



Memo

To: Workforce Services Providers
From: SFW Adult Programs
Date: April 1, 2011
Re: Veteran Priority for WIA Program Services Process

Purpose

To ensure that Veterans or spouses of Veterans are receiving priority for services through the Workforce Investment Act (WIA) program.

Process

Effective immediately, when a Veteran or eligible spouse of a Veteran has been referred for WIA eligibility, the Career Center career advisor must:

1. Present the "Priority for Service Form" to all customers that have been identified as a Veteran or eligible spouse of a Veteran;
2. Ensure that the customer signs and dates the form; and
3. Staff will sign, date and provide a copy to the customer and maintain the original in the case file.

If you have any questions, please contact Edna Smith at 305-594-7615 ext.233 or esmith@southfloridaworkforce.com