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STATE INSTRUCTION NUMBER 18-10

To: Local Workforce Area Signatory Officials
Local Workforce Area Board Chairs
Local Workforce Area Administrators
DEW Area Directors
DEW Regional Managers

Subject: HIRE Vets Medallion Program

Issuance Date: February 15, 2019

Effective Date: Immediately

Purpose: To provide guidance regarding the HIRE Vets Medallion Program.

References: Training and Employment Guidance Letter (TEGL) 9-18; Veterans' Program Letter (VPL) 02-19

Background: The SC Works delivery system provides priority of service to veterans for career and training service needs. Given the unique role SC Works has in working with employers and veterans, the system can be a strong advocate for the HIRE Vets Medallion Program ensuring local employers are recognized for their commitment to hiring our nation's veterans.

Policy: The purpose of the HIRE Vets Medallion Award Program is to recognize employers who hire and retain veterans by establishing employee development programs and veteran specific benefits to improve retention. Award recipients will have the opportunity to utilize the medallion in the marketing of their firm as a veteran-ready business, valuable in both recruiting and promotion. Competition for the award should lead to an increased focus on hiring and retaining veterans for the significant skill sets they bring to the American workforce.

Applications from employers that meet the criteria established will receive a HIRE Vets Medallion Award for each year they apply. Employers may apply annually. There are two award tiers, Platinum and Gold, for large (500 plus employees), medium (51-499 employees) and small employers (50 or fewer employees). Details on current criteria for each award tier can be found at www.HIREVets.gov.

Beginning in 2019, the Department of Labor (DOL) will complete the following annually:

- Solicit applications no later than January 31st;
- Stop accepting applications on April 30th;
- Notify employers that will receive HIRE Vets Medallion Awards no later than October 11th; and
- Announce the names of award recipients at a time to coincide with Veterans Day.

Local areas should develop strategies to expand the awareness of and participation in the HIRE Vets Medallion Program, including but not limited to:

- Utilizing local business service teams, including the Local Veterans' Employment Representatives (LVERs), to inform local employers about the program and its benefits; and
- Engaging other Workforce Innovation and Opportunity Act (WIOA) partners to further promote the program.

All SC Works staff is encouraged to visit www.HIREVets.gov and the [Workforce GPS HIRE Vets](#) portal page to become familiar with the program and review the resources available, including program fact sheets, which should be incorporated with local employer outreach materials. Employer inquiries, including how to apply for the program, should be referred to the DOL HIRE Vets Medallion Program website or by email to HIREVets@dol.gov.

Staff must enter employer service code E31: HIRE Vets Medallion Program in SC Works Online Services (SCWOS) when program information is shared with an employer. A corresponding case note must also be entered that includes the employer name and date the HIRE Vets Medallion program was promoted.

Action: Please ensure that all appropriate staff receive and understand this policy.

Inquiries: Questions regarding this policy may be directed to Policies and Procedures at polnpro@dew.sc.gov.



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SC Department of Employment and Workforce