

U.S. Department of Labor

Office of the Assistant Secretary for
Veterans' Employment
Washington D C.20210




October 17, 1984

VETERANS' PROGRAM LETTER NO. 1-85

TO: ALL REGIONAL AND STATE DIRECTORS FOR
VETERANS' EMPLOYMENT AND TRAINING SERVICE

ALL STATE EMPLOYMENT SECURITY ADMINISTRATORS

ALL REGIONAL ADMINISTRATORS, ETA (INFO)

FROM: DONALD E. SHASTEEN
Deputy Assistant Secretary for
Veterans' Employment and Training 

SUBJECT: Reporting Requirements for Services to Veterans

1. Purpose: To identify potential problems and obtain recommendations regarding data collection and reporting requirements for services provided to veterans by the SESA/Job Service system.

2. Background: Most data items currently maintained and reported regarding services to veterans are required by Chapters 41 and 42 of Title 38, United States Code. Other data is necessary for comparison purposes to effectively administer and manage the various veterans' program policies and practices in carrying out legislative mandates. Therefore, because the current Employment Security Automated Reporting System (ESARS) most likely will be eliminated or altered considerably regarding veterans' data, it is vital that we are prepared to implement an effective national veterans' data reporting and management information system. It is anticipated that we will need such a national veterans' data system for Program Year 1985 which begins July 1, 1985.

3. Review of Draft Reporting Requirements: The attached draft is a summary of the veterans' data which are considered essential for meeting our legislatively mandated reporting requirements and necessary for effective management.

Please review the attached draft to determine any problems that may surface in collecting and reporting the required information and to make recommendations for correcting problems or improving the system. Such review may be a joint effort of the SDVETS and SESA staff, as appropriate.

4. Action Required:

- A) SESA comments should be transmitted to the SDVETS by November 16, 1984.
- B) Each SDVETS shall review the SESA submittals, prepare appropriate comments and submit their own report with that of the SESA to their RDVETS no later than **November 30, 1984**.
- C) RDVETS shall review the submittals, prepare appropriate comments and forward all State reports and their own comments to the national office, attention **Carlton** Johnson, no later than December 28, 1984.

Attachment

DRAFT

Veterans' Employment and Training Service
Reporting Requirements for State Employment
Security Agencies

I. Introduction

Administration of the Department of Labor's veterans programs is the responsibility of the Office of the Assistant Secretary for Veterans' Employment and Training (OASVET), principally through its Veterans' Employment and Training Service (VETS) field staff. Actual delivery of employment and training services to veterans is carried out by the various State Employment Security Agencies (SESAs) through the nationwide Job Service network.

Reporting and monitoring of data reflecting services to veterans provided by the SESA/Job Service system requires close adherence to legislative requirements. With the impending demise of the Employment Security Automated Reporting System (ESARS), it is imperative that a national reporting system for veterans' services be developed and implemented as soon as possible.

II. Veteran Data Items Required

In order to provide the data necessary to comply with legislatively mandated reporting requirements as well as to manage veterans' employment and training programs effectively, the data listed below are considered essential. The items cited refer to the current ESARS forms and reports under the premise

that the national veterans' reporting system will evolve from the ESARS system already in place.

The following tables indicate the data items required for applicant characteristics (Table 1) and services provided (Table 2) for the four categories of veterans and non-veterans. To the extent possible, both the input source and the report cell (line number and column letter) are given according to the current ESARS forms and tables.

TABLE 1

APPLICANT CHARACTERISTICS	TOTAL VETERANS (code 2, position E.A.)	VIETNAM ERA (code 1, position E.A.)	DISABLED VETERANS (code 2, position F.A.)	SPECIAL DISABLED (code 3, position F.A.)	TOTAL
A. TOTAL					
B. Age (positions 30-33)					
21 and Under (These age groups are compatible)	Table 18B Lines 18015 through 18065, Col. C				XX XX XX XX XX XX XX
22 - 25					XX
25 - 29					XX
30 - 34					XX
35 - 39					XX
40 and Over					XX
C. Sex (positions 29)	Table 18 B,				
Male	18080 C				XX
Female	18085 C				XX
D. Race/Ethnic (position 51)	Table 18 B,				
White/not Hispanic	.8135 C				XX
Black/not Hispanic	18140 C				XX
Hispanic	18145 C				XX
American Indian and Alaskan Native	18150 C				XX
Asian and Pacific Islander	18155 C				XX

NOTES: 1) Each of the applicant characteristics listed on the left must be tracked for each of the veteran categories as listed at the top of this table, but not for total applicants. Current ESARS does not produce comparable cells to which reference can be made, except for total veterans from Table 18 B.

(2) Total veterans will be defined to include eligible persons.

VETERANS DATA : REQUIRED

(All code and position numbers refer to ISARS form ETA-511 unless otherwise specified)

SERVICES PROVIDED VETERANS	TOTAL VETERANS* (code 2, position 54)	VETERAN ERA VETERANS* (code 1, position 54)	DISABLED VETERANS* (code 2, position 53)	SPECIAL DISABLED VETERANS* (code 3, position 53)	NON- VETERAN (code 0, position 54)
(*Required by 38 U.S.C. 2007(c))					

A. Applicants Available*

22010G

22010H

22010I

22010J

22010C
minus
22010K;

All applicants active on Sept. 30 (carry-in) plus all apps. who who received a New, New Partial, or Renewal ETA-511; or an ETA-516, position 58, code 1 or 3; during current fiscal year. Each applicant is counted only once. All applicants active at any time during the fiscal year are counted.

B. New Applications & Renewals

22045G

22045H

22045I

22045J

22045C
minus
22010K;

All applicants who receive a New, New Partial, or Renewal ETA-511; or an ETA-516, position 58, code 1 or 3; or ETA-511C, position 10, Code 4 or 5, during the current fiscal year. Each applicant is counted only once.

C. Referred to Jobs*

22100G

22100H

22100I

22100

22100C
minus
22100G;

All applicants referred to jobs; i.e., entry from ETA-516, position 34.

D. Placed in Job*

22108G

22108H

22108I

22108J

22108C
minus
22108G;

All applicants placed in all jobs; i.e., entry from ETA-516, position 33, codes 0 or 1.

1. 0 - 150 days
2. More than 150 days

1.N.A.
22125G

1.N.A.
22125H

1.N.A.
22125I

TABLE 2

VETERANS DATA ITEMS REQUIRED

(All code and position numbers refer to ESARS form ETA-511 unless otherwise specified)

SERVICES PROVIDED VETERANS (*Required by 38 U.S.C. 2007(c))	TOTAL VETERANS* (code 2, position 54)	VIETNAM EM VETERANS* (code 1, position 54)	DISABLED VETERANS* (code 2, position 53)	SPECIAL DISABLED VETERANS* (code 3, position 53)	NON- VETERAN (code 0, position 54)
E. <u>Referred to Training*</u> All applicants referred to training programs supported by Federal government; i.e. can use all applicants who were referred to Supportive Service; ETA-516 entry, position 60, Code 2, which includes JTPA Institutional, Job Corps, or other State or Federal training programs.	22092G	2209211	22092I	22092J	22092C minus 220926
F. <u>Enrolled or Placed in * Training</u> All applicants placed in training programs supported by Federal government; i.e., can use all applicants for whom a "enrollment in training transaction was reported with an entry on ETA-516 position 64, Codes 1,2, or 3.	22097G	22097H	22097I	220975	22097C minus 22097G
G. <u>Counseled*</u> All applicants who were counseled; i.e., with entry on ETA-516, position 61, Codes 1 or 2.	22080G	22080H	22080I	22080J	22080C minus 22080G

TABLE 2

VETERANS DATA REQUIRED

(All code and position numbers refer to ESARS form ETA-511
unless otherwise specified)

SERVICES PROVIDED VETERANS (*Required by 38 U.S.C. 2007(c))	TOTAL VETERANS* (code 2, position 54)	VIETNAM ERA VETERANS* (code 1, position 54)	DISABLED VETERANS* (code 2, position 53)	SPECIAL DISABLED VETERANS* (code 3, position 53)	NON- VETERAN (code 0, position 54)
B. <u>Obtained Employment</u>	22103G	22103H	22103I	22103J	22103C minus 22103G
All applicants who obtained employment which cannot be reported as a placement, whose entry on the job has been verified. (position 67, ETA-516, Codes, 1,2, or 3)					
I. <u>Job Development Contacts</u>					
Number of job development contacts SESA staff made for applicant. (ETA-516, position 59)					
a. Total ES Staff	A22099G	A22099H	A22099I	A22099J	22099C
b. DVOP Staff	D22099G	D22099H	D22099I	D22099J	minus
c. LVER Staff	L22099G	L22099G	L22099I	L22099J	22099C
J. <u>Received Some Other Service</u>					
Total assistance provided by SESA staff not reported in items A through I, including					
a. Testing	22085G	22085H	22085I	22085J	22085C - 22085G
b. Referred to Supportive Services	22090G	22090H	22090I	22090J	22090C - 22090G
c. Job development referral	22098G	22098H	22098I	22098J	22098C - 22098G
d. Tax credit eligibility determination	22105G	22105H	22105I	22105J	22105C - 22105G
e. Other	I.N.A.	I.N.A.	I.N.A.	I.N.A.	I.N.A.

III. Federal Contractor Job Listing (FCJL) Data required by 38 U.S.C. 2012(c)

A. It is anticipated that there will be a legislative proposal submitted to eliminate the information on Federal contractor job listings that is currently required. Those items are the number of Federal contractors listing their jobs with SESAs and the nature, types and number of the positions listed.

B. Number of Special Disabled Veterans and Vietnam-era Veterans receiving priority referral to and placements in FCJL job openings

All applicants identified as special disabled veterans and Vietnam-era veterans referred against FCJL with each category listed separately; e.g., ESARS Table 27, which covers placements and referrals in FCJL openings line 010, shows special disabled veterans in column N and Vietnam-era veterans in column M. The requirement for FCJL placements will be part of the legislative proposal to be made.

IV. Job Order Requirements

To meet the needs of reporting to Congress as well as for management purposes, certain data items are required from job orders placed by employers; as follows:

A. Openings received from the total number of employers
and a sub-item for Federal contractors arranged by:

1. Duration of job
 - a. 0-150 days
 - b. over 150 days
2. Wage rates
 - a. Under \$3.50
 - b. \$3.50 - \$4.99
 - c. \$5.00 - \$6.99
 - a. \$7.00 - \$8.99
 - e. \$9.00 - \$10.99
 - f. \$11.00 and over
3. Occupational Categories
 - a. 0 - 1 Prof. Tech. **Mgr.**
 - b. 20 - 24 Clerical
 - c. 25 - 29 Sales
 - d. 30 - Domestic
 - e. 31 - 39 Other Services
 - f. 4 - Farm, Fishing, Forestry
 4. 5 - Processing
 - h. 6 - Machine Trades
 - i. 7 - Bench Work
 - j. 8 - Structural
 - k. 90 - 91 Motor Frght., Trans.
 - l. 92 - Pkg., Mtrl. Hndl.
 - m. 93 - 97 Other

V. Special Program Required

MA-498 Veterans' Performance Standards (formerly Veterans' Indicators of Compliance) program required for use by the SESA's to track accomplishments versus program standards.

VI. Reporting Frequency

The required data items shall be reported at least quarterly during each Program Year (July 1 through June 30). Reports shall be submitted to the facility or agent designated by the ASVET and shall be prepared in the format approved by the ASVET using program year-to-date cumulative data. Data shall be available at the service delivery point/local office level for purposes of evaluation by the State and Assistant State Directors for Veterans' Employment and Training Service.

VII. Additional Data Requirements for Management Effectiveness

For determining productivity and effectiveness of the Disabled Veterans' Outreach Program (DVOP) and Local Veterans' Employment Representative (LVER) program, it is necessary that reports similar to the current ESARS tables 22 D and 22 L be maintained. The data items presented on those reports should be restricted to the items required in Table 2 above, compiled according to who performs the services. Such reports will satisfy the requirements of the DVOP/LVER grants for reporting of services provided to veterans.

VIII. DVOP/LVER Cost and Financial Data Requirements

Essential data items required by the DVOP/LVER grant agreements shall be presented in the following table format and submitted on a quarterly basis. This table should be prepared separately for the DVOP and LVER programs.

COST ACCOUNTING INFORMATION -- QUARTERLY DVOP/LEVER

BUDGET NO.	ITEM DESCRIPTION	OBLIGATION PLAN (CUM)	---ACRUED EXPENDITURES---		RESOURCES ON ORDER	TOTAL OBLIGATION	DIFFERENCE FROM PLAN
			THIS PERIOD	CUMULATIVE			
	DIR. PERS. SVCS.						
	PERS. BENEFITS						
	TOTAL PS/PB						
	NON PERS. SVC.						
	CAPITAL EXPEND.						
	TOTAL NPS						
	TOTAL CURRENT						
	TOTAL ORGL. PLAN						
	TOTAL APPRO. STATUS						
	TOTAL CASH REC'D						
	POSITIONS PAID						
	BASE						
	AS&T						