

**VETERANS' PROGRAM LETTER NO. 02-26**

TO: ALL VETERANS' EMPLOYMENT AND TRAINING SERVICE (VETS)
HOMELESS VETERANS' REINTEGRATION PROGRAM GRANT
RECIPIENTS
ALL VETS STAFF

FROM: JEREMIAH WORKMAN Jeremiah
Assistant Secretary Workman

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Jeremiah Workman
Date: 2026.08.10
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SUBJECT: Homeless Veterans' Reintegration Program Requirements and Functions

I. Purpose

This Veterans' Program Letter (VPL) provides guidance on all mandatory program requirements and functions to all Homeless Veterans' Reintegration Program (HVRP) grant recipients.

II. References

- A. 38 United States Code (U.S.C.) Chapter 20, as amended, specifically:
 - 1. 38 U.S.C. § [2021](#), Homeless Veterans' Reintegration Programs
 - 2. 38 U.S.C. § [2021A](#), Homeless Women Veterans and Homeless Veterans with Children Reintegration Grant Program
 - 3. 38 U.S.C. § [2023](#), Referral and Counseling Services: Veterans at Risk of Homelessness who are Transitioning from Certain Institutions
- B. 42 U.S.C. § [11302](#), Section 103 of the McKinney-Vento Homeless Assistance Act: General Definition of Homeless Individual, as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009
- C. 42 U.S.C. § [1437f\(o\)](#), U.S. Department of Housing and Urban Development – U.S. Department of Veterans Affairs (VA) Supportive Housing (HUD-VASH) program and Tribal HUD-VASH program
- D. 25 U.S.C. § [4101](#) et seq., Native American Housing Assistance and Self-Determination Act of 1996
- E. 38 U.S.C. § [2044](#), VA Rapid Re-Housing and Prevention Program

- F. [2 Code of Federal Regulations \(C.F.R.\) § 200.308](#) Revision of budget and program plans, [§ 200.328](#) Financial Reporting, and [§ 200.329](#), Monitoring and Reporting Program Performance
- G. [2 C.F.R. Part 2900](#), DOL-Specific Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- H. [VPL 04-24](#), Homeless Veterans' Reintegration Program Award Amendments
- I. [VPL 02-25](#), Homeless Veterans' Reintegration Program Performance, Management, and Reporting
- J. Terms and Conditions attached to each HVRP grant award

III. Rescissions

[VPL 06-24](#) Homeless Veterans' Reintegration Program Requirements and Functions

IV. Background

The U.S. Department of Labor (DOL) Veterans' Employment and Training Service (VETS) works in coordination with DOL Employment and Training Administration's (ETA) Office of Grants Management (OGM) for the administration of VETS' competitive grant programs.

VETS funds three types of competitive grants on a three-year period of performance (PoP) categorized as: HVRP, which serves all eligible populations; the Incarcerated Veterans' Transition Program (IVTP), exclusively for justice-involved veterans and veterans transitioning from certain institutions; and the Homeless Women Veterans and Homeless Veterans with Children Reintegration Grant Program (HWVHWC), exclusively for homeless women veterans and homeless veterans with [children](#). Collectively, these programs are referred to as HVRP, and this guidance is applicable to all three categories.

VETS developed this guidance for grant recipients to be successful in understanding the functions and requirements of the program. HVRP is an employment-focused, competitive federal grant program intended to enable veterans experiencing or at risk of homelessness the ability to reach their full employment potential and obtain high-quality career outcomes. HVRP grant recipients must address the complex employment-related requirements and supportive services necessary to meet the needs of this population.

Grant recipients are required to implement the HVRP grant in accordance with their approved award. The approved project and budget narratives for their HVRP project document how the grant recipient will execute the program. Changes to a grant recipient's HVRP award shall only be made in accordance with [2 C.F.R. § 200.308](#) and [VPL 04-24](#), Homeless Veterans' Reintegration Program Award Amendments, or the most current guidance on amendments.

VETS will not process Statement of Work (SOW) amendments to a grant recipient's planned goals or service delivery area (SDA) from October 1 through June 30 of any Program Year (PY). The annual Funding Opportunity Announcement (FOA) calculates saturation levels

for every U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC), based on the SDAs and planned enrollments of current HVRP grant recipients. Therefore, changes to a grant recipient's planned goals or SDA impact these saturation levels. Grant recipients may submit SOW amendments for their planned goals or SDAs between July 1 through September 30.

This blackout period may only be modified or waived upon request of the grant recipient, and only where an emergency or major disaster – as defined in the Stafford Act for which the President has issued a declaration – makes the grant recipient unable to submit an SOW amendment between July 1 and September 30 (see [42 U.S.C. §§ 5122\(2\), 5141](#)).

Through direct services, a robust referral system, or a hybrid approach, grant recipients will provide job placement, job training, job development, career counseling, and resumé preparation services, among other services, to assist the veteran in overcoming barriers to employment and be successful in the labor force. HVRP grant recipients must also provide participants with follow-up services to increase their likelihood of success in employment and retention.

Throughout this policy, certain key terms are hyperlinked directly to the corresponding definition provided in the [Appendix](#).

V. Eligibility

This section establishes the criteria for participant eligibility for HVRP.

HVRP provides services to veterans experiencing or at risk of homelessness.

A. Categories of HVRP Eligibility

According to [38 U.S.C. § 2021](#), [veterans](#) served by this program include the following categories:

1. [Homeless](#) veterans, including:
 - A. Veterans who were homeless but found housing during the 60-day period preceding the date of HVRP enrollment; and
 - B. Veterans who, at the time of enrollment in HVRP, are [at risk of homelessness](#) within the next 60 days;
2. Veterans participating in the HUD-VASH supported housing program for which rental assistance is provided pursuant to section 8(o)(19) of the United States Housing Act of 1937 ([42 U.S.C. § 1437f\(o\)\(19\)](#)) or the Tribal HUD-VASH program;
3. Veterans who are receiving assistance under the Native American Housing Assistance and Self-Determination Act of 1996 ([25 U.S.C. § 4101](#) et seq.);
4. Veterans described in [38 U.S.C. § 2023\(d\)](#) or any other veterans who are transitioning from certain institutions; and

5. Veterans participating in the VA rapid rehousing and/or prevention program authorized in [38 U.S.C. § 2044](#).

Annual appropriations acts may authorize HVRP grant recipients to serve other veteran populations at risk of homelessness. Continued service to these individuals is contingent upon future appropriations act authorization. HVRP grant recipients are responsible for consulting with their Grant Officer's Technical Representative (GOTR) and reviewing the appropriations act each year to ensure recipients are serving only eligible populations. At the time of publication of this VPL, Congress authorized HVRP grant recipients to serve the following population:

- Veterans recently released from incarceration who are [at risk of homelessness](#).

B. Identifying and Verifying Eligibility Status

To participate in HVRP, an individual must be a [veteran](#) and either experiencing [homelessness](#) or [at risk of homelessness](#) or participating in a [qualifying partner service](#), or [transitioning from certain institutions](#) and in need of or would benefit from employment services. To provide HVRP services, grant recipients must collect, in an individual's participant case file, source documentation of eligibility. This section lays out a six-step process for determining eligibility for the purposes of HVRP.

Step 1: Identify Veteran Status

Veteran Status. The term "[veteran](#)" is defined in [38 U.S.C. § 101\(2\)](#). To document the participant's veteran status, the case file must include a DD-214¹ that provides the character of discharge (any one of copies 2–8) or other acceptable forms of documentation as described below:

- For individuals who are eligible veterans under HVRP as National Guard or Reserve members who did not serve on federal active duty, but received a service-connected disability resulting from a disease or injury incurred or aggravated in line of duty per [38 U.S.C. § 101\(24\)](#) and were not issued a DD-214, the grant recipient must obtain a copy of the VA Summary of Benefits letter to verify eligibility.
- For individuals who are eligible veterans under HVRP as National Guard or Reserve members who served on federal active duty (does not include inactive or active duty for training) and were not issued a DD-214, the grant recipient must obtain a copy of the applicable military orders or NGB Form 22 to verify eligibility.

Please see the [Appendix](#) for additional details pertaining to eligibility requirements.

To expedite services, VETS allows grant recipients to conditionally enroll, provide services to, and report veteran participation in the VETS Grantee Reporting System

¹ Grant recipients can accept National Archive Form 13038, Certification of Military service in lieu of the DD-214 if the DD-214 is lost, destroyed, or of poor quality that would make a photocopy unreadable.

(VGRS) using two alternative source documents:

- Veterans Benefits Management System (VBMS) documentation; or
- VA web application Status Query and Response Exchange System (SQUARES) documentation.

Both VA inquiry systems are free of charge. Each grant recipient must request their own access to these systems by following the [instructions](#) in the [Appendix](#).

While it is acceptable for grant recipients to conditionally enroll participants using these alternative source documents, they must request a copy of the DD-214 (or the VA Summary of Benefits letter or military orders, *only under the conditions detailed above*) within three business days of enrollment. The grant recipient must include proof of the timely request for the veteran status eligibility documentation in the participant case file with the alternative source documents.

It is the grant recipient's responsibility to follow up on requests for the veteran status eligibility documentation. If grant recipients need technical assistance regarding how to request these documents, they must contact their GOTR. The veteran status eligibility documentation must be included in the participant case file. If documentation received determines the participant is ineligible, expenditures for participant support costs or incentive costs for the individual may be considered unallowable, and grant recipients must immediately remove the individual from the HVRP performance reports. If the grant recipient has requested the eligibility documentation within three business days of enrollment, followed up on the request, and made reasonable efforts to obtain the documentation, but does not receive the appropriate eligibility documentation to verify the veteran status by the time the participant exits, the grant recipient must reach out to their GOTR for technical assistance on how to proceed, if that rare circumstance arises.

The definition of a veteran may be different for other programs (e.g., Supportive Services for Veteran Families (SSVF) and Grant and Per Diem (GPD)), so HVRP grant recipients must verify [veteran](#) status first under HVRP. If the individual meets the HVRP definition of veteran, go to Step 2.

Table 1: Documentation of Veteran Status

Type of Documentation	Documentation Standards
• DD-214 that provides character of discharge (any one of copies 2–8). • VA Summary of Benefits letter to verify the service-connected disability (<i>but only for</i> individuals who are eligible veterans as National Guard or Reserve members who received a service-connected disability resulting from a disease or injury incurred or aggravated in line of duty and not issued a DD-214). • Applicable military orders or NGB Form 22 (<i>but only for</i> individuals who are eligible veterans as National Guard or Reserve members who served on federal active duty and not issued a DD-214). The individual must self-attest their federal active-duty character of discharge.	Include the DD-214 (or VA Summary of Benefits or military orders, <i>only under the conditions detailed above</i>) in the participant’s case file. The DD-214 (or VA Summary of Benefits or military orders, <i>only under the conditions detailed above</i>) must be requested (through the participant or other applicable entities/resources) within three business days of enrollment and must be included in the participant case file. VBMS or SQUARES documentation are only acceptable as provisional source documents to expedite enrollment.

Step 2: Identify Homelessness Status

Homelessness Status. The term “homeless veteran” means a veteran who is experiencing homelessness (defined in subsection (a) or (b) of section 103 of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. § 11302](#))). In accordance with [38 U.S.C. § 2021](#), this includes veterans who were homeless but found housing during the 60-day period preceding the date of HVRP enrollment. Grant recipients are required to document the participant’s circumstances of homelessness.

If the individual meets the HVRP definition of a [veteran](#) and is experiencing [homelessness](#), go to Step 6. If not, go to Step 3.

Table 2: Documentation of Homelessness Status

Type of Documentation	Documentation Standards
Examples of homelessness documentation include eviction notice, foreclosure notice, record of shelter stay, homeless street outreach provider or referral source (e.g., local law enforcement agency) letter, and other information relevant to the veteran's homelessness situation, or documentation the veteran was recently housed (60 days preceding the date of HVRP enrollment).	Include documentation to justify the determination of homelessness status in the participant's case file. Some circumstances of homelessness, such as a veteran living in a car, park, abandoned building, bus or train station, airport, or campground, will not have documentation to provide; these circumstances must be documented within the participant case file. If no documentation exists, self-attestation can be used in these circumstances to document a participant's homelessness status.

Step 3: Identify Participation in a Partner Program

If the individual meets the HVRP definition of a [veteran](#) and is participating in the partner services below, go to Step 6. If not, go to Step 4. Qualifying partner services consist of one of the following:

- a. HUD-VASH or Tribal HUD-VASH,
- b. Native American Housing Assistance and Self-Determination Act of 1996, or
- c. SSVF (Rapid Re-Housing (RRH) or Prevention).

Table 3: Documentation of Participation in a Partner Program

Type of Documentation	Documentation Standards
Documentation from partner program to support the veteran's eligibility status.	Include documentation of participation in a partner program in the participant's case file.

Step 4: Identify if Transitioning from Certain Institutions

If the individual meets the HVRP definition of a [veteran](#) and is [transitioning from certain institutions](#) or any other veterans who are transitioning from being incarcerated, go to Step 6. If not, go to Step 5.

Table 4: Documentation of Transitioning from Certain Institutions

Type of Documentation	Documentation Standards
Examples of transitioning from certain institutions documentation include exit documentation from an institution.	Include documentation of transitioning from certain institutions in the participant's case file.

Step 5: Identify At Risk of Homelessness Status

If the individual meets the HVRP definition of a [veteran](#) and is at risk of homelessness, go to Step 6. If the individual does not meet any of the definitions at this step or steps 2–4 above, the individual is not eligible for HVRP.

To be determined eligible as at risk of homelessness, the veteran must meet one of the following eligibility categories:

- Veterans who are at risk of homelessness within 15–60 days from the date of HVRP enrollment (veterans who are at risk of homelessness within 14 days are considered at “imminent risk” and are defined as homeless) (see [38 U.S.C. § 2021](#)); **OR**
- Veterans recently released (within the last 18 months from the date of HVRP enrollment) from incarceration who are at risk of homelessness.²

Veterans who meet one of the categories above **must also** meet both criteria listed below:

1. at risk of losing their current housing with no alternative safe housing options immediately available to prevent them from moving to an emergency shelter or other circumstances described in the [homeless veteran](#) definition, **and**
2. do not have sufficient resources to prevent housing loss, e.g., financial, social, and house stability determinants.

Please note that veterans meeting the definition of [homelessness](#), [transitioning from certain institutions](#), or participating in a [partner program](#) **do not** need to meet the definition of “at risk of homelessness.” Veterans who are within 14 days of homelessness are considered at “imminent risk” and are considered as homeless.

² In the fiscal year in which this policy published, the current annual appropriations act authorizes service to this population. Continued service to these individuals is contingent upon authorization in future appropriations acts. HVRP grant recipients are responsible for consulting with their GOTR and reviewing the applicable appropriations act each year to ensure they serve only eligible populations.

Table 5: Documentation of At Risk of Homelessness Status

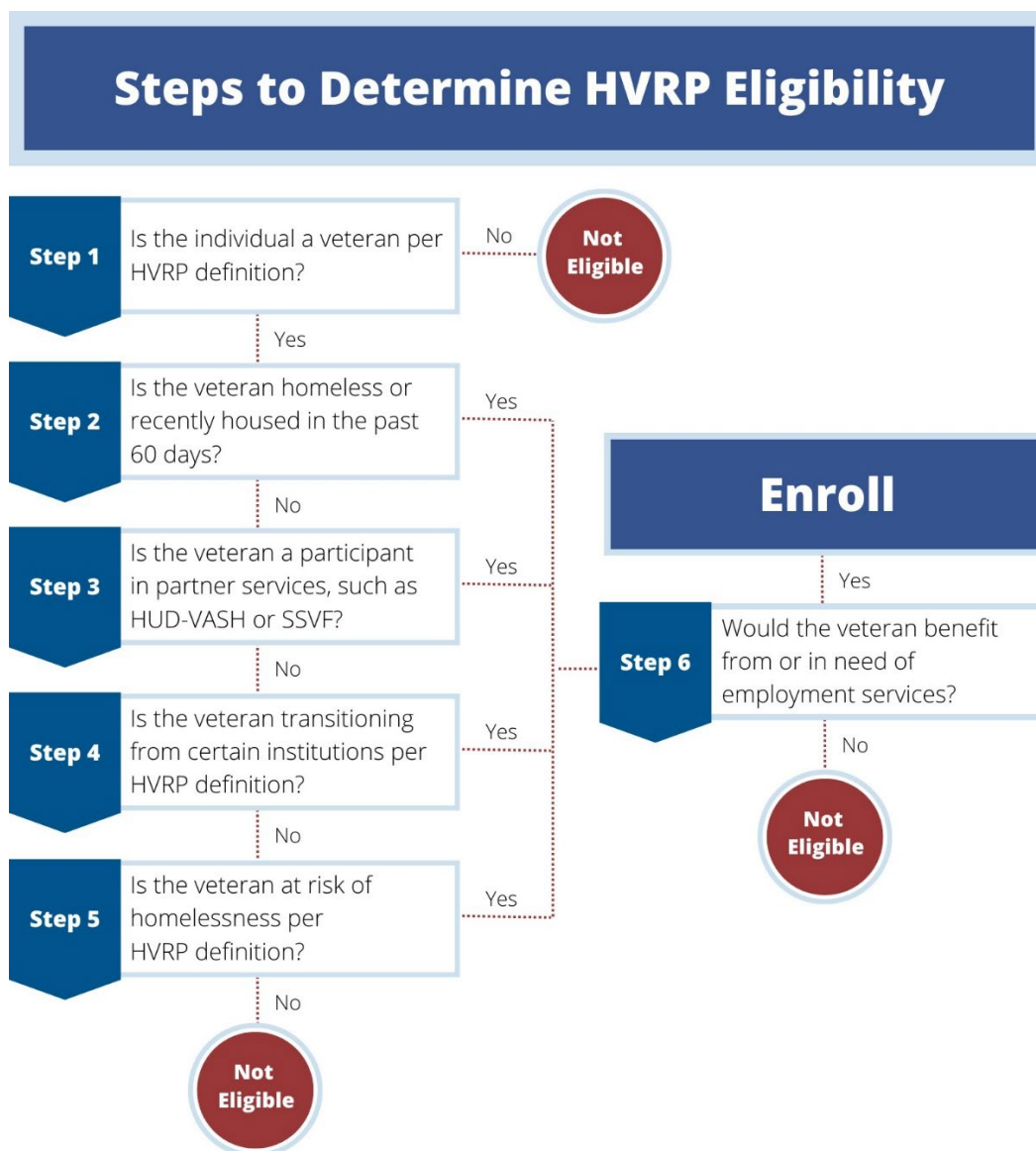
Type of Documentation	Documentation Standards
Examples of at risk of homelessness documentation include third-party written verification for risk of losing current housing such as: • eviction or foreclosure notice • landlord letter • letters from hosts stating the veteran cannot continue housing • court notice Examples of documentation supporting insufficient resources to prevent housing loss include, but are not limited to: • welfare or public assistance documentation identifying benefits • past due rent or utility bills • letter of employment termination Case notes explaining the veteran's circumstance include, but are not limited to: • attempts to stay with family/friends • attempts to retrieve third-party written verification • circumstances of current living situation that include the conditions, dates, locations For veterans recently released (within the last 18 months) from incarceration, documentation must also include: • release or discharge papers from the facility of incarceration showing the discharge date within 18 months of enrollment date into HVRP	Include documentation to justify the determination of at risk of homelessness status in the participant's case file. Case notes and documentation must clearly indicate the circumstances that the individual is at risk of homelessness. Case managers are responsible for completing thorough case notes and compiling documentation in the participant file that show the veteran has met the criteria defined as "at risk of homelessness." Case managers must consider various factors when assessing eligibility, including: • housing stability • income-to-rent/utilities ratio • available support systems • resource accessibility • eviction notices • current living situations (e.g., doubling up) • financial resources and social determinants, which may include recent job loss, health issues, or safety concerns When documentation is not available, as a last resort, self-attestation of these circumstances must be recorded in the participant's case file as a case note to document a participant's "at risk of homelessness" status.

Step 6: Needs or Would Benefit from Employment Services

HVRP is an employment program; a veteran who meets the eligibility requirements should not automatically be enrolled in HVRP. The veteran must need employment services (i.e., unemployed or underemployed seeking meaningful employment earning livable wages); otherwise, they should not be enrolled in HVRP. There are a variety of

reasons why a veteran who meets all the eligibility requirements for HVRP may not be a good fit for the program. A good assessment process will help with that decision and must be documented within the participant file.

The following flow chart depicts this six-step process:



VI. Grant Recipient Project Requirements:

The grant recipient's HVRP project must meet all requirements as outlined in the terms and conditions of the award. For any award year, the following specific requirements apply:

A. Coordination with the National Veterans' Technical Assistance Center

VETS funds the National Veterans' Technical Assistance Center (NVTAC). NVTAC provides training and technical assistance on veterans' homelessness issues to grant

recipients, employers, veteran service organizations, and agency partners. There is no cost to HVRP grant recipients for NVTAC services. HVRP grant recipients are highly encouraged to participate in NVTAC training and technical assistance activities during their PoP, and they can request training and technical assistance based on their needs. All HVRP grant recipients receiving an award **must** contact NVTAC (via email at NVTAC@dol.gov) to schedule and complete an introductory consultation within the first quarter of their three-year PoP. Grant recipients are **required** to participate in NVTAC training and technical assistance activities when required by the GOTR.

For more information on the services NVTAC provides to grant recipients, please visit [NVTAC's website](#).

B. Standard Operating Procedures

Grant recipients must maintain written standard operating procedures (SOP) to ensure participant support costs and participant incentive costs are implemented and executed consistently and that the associated expenditures meet the requirements in [2 C.F.R. § 200.302\(b\)\(7\)](#), the FOA, and the terms and conditions.

Grant recipients using HVRP funds for incentives must have an SOP in place that outlines a disbursement policy and tracking system to ensure supportive services are implemented and executed consistently before incentives are dispersed. An SOP on incentives must describe the following:

1. Identification of the amount(s) and type(s) of incentives;
2. Criteria for participant issuance;
3. Assurance that incentives will not be provided to participants for entertainment, such as movie tickets, sporting event tickets, or other entertainment purposes, and will not be used to purchase alcohol, e-cigarettes, e-liquids, tobacco, etc.
4. Authorization process for a transaction;
5. Receipt and custody of the asset;
6. Recording and reporting activity related to that asset;
7. Process for taking periodic inventory and reconciling balances; and
8. Segregation of duties, such as:
 - a. Requiring limited access to cards and who can handle, etc.
 - b. Having managers or staff from the program offices perform specific cash-related functions.
 - c. Requiring two authorizing signatures on expenditure for the incentive.
 - d. Requiring supervisory approval for each use of vouchers.

- e. Verifying usage and balances of logs through management information system reports.

The use of a participant support cost is determined on an individual basis, and the grant recipient is required to have an SOP describing the justification of the cost to the HVRP program, how costs will be documented, and the procedures for issuing payment. See [Section IX](#) for more details.

Participant support costs **must** be reasonable and necessary to help the participant engage in services and activities related to the participant's employment plan and reintegration back into the labor force. Grant recipients should make every effort to leverage alternative sources (i.e., federal, state, or local programs) to fund participant support costs before using HVRP funds for this purpose. Grant recipients must have an SOP in place for expending funds on such costs.

Examples, templates, and resources for developing SOPs can be found in the HVRP [Resources](#) section of NVTAC's website.

C. Financial and Administrative Policies and Procedures

Grant recipients are required to comply with the citations associated with each internal control activity listed below, ensuring maintenance of the required written financial and administrative policies and procedures:

- Payments ([2 C.F.R. § 200.302\(b\)\(6\)](#) and [2 C.F.R. § 200.305](#))
- Allowable costs ([2 C.F.R. § 200.302\(b\)\(7\)](#) and [2 C.F.R. § 200.403](#))
- Procurement Standards ([2 C.F.R. § 200.318](#) through [§ 200.320](#))
- Competition ([2 C.F.R. § 200.319](#))
- Procurement methods ([2 C.F.R. § 200.320](#))
- Compensation – personal services and fringe benefits ([2 C.F.R. § 200.430](#) and [2 C.F.R. § 200.431](#))
- Employee relocation costs ([2 C.F.R. § 200.464](#))
- Travel costs ([2 C.F.R. § 200.475](#))

Grant recipients must comply with [2 C.F.R. § 200.302](#), Financial Management. Specifically, under [2 C.F.R. § 200.302\(b\)\(3\)](#), grant recipients are responsible for maintaining records that sufficiently identify the amount, source, and expenditure of federal funds for federal awards. These records must contain information necessary to identify federal awards, authorizations, financial obligations, unobligated balances, as well as assets, expenditures, income, and interest. All records must be supported by source documentation.

Entries in accounting records should refer to subsidiary records and/or documentation (including receipts) that support the entry, and such records must be made available in accordance with [2 C.F.R. § 200.337](#). Grant recipient accounting records must provide details of expenditures for each grant, by budget category as listed in the SF-424A and support the award's budget narrative. If Indirect Costs are included in the budget, the grant recipient must separate direct and indirect expenses. In accordance with [2 C.F.R. §§ 200.302\(b\)\(5\)](#) and [200.337\(a\)](#), at any time grant recipients must be able to provide GOTRs with a comparison of expenditures with budget amounts for each federal award.

Grant recipients must maintain and make available all records and reports, including participant case records and financial records, for any activities and services described in their respective project and budget narratives, in accordance with [2 C.F.R. § 200.337](#). Additionally, grant recipients must provide timely and reasonable access to personnel whose time is charged to the HVRP for the purpose of interview and discussions related to participant case records and financial records.

D. Continuity of Operations Plan

Grant recipients are required to submit their continuity of operations plan (COOP) to the GOTR no later than 120 days after receiving their initial Notice of Award at the beginning of their three-year PoP. The COOP ensures grant recipients have a plan to continue performance under a broad range of circumstances, including but not limited to localized acts of nature, accidents, and technological or attack-related emergencies. The COOP should include the necessary information and steps or actions pertaining to elements such as orders of succession, delegation of authority, communications, continuity of services for participants, essential functions, continuity facilities, records management, etc. Examples and resources for developing a COOP can be found on [NVTAC's website](#).

E. Public Communications – Certain Information Requirement

Annual appropriations acts include a requirement that recipients of federal funds disclose certain **information** when issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded, in whole or in part, with federal money (commonly referred to as the "[Stevens Amendment](#)"). These documents must clearly state:

1. The percentage of the total costs of the program or project which will be financed with federal money;
2. The dollar amount of federal funds for the project or program; and
3. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

VETS conducts regular monitoring of HVRP grant recipients' performance and compliance with policy and directives periodically throughout the PoP (see [Section XI](#)). VETS uses this opportunity to also monitor compliance with the Stevens Amendment.

Grant recipients are prohibited from using the DOL seal and VETS logo on grant outreach materials.

F. General Allowable Costs to the HVRP

Grant recipients are responsible for ensuring costs are allowable in accordance with [2 C.F.R. §§ 200.403](#) through [200.405](#). Costs must be “necessary” and required for the overall operations of the grant recipient or the subrecipient in the performance of the federal award. Costs charged to the grant must also be “reasonable” in accordance with [2 C.F.R. § 200.404](#) and must not exceed an amount that a prudent person would incur under the circumstances prevailing when the decision was made to incur the cost. Costs must also be “allocable” to the grant in accordance with [2 C.F.R. § 200.405](#), which requires that costs are assignable to a grant in whole or in part, relative to benefits received. Shared costs among multiple programs or projects must be distributed in approximated proportions using reasonable methods. Costs must be categorized as either direct or indirect, and treated consistently when applying costs to the HVRP to avoid double-charging. Guidelines on direct and indirect costs are provided under [2 C.F.R. Part 200 Subpart E – Direct and Indirect Costs](#). Examples of allowable costs incurred by grant recipients for the operation of the HVRP include, but are not limited to:

- Wages, salaries, and benefits for staff working directly and indirectly on the HVRP;
- Software licenses and subscriptions, including business applications, or case management software;
- Automated employment verification services;
- Facility and vehicle leases;
- Utility payments, including mobile phone services;
- Office supplies;
- Electronic case management system/software;
- Liability insurance;
- Participant support costs, see [Section IX](#); and
- Incentives, see [Section X](#).

G. Unallowable Costs to the HVRP

VETS does not allow the purchase of vehicles, buildings, nor the lease or purchase of land. Advertising and marketing costs are limited to the allowability factors of [2 C.F.R. § 200.421\(b\)](#). The following are unallowable costs that may lead to compliance issues; however, this section is not all inclusive so recipients must review the Uniform Guidance to avoid potential findings:

- Public relations costs are limited to the allowability factors of [2 C.F.R. § 200.421\(d\)](#).
- Unallowable advertising and public relations costs are outlined in [2 C.F.R. § 421\(e\)](#), which include, but are not limited to, costs of promotional items and memorabilia and the costs of advertising and public relations designed solely to promote the recipient or subrecipient.
- Professional liability insurance, also referred to as errors and omissions insurance, is unallowable in accordance with [2 C.F.R. § 200.447\(b\)\(5\)](#).

H. Physical Location in Service Delivery Area

Grant recipients must maintain one or more physical service address locations within a 50 continuous driving mile radius of each county in their SDA. The physical service address location is where case managers, employment specialists, or equivalent positions will provide services to eligible HVRP participants in the SDA. HVRP participants greatly benefit from in-person interactions. Grant recipients establishing physical service locations within their SDAs allow grant staff to be accessible and provide direct support and services to participants. Virtual services should be an alternate means of providing case management, as many HVRP participants have limited access to technology. Nothing in this section modifies the terms and conditions of an existing grant award. Applicability to an individual grant recipient is determined by the FOA governing that award.

VETS recognizes that leasing multiple physical sites may not be fiscally practical for all grant recipients. Instead, grant recipients may fulfill this requirement through co-location with partner service providers via low- or no-cost agreements, such as arrangements with American Job Centers (AJC) or locations funded by the VA's SSVF grant. Grant recipients that utilize co-location must provide services at the co-located site at least once a month. If a recipient leases space using HVRP funds, it is not reasonable to incur leasing costs when the physical service address is utilized only once per month. To charge leasing costs to the HVRP grant, recipients must provide services at their physical service addresses on a regular basis to reasonably justify the expense.

VETS staff will verify compliance with the above requirements post-award, by confirming that grant staff are physically present and providing services at their physical SDAs addresses of record. Within 30 days of receiving the initial Notice of Award that begins the three-year PoP, grant recipients must upload in GrantSolutions as a Grant Message, documentation for every physical service address location listed in their Abstract demonstrating grant recipient HVRP occupancy. Physical service address location documentation may include a current lease, a co-location agreement, or correspondence (email, letter, etc.) from the building owner/occupant or the partner service provider confirming the physical service address where the HVRP recipient is co-located. Grant recipients must provide the following information in GrantSolutions, as a Grant Message:

- Subject: "50-Mile Radius Physical Service Address(es)"

- Category Type: Other
- Provide the physical service address and the phone number (if applicable)
- Upload physical service address location documentation (see above)

VETS will not accept written attestations of physical service address locations from the grant recipient. GOTRs will verify the physical service address locations against the documentation in GrantSolutions and may visit these locations (or use alternative methods) to confirm grant staff are present and providing services at these locations at least once per month throughout the PoP.

While physical service address office locations may change over time, the city is the basis for defining the 50 continuous driving mile radius SDA. Changes to physical service addresses should be rare to promote consistency in providing services at these locations. The 50 continuous driving mile radius may cross state lines. Grant recipients must document any physical service address changes via a Grant Message in GrantSolutions within 30 calendar days of occupancy with the following requirements:

- Subject: “50-Mile Radius Physical Service Address Change Effective MONTH-DAY-YEAR”
- Category Type: Other
- Provide the previous physical service address, the new physical service addresses, the new phone number (if applicable), and the effective date of physical service address change
- Upload physical service address location documentation (see above)

The new physical location address must be within a 50 continuous driving mile radius of the counties that were served under the previous physical service address. No changes to the grant's existing SDA will occur as a result of establishing a new physical service address location unless there is an approved SDA change amendment. Post Office Boxes are not accepted.

Failure to follow the requirements outlined above and provide services at these physical service address locations of record in GrantSolutions will result in a managerial corrective action plan and may potentially contribute to a high-risk designation for non-compliance with grant requirements. Non-compliance may result in VETS requiring a grant recipient to modify their SDA through a statement of work amendment or return HVRP funds for the cost of the location (e.g., direct or indirect costs for rent of the space) if VETS staff determine that HVRP services are not provided at those physical service addresses.

Grant recipients are encouraged to use Google Maps to determine the number of driving miles between the physical service address locations and the county/county equivalents in the SDA:

- From: Grant recipient's physical service address location
- To: County name and state or the county's most populous city, whichever results in the fewest number of driving miles

In the VGRS quarterly performance reports Narrative module under the Activities section, grant recipients must provide updates and attest that services are provided at all physical service address locations. For more information on this requirement, please review the HVRP Quarterly Performance Report Desk Guide available on the HVRP DOL website under [Recipient Information - Resources](#).

I. Staffing

Personnel Position

Grant recipients are required to charge personnel in accordance with applicable regulations and VETS policies. VETS defines “Personnel” and provides examples of how time may be allocated in the [HVRP Glossary of Terms](#).

Staff Time Allocation Limits

Grant recipients will not charge more than 1.0 full-time equivalent (FTE) for any single employee's time. In any quarter, an employee's total time charged across all active grants, contracts, and other employment arrangements will not exceed 1.0 FTE. For example, if an employee is full-time (100 percent), their time allocation across all grants, and non-grant duties must still total no more than 100 percent combined. Up to two individual employees may charge time to an approved position for up to two consecutive quarters (e.g., two employees charging 50 percent of time to a 1.0 FTE approved position).

In accordance with [2 C.F.R. § 200.430\(g\)](#), grant recipients must ensure charges for salaries and wages are based on records that accurately reflect work performed and reasonably reflect the total activity for which the employee is compensated by the recipient. For example:

- A grant recipient employs a program manager responsible for overseeing staff assigned to four HVRP grants; it is reasonable for the program manager to allocate 25 percent of their time to each HVRP grant.
- A grant recipient employs a case manager for both SSVF and HVRP; it is reasonable for the case manager to allocate 50 percent of their time to each project.

Grant recipients must ensure that documentation and personnel reports in VGRS accurately reflect and support the allocation of employee salaries or wages among specific positions, especially if an employee works on multiple programs. Budget narratives provided by grant recipients cannot alone support charging employees to respective positions; grant recipients must comply with these staff time allocation limits. Unobligated balances among HVRP may not be used as the basis for reallocating time charged to an award, unless done so in accordance with [VPL 04-24](#) or the most current guidance on this topic.

Organization Limitations for Staffing

Case managers, employment specialists, or equivalent positions cannot charge time to

more than one HVRP grant organization. VETS identifies an organization by its Employer Identification Number (EIN). The EIN must correspond with the organization's name as registered in the System for Award Management ([SAM.gov](https://sam.gov)) and must match the application's SF-424.

Personnel Reporting Expectations and Requirements in VGRS

Grant recipients utilize VGRS to report on their budget narrative's personnel position status to include vacancy status and percentage of time charged in each quarter of an HVRP's PoP. Grant recipients must provide an explanation in VGRS if the total staff actual percentage of time meets or exceeds ± 10 percent from the position's approved percentage of time for the quarter. The VGRS' Personnel Module is not a time and attendance system. Grant recipients should not deduct a percentage of time in a quarter for any paid leave (vacation, sick, holidays) that the organization provides employees. Please see the [HVRP Glossary of Terms](#) applicable to Personnel and the VGRS Grant Recipient User Guide, found on the [VETS Grantee Reporting System website](#), for more information.

Local Wage Threshold Requirements for Case Managers and Employment Specialists

Grant recipients must ensure that the salaries for case managers, employment specialists, or equivalent positions meet or exceed the local wage threshold for the lowest 10 percent of workers in the proposed service area zip code(s), as established by the Bureau of Labor Statistics (BLS) wage estimates for Eligibility Interviewers, Government Programs (SOC 43-4061.00). This benchmark does not apply to Program Directors/Managers, Outreach staff, or other non-case management positions. GOTRs will verify compliance by reconciling personnel records with the salaries documented in the grant's Budget Narrative.

VII. Participant File Maintenance and Requirements

Grant recipients must maintain and make available all records and reports, including participant case records and supporting financial records for any activities and services described in their respective project and budget narratives, in accordance with [2 C.F.R. § 200.337\(a\)](#). Additionally, grant recipients must provide timely and reasonable access to personnel whose time is charged to the HVRP for interview and discussion related to such financial records. The quarterly performance report requires the collection and reporting of participant information (see [VPL 02-25](#) or the most current guidance on quarterly reporting). Grant recipients must maintain a case file for each participant that contains a participant's information, training, and services. GOTRs conduct periodic on-site reviews during a grant recipient's PoP to validate data entered in the quarterly performance reports and to ensure appropriate documentation is contained within the participant's case files.

At a minimum, an HVRP participant's case file must include the following documents:

1. Source documentation of veteran status (see [Section V.B.](#) and the [Appendix](#));

2. Verification of veteran's homelessness, participation in partner program, transitioning from certain institutions, or at risk of homelessness status (see [Section V.B.](#) and the [Appendix](#));
3. Intake and enrollment information that includes the collection of necessary information to determine eligibility for the program;
4. An assessment that may include education, skills, employment history, desired career, and employment barriers;
5. Individual Employment Plan (IEP) that includes developmental services or steps required to reach goals and overcome all employment barriers, along with accomplishments made by the individual;
6. Case notes documenting activities such as contact with the participant, services provided, training, and referrals to other agencies to assist the participant to gain/retain meaningful employment;
7. Supporting financial records, invoices, and receipts for incentives and participant support costs³ incurred for the participant spent in accordance with the grant recipient's budget narrative, [2 C.F.R. § 200 Subpart E](#); and
8. Verification of employment (through employer, participant, or automated system), wages, and hours worked for the quarter placed and during each quarter after exit during the follow-up tracking period, as established each year during the PoP (see [Section VIII.F.](#) for details).

Grant recipients must protect participants' privacy to the greatest extent possible following the steps outlined in their grant award's terms and conditions and the legal requirements contained in the FOA under which the award was issued.

VIII. Functions of HVRP Staff

To ensure a successful HVRP project, grant recipients must develop partnerships with public, private, and nonprofit organizations, including federal, state, and local programs such as the SDA's HUD Continuums of Care (CoC) and AJCs, to assist participants in overcoming barriers to employment. Grant recipients will deliver career exploration opportunities, placement, and supportive services to veterans experiencing homelessness or at risk of homelessness, helping them secure employment in stable, high-demand occupations with wages consistent with the relevant market. They will also provide job-driven training targeted to in-demand occupations to enable veterans to become employable or advance to a higher employment grade.

HVRP grant recipients achieve success through a variety of core services:

³ In accordance with [2 C.F.R. § 200.302\(a\)](#), records documenting compliance with Federal statutes, regulations, and the terms and conditions of the federal award must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the federal award.

A. Outreach

Grant recipients are responsible for three types of outreach and engagement activities:

1. **Participant:** Grant recipients must conduct effective outreach, recruitment, and engagement to meet participant enrollment goals. This is accomplished by using a flexible, effective, non-threatening, and persistent approach to meet veterans where they are. This means knowing the population and where to reach out to sheltered and unsheltered veterans in the SDA. This includes reaching veterans living in encampments, such as tent cities, as well as veterans in institutional settings, such as jails and hospitals. Referrals can also come from outreach to local partners, including shelters, jails, and AJCs. Outreach must also allow for in-person, virtual, socially distanced, or hybrid models.
2. **Employer:** Grant recipients must proactively engage both public and private employers and conduct effective outreach to potential employers, including engagement with prevalent or growing industry sectors in the grant recipient's SDA, and in-demand jobs identified by the local Labor Market Information (LMI). This includes assessing employers' talent needs, work environments, and other factors relevant to candidate placement. Outreach includes effective methods for developing and maintaining strong relationships with employers, conducting job development activities, and carrying out job search assistance activities to develop job or training opportunities.
3. **Supportive Services:** Grant recipients must leverage resources by conducting outreach and coordinating with other local and national organizations and supportive service programs, including penal institutions and halfway houses, to assist HVRP participants in overcoming barriers to employment. VETS promotes collaboration with other organizations to leverage federal, state, and local resources to the maximum extent possible in support of reintegrating veterans experiencing homelessness. Grant recipients must implement effective outreach on behalf of the participant to facilitate the delivery of effective job training, soft skills training, counseling, and other wraparound services, such as the provision of housing, transportation, childcare, and necessary health services (including mental health) as the means for expediting the reintegration of eligible veterans into the labor force.

B. Intake and Enrollment

The intake process is where the grant recipient obtains the necessary information on veterans seeking services. The intake process includes screening the individual to determine eligibility, collecting information from the individual to determine the types of employment-related services needed, and, if the individual is eligible and seeking employment, enrolling them into the program. The recipient must enroll the participant before providing HVRP services or participant support. This process must be documented and retained in the participant file. See [Section V.B.](#) for documentation required for eligibility.

If the individual is found ineligible for HVRP during the intake process, HVRP staff should provide the individual with resources and/or a referral to services that meet their

needs.

Enrollment into HVRP via VGRS

The veteran is considered enrolled in HVRP once the grant recipient has collected the necessary information to determine that they are eligible for HVRP, and the participant record is created in VGRS. Grant recipients must not spend any HVRP grant funds, including on staff time (other than the intake process and outreach or engagement activities), case management, or participant support, until the veteran is enrolled in HVRP. VETS requires grant recipients to record the participant and enrollment records in VGRS within five business days of enrollment; this includes conditional enrollments of veterans for whom the grant recipient is reliant upon alternative source documents listed in [Step 1: Identify Veteran Status](#).

To enroll a participant into VGRS, the grant recipient must create a participant record.

Please refer to the HVRP Quarterly Performance Report Desk Guide and VGRS Grant Recipient User Guide for participant/enrollment data entry. The Desk Guide can be found on the HVRP DOL website under [Recipient Information - Resources](#), and the VGRS User Guide can be found on the [VETS Grantee Reporting System website](#).

Additionally, grant recipients must be vigilant in the maintenance of VGRS participant records to ensure they are current. Grant recipients' VGRS user accounts become inactive after 60 days of inactivity.

C. Case Management

Case management is a client-centered approach in the delivery of individualized career services designed to develop comprehensive employment plans for participants, assist participants to overcome barriers to employment, ensure access to the necessary training and supportive services that impart relevant skills and connect participants with high-quality career opportunities, and provide support during program participation and after job placement. HVRP case managers are essential in keeping the participant engaged in the program. Case management is a collaborative process of assessment, planning, facilitation, care coordination, evaluation, and advocacy for options and services to meet an individual's comprehensive needs through communication and available resources to promote quality, cost-effective outcomes. Case management is provided through the following activities:

1. **Needs Assessment:** The case manager collects education and employment history and identifies barriers to employment, including skill deficits, strengths, supportive service needs, and job readiness. An assessment is an ongoing process during which the case manager observes the client, records pertinent information, and identifies other sources of information. The case manager works closely with other staff and partner agencies to identify necessary referrals for shelter, clothing, food, and other immediate crisis intervention needs.
2. **Individual Employment Plan (IEP):** The IEP identifies and lays out a strategy for achieving the veteran's overall employment goal and the steps to overcome all

employment barriers. That strategy includes the overall goal broken down into manageable steps, a brief description of the activities or services required, timelines for completion, and the people responsible for each action. Grant recipients must develop and document an IEP with every participant, and it must be maintained and updated in the participant's file. The IEP is considered a "living document" and must be discussed, reviewed, and continually updated throughout participation in HVRP. The outline for specific implementation of an IEP is:

- a. **Start Small:** Breaking larger goals into smaller, manageable steps helps generate early progress, which in turn builds confidence and supports sustained achievement.
 - b. **Promote Accountability:** Including timelines and expectations about what needs to be done, when, and by whom allows veterans and case managers to track progress and hold each other accountable.
 - c. **Build Buy-In:** Developing the IEP is a collaborative process that requires negotiation and flexibility from the veteran and case manager. If the veteran is not invested in the plan, progress will be intermittent and slow, or worse. To demonstrate their commitment to the plan, the case manager and veteran should sign the IEP; this will also give the veteran the opportunity to review the document to ensure it reflects their interests in, and understanding of, the process. The veteran is not required to sign the IEP, but doing so is encouraged to facilitate the collaborative process. Signatures may be electronic or wet ink.
 - d. **Connect with Partners:** Veterans may be working with multiple providers to assist them with their job search or to address other barriers; collaborating and sharing information with those partners prevents duplication of services and ensures everyone is working together to help the veteran.
3. **Employment and Supportive Services:** VETS requires grant recipients to provide an array of client-centered services utilizing a case management approach that directly assists eligible participants and provides critical linkages to a variety of supportive services available in their local communities. Once a participant is determined to be eligible and enrolled into HVRP, grant recipients are required to provide needed career exploration and placement services, job-driven training, and supportive services so the veteran may secure employment in stable, high-demand occupations earning livable wages. The services provided (through direct services, referrals to partner agencies, or a hybrid approach) must assist the participant to overcome employment barriers and find and maintain meaningful employment. These services include the following:
- a. **Job Search Assistance:** An activity focusing on building practical skills, identifying and initiating employer contact, and conducting successful interviews with employers. Various approaches may include job club participation, identifying personal strengths and goals, resumé and application preparation, interviewing techniques, and receiving labor market information. Job search assistance often includes self-service activities where individuals obtain information about job openings.

- b. **Supportive Services:** Services provided to assist enrolled HVRP participants with overcoming all barriers to employment and support the reintegration back into the labor force. Examples of supportive services include, but are not limited to, transportation, health care, financial assistance, drug and alcohol abuse counseling and referral, individual and family counseling, job coaches, childcare and dependent care (if eligible), temporary shelter (if eligible), financial counseling, and other reasonable expenses required for participation in the training program. Supportive services may be provided in-kind or through partnerships. Please see [Section IX](#) for details pertaining to participant support costs allowable under HVRP.

D. Collaboration

It is critical that HVRP case managers align with a variety of partners to ensure supportive services are available to the participant to address all employment barriers with a goal of coordinated service delivery. HVRP case managers must work closely with other service providers to coordinate services, ensuring services are not duplicated and creating a positive customer experience. Stable housing, health care (including mental health), transportation, childcare, and other supportive services are critical in helping veterans experiencing homelessness reintegrate into the labor force.

Coordination with AJC Network Programs: Because of the benefits of coordinating with multiple resources and services available to veterans experiencing homelessness, all grant recipients are strongly encouraged to refer participants to services available at a local AJC (see [American Job Center Finder | CareerOneStop](#)) from the Wagner-Peyser Act-funded Employment Service, a Jobs for Veterans State Grant (JVSG)-funded Disabled Veterans' Outreach Program (DVOP) specialist, or a Workforce Innovation and Opportunities Act (WIOA) Title I-funded program, such as those that provide training services for adults or dislocated workers. Grant recipients and the local AJC should coordinate and learn about the services that are offered to veterans experiencing homelessness, as well as the workforce services that may benefit veterans. Such coordination may include HVRP grant recipient staff making a visit to the local AJC or a virtual meeting facilitated by the grant recipient to learn about services offered. GOTRs are available to facilitate such coordination. Registration alone in the state workforce system does not constitute enrollment. Participants should meet with AJC staff (in-person, virtually, or telephonically) to learn about and receive one or more applicable services.

Not all HVRP participants may be eligible for services from a DVOP specialist due to the different definition of veteran used across the programs. HVRP recipients should refer participants to the AJC for proper eligibility screening prior to referral to a DVOP specialist for services.

E. Job-Driven Training

Employment and job-training plans will be included within the IEP, as described in [Section VIII.C.2](#). The job-training plan is based on the individual job-training needs assessment for each veteran. Job-driven training is targeted to the specific industries, occupations, and skills that are in demand locally and align with the participant's

employment goals. In addition to strategies to address the participant's employment goals, the job-training plan should reflect, as appropriate, other approaches to help the participant achieve self-sufficiency, including referrals to other services or programs.

Strategies described in an employment and job-training plan must focus on employment opportunities that add value and impart relevant, sought-after skills within the existing job market. Strategies should align with, and leverage, other federal, state, or local education and job-training program resources.

Job-driven training for participants may be provided directly through the grant or provided through partnerships with an AJC partner program, the GI Bill, Veteran Readiness and Employment (VR&E), State Vocational Rehabilitation (VR) programs, VA Compensated Work Therapy (CWT), or other training providers. Grant recipients and HVRP staff must be familiar with their approved project narrative; this ensures that the grant recipient develops a participant training plan and implements it either through direct training or a robust referral system. Job-driven training must enable a participant to become employable or seek a higher grade of employment and must align with the participant's employment goals. Some examples of job training that may be provided to participants are on-the-job training (OJT); pre-apprenticeships; customized job training, upgrading, or retraining; entrepreneurial or other work-based learning; and occupational skills training provided by the grant recipient or a third-party training provider.

HVRP career services (defined in the [HVRP Glossary of Terms](#)), such as life skills, financial management, resumé writing, interview preparation, and other job readiness or preparation services, **are not considered** job-driven training and must not be recorded as training in the quarterly performance reports. For definitions of the various types of job training, see the [HVRP Glossary of Terms](#).

Please note that placement into a Registered Apprenticeship is considered placement into employment and is not entered as training in VGRS. Please visit the [ApprenticeshipUSA webpage](#) to learn more about Registered Apprenticeships.

Please visit the [Apprenticeship Job Finder webpage](#) for open Registered Apprenticeship job opportunities from employers across the country and directly apply with the employer of the Registered Apprenticeship program.

F. Job Placement

Grant recipients must have sound strategies for placing participants into unsubsidized employment in good-quality jobs that pay living wages in safe and healthy workplaces. Grant recipients must work toward assisting participants to secure or attain employment in accordance with their employment goals during the PoP either through direct involvement by the grant recipient, through a robust referral system, or through the participant's own efforts. Grant recipients are allowed to report and take credit for one placement per enrollment. Also, while each grant recipient may report only one placement per enrolled eligible participant, you may track and report total placement transactions (when a participant is placed into employment multiple times) within your performance reports. See the [HVRP Glossary of Terms](#) for additional details on Job Placement Services.

Note: Grant recipients cannot claim credit for participant placement into employment that was secured or attained prior to program entry. See [HVRP Glossary of Terms](#) for more details on defining placement into employment.

Placement in a Registered Apprenticeship program is considered placement into employment.⁴ HVRP grant recipients should visit the [Apprenticeship Job Finder webpage](#), where you can search Registered Apprenticeship job opportunities nationwide for participants.

Participation in a subsidized job training program (e.g., pre-apprenticeship or OJT) is considered job-driven training and does not constitute job placement.

Participants may be enrolled in the program more than once throughout the grant's three-year PoP under the following conditions: a) more than 90 days have passed since the participant's last exit date; b) the participant is still meeting the eligibility criteria to receive HVRP services; and c) the participant is not currently enrolled with another HVRP grant recipient. This is considered a new enrollment. When this occurs, for reporting purposes, the recipient should close the original enrollment by deleting any placement-into-employment data and confirming the service end date (exit date). The recipient does not have to conduct follow-up activities for the original enrollment because these will be captured under the new enrollment record. However, in VGRS, the recipient must report, in the original enrollment record, that the participant exited without placement and did not earn wages in the first, second, third, and fourth quarters after exit.

Participants that exit and return for services within 90 days of exit retain their original enrollment/eligibility status, and it is not considered a new enrollment, as the participant received services within 90 days of exit.

Participants experiencing a gap in service of 90 days or more due to a condition preventing them from program participation, such as a health condition or service in the National Guard/Reserve, may be temporarily exempted from being exited for a portion of the grant recipient's PoP.

If a participant was not placed by the end of the PoP and the grant recipient receives a new award:

- The grant recipient may enroll the participant into the new grant's PoP.
- If the participant met the eligibility requirements in the previous PoP when they were initially enrolled into HVRP, they do not need to meet the eligibility requirements described in [Section V](#) of this VPL if they are enrolled into the new grant award's PoP.

⁴ Registered Apprenticeship is an industry-driven, high-quality career pathway where employers can develop and prepare their future workforce, and individuals can obtain paid work experience with a mentor, receive progressive wage increases, classroom instruction, and a portable, nationally-recognized credential. Registered Apprenticeships are industry-vetted and approved and validated by the U.S. Department of Labor or a State Apprenticeship Agency.

- If the grant recipient enrolls these participants into the new grant award's PoP, they will be counted as new enrollments.
- All participants must be reported as "exited" at the end of the previously awarded PoP.

If a participant was not placed by the end of the PoP and the grant recipient **does not** receive a new award:

- All participants must be exited at the end of the PoP.
- Prior to the end of the PoP, the grant recipient must ensure that these participants are referred to other service providers (e.g., local AJC, another local HVRP grant recipient in the participant's SDA) that are able to assist them in meeting their employment goals.
- HVRP grant recipients must work with their GOTR to identify and track appropriate referrals for these participants.

Employment Outcomes Verification: The following are approved methods (through an employer, the participant, or an automated system) for documenting placement/employment outcomes (including dates of employment, hourly wages, and hours worked):

- Pay stubs;
- Automated employment verification services;
- Employer statement of earnings;
- Documented contact with the employer attesting to employment and wages of the participant; and
- Supporting documentation of self-employment and wages earned (see details below).

VETS does not categorically prohibit placements into self-employment. The participant must file a [Form 1099-MISC](#) with the IRS to report self-employment earnings. The participant must share supporting documentation with the grant recipient as proof of self-employment and wages earned. This allows the grant recipient to determine hourly wages and other data elements required for reporting. Participants must provide documentation such as business license, employer ID for services rendered, copies of income checks, receipts of job materials and equipment, wage records, IRS Form 1099-MISC, and/or advertisement of services.

Note: All data sources and methods used must be documented and are subject to periodic on-site reviews by the GOTR.

G. Follow-Up Services

Grant recipients provide post-exit follow-up services to participants to increase the success of employment and job retention.

- 1. Employment Retention:** Grant recipients must provide employment adjustment services once the participant is placed into employment to assist in job retention. Due to numerous barriers and challenges that veterans experiencing homelessness face in their transition to careers and stable housing, employment adjustment services are designed to help a newly employed veteran adjust to a new job and are considered part of the veteran employment plan. This includes setting clear expectations, identifying stressors and developing an action plan to combat them, and tracking and celebrating success.

HVRP case managers or career coaches should offer guidance on any issues the newly employed individual encounters, including areas such as the following:

- Counseling to help the newly hired veteran adjust to new routines, schedules, and work environments;
- Building relationships with coworkers;
- Financial literacy;
- Enhancing customer service skills;
- Soft skills to improve communication, interpersonal skills, leadership, problem solving, work ethic, time management, and teamwork;
- Understanding and adapting to the company's culture; and
- Counseling to help the newly employed veteran work through the job situations they find most troublesome.

For more information on employment retention services, see the HVRP Program Guide in the [Welcome New Grant Recipients](#) section of NVTAC's website.

- 2. Follow-up Services:** Grant recipients must provide post-exit follow-up services to participants enrolled and placed during the current PoP, and for four quarters after exit (through the end of the PoP), to increase the participant's success in employment retention. The following are examples of follow-up services:

- Additional career planning;
- Contacting the employer;
- Assisting with work-related problems;
- Peer support groups;

- Informational mailings;
- Co-enrolled partner services for job retention;
- Follow-up tracking services; and
- Post-exit supportive services for job retention. Examples may include referrals for supportive services, incentives, work clothing, transportation assistance, etc. See [Section IX.](#) for additional information on participant support costs.

IX. Participant Support Costs

Per [2 C.F.R. § 200.1](#), the term “participant support costs” means direct costs that support participants and their involvement in a federal award. A participant support cost may only be provided to participants to enable their participation in HVRP services and must be tied to a specific HVRP service; it is not intended to meet every need of the participant. Needs are typically identified through the intake and assessment process and outlined in the employment plan. A participant support payment is made to, or on behalf of, eligible participants for temporary assistance required to support the individual’s employment plan. HVRP grant funds must not be expended on participant support costs until the participant is enrolled in HVRP. A participant support cost must be reasonable and necessary to enable a participant to take part in services and activities related to the employment plan. A participant support cost should not duplicate a service a participant receives from another program (i.e., federal, state, local, etc., programs). Before using HVRP funds for this purpose, grant recipients must first leverage other resources by coordinating with local, state, and national organizations and supportive service and training programs (including job-driven training opportunities and Registered Apprenticeships) to fund participant support costs. Participant support costs may be incurred *after* the participant exits (placed into employment) the program during the follow-up period (must be within PoP) if the cost is reasonable and necessary to retain employment.

Recurring participant support costs are limited to 90 days, unless noted otherwise.

Participant support costs under HVRP may include, but are not limited to:

- Assistance with transportation (including bikes, bus passes, gas cards, etc., if reasonable and necessary to obtain or retain employment);
- Assistance with [childcare and dependent care, if eligible](#);
- Assistance with [housing only for veterans transitioning from certain institutions, if eligible](#);
- [Participant wages](#) for OJT, training and education costs for participants enrolled in pre-apprenticeship and/or transitional jobs (TJ) wages;
- Payment for hotel stays up to three days in connection with the grant recipient’s housing strategy for participants transitioning to emergency, temporary, transitional, and/or permanent housing through various community resources;

- Driver's license or state identification cards;
- Uniforms or other appropriate work attire and work-related tools or other related items necessary for training or employment;
- Assistance with books, fees, supplies, and other necessary items for job-driven training;
- Payments and fees for employment and training-related applications, tests, and certifications;
- Fines and fees that are creating a barrier to employment, up to \$500 per participant;
- Reasonable and necessary costs to start a business (e.g., filing fees and licenses) up to \$500 per participant. The business must be documented with the IRS. Start-up costs exclude costs for products and materials to start a business;
- Licensing fees and background check fees;
- Participant workplace accommodations that enable a participant to participate in employment, training, or education;
- Automobile repairs necessary for the participant to seek, accept, or participate in employment and training activities are allowable, up to \$500 per participant. Allowable repairs are limited to immediate needs—repairs that address conditions that render the vehicle inoperable, such as replacing an alternator or a car battery; or
- Other reasonable and necessary costs to assist the participant in overcoming a barrier to obtain or retain employment.

Participant support costs that may not be allocated to the HVRP for participant support are:

- Assistance in paying for expenses that are directly made to and/or refundable to the participant;
- Expenses for enrollment and participation in workforce development programs already paid for at the federal, state, or local level. Grant recipients should explore their state and local workforce development programs and leverage other DOL programs available on the [DOL Grants website](#);
- Expenses related to titled or deeded items or when recovery of such expense is anticipated (e.g., rent or housing deposits, mortgage payments, homeowner's insurance, property taxes, car payments, purchase, rental, or lease of vehicles);
- Expenses for household items or supplies not directly related to the participant's employment plan;
- Expenses incurred prior to enrollment into the HVRP;

- Expenses for training after the participant exits the program;
- Membership fees not required to obtain employment; and
- Any other costs unallowable under [2 C.F.R. Part 200 Subpart E](#).

All costs must support the goals and objectives of HVRP and must be adequately documented within the participant case file. Please see [2 C.F.R. § 200.403](#) on the factors affecting allowability of costs.

The use of a participant support cost is determined on an individual basis, and the grant recipient is required to have an SOP. See [Section VI.B](#).

X. Incentives

Incentives may be provided to active HVRP participants for recognition and achievement directly tied to participation in the program and employment goals. Incentives may be provided to enrolled participants and participants maintaining employment throughout the 12-month retention period.

Examples of allowable incentives may include gas cards or gift cards to a restaurant or grocery store provided to participants as an incentive for completing training, providing placement verification documentation, etc. Incentives may not be provided for entertainment, such as movie tickets, sporting event tickets, or other entertainment purposes. Incentives must not be provided for the purchase of alcohol, e-cigarettes, e-liquids, tobacco, etc. Checks or cash cannot be issued directly to participants. Incentives may not be given to a veteran to simply entice them to enroll into HVRP. Incentives are used throughout the program to provide recognition for achievements and accomplishing goals typically identified in the IEP. For an incentive to be effective, participants must be aware of the existence of such incentive and understand the terms and standards of award to improve the likelihood of it leading to successful program outcomes or achievement of grant performance measures.

Please see [Section VI.B](#) for the requirements of an SOP on incentives that outlines a disbursement policy and tracking system to ensure supportive services are implemented and executed consistently before incentives are dispersed.

XI. VETS' Monitoring of the HVRP

- A. VETS monitors HVRP grant recipients' performance and compliance with policy and directives periodically throughout the PoP. VETS uses the term on-site review (OSR) to refer to both on-site and virtual monitoring. The state's Director for Veterans' Employment and Training (DVET) is responsible for conducting the OSR as the GOTR but may delegate the responsibility for completion to another VETS staff member.

The frequency of OSRs is based on time and risk, considering factors such as organizations that have not been awarded an HVRP grant recently, whether the grant recipient is on a corrective action plan (CAP) or designated as high-risk, or other factors identified by the GOTR. At minimum, a grant recipient will receive an OSR once per PoP.

VETS will notify the grant recipient in advance of the OSR. The notification will be in writing and include information on and the request for:

- The manner in which the OSR will be conducted (virtual or in-person);
- The start and end date for the OSR;
- List of participant files to be reviewed by participant ID;
- Access to active and closed participant case files (access to hard copy case files, electronically through the grant recipient's case management system, or emailed to the reviewer/GOTR prior to and during the on-site review);
- Federal law, Office of Management and Budget guidance, and DOL policy require grant recipients to safeguard Personally Identifiable Information (PII)⁵ and other sensitive data and to comply with the related policy referenced in the terms and conditions. Grant recipients must use secure platforms to transmit unredacted PII and other sensitive materials, including case files, to their GOTR. Redaction prevents GOTRs from completing case file reviews to verify policy compliance. Please coordinate with your GOTR to arrange a secure transfer method, if needed.
- Names and/or titles of staff to be interviewed;
- Request for or identification of financial documentation to be reviewed/transmitted;
- List of policies, internal controls, and/or standard operating procedures that will be reviewed; and
- Other applicable documentation or information identified by the GOTR.

GOTRs may require additional participant files and/or documentation and may identify additional staff for interviews even after notification was issued. All documents provided to VETS must remain unaltered. The grant recipient's OSR will consist of an entrance briefing, a review period, an exit briefing, and a final report issued within 30 days of the exit briefing.

GOTRs complete an Assessment Tool and Participant File Review Workbook for the OSR. These templates are available [under Program Documents on the HVRP Recipient Information webpage](#). VETS provides these templates to promote transparency about

⁵ PII may include the participant's full name, date of birth, driver's license number, or information that directly identifies an individual (e.g., photograph, name, address, Social Security number or other identifying number or code, telephone number, email address, etc.). For more information on PII, see the section entitled "Personally Identifiable Information" in the terms and conditions of your award.

what will be reviewed during the OSR and encourages grant recipients to use them for self-assessments between reviews. GOTRs do not provide completed copies of these tools; instead, they will discuss the results during the exit briefing and formally document a summary of findings in the final report.

The final report will outline promising practices and include an assessment of compliance with all applicable laws, regulations, and VETS policies and directives. If any findings require an administrative or managerial CAP, in accordance with [VPL 02-25](#) or the latest policy on CAPs, VETS and the grant recipient will follow that policy guidance for implementation, monitoring, and resolution of findings. GOTRs will provide technical assistance to the recipient as they develop the CAP and will continue providing enhanced technical assistance until the finding is resolved. This will include a requirement to participate in NVTAC training and technical assistance activities for CAPs that fall under NVTAC's Menu of Services.

- B.** VETS procured a contract to conduct audits to evaluate program costs for financial compliance with the HVRP Terms and Conditions and the Uniform Administrative Requirements, 2 C.F.R. Part 200, Subparts [D](#) and [E](#) and Part [2900](#), Subparts [D](#) and [E](#). The contractor is an authorized representative of VETS.

The number of audits per program is determined by available program funding. The selection and frequency of these financial-focused audits are based on risk, considering factors such as late or inaccurate financial reporting, whether the grant recipient is on a performance-based or administrative and managerial CAP or is designated as high risk, or other factors identified by the GOTR to their Regional Administrator (RAVET). Due to the number of grants awarded each year, every grant may not receive an audit within their three-year PoP.

In most cases, there is reason to believe the grant selected will benefit from the audit as well as provide VETS with data to assist in improving current program guidance and grant recipient training.

The audit contractor's staff will notify the grant recipient approximately one month in advance of the audit's scheduled fieldwork start date. The period for an audit is typically three months from the notification to the final audit report.

The notification will be in writing and will include:

- The manner in which the audit will be conducted (virtual or in-person);
- The proposed start and end date for the audit;
- Request to schedule kick-off, walkthrough, and exit meetings;
- List of data/information requested to be reviewed by the audit staff during the pre-fieldwork planning phase of the audit;
- Request for names and/or titles of grant recipient staff to be contacted for audit

documentation requests; and

- Timeline for grant recipient formal response to draft audit report.

The grant recipient's audit will consist of an entrance brief, a period of review, an exit brief, and the issuance of an audit report outlining the results of the audit. If findings are listed, the report will include the criteria, condition, cause, effect, and recommendation for each finding. If findings are discovered, the grant recipient will be expected to respond to the audit contractor's staff to provide a plan of action to correct the noted finding(s).

The grant recipient will work with the GOTR and/or other points of contact designated to address the outcomes of the audit, as applicable.

XII. Actions Required

This guidance is effective immediately. HVRP recipients must:

- A. Immediately transmit this policy to appropriate staff.
- B. Update and implement policies and procedures to align staff and processes with these requirements.
- C. Consult with the appropriate GOTR if technical assistance is needed.

XIII. Inquiries

Grant recipients should direct questions to their GOTR. GOTRs should refer questions or issues that cannot be resolved at their level to the regional office. Regional offices may send questions to HVRP@dol.gov.

XIV. Expiration Date

This guidance is active until superseded or rescinded. It will be reviewed for relevance on or before September 2029 and will remain in effect until it is rescinded or superseded.

XV. Attachments

[Appendix](#): HVRP Definitions and Obtaining Documentation

Appendix: HVRP Definitions and Obtaining Documentation

HVRP Definitions

The following provides definitions for key terms used in this policy.

Veteran

The term “veteran” is defined in [38 U.S.C. § 101\(2\)](#) as “a person who served in the active military, naval, air, or space service, and who was discharged or released therefrom under conditions other than dishonorable.”

Eligible participants must be a “veteran,” which means a person who served in the United States Army, Navy, Marine Corps, Air Force, Space Force, Coast Guard, or Reserve Component (National Guard or Reserve), who meets the following criteria:

- Received a discharge or release under conditions other than dishonorable (see 38 U.S.C. § 101(18)); and
- At least one day of active duty (see 38 U.S.C. § 101(21)) to include time spent in basic training for active-duty members; or
- Federal active duty for National Guard and Reserve members (does not include inactive or active duty for training as defined in 38 U.S.C. §§ 101(22) and (23)); or
- Any period of inactive duty or active duty for training during which National Guard and Reserve members received a service-connected disability rating resulting from a disease or injury incurred or aggravated in the line of duty (see 38 U.S.C. § 101(24)).

Important things to note about this definition include:

- There are no minimum days of service to determine eligibility.
- The veteran can have any character of discharge *except* dishonorable.
- Veterans with more than one period of service may have different characters of discharge (more than one issued DD-214). One other-than-dishonorable discharge qualifies the person as an eligible veteran, even if their most recent discharge was dishonorable, if they meet at least one of the eligible veteran criteria listed above.
- A veteran who is appealing their dishonorable discharge must be successful in the appeal before they meet the definition of an eligible veteran.
- This definition includes any period of inactive duty or active duty for training during which National Guard and Reserve members received a service-connected disability rating resulting from a disease or injury incurred or aggravated in the line of duty, meaning the individual received a VA disability rating and is able to provide a copy of the VA Summary of Benefits letter to verify the service-connected disability rating.

- For example, consider a National Guard or Reservist who gets injured during annual training. Even if they have never been on Title 10 orders, the service member could file a claim, and the VA could still provide a service-connected disability rating. If the veteran receives this rating at the time of enrollment into the HVRP, they are considered an eligible veteran.
- [Title 38 U.S.C. § 101](#) Veterans' Benefits Definitions does not state that the disability must be compensable, only that the veteran received a service-connected disability rating. This would include a zero percent rating.
- Time in basic training or Advanced Individual Training (AIT) for National Guard or Reserve members **does not** meet the definition of veteran. Basic training is considered "active duty for training." The definition of "active duty for training" pertains to the reserve component of the Armed Forces. Therefore, time spent in basic training by National Guard and Reserve members, as well as any other active or inactive duty for training, would not meet the definition of "veteran" per 38 U.S.C. § 101.
- Time in basic training or AIT for federal active-duty members **does** meet the definition of veteran.
- National Guard or Reserve members who served on federal active duty (does not include inactive or active duty for training (e.g., basic training or AIT, state active duty, weekend drills, etc.), see 38 U.S.C. § 101(22), (23)) are eligible for HVRP if they also meet the homeless, at risk of homelessness, participation in a [qualifying partner service](#), or [transitioning from certain institutions](#) criteria. Depending on the length of their federal active duty, they may not have been issued a DD-214. For these circumstances when a DD-214 was not issued, the grant recipient should include the applicable military orders and/or NGB Form 22 in the case file to record eligibility.
- In some situations, a DD-214 (or the VA Summary of Benefits letter, military orders, or NGB Form 22, only when appropriate) is not readily available at the time of enrollment. Veterans may request records from the VA, their military unit, or National Personnel Records Center. Instructions for doing so are included below.

Homeless Veteran

The term "homeless veteran" means a veteran who is homeless (as that term is defined in subsection (a) or (b) of section 103 of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. § 11302](#))), as follows:

- (a) In general, the terms "homeless," "homeless individual," and "homeless person" mean:
1. an individual or family who lacks a fixed, regular, and adequate nighttime residence;
 2. an individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;

3. an individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by federal, state, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing) (includes participants of VA GPD program);
4. an individual who resided in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided;
5. an individual or family who—
 - A. will imminently lose their housing, including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by federal, state, or local government programs for low-income individuals or by charitable organizations, as evidenced by—
 - i. a court order resulting from an eviction action that notifies the individual or family that they must leave within 14 days;
 - ii. the individual or family having a primary nighttime residence that is a room in a hotel or motel and where they lack the resources necessary to reside there for more than 14 days; or
 - iii. credible evidence indicating that the owner or renter of the housing will not allow the individual or family to stay for more than 14 days, and any oral statement from an individual or family seeking homeless assistance that is found to be credible shall be considered credible evidence for purposes of this clause;
 - B. has no subsequent residence identified; and
 - C. lacks the resources or support networks needed to obtain other permanent housing; and
6. unaccompanied youth and homeless families with children and youth defined as homeless under other Federal statutes who—
 - A. have experienced a long-term period without living independently in permanent housing,
 - B. have experienced persistent instability as measured by frequent moves over such period, and
 - C. can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.

(b) Domestic violence and other dangerous or life-threatening conditions:

An individual or family who:

1. is experiencing trauma or a lack of safety related to, or fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous, traumatic, or life-threatening conditions related to the violence against the individual or a family member in the individual's or family's current housing situation, including where the health and safety of children are jeopardized;
2. has no other safe residence; and
3. lacks the resources to obtain other safe permanent housing.

Veteran At Risk of Homelessness

To be determined eligible as at risk of homelessness, the veteran **must** meet one of the following eligibility categories:

- Veterans who, at program entry, are at risk of homelessness within 15-60 days (veterans who are at risk of homelessness within 14 days are considered at “imminent risk” and are defined as homeless) (see [38 U.S.C. § 2021](#)); **OR**
- Veterans recently released (within the last 18 months) from incarceration who are at risk of homelessness..⁶

Veterans who meet one of the categories above **must also** meet both criteria listed below:

1. at risk of losing their current housing with no alternative safe housing options immediately available to prevent them from moving to an emergency shelter or other circumstances described in the [homeless veteran](#) definition, **and**
2. do not have sufficient resources to prevent housing loss, e.g., financial, social, and house stability determinants.

Please note that veterans meeting the definition of [homelessness](#), [transitioning from certain institutions](#), or participating in a [partner program](#) **do not** need to meet the definition of “at risk of homelessness.” Veterans who are within 14 days of homelessness are considered at “imminent risk” and are considered as homeless.

Transitioning from Certain Institutions

The term “veteran transitioning from certain institutions” means an eligible veteran meeting the following definition per [38 U.S.C. § 2023](#):

A [veteran](#) who:

- Is a resident of a penal institution **or** an institution that provides long-term care for mental illness; **and**

⁶ In the fiscal year in which this policy published, the current annual appropriations act authorizes service to this population. Continued service to these individuals is contingent upon authorization in future appropriations acts. HVRP grant recipients are responsible for consulting with their GOTR and reviewing the applicable appropriations act each year to ensure they serve only eligible populations.

- Is at risk of homelessness absent referral and counseling services provided under the program.

For HVRP, an at-risk determination for this specific definition involves factors deemed appropriate by the grant recipient; however, a grant recipient is not allowed to determine that a veteran is at risk if the veteran is not scheduled to be released from incarceration or an institution within 18 months (at the time of enrollment in HVRP). Please note that individuals qualifying under this category of veterans do not need to meet the “[at risk of homelessness](#)” criteria.

A penal institution includes any federal, state, county, local, and city facilities such as prisons, correctional centers, detention centers, reentry centers, penitentiaries, and jails.

Child

For the purposes of defining child, VETS uses the definition of “child” at [38 U.S.C. § 101\(4\)](#).

Childcare Costs for Veterans with Children

HVRP funds may be used to provide childcare services for participants that meet the definition of homeless veterans with children, in accordance with [38 U.S.C. § 2021A](#), to expedite the reintegration of homeless women veterans and homeless veterans with children into the labor force.

The use of grant funds for childcare services (allowable only to participants that meet the definition of a homeless veteran with children) is limited to 45 days, and the amount of assistance must be reasonable considering the average cost of childcare within the local community. Grant recipients expending HVRP funds for childcare services for these eligible participants must identify how they will exhaust other resources before identifying grant funds for this purpose. A grant recipient must provide documentation in the participant case file to include proof of enrollment with AJC partners, such as the [Temporary Assistance for Needy Families](#) (TANF) program or other [federal benefit services](#), for childcare services. If a veteran with children can obtain funding for childcare services by any other means, such as through other federal or state programs, then HVRP grant funds cannot be used for such childcare costs. Grant recipients must have an SOP on the use of expending HVRP funds on childcare costs. Grant recipients expending HVRP funds on childcare costs must meet all these requirements.

Housing Costs for Veterans Transitioning from Certain Institutions

Housing is a critical element for successful reintegration into the workforce. HVRP funds may be used for housing, but only for eligible participants who meet the definition of a [veteran](#) who is transitioning from certain institutions in accordance with [38 U.S.C. § 2023](#).

Grant recipients expending HVRP funds for housing assistance (an allowable cost only for a [veteran](#) who is [transitioning from certain institutions](#)) must exhaust other housing options such as those offered by penal institutions, community-based housing providers, or other housing assistance options before identifying grant funds for this purpose. This must be documented in the participant case file. The use of grant funds for housing assistance is limited to 90 days, and the amount of assistance must meet the test of rent reasonableness. To meet this test and to be able to pay a landlord up to 90 days of reasonable rent, the applicant must secure at least three

(3) samples of rent for housing units located in the specific community and zip code of the desired housing that meet the needs of eligible veterans transitioning from certain institutions. If the veteran can obtain housing by any other means, such as through other federal or state programs, then HVRP grant funds cannot be used for such housing assistance. Grant recipients must have an SOP on the use of expending HVRP funds on housing costs for veterans transitioning from certain institutions. Grant recipients expending HVRP funds on housing costs must meet all these requirements.

Participant Wages

To use HVRP funds for OJT, training and education costs for pre-apprentices, and/or transitional jobs (TJ) wages, grant recipients must show that participants need the subsidized job training wages and create an agreement with the employer that stipulates the terms of the subsidy, duration of the job training, and that it must lead to employment. The agreement must stipulate that HVRP funds will reimburse the employer for the agreed-upon earnings to be subsidized, not more than 50 percent. Funds can cover job training wages for up to 90 days and can contribute up to half of the participant's wages, based on the county market wage for the SDA county. Subsidized employment that includes job training will not be reported as placement into employment; it will be reported as training in VGRS. Grant recipients must have an SOP to implement and execute this process consistently.

Obtaining Documentation of Veteran Status

The following provides specific steps for requesting a DD-214:

- Go to the [National Archives Veterans' Service Records website](#). Under "Start Request Online," select "DD 214/Separation Documents." Then, select "Make a new request." When you get to the section that asks, "Which of these categories best describes why you're requesting the records?" select "Emergency Request" and then "Homeless Seeking Shelter." Using this option, you will be required to verify that the individual you are seeking documentation for meets their definition of homelessness before proceeding.
- Submit a military records request to get the DD-214 or other military service records through the [milConnect](#) website. See the VA's [instructions for navigating milConnect](#) for more information.
- Contact your state Department of Veterans Affairs, county's veterans service office, or local veteran service organization (e.g., Veterans of Foreign Wars (VFW), Disabled American Veterans (DAV)).
- Other resources include the following:
 - [eVetRecs Request Veterans Records Online Service Records Requests](#)
 - [SF-180 Request Pertaining to Military Records](#)

The following provides specific steps for requesting Veterans Benefits Management System (VBMS)⁷ or the VA web application Status Query and Response Exchange System (SQUARES) documentation, which are acceptable as provisional source documents to expedite enrollment:

VBMS

Request by individual:

Veteran downloads [VA Form 10-5345a](#), Individuals' Request for a Copy of their Own Health Information. This form is an online fillable PDF or can be printed and completed. Veteran submits completed form to the VA's Release of Information Office via email or fax. The Release of Information Office's email address and fax number vary based on the location of the VA Medical Center (VAMC).

Note: VA Form 10-5345a must be dated 2021 or later.

Request by Third-Party Release:

- HVRP staff downloads the [VA Form 10-5345](#), Request for and Authorization to Release Health Information. This form is an online fillable PDF or can be printed and completed.
- The veteran must complete the VA Form 10-5345.
- The veteran must also specify in the section labeled "Name and address of organization, individual, or title of individual to whom information is to be released" the HVRP office seeking the VBMS, along with the fax number where it is to be sent. The veteran's signature is required for the form to be processed. For rapid response receipt (within 24-48 hours), a fax number must be provided.
- Email or fax the form directly to the VA's Release of Information Office.

SQUARES

Before applying, organizations should complete a [10-minute Online Training for homeless service providers](#). Instructions to apply for SQUARES access are available on the [VA website](#).

⁷ Formally known as VA Medical Centers' Hospital Inquiry (HINQ).