

# **JVSG State Plan Modification TAG**

## **Technical Assistance Guide (TAG) for Modifications of Jobs for Veterans State Grant (JVSG) State Plans**

**VPL 01-22  
Attachment #3**

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## **Introduction**

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

The Workforce Innovation and Opportunity Act (WIOA) sec. 102(c)(3) requires review and modification of all State Plans at the end of the first two-year period of any four-year plan to reflect changes in labor market and economic conditions or in other factors affecting the implementation of the State Plan. States will review and update their JVSG Performance Targets during this mid-point modification process. Plans may also be modified at any point during the grant year.

JVSG State Plans will be modified using the same method by which the original four-year plans were submitted, either through the [WIOA State Plan Portal](#) (if combined with WIOA) or as an interim modification via the current automated modification system (if submitted as a stand-alone plan). Prior to modifying a State Plan, states are advised to confer with the Director for Veterans' Employment and Training (DVET).

See VPL 01-22 Attachment #1, JVSG State Plan Required Components and Guidance, for direction on what must be included in a JVSG State Plan.

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

## **Mid-Point JVSG State Plan Modifications**

States establish performance targets on a program year (PY) schedule for a period of two years. States will review and update their JVSG performance targets during the mid-point modification, following the process outlined in VPL 01-22 Attachment #4, JVSG Performance Targets TAG.

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

State Plan modifications will follow the same process and are subject to the same requirements as the initial submission. As with the initial plan, VETS requests that states share an editable draft of the planned modifications with the DVET prior to submittal.

### **Submitting JVSG State Plan Modifications**

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

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

**Stand-alone JVSG State Plans:** Stand-alone JVSG State Plan modifications are submitted in the automated modification system as a modification to the current fiscal year's grant. State plan modifications will include:

- A completed SF-424M, signed by the authorized representative;
- A transmittal letter, signed by the authorized representative, describing the requested changes, including the section(s) and page number(s) of the changes; and
- A clean copy of the revised JVSG State Plan.

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

Please refer to the automated modification system's grantee user guide found on the [JVSG Forms](#) page for guidance on submitting modifications.

### **Approval Process**

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

**JVSG State Plans combined with WIOA State Plans:** Once a modified WIOA State Plan is approved, the U.S. Departments of Labor and Education will notify the State Governor via email from [WIOA@ed.gov](mailto:WIOA@ed.gov).

**Stand-alone JVSG State Plans:** Once a modified stand-alone JVSG State Plan is approved, VETS will notify the authorized representative of the grant via email from [JVSG@dol.gov](mailto:JVSG@dol.gov). Note: The state will **not** receive a Notice of Award (NOA) to incorporate the new plan into the award package. Per [Veterans' Program Letter \(VPL\) 02-20](#), states will attach a copy of the most recently approved plan to each year's annual funding modification request.

## **Appendix A: Common Terminology**

**Fiscal Year** – For federal government purposes, any 12-month period beginning on October 1<sup>st</sup> and ending on September 30<sup>th</sup>. JVSG funds are appropriated, allocated, and administered on a FY basis.

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

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

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

**Appendix B: References and Documentation**

[WIOA State Plan Portal](#)

JVSG Automated Modification Submission System, [Grantee User Guide](#)

[VPL 02-20](#), Jobs for Veterans State Grants Annual Funding Modification Requests