

Veteran Short-term Training Program (VSTP)

November 2004

1) *How does a local area apply for the grant?*

A local area does not apply for a VSTP grant. The veterans' representative and the WIA case manager for the county that resides within a local workforce investment area apply for funds on behalf of a veteran. The funds are for services to veterans and given on a first come, first serve basis (see the "Goals and Allocation of Funds" section in the VSTP guidance letter). When a veteran customer is selected to receive a VSTP service, the VSTP Request Form is submitted and upon approval, the funds are authorized for the veteran through WIA.

2) *Is there an application process?*

Yes. The application process is stated in the VSTP guidance letter.

3) *How much money is available for each local workforce investment area?*

The funds are not allocated by each local workforce investment area. The veterans' representative and the WIA case manager for the county that resides within a local workforce investment area apply for funds on behalf of a veteran. The funds are for services to veterans and given on a first come, first serve basis.

4) *Who is the VSTP partnership between? What is the purpose of the signature line of the "WIA Case Manager" on the VSTP Request Form?*

One premise of the VSTP is to ensure that local level coordination occurs among One Stop partners. One Stop partners that may have potential to serve a veteran under this program should be aware of proposed services to be given. The intent is to leverage resources and deliver services through a seamless system.

The partnership is between the veterans' representative and WIA case manager, and any One Stop partner staff when they are involved in identifying and/or providing services to a veteran. The WIA case manager will sign the VSTP Request Form as indication that consultation, coordination, and/or acknowledgment have occurred regardless whether there is co-enrollment.

5) *Must veterans be registered in WIA SCOTI?*

Veterans will not be registered in WIA SCOTI, unless they are co-enrolled in VSTP and in the Adult, Dislocated Worker, or Youth program. Additional guidance will be given later based on enhancements to the SCOTI system.

6) *Should there be a tracking system at the county level for the individuals in the VSTP?*

The veterans' representative is responsible for tracking the veterans in this program. The VSTP Request Form, an Enrollment Form, and Follow-up Report are used for tracking purposes. WIA case managers and One Stop partner staff may have other requirements to track veterans. WIA tracking is required when co-enrollment occurs.

7) *Is there a way counties could request a number of slots at \$2,500.00 before determining services are necessary for veterans?*

No. Funds must be requested for a specific veteran after determining that services are necessary for the individual.

8) *Is an agreement specifying roles and responsibilities required to be signed with the Ohio Department of Job and Family Services (ODJFS)?*

An agreement on roles and responsibilities is not required. The WIA Discretionary Funds/ Veteran Short-term Training Program guidance outlines the roles and responsibilities for the implementation of this program.

The Veterans' Technical Letter (VTL) 4-05 Draft letter dated 11/5/04, page 3, #4 under "Training Applications" states, "be unable to obtain grant assistance from other sources to pay for the cost of training"; . . .

9) *If the training program is one for which a Pell Grant might be available, is it possible to waive the requirement that a customer apply for the Pell?*

The Pell Grant requirement cannot be waived. All VSTP customers must be treated the same as the WIA customers. Monitors will expect to see appropriate Pell information in the file when a monitoring review is conducted.

Documentation could include a letter/statement from the school stating it does not accept or is not eligible to receive Pell, or documentation showing a participant applied for Pell and was rejected. Either documentation will need to be readily accessible in each file.

10) *If the requirement is waived, would there be potential for a WIA audit finding against the county if the VSTP recipient is co-enrolled as a WIA adult?*

Yes. There is potential for a WIA audit finding.

11) *WIA performance measures apply if there is a co-enrollment and this means a five-quarter follow-up is mandatory. If a veteran is not co-enrolled, the VSTP guidelines state only 90 days follow-up is required. If this program is funded by WIA discretionary funds, do these funds require a five-quarter follow-up?*

No. Because the VSTP program is discretionary funding, Ohio has the option of applying performance measures and follow-up requirements. Ohio chose not to apply the WIA performance measures or follow-up requirements for veterans who are enrolled **only** in VSTP.

12) Can WIA funds be used to extend the VSTP training past June 30, 2005?

The VSTP program cannot be extended beyond June 30, 2005. However, a customer can be co-enrolled in VSTP and in the WIA Adult, Dislocated Worker, or Youth program. Presuming the training is the same that is funded by VSTP, the customer could continue the training after June 30, 2005, under the Adult, Dislocated Worker, or Youth funding stream. The training past June 30, 2005, is considered WIA training, not VSTP training.

13) Why must training be completed by June 30, 2005? Can training start before June 30th, roll over into July, and the bill be paid by August 31, 2005?

The spending authority for the VSTP is for Program Year 2004 and ends June 30, 2005. Any refund must be done before June 30th. There are limited funds for this short-term training program. Veterans must be finished with training by June 30th, if only WIA VSTP is the funding source.

14) What if a veteran is approved for VSTP, but the school or vendor does not invoice for the cost until after August 31, 2005? Who would pay the invoice? What funding source will pay the invoice?

Local areas are encouraged to tell schools and vendors to bill for this cost immediately when it occurs. However, if the local area is not invoiced until later, the cost should be reported as a WIA accrued cost because it was incurred prior to June 30, 2005. Invoices received after June 30, 2005, will be reconciled as part of the WIA closeout process. If the cost is not reported, payment will not be made.

15) How will administrative funds be allocated for VSTP?

The administrative funds allocated to the VSTP are based on 10% of the total cost approved for each request. For example, if the cost approved, including cost for supportive services, is \$2,500.00, the 10% administrative cost is \$250.00. If the total request is \$2,000.00, the 10% administrative cost is \$200.00.

16) How will counties in local workforce investment areas know that VSTP funding has been approved by the State so that counties could request a draw on funds?

Counties (sub recipients) will draw funds directly from the local WIA fiscal agent. Counties will use the process and procedures established by the local workforce investment area fiscal agent.

The VSTP Grant Coordinator faxes the approved VSTP Request Form to the VSTP staff or lead staff. The approved VSTP Request Form is notification that funds have been authorized for a veteran. The Audit Resolution Section requests that ODJFS/Office of Fiscal Services prepare and send an allocation letter to the WIA fiscal agent. The VSTP staff should allow 14 business days for the fiscal agent to receive the allocation letter. The fiscal codes for VSTP funds are included in the allocation letter. Funds will be drawn from the State by the fiscal agent for the local workforce investment area.

17) What number goes into the “WIA Area #” space on the VSTP Request Form?

The number that goes in the “WIA Area #” space is your local workforce investment area number in which the county is located (the exception is the City of Cleveland). The local workforce investment area numbers range from 1 to 20.

18) Who is the causal party liable for the VSTP funds if there is an audit finding?

The VSTP is funded by WIA. The chief elected official(s) serves as the local grant recipient responsible for the disbursement of WIA funds and is liable for audit findings and/or any misuse of funds.