



Veterans' Employment
and Training Service

Homeless Veterans' Reintegration Program (HVRP) Quarterly Listening Session: Veterans' Program Letter (VPL) 02-26 HVRP Requirements and Functions

September 8, 2026

Today's Speaker



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Need to Know



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Today's Session

- Overview of VETS' Policy Guidance
- Policy Guidance for the HVRP
- Summary of Changes from VPL 06-24
- VPL 02-26 HVRP Requirements and Functions Anatomy
- VPL 02-26 HVRP Requirements and Functions Section V. Eligibility, in Depth
- VPL 02-26 HVRP Requirements and Functions Participant Eligibility Update and Clarification

Overview of VETS' Policy Guidance

Overview of VETS' Policy Guidance (1 of 2)

- VETS' Veterans' Program Letter (VPL) – Policy guidance about VETS programs to grant recipients. VPLs transmit program policy, implementation guidance, procedures, and other information to parties under a grant or contract agreement with VETS.
 - Can have supporting attachments such as a Technical Assistance Guide (TAG), a checklist, or other tools and resources to assist in following the VPL.
- VETS' Grant Officer Memorandum (GO Memo) – Policy notices from the Grant Officer to VETS grant recipients. They are used to communicate changes to the terms and conditions of the grant to ensure grant recipients are aware of a critical process change or in response to an emergent situation that requires some action or change.
 - Can have supporting attachments such as a TAG, a checklist, or other tools and resources to assist in following the GO Memo.

Overview of VETS' Policy Guidance (2 of 2)

- Located on the [VETS Active Policy Directory](#) and the [HVRP Policies and Requirements](#) webpages
 - Search for “HVRP” to separate from other VETS’ program policy guidance
- Related resources hyperlinked within the policies subject line of the table
 - Resources for grant recipients to help understand implementing the policy for their HVRP

↑↓	Date	Type	Number	Subject
02	2026/04/17	GO	02-26	Payment Management System Mandatory Payment Request Justification (PDF) Tags: jvsg, hvrp, defend the spend, dts, drawdown Related Resources: Cash vs Accrual Desk Aid
03	2026/04/17	GO	02-26 Att. 1	PMS Justification Frequently Asked Questions (PDF) Tags: jvsg, hvrp, defend the spend, dts, drawdown Related Resources: Cash vs Accrual Desk Aid
04	2026/1/09	GO	01-26	Homeless Veterans' Reintegration Program Grants - Incremental Funding Procedures for Program Year 2026 (PDF) Tags: hvrp, incremental funding, IF, amendment, TAG, PY 2026 Related Resource: HVRP Budget Narrative Template (XLSB) , HVRP Program Year 2026 Incremental Funding Document and Application Checklist for Grant Recipients (XLSX)
05	2026/1/09	GO	01-26 Att. 1	Attachment 1 Incremental Funding Technical Assistance Guide for PY 2026 Incremental Funding Requests (PDF) Tags: hvrp, incremental funding, IF, amendment, TAG, PY 2026 Related Resource: HVRP Budget Narrative Template (XLSB) , HVRP Program Year 2026 Incremental Funding Document and Application Checklist for Grant Recipients (XLSX)
08	2025/09/08	VPL	02-25	Homeless Veterans Reintegration Program Performance Management and Reporting (PDF) Tags: hvrp, quarterly, performance, financial, reporting, high risk, CAP, closeout Related Resources: HVRP Quarterly Performance Report Desk Guide under HVRP Resources
09	2025/09/08	VPL	02-25 Att. 1	HVRP Corrective Action Plan Technical Assistance Guide (PDF) Tags: hvrp, quarterly, performance, financial, reporting, high risk, CAP, closeout Related Resources: HVRP Quarterly Performance Report Desk Guide under HVRP Resources
10	2025/09/08	VPL	02-25 Att. 2	HVRP High Risk Designation Technical Assistance Guide (PDF) Tags: hvrp, quarterly, performance, financial, reporting, high risk, CAP, closeout Related Resources: HVRP Quarterly Performance Report Desk Guide under HVRP Resources

Policy Guidance for the HVRP

Policy Guidance for the HVRP (1 of 2)

- HVRP Requirements and Functions
 - [VPL 02-26](#)
- Performance, Management, and Reporting
 - [VPL 02-25](#) and Attachments 1: [Corrective Action Plan TAG](#) and 2: [High-Risk Designation TAG](#)
- Grant Award Amendments
 - [VPL 04-24](#) and Attachment A: [Award Amendments TAG](#)
- Grant Incremental Funding Procedures (annual issuance)
 - [GO Memo 01-26](#) and Attachment 1: [TAG for Program Year \(PY\) 2026 Incremental Funding Requests](#)

Policy Guidance for the HVRP (2 of 2)

- Payment Management System (PMS) Mandatory Payment Request Justification
 - [GO Memo 02-26](#)
 - [PMS Frequently Asked Questions \(FAQ\)](#)

U.S. Department of Labor

Veterans' Employment and Training Service
Washington, D.C. 20210



GRANT OFFICER'S MEMORANDUM NO. 02-26

FOR: ALL VETERANS' EMPLOYMENT AND TRAINING SERVICE GRANT RECIPIENTS
ALL VETERANS' EMPLOYMENT AND TRAINING SERVICE STAFF

FROM: KIA MASON Grant Officer  KIA MASON
Digitally signed by KIA MASON
Date: 2025.04.17
11:10:07 -0400

SUBJECT: Payment Management System Mandatory Payment Request Justification

I. PURPOSE

This memo provides guidance to the U.S. Department of Labor (DOL), Veterans' Employment and Training Service's (VETS) grant recipients (recipients) with information regarding the Payment Management System's (PMS) mandatory payment request justification, VETS' review and approval of payment request justifications, and examples of acceptable request justifications.

II. OVERVIEW

DOL uses the U.S. Department of Health and Human Services' (HHS) PMS to disburse funds to its recipients. A recipient submits a payment request to PMS, which is approved or rejected by PMS staff based on the recipient's payment drawdown history, authorized award amount, and remaining award balances.

As of March 17, 2025, all recipients are now required to include a justification with each payment request submitted to PMS. HHS has created a new mandatory field on the PMS payment request screen that directs recipients to provide a brief justification for each payment request submitted for approval. This new field is part of the implementation of section 3 of Executive Order (E.O.) 14222, [Implementing the President's "Department of Government Efficiency" Cost Efficiency Initiative](#), which requires that each agency "record every payment issued by the agency," along with "a brief, written justification for each payment submitted by the agency employee who approved the payment." The recipient justification provided in PMS will help inform VETS' own justification and approval or denial of the payment.

Summary of Changes from VPL 06-24

Summary of Changes from VPL 06-24 (1 of 4)

- **Section IV.** Incorporates the “Blackout” timeframe in which VETS will not process Statement of Work amendments because changes to a grant recipient’s goals or service delivery areas (SDA) impact the saturation levels VETS uses in the Funding Opportunity Announcement (FOA) for the competitive selection of grants.
- **Section V.** Revises the definition of “At Risk of Homelessness” and the required documentation for At Risk of Homelessness status to better align with HVRP, reduce reported confusion among recipients, and clearly specify what must be included in case notes and files. Clarifies that there are two categories of veterans at risk of homelessness and that they must meet two criteria to be eligible for enrollment into HVRP as a veteran that is at risk of homelessness.
- **Section VI.** Adds clarifying language on financial policies and procedures to align with the Uniform Guidance and adds Sections F–I, which incorporate 2025 and 2026 FOA requirements (e.g., staffing and the 50-mile radius) into policy and provide HVRP recipients guidance on frequently questioned allowable and unallowable costs.

Summary of Changes from VPL 06-24 (2 of 4)

- **Section VII.** Clarifies that grant recipients must make available participant case records, financial records, and personnel whose time is charged to the HVRP as required by the Uniform Guidance.
- **Section VIII.** Provides language that clarifies the requirement for grant recipients to enroll participants into HVRP prior to providing services or participant support.
- **Section VIII F.** Declares placement into a Registered Apprenticeship program is placement into employment – that includes on-the-job learning, related instruction, mentorship, and progressive wage increases that lead to a portable nationally-recognized credential. This change was directed by DOL's Employment and Training Administration, Office of Apprenticeship.
- **Section IX.** Provides clarifying language on participant support costs. Allows 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. States that expenses for enrollment and participation in workforce development programs already paid for at the federal, state, or local level may not be allocated to the HVRP.

Summary of Changes from VPL 06-24 (3 of 4)

- **Section XI.** States that grant recipients must use secure platforms to transmit unredacted personally identifiable information (PII) and other sensitive materials, including case files, to their Grant Officer's Technical Representative (GOTR). Redaction prevents GOTRs from completing case file reviews to verify policy compliance.
- **Section XI.** Informs grant recipients of the availability of the On-Site Review (OSR) Assessment Tool and Participant File Review Workbook for the OSR and states, “VETS provides these templates to promote transparency about 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.”

Summary of Changes from VPL 06-24 (4 of 4)

Summary of Substantive Changes to Appendix

- Clarifies that there are two at risk of homelessness categories; enrollment in HVRP under this status requires veterans to meet two criteria.
- Defines Participant Wages and the criteria that must be met for HVRP to pay wages for on-the-job training (OJT), training and education costs for pre-apprentices, and/or transitional jobs (TJ).

VPL 02-26 HVRP Program Requirements and Functions Anatomy

Breakdown of VPL 02-26

Sections of [VPL 02-26](#) are broken out by specific topics that cover:

1. Participant Eligibility (Section V)
2. Grant Recipient Project Requirements (Section VI)
3. Participant File Maintenance and Requirements (Section VII)
4. Functions of HVRP Staff (Section VIII)
5. Participant Support Costs (Section IX), in accordance with 2 Code of Federal Regulations (C.F.R.) Part 200 Subpart E – Cost Principles
6. Incentives (Section X), in accordance with 2 C.F.R. Part 200 Subpart E – Cost Principles
7. VETS' monitoring of the HVRP (Section XI)

Section VI. Grant Recipient Project Requirements (1 of 2)

- A. Coordination with the National Veterans' Technical Assistance Center (NVTAC)
- B. Standard Operating Procedures (SOP)
- C. Financial and Administrative Policies and Procedures
- D. Continuity of Operations Plan (COOP)
- E. Public Communications – Certain Information Requirements – commonly referred to as the “Stevens Amendment” – see the [Desk Aid and Q&A](#)

Section VI. Grant Recipient Project Requirements (2 of 2)

- F. General Allowable Costs to the HVRP
- G. Unallowable Costs to the HVRP
- H. Physical Location in SDA
- I. Staffing
 - Personnel Position
 - Staff Time Allocation Limits
 - Organization Limitations for Staffing
 - Personnel Reporting Expectations
 - Local Wage Requirements for Case Managers and Employment Specialists



Section VIII. Functions of HVRP Staff

Seven Functions

1. Outreach
2. Intake and Enrollment: Enrollment into HVRP via VETS' Grantee Reporting System (VGRS)
3. Case Management: three main components
 - a) Needs Assessment
 - b) Individual Employment Plan (IEP)
 - c) Employment and Supportive Services
 - i. Job Search Assistance
 - ii. Supportive Services
4. Collaboration
5. Job-Driven Training
6. Job Placement
7. Follow-Up Services

Section XI. VETS' Monitoring of the HVRP, the On-Site Review

- VETS monitors HVRP grant recipients' performance and compliance with policy and directives periodically throughout the period of performance (PoP). VETS uses the term on-site review (OSR) to refer to both on-site and virtual monitoring.
 - VPL sets the expectations grant recipients should have for federal staff conducting the OSR, and grant recipients must work with their GOTR to complete this activity.
 - VETS provides grant recipients tools for internal monitoring that mirror VETS staff assessment tool on the HVRP website under [Program Documents](#).

Section XI. VETS' Monitoring of the HVRP, Evaluating Program Costs for Financial Compliance

- 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 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 Corrective Action Plan (CAP) or is designated as high risk, or other factors identified by the GOTR to their Regional Administrator (RAVET).
 - In most cases, there is reason to believe the selected grant will benefit from the audit as well as provide VETS with data to assist in improving current program guidance and grant recipient training.

VPL 02-26 HVRP Requirements and Functions Section V. Eligibility, in Depth

Veteran Status

Eligible Veteran:

Active Duty – served at least one day on active duty and received a discharge or release under conditions other than dishonorable (includes time spent in basic training)

National Guard/Reserve Members – served at least one day of federal active duty (see 38 United States Code (U.S.C.) § 101(22)(23)) and received a discharge or release under conditions other than dishonorable – does not include active duty for training (e.g., Basic Training or Advanced Individual Training (AIT))

National Guard/Reserve Members – received a service-connected disability resulting from a disease or injury incurred or aggravated in line of duty (active or inactive duty for training) (see 38 C. § 101(24))

Documentation of Veteran Status

Documentation of Veteran Status:

DD-214 – provides character of discharge (any one of copies 2–8)

Department of Veterans Affairs (VA) Summary of Benefits letter – verifies the service-connected disability (but only for 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 **were not issued a DD-214**)

Applicable military orders or NGB Form 22 – only for individuals who are eligible veterans as National Guard or Reserve members who served on federal active duty and **were not issued a DD-214**; the individual must self-attest their federal active-duty character of discharge

Categories of HVRP Eligibility (1 of 5)

Categories of HVRP Eligibility:

- **Veterans Experiencing Homelessness**
- **Veterans Participating in a Partner Program**
- **Veterans Transitioning from Certain Institutions**
- **Veterans At Risk of Homelessness**

HVRP uses the McKinney-Vento definition of homelessness: “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)),”

Categories of HVRP Eligibility (2 of 5)

Veterans Experiencing Homelessness

This includes:

- Veterans who were homeless but found housing during the 60-day period preceding the date of HVRP enrollment
- 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)

HVRP uses the McKinney-Vento definition of homelessness: “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)),”

Categories of HVRP Eligibility (3 of 5)

Veterans Participating in a Partner Program

This includes:

- Housing and Urban Development – U.S. Department of Veterans Affairs Supportive Housing (HUD-VASH) or Tribal HUD-VASH
- Native American Housing Assistance and Self-Determination Act of 1996
- Supportive Services for Veteran Families (SSVF) (Rapid Re-Housing (RRH) or Prevention)

Categories of HVRP Eligibility (4 of 5)

Veterans Transitioning from Certain Institutions

This includes:

- Is a resident of a penal institution or an institution that provides long-term care for mental illness
- Is at risk of homelessness absent referral and counseling services provided under the program

Categories of HVRP Eligibility (5 of 5)

Veterans At Risk of Homelessness

This includes:

- 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.

If the veteran meets one of the categories above, they must also meet both criteria:

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.

Documentation (1 of 2)

Documentation of Homelessness Status:

Eviction notice

Foreclosure notice

Record of shelter stay

Homeless street outreach provider or referral source (e.g., local law enforcement agency) letter

Other information relevant to the veteran's homelessness situation or documentation the veteran was recently housed (60 days preceding the date of HVRP enrollment)

Documentation of Participation in a Partner Program:

Documentation from partner program to support the veteran's eligibility status

Documentation of Transitioning from Certain Institutions:

Examples of documentation for transitioning from certain institutions include exit documentation from an institution

Documentation (2 of 2)

Documentation of At Risk of Homelessness Status:

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:

Welfare or public assistance documentation identifying benefits

Past due rent or utility bills

Letter of employment termination

Reference VPL [02-26](#) Section V. Table 5: Documentation of At Risk of Homelessness Status for complete listing of documentation types and standards.

VPL 02-26 HVRP Requirements and Functions Participant Eligibility Update and Clarification

At Risk of Homelessness Eligibility Update and Clarification (1 of 2)

Participant eligibility update and clarification:

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 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.

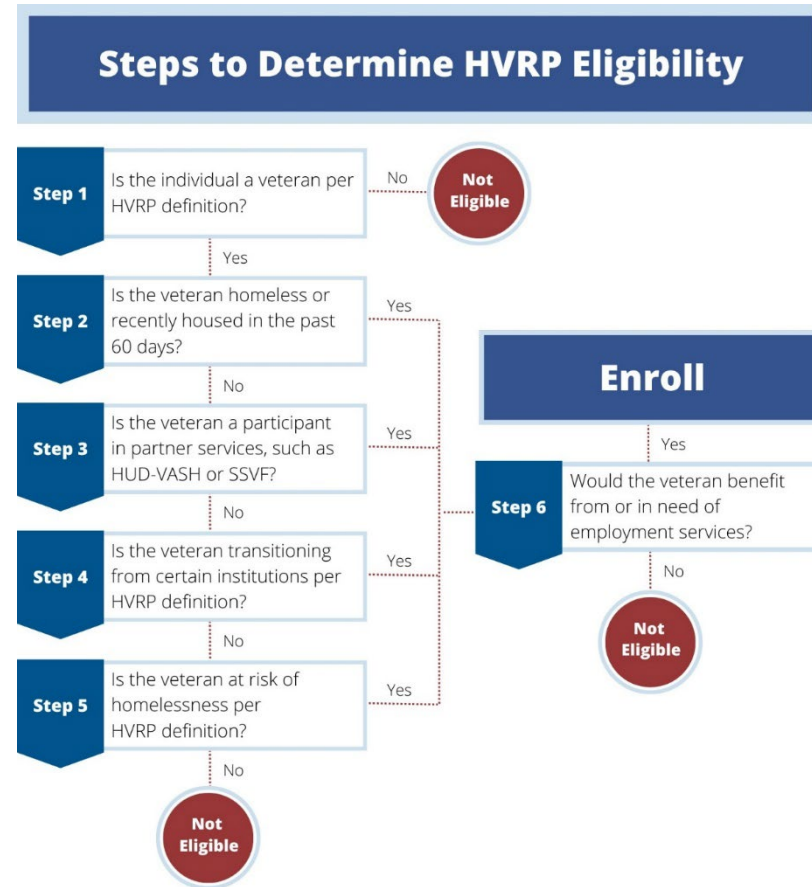
At Risk of Homelessness Eligibility Update and Clarification (2 of 2)

The veteran 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.

Participant Eligibility



The VPL includes tables for each step described in this chart that list the type of documentation and the documentation standards associated with each step.

Thank you!
