



WorkSource Information Notice (WIN)

Employment System Administration and Policy

☒ Policy-related | ☐ Fiscal | ☐ Performance | ☐ Q&A | ☐ Other

Number: WIN 0044, Change 1
Date: February 25, 2022
Expiration Date: N/A

TO: Washington WorkSource System

FROM: Gary Kamimura, Policy Manager

SUBJECT: Veteran Status Validation and Documentation Requirements

Purpose:

To clarify validation and documentation requirements regarding veteran status for Priority of Service, Workforce Innovation and Opportunity Act (WIOA) Title I-B Eligibility, and Data Element Validation (DEV).

Action Required:

Local Workforce Development Boards and their contractors, as well as Employment Security Regional Directors, must distribute this guidance broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

Content:

The Employment Security Department notes that data validation issues with documentation of veteran status continue due to disparate requirements between veteran status for Priority of Service, WIOA eligibility, and DEV. To minimize such validation issues, all staff must inform veterans at intake that they may be required to provide their DD-214 (or cross match with veteran's data or a Veterans' Administration (VA) letter) in order to receive certain services. Staff must review this WIN to develop an understanding of the disparate requirements.

Requirements:

- **Veterans Priority of Service Requirement:** Verification of status for veterans and eligible spouses is not required in order to provide priority of service. "Qualified" programs do not have to verify the status of an individual as a veteran or eligible spouse at the point of entry unless they immediately undergo eligibility determination and enrollment into the program and the applicable federal program rules (not priority of service regulations) require verification.
- **WIOA Programs Eligibility:** A DD-214 is not required to prove the WIOA enrollee is a veteran for the purposes of general program eligibility (i.e., a veteran can be enrolled in a WIOA program without any documentation or record of veteran status).

- DEV Requirement: A DD-214 (or cross match with Department of Defense records or Veterans Service Database or a VA letter) must be on file for every veteran receiving WIOA individualized career services or training services (i.e., if veteran status is established/recorded in order to meet a specific program's verification requirement, documentation will be required for the purposes of DEV).

Definitions:

Qualified Job Training Program – any program of service for workforce preparation, development, or delivery that is directly funded, in whole or in part, by the U.S. Department of Labor.

References:

- [20 CFR 1010.110](#), What definitions apply to this part?
- [20 CFR 1010.300](#)(a) - (b)(2), What processes are to be implemented to identify covered persons?
- [Public Law 107-288](#) - Jobs for Veterans Act (JVA)
- Training and Employment Guidance Letter [\(TEGL\) 10-09](#), 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
- TEGL 10-09 [Attachment A](#), Aspects of Workforce Programs That Relate to Priority of Service
- WorkSource System Policy [1003, Revision 5](#), Data Element Validation
- WorkSource System Policy [1009 Revision 3](#), Priority of Service for Veterans and Eligible Spouses
- WorkSource System Policy [1019 Revision 8](#), Eligibility Policy and Handbook

Website:

[Workforce Professionals Center](#)

Direct Inquiries To:

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Attachments:

None