

October 15, 2001

VETERANS= PROGRAM LETTER NO. 03-02

MEMORANDUM FOR: ALL REGIONAL ADMINISTRATORS (RAVETs) AND
DIRECTORS (DVETs) FOR VETERANS=
EMPLOYMENT AND TRAINING
ALL STATE EMPLOYMENT SECURITY AGENCY
ADMINISTRATORS (SESA)
ALL REGIONAL ADMINISTRATORS -
EMPLOYMENT AND TRAINING
ADMINISTRATION (INFO)

FROM: CHARLES S. (CHICK) CICCOLELLA,
Deputy Assistant Secretary for
Veterans = Employment and Training

SUBJECT: New OMB Approval Number and Expiration Date for the
VETS-300 Report

I. Purpose: To advise SESA administrators of the extension of the expiration date and change in the OMB Approval Number for the VETS 300 report.

II. References: Public Law (P.L.) 104-13, Paper Reduction Act of 1995; P.L. 104-106, Information Technology Act of 1996; and Veterans = Program Letter (VPL) 9-97, Revised VETS 300, Cost Accounting Reports for the Disabled Veterans = Outreach Program (DVOP) and Local Veterans = Employment Representative (LVER) Grants, dated March 14, 1997.

III. Background: VETS has been advised by the Office of Management and Budget that the VETS-300 information collection budget package submitted this past Spring was approved through September 30, 2004 with the new OMB approval number 1293-0009.

IV. Guidance and Technical Information: The current OMB Approval Number 1205-0240 and expiration date September 30, 2001 need to be replaced by the new numbers on all VETS-300 reports submitted by States beginning with the report for the period ending September 30, 2001. The OMB approval number and expiration date appear in the upper right hand corner of the VETS-300 form.

Over the past several years, many States have developed their own facsimile of the VETS-300 which is reported electronically in most cases. For States that submit a hard copy of their VETS-300 forms a copy of the VETS-300 form with the new approval number and expiration date is attached to this directive. An electronic version of the above-named file which includes the new OMB approval number and expiration date may also be obtained from your DVET.

V. Actions Required:

- A. DVETs will ensure that their State has access to an electronic copy and the hard copy of the new VETS-300 that is attached to this memorandum.
- B. State Agencies should replace all previous expired copies with the newly approved VETS 300 (see Enclosure I).
- C. SESAs will submit to their DVET the revised VETS-300 reports for DVOP and for LVER electronically beginning with the report for the quarter which ends September 30, 2001 and a hard copy to the Grant Officer as per the Special Grant Provisions. Data received will be entered timely into the information management system (DLIMS) for the appropriate Fiscal Year and program.

VI. Inquiries: Any SESA questions regarding this VPL should be directed to their DVET. DVETs, through their RAVETs, may contact the Chicago Regional Lead Center (RLC) in Chicago, at (312) 353-4942 or Miguel A. Hernandez in the National Office at (202) 693-4708.

VII. Expiration Date: September 30, 2004

VIII. Enclosures: VETS-300 Report and Instructions