by DVOP/LVER staff, and will be made available to participants throughout their program participation. The majority of these services will occur after the completion of training. Specific documentation of any open VA disability claim must also be closely monitored and documented in the veteran's case file before, during, and after placement into training. Placement services will also include, but not be limited to: Job search assistance workshops, job development, computerized job match activities (mediated services), access to the internet for self-referral of jobs listed in Connecting Colorado, and vet-only job clubs or facilitated networking groups (where available). Follow-up will occur at 90, 180, and 270 day intervals following placement. Documentation of employment location, status, and wage data will be documented in the veteran's case file.