

JVSG State Plan Modification TAG

Technical Assistance Guide (TAG) for Modifications of Jobs for Veterans State Grants (JVSG) State Plans

**VPL 01-24
Attachment #3**

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Introduction

This Technical Assistance Guide (TAG) will help state staff navigate the process and requirements to modify their four-year Jobs for Veterans State Grants (JVSG) State Plans. Although it will focus on the mandatory mid-point modifications, it may also be helpful for any other JVSG State Plan modifications.

The Workforce Innovation and Opportunity Act (WIOA) sec. 102(c)(3) and 103(b)(1) require states to review and modify Unified or Combined State Plans at the end of the first two-year period of any four-year plan to reflect changes in labor market and economic conditions or in other factors affecting the implementation of the State Plan. All states should perform similar reviews of their JVSG State Plans, regardless of whether they are submitted as part of a Combined State Plan or a stand-alone JVSG State Plan. When performing this mid-point review, states must also review and update their JVSG Performance Targets. Plans may also be modified at any point during the grant year.

As explained in further detail below, states should submit modifications to their JVSG State Plans using the same method by which they initially submitted their four-year JVSG State Plans, either through the [WIOA State Plan Portal](#) (if the JVSG State Plan was submitted as part of a Combined State Plan under WIOA) or as an amendment in the grants management system (if the JVSG State Plan was submitted as a stand-alone plan). Prior to modifying a JVSG State Plan, states are advised to confer with their assigned Director for Veterans' Employment and Training (DVET).

See Attachment #1, JVSG State Plan Required Components and Guidance, for guidance on what must be included in a JVSG State Plan.

The JVSG State Plans should not include specific references to the number of staff or the monetary amount of the grant award, as these State Plans cover four years. This specific information will be included in the annual application for funding required on a fiscal year (FY) basis.

Mid-Point JVSG State Plan Modifications

States establish performance targets on a program year (PY) schedule for a period of two years. States will review and update their JVSG performance targets during the mid-point modification, following the process outlined in Attachment #4, JVSG Performance Targets TAG.

In addition to this biennial adjustment of the performance targets, the mid-point modification process is an opportunity to carefully review the four-year plan. States can compare the plan with current American Job Center (AJC) operations and consider whether there are any upcoming changes that should be reflected in the plan. For example, if recent legislative changes have affected the populations of veterans who are eligible for Disabled Veterans' Outreach Program (DVOP) services, those changes must be reflected in item (e) of the State Plan. DVETs will also be reviewing the plans and may reach out to provide states with technical assistance.

State Plan modifications will follow the same process and are subject to the same requirements as the initial submission. As with the initial plan, the Veterans' Employment and Training

Service requests that states share an editable draft of the planned modifications with the DVET prior to submittal.

Submitting JVSG State Plan Modifications

The process for submitting a JVSG State Plan modification closely mirrors the process for submitting the original State Plan.

JVSG State Plans combined with WIOA State Plans: JVSG State Plans that were combined with the WIOA State Plan will be submitted through the same [portal](#) as their initial State Plan. Please refer to the most current [Employment and Training Administration \(ETA\) guidance](#) on this subject.

Stand-alone JVSG State Plans: Stand-alone JVSG State Plan modifications are submitted in the grants management system as an amendment to the current FY's grant. These amendments will include:

- A transmittal letter on official letterhead, signed by the authorized representative, describing the requested changes, including the section(s) and page number(s) of the changes; and
- A clean copy of the revised JVSG State Plan.

No additional documents or forms are required. The VETS-401 Budget Information Summary and VETS-501 Staffing Directory forms should not be revised during this submission. This amendment should address the JVSG State Plan alone and **not** include any other requests (e.g., additional funding, budget realignment, indirect cost rate change, etc.).

Refer to the [DOL Grant Recipient Training Materials](#) for assistance with submitting amendments.

Approval Process

As with the submittal process, the modification approval process is very similar to the original state plan approval.

JVSG State Plans combined with WIOA State Plans: Once a modified WIOA Combined State Plan that includes the JVSG State Plan is approved, the U.S. Departments of Labor and Education will notify the State Governor via email from WIOA@ed.gov.

Stand-alone JVSG State Plans: Once a modified stand-alone JVSG State Plan is approved, the Grant Officer will notify the authorized representative of the grant.

Appendix A: Common Terminology

Fiscal Year – For federal government purposes, any 12-month period beginning on October 1 and ending on September 30. JVSG funds are appropriated, allocated, and federally administered on a FY basis.

Performance Target – Level of performance established by the grantee that must be met in order for the performance unit to be fully earned.

Program Year – The 12-month period beginning July 1 and ending June 30 of the following year. States are required to administer their JVSG State Plans and performance on a PY basis.

Workforce Innovation and Opportunity Act (WIOA) – Signed into law on July 22, 2014, WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA supersedes Titles I and II of the Workforce Investment Act of 1998 (WIA) and amends the Wagner-Peyser Act and the Rehabilitation Act of 1973.

Appendix B: References and Documentation

[WIOA State Plan Portal](#)

[VPL 03-23, Jobs for Veterans State Grants Annual Funding Applications](#)

[Department of Labor GrantSolutions Grant Recipient Training Materials](#)