



**WorkSource System Policy**  
**Employment System Administration and Policy**

---

---

Washington envisions a nationally recognized fully integrated One-Stop system with enhanced customer access to program services, improved long-term employment outcomes for job seekers and consistent, high quality services to business customers. In order to achieve this vision, Employment System Administration and Policy sets a common direction and standards for Washington's WorkSource system through the development of WorkSource system policies, information memoranda, and technical assistance.

---

---

**Policy Number:** 1022

**To:** Washington WorkSource System

**Effective Date:** July 1, 2016

**Subject:** Referral of Veterans with Significant Barriers to Employment to the Disabled Veterans' Outreach Program

**1. Purpose:**

To communicate the system-wide policy and procedures for core and partner programs included in Washington's Workforce Innovation and Opportunity Act (WIOA) State Plan to identify and refer veterans with significant barriers to employment (SBE) to the state's Disabled Veterans' Outreach Program (DVOP).

**2. Background:**

DVOP, which is operated by the Employment Security Department (ESD), provides intensive case management and services, job referrals, and job readiness activities to disabled veterans and other veterans with SBE.

Common Assurance No. 11 in WIOA Unified and Combined State Plan Requirements directs states to provide assurances to the U.S. Departments of Labor and Education that "(s)ervice providers have a referral process in place for directing Veterans with Significant Barriers to Employment (SBE) to DVOP services, when appropriate."

Title I-B Assurance No. 2 similarly directs states to provide assurances to the U.S. Department of Labor that they have "implemented a policy to ensure local areas have a process in place for referring veterans with significant barriers to employment to career services provided by the JVSG program's Disabled Veterans' Outreach Program specialists."

**3. Policy:**

a. Identification of Veterans with SBE

Staff of programs under the WIOA State Plan ([Attachment A](#)) who work directly with customers must familiarize themselves with the criteria for veterans with SBE in [Attachment B](#).

b. Referral of Veterans with SBE to DVOP

If, through formal or informal means (e.g., intake processes, general discussion, use of a list such as that reflected in [Attachment B](#)), WIOA State Plan core and partner program staff identify veterans with an SBE, they must offer those individuals a referral to the DVOP in the nearest WorkSource (one-stop) center. The WorkSource directory can be found at this [link](#). Whether or not to accept or follow through on a referral is up to the customer.

**4. Definitions:**

Veterans with Significant Barriers to Employment – Refer to [Attachment B](#)

**5. References:**

- Workforce Innovation and Opportunity Act (WIOA) Unified and Combined State Plan Requirements, Common Assurance No. 12 and Title I-B Assurance No. 2
- [Training and Employment Guidance Letter \(TEGL\) 19-13, Change 2](#) (Expansion and Clarification of Homeless Definition as a Significant Barrier to Employment (SBE))
- Veterans' Program Letter (VPL) 04-14
- Veterans' Program Letter (VPL) 03-14

**6. Supersedes:**

None.

**7. Website:**

<http://wpc.wa.gov/adm/policy>

**8. Action:**

LWDBs and their contractors, as well as Employment Security Regional Directors, should distribute this policy broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

**9. Attachments:**

- [Attachment A](#) – Programs Included in Washington's WIOA Combined State Plan
- [Attachment B](#) – Criteria for Veterans with Significant Barriers to Employment

**Direct Inquiries To:**

*Employment System Administration and Policy Unit  
Employment System Policy Division  
Employment Security Department  
PO Box 9046  
Olympia WA 98507-9046  
(360) 902-9666  
[SystemPolicy@esd.wa.gov](mailto:SystemPolicy@esd.wa.gov)*

*Veterans Unit  
Workforce and Career Development Division  
Employment Security Department  
P.O. Box 9046  
Olympia WA 98507-9046  
(360) 902-9672  
[smitchell@esd.wa.gov](mailto:smitchell@esd.wa.gov)*

## **Attachment A**

Programs included in the WIOA Combined State Plan (and to which WorkSource System Policy 1022 applies):

- WIOA Title I Youth, Adult, and Dislocated Worker Programs
- WIOA Title II Adult Education Programs
- WIOA Title III Wagner-Peyser Act Program
- WIOA Title IV Vocational Rehabilitation Programs
- Temporary Assistance for Needy Families (TANF)
- Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T)
- Trade Adjustment Assistance (TAA)
- Jobs for Veterans State Grant (JVSG)
- Unemployment Insurance (UI)
- Senior Community Service Employment Program (SCSEP)
- Housing and Urban Development Employment and Training (HUD E&T)
- Community Services Block Grant (CSBG)
- Reintegration of Ex-Offenders Program (RExO)
- State Board for Community and Technical Colleges' Worker Retraining Program
- Department of Labor and Industries' Office of Apprenticeship (OA)

## **Attachment B**

Veterans with Significant Barriers to Employment (SBE) who were discharged under other than dishonorable conditions must meet at least one of the following criteria:

- Being homeless or in danger of becoming homeless, to include those fleeing or attempting to flee a hostile home environment
- Receiving/pending U.S. Department of Veterans Affairs compensation for a disability
- Currently or has previously been incarcerated
- Receiving or eligible for public assistance
- Being discharged in the past three years and unemployed for 27 weeks or longer in the past 12 months
- Lacking a high school diploma or high school equivalency degree
- Being between the ages of 18 and 24 inclusive
- Being a Wounded Warriors or caregiver for Wounded Warriors
- Separated from the military under other than dishonorable conditions and being discharged due to forced downsizing
- Having a Department of Defense (DD) Form 2958 (Service Member Career Readiness Standards/Individual Transition Plan Checklist) on which they have been deemed “not career status ready”