



**DEPARTMENT OF WORKFORCE SERVICES  
ISSUANCE NUMBER PY 12-15**

**Artee Williams, Director**

**June 27, 2013**

**TO:** ADWS All

**SUBJECT:** Arkansas Veterans Education & Training Partnership (AVETP) Grant Program

1. Purpose: To officially issue a job placement services process for the implementation of the AVETP Grant Program.
2. General Information: The ARVets Case Manager will submit a listing of enrolled participants for the AVETP Grant Program to ADWS Central Office AVETP contact by close of business each Friday containing the following data elements:
  - Date of Enrollment
  - Full Name
  - Complete Street Address, City, & Zip Code
  - All Telephone Numbers
  - E-mail Address (*if available*)
  - Referring Organization (*AAC, AATYC, ADWS, ARVets, other*)
  - Coursework & Training Provider (*e.g. Green Construction and North Ark College*)

After preparing the listings of participants, the Central Office AVETP contact will e-mail the listings of enrolled participants with an accompanying Individualized Employment Plan (IEP) and contact information to each ADWS Local Office Staff/LVER/DVOP. The listing of enrolled AVETP participants will be targeted geographically to the ADWS Local Office area. The ADWS Central Office AVETP contact will email the enrollment listing to Local Office Staff/LVERs/DVOPs (ccing the ARVets Case Manager) by the close of business on Tuesday of each week.

The ARVets Case Manager will contact the enrolled participant to inform them of the name of the representative from the ADWS Local Office Staff/LVER/DVOP that will be contacting them for job placement assistance.

The ADWS Local Office/Vet Rep will proceed with contacting the enrolled participant within 2 business days to start the job placement process. The ADWS Local Office Staff/LVER/DVOP will ensure that the participant is enrolled in AJL and has a resume entered into AJL. The ADWS Local Office Staff /LVER/DVOP will conduct a Quality TORQ assessment on each participant during their first office visit.

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The ADWS Local Office Staff/Vet Rep will email the Central Office AVETP contact employment status updates on enrolled participants on the 15<sup>th</sup> and 30<sup>th</sup> of each month utilizing the Job Placement Status spreadsheet. That information will be forwarded onto the ARVets Case Manager within 3 business days.

3. **Action Required:** Please communicate this information to the appropriate staff and partnerships involved in the AVETP Grant Program.
4. **Inquiries:** Direct any inquiries concerning this Memorandum to Discretionary Grants Coordinator Lisa Ferrell at (501)371-1024 or by e-mail [lisa.ferrell@arkansas.gov](mailto:lisa.ferrell@arkansas.gov).
5. **Attachments:** ADWS Job Placement Process
6. **Expiration Date:** June 30, 2015.

## AVETP GRANT PROGRAM JOB PLACEMENT PROCESS

### STEP 1 – ENROLLED PARTICIPANTS

ARVets Case Manager Teiraney Ousley will submit a listing of enrolled participants for the AVETP Grant Program to ADWS Central Office contact Rebecca Edwards at [rebecca.edwards@arkansas.gov](mailto:rebecca.edwards@arkansas.gov) COB each Friday containing the following data elements:

- Date of Enrollment
- Full Name
- Complete Street Address, City, & Zip Code
- All Telephone Numbers
- E-mail Address (*if available*)
- Referring Organization (*AAC, AATYC, ADWS, ARVets, other*)
- Coursework & Training Provider (*e.g. Green Construction and North Ark College*)

### STEP 2 – ADWS PREPARATION OF JOB PLACEMENT

After preparing the listings of enrolled participants, Mrs. Edwards will e-mail the information to each ADWS Local Office/LVER/DVOP with enrollees in their area by COB Tuesday of each week with a cc to Ms. Ousley at [teiraney.ousley@arvets.org](mailto:teiraney.ousley@arvets.org).

### STEP 3 – ENROLLED PARTICIPANT CONTACTED

ARVets Case Manager will contact the enrolled participant to inform them of the name of the veteran representative from the ADWS Local Office/LVER/DVOP staff that will be contacting them for job placement assistance.

The ADWS Local Office/LVER/DVOP will proceed with contacting the enrolled participant within 2 business days to start the job placement process.

### STEP 4 – JOB PLACEMENT RETENTION

Once initial contact has been established with the enrollee, the ADWS Local Office/LVER/DVOP will: 1) ensure that the participant is enrolled in AJL, 2) ensure that the participant has a resume in AJL, and 3) complete the quality cTORQ assessment for the dual purpose of: 1) assessment and 2) job placement tool. The ADWS Local Office/LVER/DVOP will e-mail the link generated by cTORQ to the participant and to ADWS Central Office Rebecca Edwards. The ADWS Local Office Staff/LVER/DVOP will email Mrs. Edwards notice of employment status updates on enrolled participants on the 15<sup>th</sup> and 30<sup>th</sup> of each month. Mrs. Edwards will forward that information on to the ARVets Case Manager within 3 business days.

### CONTACT INFORMATION:

ADWS  
Rebecca Edwards  
(501)682-3264  
[rebecca.edwards@arkansas.gov](mailto:rebecca.edwards@arkansas.gov)

ARVets  
Teiraney Ousley  
(501) 246-5341  
[teiraney.ousley@arvets.org](mailto:teiraney.ousley@arvets.org)