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**STATE INSTRUCTION NUMBER 16-06, Change 1**

**To:** Workforce Area Signatory Officials  
Workforce Area Administrators  
DEW Regional Managers

**Subject:** Homeless Veterans' Reintegration Program

**Issuance Date:** July 17, 2017

**Purpose:** To provide updated information on U.S. Department of Labor (DOL) Homeless Veterans' Reintegration Program (HVRP) grants in South Carolina.

**References:** Training and Employment Guidance Letter No. 4-16 and Veterans' Program Letter No. 03-16.

**Background:** Together with partners nationwide, the Department of Veterans Affairs launched the End Veterans' Homelessness initiative, an unprecedented effort to make sure veterans are able to obtain permanent housing and that veterans at risk of homelessness remain housed. One effort related to this partnership is to connect homeless veterans with workforce programs available at American Job Centers (AJCs) to ensure they receive appropriate workforce services. Being connected to the labor market is one step towards self-sufficiency, including the attainment of affordable housing.

**Policy:** The following HVRP grantees are now operating in South Carolina:

- Fast Forward – Received additional award to continue serving Fairfield, Lexington and Richland counties;
- Telamon – Received approval to expand service area to Greenville and Spartanburg counties, in addition to Calhoun, Fairfield, Kershaw, Lexington and Richland counties; and
- Military Community Connection of SC – Received grant award to provide services to incarcerated veterans at MacDougall Correctional Institution and previously incarcerated veterans in the surrounding counties where many of the veterans will return (Allendale, Beaufort, Berkeley, Charleston, Colleton, Dorchester, Georgetown, Hampton, Horry and Jasper counties).

HVRP grantees are required to enroll all participants through local SC Works centers. This is to create a sustainable partnership in which grantees understand each other's services and to ensure that participants' employment needs are met. Enrollment occurs when the homeless veterans' program participant receives a Wagner-Peyser Act-funded employment service, a JVSG-funded DVOP service or a WIOA Title I-funded service, such as services for adults or dislocated workers. Fast Forward, Telamon, and Military Community Connection of SC are responsible for working with appropriate ES, JVSG and WIOA Title I staff in the SC Works centers to facilitate the enrollment of homeless veterans' program participants.

#### **Point of Entry and Tracking in SCWOS**

The Veterans' Services Intake Form should be used at the initial point of entry in the SC Works center to identify homeless veterans. Homeless veterans meet the criterion of having a "significant barrier to employment" and must be immediately referred to a Disabled Veterans Outreach Program (DVOP) Workforce Consultant or, in instances where a DVOP is not available, to another DEW Workforce Consultant for the provision of individualized services. After an initial assessment, the DEW Workforce Consultant will determine if the veteran would benefit from a referral to one of the available HVRP programs. The DEW Workforce Consultant will schedule an appointment with the selected program and make sure that the participant, HVRP grantee, and DEW Workforce Consultant will all be in attendance. If the initial point of entry for the homeless veteran is the HVRP grantee's office, the grantee will set up the appointment with a DVOP/DEW Workforce Consultant, participant, and grantee. The HVRP grantees will make referrals for enrollment in other workforce programs, including WIOA Title I, as appropriate.

To ensure that HVRP participants are uniquely identified in SCWOS, the Fast Forward, Telamon, or Military Community Connection of SC 5-digit grant number must be entered by DEW staff in the Wagner-Peyser application under the Participant Individual Record Layout (PIRL) tab.

**Action:** Ensure that all appropriate staff receive and understand this policy guidance.

**Inquiries:** Questions may be directed to Marlin Bodison at 803-737-9936 or [mbodison@dew.sc.gov](mailto:mbodison@dew.sc.gov).



Patricia Sherlock, Director  
Policies and Procedures