

# INSTRUCTION LETTER



**LOCAL INSTRUCTION NUMBER: WIOA 25-09**

**TO:** SC Works Staff  
Youth Contractors  
UWB Partners  
UWB Staff

**SUBJECT: Veterans and Eligible Persons Job Referrals Priority**

<b>DATE</b>	<b>DATE</b>	<b>DATE</b>
<b>ISSUED:</b> <u>January 28, 2026</u>	<b>EFFECTIVE:</b> <u>Immediately</u>	<b>EXPIRES:</b> <u>Indefinitely</u>

**PURPOSE:** The purpose of this instruction is to re-transmit information from state instruction letter 11-09 and to replace local instruction letter 11-16.

**BACKGROUND:** US Code, Title 38, Chapter 41

**DEFINITIONS:** The two groups of job seekers entitled to priority in job referrals are defined below.

- The term "veteran" means a person who - (A) served on active duty for a period of more than 180 days and was discharged or released therefrom with other than a dishonorable discharge; (B) was discharged or released from active duty because of a service-connected disability; (C) as a member of a reserve component under an order to active duty pursuant to section 12301(a), (d), or (g), 12302, or 12304 of title 10, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge; or (D) was discharged or released from active duty by reason of a sole survivorship discharge (as that term is defined in section 1174(i) of title 10).

- The term "eligible person" means (A) the spouse of any person who died of a service-connected disability, (B) the spouse of any member of the Armed Forces serving on active duty who, at the time of application for assistance under this chapter, is listed, pursuant to section 556 of title 37 and regulations issued there under, by the Secretary concerned in one or more of the following categories and has been so listed for a total of more than 90 days: missing in action, captured in the line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power, or (C) the spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.

**ACTION:** All SCWOS staff-entered and employer-entered job orders will remain in a hold status for the exclusive referral of qualified veterans and eligible persons for a 24-hour period following entry. SCWOS will automatically lift the "Vet Hold" status after 24 hours. In this case "24 hours" means one contiguous business day. Therefore, if a job order is entered at 1:00 pm, Monday, the "Vet Hold" will not be lifted at 1:00 pm, Tuesday. It will be lifted at 12:01 am Wednesday. Staff will no longer have the capability of manually lifting the "Vet Hold" status. It is imperative that this policy, and the rationale behind it, be communicated to the business community who choose to list their positions with us. The reinforcement of this policy is an acknowledgement of the sacrifices of the men and women who served in the United States armed forces.

Should you receive any complaints from our business customers regarding this instruction or should an employer need a staffing job fair within a 24-hour period, please contact the Upstate Workforce Board office as soon as possible. We want to serve our veterans first and also want to address any unusual situations as they arise.

**INQUIRIES:** Questions may be directed to Dana Hudgins, [Dana@upstatewb.org](mailto:Dana@upstatewb.org) or 864-596-2028 option 2, TTY:711.

  
Dana Hudgins, Director

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**Source: State Instruction Letter 11-09, Replaces Local Instruction Letter 11-16**