

Technical Assistance Memorandum #16

TO: WIA Youth, Adult, and Dislocated Worker Service Providers
FROM: Workforce Development Council of Seattle-King County (WDC)
DATE: August 14, 2011
SUBJECT: Documentation of Veteran Status; DD Form 214

- I. This technical assistance applies to all WIA Adult, Dislocated Worker, and Youth (older youth age 19-21) funded-programs (i.e. all WIA participants and WIA co-enrolled participants.)
- II. WIA service providers shall give veterans notice at intake that, for the purpose of data validation, veterans will be asked to provide their DD Form 214 or a VA letter (also known as a “Statement of Service”). If necessary, WIA service providers shall work with other WorkSource partners (i.e. veteran programs) to obtain this documentation. The DD Form 214 or VA letter will enable WIA service providers to complete the “Military Service” section in SKIES (Services, Knowledge and Information Exchange System) database.

[NOTE: Veteran-status is not an eligibility requirement for WIA-funded programs. However, veteran-status may be important for determining Priority of Service for Veterans.]

WIA service providers shall complete the “Military Service” section in SKIES and maintain a copy of the DD-214 or VA letter in the WIA participant’s file if the participant is a veteran. The veteran’s name, dates of service and discharge type and conditions need to be legible on the copy. Other elements such as medical, health, or personal information not pertinent to the customer’s participation in the program should be blacked out from the DD Form 214.

For veterans who do not have access to or do not have their DD Form 214, the Veteran Administration (VA) can provide a “Statement of Service” (i.e. VA letter) which verifies and provides all veteran related periods of service and character of discharge. This “Statement of Service” may be obtained by calling the VA Telecenter at 1-800-827-1000. A veteran may request a “Statement of Service” in person by visiting the VA Satellite Office (located in downtown Seattle).

For veterans who would like to have an actual copy of his/her DD Form 214, they may request a copy from the National Personnel Records Center in St. Louis, MO. The office’s website is www.archives.gov/veterans/military-service-records/

REFERENCES:

WSID WorkSource Advisory Bulletin, No. SP-001 (dated 07-11)
<http://wdr.doleta.gov/directives/attach/TEGL/TEGL10-09.pdf>
<http://wdr.doleta.gov/directives/attach/TEGL/TEGL27-10ATT-A.pdf>