



Workforce Issuance

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☒ **Policy** ☐ **Information**

To: Chief Elected Officials
MassHire Workforce Board Chairs
MassHire Workforce Board Directors
Title I Administrators
MassHire Career Center Directors
Title I Fiscal Officers
MDCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
MassHire Department of Career Services

Date: July 2, 2019

Subject: **Veteran Status Determination-Use of the DD214 and Other Documentation, Revised**

Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators and other workforce partners of guidance related to Veteran Status Determination: Use of the DD214 and Other Documentation. **This revised policy provides clarification with regard to the use and documentation of the DD214 to verify Veteran or Other Eligible Person status related to eligibility for the Jobs for Veteran Services (JVSG) program and priority of service for WIOA Individualized career services and training services.** This policy replaces MassWorkforce Issuance No. 14-72

Background: [The Jobs for Veterans Act](#) (Public Law 107-288) amended Title 38 of the U.S. Code with regard to the provision of employment related services to Veterans and other eligible persons. The Act requires *priority of service* for qualified Veterans and military spouses in the provision of all USDOL funded services. Title 38 defines "eligible Veteran" as a person who:

(A) served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge;

- (B) was discharged or released from active duty because of a service-connected disability; or
- (C) as a member of a reserve component under an order to active duty pursuant to section 12301(a), (d), or (g), 12302, or 12304 of Title 10, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge.”

The Jobs for Veterans Act (PL 107-288) defines other “eligible person” as:

- (A) the spouse of any Veteran who died as a result of a service-connected disability;
- (B) the spouse of any member of the Armed Forces serving on active duty who, at the time of application for U.S. Department of Labor employment and training services, has, for a period longer than 90 days either been declared missing in action, has been captured by a hostile force while in the line of duty, or has been forcibly detained/interned while on active duty by a foreign government or power; or
- (C) the spouse of any person who has a permanent, total disability resulting from a service-connected disability; or
- (D) the spouse of a Veteran who died while a disability so evaluated was in existence.

The Jobs for Veterans Act specifies that National Guard and Reserve personnel who served on active duty and who were released with other than a dishonorable discharge would qualify as Veterans for purposes of the priority of service requirement.

The Jobs for Veterans Act defines a military spouse as an individual who is married to an active duty service member including National Guard or reserve personnel on active duty, or the surviving spouse of an active duty service member who lost his/her life while on active duty service in Afghanistan, Iraq or other combat-related areas.

A key document used by MassHire Career Center staff to determine an individual’s status as a U.S. Veteran is the U.S. Department of Defense, DD214 Report of Separation form. The DD214 includes the person’s official dates of military service and discharge status.

The DD214 is required for eligibility documentation for JVSJG services only in cases where the participant is to be enrolled in WIOA individualized career services or training services. The DD214 must be viewed by an appropriate staff person and verified in MOSES.

This issuance also provides guidance with respect to the acceptable forms of documentation in determining a customer’s status as an “other eligible person” under the Jobs for Veterans State Grant.

Policy: **Documenting a Customer's Status as a U.S. Veteran for Eligibility for the Jobs for Veterans State Grant (JVSG) Program**

When a customer informs a MassHire Career Center staff person that he/she is a Veteran or is eligible for "Veterans' services" under the "other eligible person" designation and attests to meeting one or more of the Significant Barriers to Employment (SBE) criteria, the customer must be referred to the Disabled Veteran Outreach Programs (DVOP) specialist or to other appropriate career center staff if there is not a DVOP specialist onsite. The DD214 Report of Separation form must be verified at point of entry into the Jobs for State Veteran's Grant (JVSG) program.

Please note verification of Veteran status is not required for basic career center services.

A customer's status as a Veteran cannot be considered authorized until the relevant DD214 is presented, unless the Veterans status has already been established by the VA as a VR&E program participant, the Veteran is participating in a residential program at a VA Hospital, or residing at and enrolled at a Homeless Veterans Reintegration Program, (HVRP) site. However, if the Veteran plans to work with Disabled Veterans' Outreach Program (DVOP) staff toward suitable employment, the DD 214 should be reviewed for employment plan relevance.

Documenting a Customer's Status as a U.S. Veteran for Eligibility for Priority of Service for WIOA Individualized Career Services and Training Services

It is neither necessary or appropriate for program operators to require verification of Veteran or eligible spouse status at point of entry, unless the individual who self identifies as a Veteran or eligible spouse is to immediately undergo eligibility determination and be registered or enrolled in a program and the applicable federal program rules require verification of Veteran or eligible status at that time.

The workforce system and other program operators must enable Veterans and eligible spouses to identify themselves at point of entry to the system or program, and take full advantage of their entitlement to priority of service.

Veteran and eligible spouse status must be verified for priority of service at the point of entry for WIOA individual career services and training services. The DD214 must be viewed by an appropriate staff person and verified in MOSES.

To document that an individual's DD214 has been viewed and that the information contained on the form appropriately meets the required eligibility criteria for the receipt of Veterans' services, MassHire Career Center staff *must* utilize the specified data collection point included in the Massachusetts One-Stop Career Center Employment Service (MOSES) database. **There is no requirement to maintain a hard copy of the DD214 in the case file.**

A MOSES entry must be made by clicking on the Military Tab of the Full Registration screen. The box labeled “DD214” *must* then be checked off and the DD214 information listed below *must be* entered into MOSES to constitute a valid determination of an individual’s status as a United States military Veteran:

- The Veteran’s Entrance and Exit dates from active military service;
- Type of Discharge/Release;
- Service Branch;
- Campaign Badge;
- Date the staff person viewed the DD214; and
- Name of the staff person who viewed the DD214.

Veterans or next-of-kin of deceased Veterans can request a copy of the DD214 using the online order form at vetrecs.archives.gov. Other individuals (as well as Veterans or next-of-kin of deceased Veterans) may request a copy of a DD214 for a Veteran by completing [Standard Form 180](#) (SF 180). A copy of SF 180 may be obtained online or requested by writing to:

National Personnel Records Center
9700 Page Avenue
St. Louis, Missouri 63132

Documenting a Customer’s Status as an Other Eligible Person

A spouse of a Veteran seeking consideration as an “Other Eligible Person” under Sections A, C or D of the definition for “other eligible person” (above) must present a copy of a *Dependency & Indemnity Compensation* (DIC), or letter issued by the Veterans’ Administration (VA), etc., as documentation that the person’s spouse was a Veteran who had either a partial or permanent service connected disability. If the original letter is lost or misplaced, a copy may be obtained from the VA. A person seeking consideration under Section B of the definition for “other eligible person” must present a copy of a letter or notice from the U.S. Department of Defense (DOD) verifying that the individual’s spouse has been missing in action (MIA), has been captured or has been forcibly detained by a foreign government or power for at least 90 days at the time the individual is applying for services.

For “other eligible persons”, MassHire Career Center Staff must specifically document in MOSES NOTES that either a Dependency & Indemnity Compensation letter, letter from the VA, or a Department of Defense notification (depending on the basis of the person’s consideration as an “other eligible person”) of the spouse’s status as missing in action, capture or forcible detainment was viewed. In either case, the staff person must indicate which form of letter or notice was viewed, the issuing organization (VA or DOD), the date of the letter or notice, the section of the Other Eligible Person definition under which the individual qualifies (A, B, C or D), and the name of the staff person who viewed the document.

Action

Required: MassHire Career Center Operators and Management staff must assure that all appropriate staff are informed about, and knowledgeable of the policy and related procedural requirements described in this issuance.

Effective: Immediately

References: Title 38 USC §101, Jobs for Veterans Act, Nov. 7, 2002 [P.L. 107-288]

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 US Department of Labor (DOL).

Inquiries: Please email all questions to PolicyQA@detma.org.