



## **PRIORITY SERVICE FOR VETERANS AND ELIGIBLE SPOUSES PROCEDURE**

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**EFFECTIVE DATE:** July 1, 2010

**REFERENCE:** State Policy #1009, Local One Stop Guidance 10-01 & WDA Local Directive 10-91

**PURPOSE:** To ensure Veterans and eligible spouses Veterans are notified they receive priority for training services over all other persons and shall be notified at first point of service (Orientation). All SkillSource staff will understand and implement Veteran's prioritization procedures.

### **PROCEDURE:**

- All customers receive information about Veterans priority service at first point of entry (Orientation) via oral presentation, powerpoint and Priority for Service flyer.
- At Orientation, all customers receive and are asked to complete a workshop registration form if they are interested in attending an of the core services workshops. The customer is asked to indicate whether they are a Veteran or spouse of an eligible Veteran. If the customer indicates "yes" to this question, they are registered for the workshop before all other customers.
- Veterans determined eligible for WIA and seeking training services are advanced to the top of any pool or wait list for the issuance of ITA's, OJT, or CET.

### **TRAINING:**

SkillSource staff will be trained on procedures by managers and/or supervisors using the following:

- State Policy #1009
- Local One Stop Guidance #10-01
- North Central WDA Local Directive #10-91
- SkillSource Priority of Service for Veterans handout
- Copy of workshop registration form

Managers and /or supervisors will document staff trainings with meeting agenda and minutes indicating staff members present at training.



Have you ever served in the military?

Or, are you the spouse of a veteran?

One very important reason we ask is that federal law requires priority of service for veterans and eligible spouses in several employment and training programs.

If you are a Vet, or the spouse of a Vet, then we'd like to say—

**“Thank you, for serving our Country!”**

SkillSource is here to serve you.

- SkillSource offers veterans and their eligible spouses priority of service in employment and training programs (certain conditions apply)
- Workshops including assessment, career planning, and job search techniques are available. Basic skills instruction, vocational education and on-the-job training are also available on a limited basis for those veterans who also meet workforce investment eligibility requirements for low income adults or dislocated workers.

### Jobs for Veterans Act definition of a veteran or eligible spouse:

- You must have exited active duty U.S. Military service with a discharge of other than dishonorable (Members of the Reserves or National Guard who were activated to federal service under Title 10 qualify): or
- You are the spouse of a U.S. Military veteran who:
  - died as the result of a service-connected disability; or is reported as MIA, a POW , or is forcibly detained or interned in the line of duty by a foreign government or power for more than 90 days; or
  - has a total disability, permanent in nature, resulting from a service-connected disability, or has died while a disability so evaluated was in existence.

Veterans' Priority of Service is an entitlement to qualified veterans and spouses under the Jobs for Veteran's Act. SkillSource is required to provide the opportunity for covered veterans and spouses to identify their status for receiving priority service. Under the law, there are certain circumstances which dictate veterans will have priority to receive earlier service which may include obtaining funding for training or support services when applicable.

*SkillSource is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

Priority of Service



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Priority of Service