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**STATE OF WISCONSIN
DEPARTMENT OF VETERANS AFFAIRS**

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TO: County Veterans Service Offices

SUBJECT: 2015 CVSO Veterans' Service Grants – Supplement

A review by the Wisconsin Legislative Audit Bureau (LAB) has revealed one or more county grant applicants that applied for a 2013 and 2014 County Veterans Service Officer (CVSO) Grant through the Wisconsin Department of Veterans Affairs, whom appear to not have been in compliance with Wisconsin State Statute 45.82 (2), which reads in part...

"The department shall award a grant annually to a county that meets the standards developed under this section and employs a county veterans service officer who, if chosen after August 9, 1989, is chosen from a list of candidates who have taken a civil service examination for the position of county veterans service officer developed and administered by the division of merit recruitment and selection in the office of state employment relations, or is appointed under a civil service competitive examination procedure under s. 59.52 (8) or ch. 63...."

As a result, all counties applying for a 2015 CVSO Grant for the current year, shall provide the following supplemental information in order to be considered for the grant:

1. Copy of the civil service exam completed by the current CVSO.
2. Description of each media venue utilized and documentation of the advertisements used to ensure that the county veteran service officer position was advertised for competitive application as required by law.
3. The hire date for the current CVSO and copy of the formal position appointment letter from the county to the CVSO.
4. Documentation of the process and communications regarding the recruitment and hire between the county and the Wisconsin Office of State Employment Relations (OSER), or if OSER was not used, documentation supporting that the specific recruitment and hire of the current CVSO was conducted in compliance with s. 59.52 (8) or ch. 63 of the Wisconsin Statutes, including but not limited to copies of the list of all applicants for the position, copies of the examinations completed by the applicants, copies of the advertisements and media outlets used to advertise the position and the number of interviews held for the position.
5. If your county utilizes a separate civil service system, please describe the specific system and detail how it was utilized (from exam and advertisement to scoring/validating scores, interviewing and hiring determination). Provide documentation supporting this detailed description.

6. Confirmation and documentation that for each WDVA grant applied for and received by the county for 2012, 2013 and 2014, the county was in compliance with s. 45.82(2), for each full or part time CVSO on which the grant was based.

The application packets for the 2015 County Veterans' Service Grants were first announced on January 12, 2015 and remain available online at www.WisVets.com/Forms#WDVA0055. Completed applications, to include the documentation referenced above that has been certified by the County Human Services Director, must be submitted no later than **Friday, May 29, 2015**.

For questions regarding the 2015 CVSO Grant, please call 1-800-WIS-VETS (947-8387) and ask to speak with Rosemary Strand, or submit an email to VetsBenefitsGrants@dva.wisconsin.gov.