



Guidelines: Veterans

Effective: October 16, 2008

Revision History: 05/30/2025: Updated to remove references to discontinued retrainee job creation program, ensure all references are correct, provide funding priority to veteran projects, and clarify that veterans get the highest reimbursement rate. 10/26/2021: Updated references to reimbursement rates to always refer to the current Fiscal Year's reimbursement rate table. 1/7/2021: Added EDU's contact information for their veteran's services referral program. 12/12/2019: Summary: added transitioning active duty veterans to the definition of veterans, and clarifies how to handle this group as new hires. 02/22/2019 Summary: Revised guidelines to remove PL limitation on training hours. 05/24/2018: At the May 2018 Panel Meeting, the Panel approved an update of ETP reimbursement rates (from \$22 to \$26 for classroom, AT and class/lab, from \$8 to \$9 for CBT; removed Small Business exception) to be effective for all projects with a term date starting in FY 18/19. 01/01/2016: Removed the Job Creation benchmark for "date of hire" as a condition of Retrainee eligibility, and made related clarifications (i.e. Veterans can still have a Job Creation attribute). Clarified two exceptions to the \$22 reimbursement rate: \$26 for Vets in Priority Small Business, and \$13 for Veteran Apprentices. Removed the 24-month look-back period for SET/MB eligibility. Clarified that training for Veterans can be both MEC and SEC. Clarified that hours for training are standard, unless there is justification. Removed "advance payments" given the lack of demand. Other minor revisions for clarity. 11/19/2015: Clarifies that retrainees may exceed the 200-hour cap with an approved justification, for this and other programs. Also noted, for the Productive Laboratory delivery method the maximum training hours are capped at 60 (24 for Small Business). 10/20/2011: Revised to indicate in projects with vets and non-vets, only the VET Job Number eligible for 20% support costs. 09/23/2011: Revise Retrainee eligibility criteria consistent with Retrainee/Job Creation Guidelines (benchmark period criteria). For Set Multiple Barriers, extend prior time period trainee may have been on active duty, from 12 to 24 months. Revise curriculum requirements to allow basic skills training necessary for veterans to transition into the civilian workforce. Revise retention requirements for occupations where it is not customary to work 90 consecutive days, to allow 500 hours within 272 days (rather than 180 days). Increase training reimbursement rate, from \$20 to \$22 per hour. Increase support costs, from 12% to 20%. Increase allowable incidental placements, from 35%, to 45%. 06/03/2010: Revised to indicate program no longer a pilot and incorporated into the Panel program. 03/05/2009: Amended standard 90-day Retention criteria to remove reference to employment with up to 3 employers. Also removed reference from retention period of 500 hours within 180 days. 01/15/2009: Standardized Pilot templates with standardized main headings, added new logo, removed standard ETP criteria.

These are guidelines only. If a proposal raises the need for further modifications, that will be accomplished on a case-by-case basis with direction from Executive Staff. Unless modified by these guidelines, all other program criteria apply.

BACKGROUND

The need for employment training assistance for veterans has increased due to the number of active and reserve personnel who have performed military service in recent

years. In response to the need to assist veterans, ETP designated service to veterans as a funding priority in its Fiscal Year (FY) 2008-09 Strategic Plan and implemented a veteran's pilot program. The intent of the pilot was to recruit, train, and place more unemployed veterans in jobs through multiple employer contracts (MECs) or single employer contracts for retrainees who met the pilot definition of veteran and who were hired as full-time employees of the contractor by the start of retention. Veteran training has since been incorporated fully into the Panel program.

PURPOSE:

- The program provides veterans with necessary skills to enter the workforce and improves their opportunities for advancement in high wage, secure jobs.
- The program enables the Panel to test the concept of new training models designed to serve veterans.

ELIGIBILITY

- **Employers:** Veterans training may be provided under a Multiple Employer Contract (MEC) and/or a Single Employer Contract.
- **Funding Priority:** All projects with a Veterans component shall receive funding priority.
- **Trainees:**
 - Participants must be veterans who have served on active full-time duty in the Armed Forces and were (a) honorably discharged; (b) released from active duty because of a service-connected disability; or (c) are transitioning active duty military personnel within one year prior to their anticipated separation date. Reservists who have served on active full-time duty, and who are still on reserve status, are also eligible to participate. For the purpose of these guidelines, the California National Guard is considered to be a branch of the Armed forces.
 - Participants may be New Hires or Retrainees. The standard eligibility criteria per UI Code Section 10201(c) apply; except for projects funded under SET, which are exempt from those criteria. Additionally, transitioning active duty veterans who are within one year prior to their anticipated separation date also qualify for new hire training, even though they are not eligible to receive Unemployment Insurance benefits until they actually separate from service.
 - If SET, Multiple Barriers (SET/MB) then:

Veterans may qualify for SET/MB without regard to date of deployment on a case-by-case basis, with justification.
 - Contractor is responsible for determining trainee eligibility in accordance with these Guidelines. Contractor must keep documentation of eligibility on file and available for review by ETP Monitors upon request.
 - Veterans will identified with a 'tag' during enrollment within ETP's online system.

Curriculum

Veterans Guidelines

- At least 50% of a trainee's training hours must consist of vocational skills training. The remaining hours may consist of literacy training, or other basic skills training necessary to transition into the civilian workforce as approved on a case-by-case basis.

Retention Requirements

- Full-time employment is required for a minimum of 30 hours per week during the consecutive 90-day employment retention period; or,
- For occupations in which it is not customary for a worker to be employed 90 consecutive days with a single employer, retention may be 500 hours within **272** days with one or more participating employers.

Wage

- Standard Wage requirements and waivers apply.

Reimbursement

- Refer to the current Fiscal Year's reimbursement rate table for the correct reimbursement rate. Veterans receive the highest reimbursement rate unless taking CBT courses, where the CBT reimbursement rate applies.
- The new hire cap on cost per trainee may be modified for good cause, on a case-by-case basis. HUA and SET/HUA is deemed good cause.
- The retraining cap on hours may be modified.
- In a MEC with Veterans and other trainees, Veterans must be enrolled in a Veteran's Job Number in order to qualify for **20%** support costs.

Training Hours

- The minimum and maximum training hours are 8 and 200. An approved justification is required to exceed the maximum training hours.

Additional Information

- **Incidental Placement:** Incidental placement of veterans with public and non-profit entities is permissible but placement generally should not exceed 25% of the number to retain in employment, by Job Number. The incidental placement rate may increase, on a case-by-case basis, to **45%** if the contractor can demonstrate good cause. (SET/MB or HUA is deemed good cause.)
- **Data Collection:** At contract closeout, contractors may be asked to complete a survey to provide ETP with quantitative and qualitative data including, but not limited to:
 - Recruitment outreach
 - Eligibility determination
 - Training completion
 - Placement efforts
 - Actual training cost
 - Stability of participating employers

Veterans Guidelines

- Areas served (rural or urban)

- EDU Referrals: EDU will be assisting with referrals for ETP contractors and potential contractors to veteran hiring organizations and other veteran service programs. Please refer all stakeholder inquiries on these topics to EDU as follows:

Phone: (916)737-4181

Email: connect@etp.ca.gov