

**Commonwealth of Massachusetts  
Department of Career Services  
Veterans Employment and Training Program**

**Federal Fiscal Year (FFY) 2012  
“Performance Incentive Awards”  
Nomination Procedures**

The Department of Career Services encourages your participation in the FFY 2012 Veterans’ Employment and Training Service “*Performance Incentive Awards*” for quality employment, training and placement services to United States Veterans and other eligible persons.

The objective of the program is to recognize Massachusetts One-Stop Career Centers and associated individuals that have made a substantial contribution or effort in the provision and integration of services to United States Veterans and other eligible persons and to.

- a) Encourage improvement and modernization of employment, training, and placement services for veterans;
- b) Reward and celebrate excellence in priority of service and integration of service to Veterans at the One-Stop Career Centers;
- c) Develop a library of best practice techniques;
- d) Improve performance outcomes for veterans

***Who is eligible to be nominated?***

- Eligible nominees are One-Stop Career Centers (OSCCs) and Workforce Investment Areas (WIAs) providing employment, training and placement services to Veterans under the Workforce Investment Act or through an employment service delivery system in accordance with Wagner-Peyser, as well as Disabled Veterans Outreach Program specialists and Local Veterans’ Employment Representatives.
- Awards can be given to OSCC and WIAs providing services through an employment service delivery system in accordance with Wagner-Peyser for excellence in the provision of such services or for having made demonstrable improvements in the provision of such services to Veterans pursuant to P.L. 109-641.

***Selection criteria:***

Nominees must demonstrate outstanding efforts at providing employment and training services to United States Veterans or other eligible persons. Nominee’s actions must show that they directly affected a single Veteran or a category of Veterans (e.g., Special Disabled Veteran(s)). In addition, extraordinary services to hard-to-serve Veterans, such as homeless Veterans, will be taken into consideration when selection is being made. Did the nominee’s actions result in the reemployment of a veteran or group of veterans? Did the action improve the reemployment opportunities for those served?

The nominations should include performance data, and demonstrate motivation, program improvement and feedback from job seeking and/or business customers.

Consideration for nomination and the resulting scoring will be based on responses to the questions asked on the Nomination Form.

***Nomination Process:***

1. Nominated OSCCs/WIAs **must** meet the eligibility requirements as stated above.
2. Any individual, group, department or entity may nominate an eligible OSCCs/WIAs whose efforts they believe have made a substantive improvement in the delivery of services to Veterans or other eligible persons or whose exemplary service to Veterans other eligible persons during the fiscal year merit consideration for an award.
3. When using individual success story examples, you must specifically identify that the client is a United States Veteran or other eligible person and documentation in MOSES must be in accordance with WIA Issuance 04-34 and the Veterans Desktop Guide.
4. Nominations will be accepted from OSCCs and WIAs

***Nomination Format:***

All nominations must be submitted on the attached nomination form.

***Where to send nominations:***

Nominations must be sent to the attention of Beth Costa, at [bcosta2@detma.org](mailto:bcosta2@detma.org)

Completed nominations will be reviewed by the Performance Incentive Awards selection committee, consisting of the Veteran Employment and Training and Central Program Units. The committee will determine which nominated OSCC and WIA are to be named to receive incentive awards.

Monetary Incentive Awards will be made annually to the four highest scoring career centers, to be awarded as followed based on scoring, gold, silver, bronze and upcoming star, (individuals recognized will receive non-monetary recognition). Ranking on score sheets as delineated below will establish reward level.

GOLD:	\$10,500
SILVER:	\$8,250
BRONZE:	\$6,125
UP COMING STAR:	\$5,125

Funds will be awarded to the lead operators of the recognized One-Stop Career Centers or to the fiscal agent for distribution to the career centers within its SDA for specific center needs such as computer hardware/software; resource room or library materials; transfer to training accounts; or other office-wide uses, no portion of the monies may be used for administrative costs.

**The deadline for the submission of nominations is Friday, September 7, 2012**

**Award will be announced on Friday, September 14, 2012**

**Please Note:** Contracts must be issued no later than Friday September 30, 2012. All funds awarded must be expended by December 30, 2012.