POLICY OF EMPLOYINDY

<table>
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<tr>
<th>Policy Name</th>
<th>Veteran Priority of Service</th>
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<tbody>
<tr>
<td>Policy Number</td>
<td>2015-020</td>
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<tr>
<td>Program Funding Stream</td>
<td>WIOA, Wagner-Peyser, TAA &amp; Other Federally Funded Employment or Training programs and grants</td>
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<tr>
<td>Executive Team Approval</td>
<td>(please date &amp; initial below)</td>
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<td>CFO</td>
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<td>COO</td>
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<td>President Approval</td>
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<tr>
<th>REV</th>
<th>Description of Change</th>
<th>Author</th>
<th>Effective Date</th>
<th>Review Date</th>
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<tr>
<td></td>
<td>Reissued &amp; replaces policy #2011-SD-002, Veteran Priority of Service</td>
<td>W. R. Miller</td>
<td>Upon Approval</td>
<td>12/31/16</td>
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<tr>
<td>1</td>
<td>Added language in policy statement</td>
<td>S. Johnson</td>
<td>Upon Approval</td>
<td>9/30/2018</td>
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1. Purpose

To establish policy that sets guidelines for preferential service for United States military veterans and eligible spouses of veterans.

2. Scope

This policy will apply to all employment, training and placement services provided through the WorkOne Indy Network that use Federal funds.

3. Summary of the Law, Rules, and Governing Policies

Section of the Jobs for Veterans Act of 2002 provides that, “A covered person is entitled to priority of service under any qualified job training program if the person otherwise meets the eligibility requirements for participation in such program.”

20 C.F.R. Part 1010 outlines the “Application of Priority of Service for Covered Persons”.

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1 38 U.S.C. § 4215(b)(1)
U.S. DOL TEGL #10-09 provides guidance on "Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in whole or in part by the U.S. Department of Labor (DOL)."  

U.S. Department of Labor, TEN 15-10 "Protocol for Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in whole or in part by the U.S. Department of Labor (DOL)."

Covered persons will be given priority of service over non-covered persons for employment, training and placement services either by 1) receiving access to the service before a non-covered person or 2) if the services are limited, will receive the service instead of or before the non-covered person.

Covered persons may self-attest to meeting the veteran status.

4. Responsibilities

EmployIndy Career Services and Youth Departments and service provider management are responsible for the implementation of this policy.

EmployIndy Quality Department is responsible for the oversight of this policy.

All individuals working within the EmployIndy system have responsibility to adhere to this policy.

5. Policy Statement

Identification

All Covered Persons will be identified at the point of entry into the WorkOne Indy System. Those Covered Persons will be made aware of their entitlement to priority of service, the full array of employment, training and placement services, and any eligibility requirements for those programs and services.

All WorkOne offices will clearly display Veteran Priority of Service posters which at a minimum will direct them to seek clarifications on their rights related to veteran priority of service. All public WorkOne websites will also provide clear guidance to veterans related to veteran priority of service.

Verification

Each individual seeking service through the Marion County WorkOne system will be asked if they are a veteran or qualified spouse of a veteran. If they indicate that they are, appropriate

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5 Indiana Department of Workforce Development, "DWD Policy 2015-08: Priority of Service for Veterans and Eligible Spouses in Indiana Department of Workforce Development's Integrated WorkOne Offices" [http://www.in.gov/dwd/files/Vets_policy_POS_FINAL.pdf](http://www.in.gov/dwd/files/Vets_policy_POS_FINAL.pdf)
documentation will be collected and copied or the individual will be asked to complete a Veteran Self-Attestation form.\(^6\)

A Veteran Self-Attestation form is sufficient unless a decision is made to commit outside resources to one individual over another for these programs or services.\(^7\) When verification of eligibility is required in these instances, a veteran or eligible spouse should be enrolled, provided immediate priority, and be permitted to follow-up subsequently with any required verification of his or her status as a veteran or eligible spouse.\(^8\)

Priority of Service

Upon being identified as a covered person, the candidate will be immediately referred to a WorkOne staff person (by-passing any line or waiting list for non-veterans). The WorkOne staff shall provide initial services to the covered person that will include, at a minimum, a listing of the full array of employment, training and placement services available through the WorkOne and any eligibility requirements for those programs and services. As appropriate, WorkOne staff will schedule appropriate follow-up services and will schedule appointments with the Disabled Veteran Outreach Program (DVOP) specialists for those covered persons who qualified for and want DVOP services.

Covered persons that are equally qualified with non-covered persons will be given a preference when being referred to a job or training opening. If a case where veteran’s priority of service and priority of services under the WIOA Adult program come into conflict, see EmployIndy’s WIOA Adult Priority of Service Policy.

Covered persons must meet all other eligibility requirements for programs and services and must be qualified for job openings and training opportunities. All normal processes and steps required for non-covered persons must be completed by covered persons. Veteran priority of service does not mean that that a covered person may bump a non-covered person who has previously been selected to receive such service.

6. Exceptions

There are no exceptions to this policy

7. Definitions

Covered person: The following individuals:\(^9\)

1. A veteran
2. The spouse of any of the following individuals:
   a. Any veteran who died of a service-connected disability.
   b. Any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
      i. Missing in action,
      ii. Captured in line of duty by a hostile force, or

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\(^6\) Id.

\(^7\) Id.

\(^8\) Id.

\(^9\) 38 U.S.C. §4215(a)(1)
iii. Forcibly detained or interned in line of duty by a foreign government or power.

  c. Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs.

  d. Any veteran who died while a disability, as indicated in c above was in existence.

**Covered veteran** or **veteran** for the purposes of this policy includes any of the following veterans:

1. Disabled veterans.
2. Veterans who served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized.
3. Veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order No. 12985 (61 Fed. Reg. 1209).
4. Recently separated veterans.

**DVOP services** are services to veterans with barriers to employment and/or special training needs. Such services include:

1. Conducting an assessment (minimum requirement)
2. Developing a plan of action that is documented (minimum requirement)
3. Providing career guidance
4. Coordinating supportive services
5. Making job development contacts
6. Providing referrals to training
7. Making referrals to job openings

**Priority of service** with respect to any qualified job training program means that a covered person shall be given priority over a non-covered person for the receipt of employment, training, and placement services provided under that program, notwithstanding any other provisions of the law.

**Qualified** with respect to an employment position, means having the ability to perform the essential functions of the position with or without reasonable accommodation for an individual with a disability.

**Veteran**: For purposes of priority of service is a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable, as specified in 38 U.S.C. § 101(2). Active service includes full-time duty in the National Guard or a Reserve component, other than full-time duty for training purposes.\(^{10}\)

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**8. Related Policies and Documents**

DWD Policy #2015-08\(^{11}\)
Veteran Self-Attestation Form
EmployIndy WIOA Priority of Service Policy

\(^{10}\) 20 C.F.R. § 1010.110  
\(^{11}\) Indiana Department of Workforce Development, “DWD Policy 2015-08: Priority of Service for Veterans and Eligible Spouses in Indiana Department of Workforce Development’s Integrated WorkOne Offices.”  
http://www.in.gov/dwd/files/Vets_policy_POS_FINAL.pdf

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