

FAQ

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OMB No. (1293-0015)

Form expires: 1/31/21

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# 2019 HIRE Vets Application

Small Employer, Platinum Medallion

Instructions	Employer Identity	Employer Address	Employer Size

Please note that this form includes accompanying instructions for the Small Employer Platinum Award that explain how to fill out this form. These instructions include important information, such as definitions and rules, for determining whether an employer has met the medallion criteria. You must read the instructions for the 1 Small Employer Platinum Award prior to completing and submitting the application.

OMB Burden Statement: Persons are not required to respond to this collection of information unless it displays a currently valid OMB number. Obligation to respond is required to obtain or retain benefits under the Honoring Investments in Recruiting and Employing American Military Veterans Act. The 5.75 hour public reporting burden for this collection of information, which is to apply for an award showcasing excellence in hiring and retaining veterans, includes time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collection of information. Send comments regarding this burden estimate, or any other aspect of this collection, including suggestions for reducing burden, to the U.S. Department of Labor, Veterans' Employment and Training Service, Room S-1212, 200 Constitution Avenue, NW, Washington, DC 20210.

If you need assistance please see our FAQ page 2

#### CONTINUE

#### A. Employer Information

- B. Veteran Employee Criteria
- **Integration Assistance Criteria** С.
- D. Labor Law Violations
- E. Review and Attestation
- Pay Application Fee F.

### **Questions?**

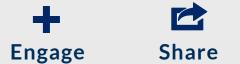
If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please review the FAQ Page.

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Instructions	Employer Identity	Employer Address	Employer Size
<b>Item 1</b> Employer	Name (*Required)		
			5
Enter the exact em	ployer name assigned the E	mployer Identification Numbe	r (EIN) listed in Item 2.
Item 2 Enter the			
Do not enter your S	SSN on this line.	<b>4</b> 5	
<b>Item 3</b> Data Univ	ersal Number System (DU	JNS) Number	
Enter the DUNS nu	umber if one exists.		
<b>Item 4</b> Employer	Doing Business As (DBA)	Name	
If the employer util	lizes a DBA, enter it here.		
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ВА	СК	SAVE AND CONTINU	JE



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nstructions	Employer Identity	Employer Address	Employer Size
<b>tem 5</b> Employe	er Street Address <mark>(*Require</mark> d	d)	
			•
	address (number, street, and ipal office or place of business		
<b>em 6</b> Employe	er City or Town ( <mark>*Required</mark> )		
Enter the city or a	town.		
Enter the city or	town.		
<b>Item 7</b> Employe	town. er State or Province	<b>Item 8</b> ZIP Code (*Required)	
<b>Item 7</b> Employe			
Item 7 Employe (*Required) SELECT ONE	er State or Province   r province.	(*Required) 2 Enter the ZIP code	or Postal Code
<b>Item 7</b> Employe (*Required)	er State or Province	(*Required)	or Postal Code
<b>Item 7</b> Employe (*Required) SELECT ONE Enter the State o	er State or Province r province. (*Required)	(*Required) 2 Enter the ZIP code	or Postal Code

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# 2019 HIRE Vets Application

A. Employer Information Small Employer, Platinum Medallion **Employer Address** Instructions **Employer Identity Employer Size** B. Veteran Employee Criteria Item 10 Employer Size: Did you have 50 or less employees as of December 31 of 2018 (the year 15 prior to the year in which you are submitting the application)? If the answer to this question is **Integration Assistance Criteria** "No" you are submitting the wrong form. For the purposes of this item, "employees" includes both veteran and non-veteran employees, D. Labor Law Violations as well as permanent full-time and permanent part-time employees. "Employees" does not include temporary workers. For additional information about the definitions of employee, temporary worker, and veteran, please see the instructions (\*Required) E. Review and Attestation • Yes **16** If No, return to your Dashboard, delete this application and begin a new one for the correct size F. Pay Application Fee **Item 11** Medallion Level: Are you applying for the platinum level? (\*Required) 17 If No, return to your Dashboard, delete this application and begin a new one for the correct level Yes **Questions?** If you need to find answers and general information SAVE AND CONTINUE BACK quickly about the HIRE Vets Medallion Application, please review the FAQ Page.

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# **HIREVets.gov**

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Criteria	
Please refer to the definitions of employee, temporary worker, and veteran in the instructions when completing Section B.	18
To qualify for the Small Employer Platinum Award, the employer must fill out and satisfy either the hiring requirement OR the retention AND employee veteran percentage requirementsas well as all the other criteria. (*Required)	
HIRING: 10% Requirement	
<b>Item 12</b> Enter the number of veterans hired in 2018 (the preceding calendar year (CY)).	
<b>Item 13</b> Enter the total number of employees (including veterans) hired in 2018 (the preceding CY).	
<b>Item 14</b> The veteran hiring percentage in 2018 (the preceding CY) was Item 12 divided by Item 13. Item 14 must be not less than 10% for the applicant to qualify for the Small Employer Platinum Award.	21 0.0%
OR	

#### **RETENTION: 85% Requirement**

Item 15 Enter the number of veterans hired in 2017 (the CY preceding the

preceding CY).

**Item 16** Enter the number of veterans hired in 2017 (the CY preceding the preceding CY) who remained with the employer for at least 12 months.

Item 17 The percentage of veterans retained for 12 months was... Item 16 divided by Item 15. Item 17 must be not less than 75% for the applicant to qualify for the Small Employer Platinum Award.

AND

#### **VETERAN EMPLOYEE PERCENTAGE: 10% Requirement**

Item 18 Enter the total number of veterans employed on December 31st of 2018 (the preceding CY).

**Item 19** Enter the total number of employees (including veterans) with the company on December 31st of 2018 (the preceding CY).

**Item 20** The proportion of veteran employees is...

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Item 18 divided by Item 19. Item 20 must be not less than 10% for the applicant to qualify for the Small Employer Platinum Award.

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#### **Questions?**

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#### **CONTACT US**

**Employer Programs** Community In order to qualify for the Small Employer Platinum Award, an applicant must satisfy only TWO of the following five criteria (Items 21-25). Only fill out TWO of the items. (\*Required) 52 **Item 21** Briefly describe your employee veteran organization or resource group. Your employee veteran organization or resource group must assist new veteran employees with integration, including coaching and mentoring. See Item 21 in the instructions for additional guidance about

employee veteranorganization or resource group criterion requirements.

(1,000 character limit)

Item 22 Briefly describe the programs you have established to enhance the leadership skills of veteran employees during their employment. See Item 22 in the instructions for additional guidance about leadership program criterion requirements.



**Item 23** Briefly describe the human resources veterans' initiative you have established. See Item 23 in the instructions for additional guidance about human resources veterans' initiative criterion requirements.

(1,000 character limit)

Item 24 Briefly describe how the employer provides each of its employees serving on active duty in the United States National Guard or Reserve with compensation sufficient, in combination with the employee's active duty pay, to achieve a combined level of income commensurate with the employee's salary prior to undertaking active duty. See Item 24 in the instructions for additional guidance about pay differential criterion requirements.

(1,000 character limit)

**Item 25** Briefly describe the employer's tuition assistance program to support veteran employees' attendance in post-secondary education during the term of their employment. See Item 25 in the instructions for additional guidance about tuition assistance criterion requirements.

		(1,000 character limit)
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Employer Programs	Community	
Item 26 (OPTIONAL) Brie	fly describe any employer efforts to support the v	eteran and military
community that fall outsid	e of the criteria but may serve as models of suppor	rt for veterans and their
families. This may include	efforts such as veteran/military spouse recruitmer	nt and employment.
This will not factor into wh	ether an employer receives an award.	

(1,000 character limit)

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# 2019 HIRE Vets Application

Small Employer, Platinum Medallion

#### Labor Law Violations

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**Item 27** As further explained in Item 27 of the instructions, the employer has not had an adverse labor law decision, stipulated agreement, contract debarment, or contract termination pursuant to USERRA or VEVRAA. By selecting the "I Agree" button below, you certify that the above statement is true. (\*Required)

I agree 36

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Yes - Platinum

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Review and	Attestation				
	the information below to ensure it is accurate.				
Item 1	Employer Name	<employer name:=""></employer>			
Item 2	Employer EIN	##-###### 58			
Item 3	Data Universal Number System (DUNS) Number	################			
Item 4	Employer Doing Business As (DBA) Name	N/A			
Item 5	Employer Street Address	<employer addr<="" street="" th=""><th>ess&gt;</th></employer>	ess>		
Item 6	Employer City or Town	<employer city="" or="" th="" tow<=""><th>n&gt;</th></employer>	n>		
Item 7	Employer State or Province	<state></state>			
Item 8	Employer ZIP Code or Postal Code	#####			
Item 9	Country	<country></country>			
Item 10	Employer Size	Yes - Small			

Item 11 Medallion Level: Platinum

B. Veter	an Employee Criteria	
Item 12	Enter the number of veterans hired in 2018 (the preceding calendar year (CY)).	########
Item 13	Enter the total number of employees (including veterans) hired in 2018 (the preceding CY).	########
Item 14	The veteran hiring percentage in 2018 (the preceding CY) was	########
C. Integr	ation Assistance Criteria	
Item 21	Briefly describe your employee veteran organization or resource group. Your employee veteran organization or resource group must assist new veteran employees with integration, including coaching and mentoring. See Item 21 in the instructions for additional guidance about employee veteranorganization or resource group criterion requirements.	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque ullamcorper viverra aliquet.
Item 22	Briefly describe the programs you have established to enhance the leadership skills of veteran employees during their employment. See Item 22 in the instructions for additional guidance about leadership program criterion requirements.	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque ullamcorper viverra aliquet.
D. Labor	Law Violations	
Item 27	As further explained in Item 27 of the instructions, the employer has not had an adverse labor law decision, stipulated	lagree

#### **Attestation Information**

For Items 28-29, provide information for the person attesting to Item 32.

agreement, contract debarment, or contract

By selecting the "I Agree" button below, you

certify that the above statement is true.

termination pursuant to USERRA or VEVRAA.

Item 28 First and Last Name (\*Required)

Item 29 Title (\*Required)

Select the relevant title for the person attesting to Item 32.

Item 30 Contact Email Address (\*Required)

Item 31 Contact Phone Number (\*Required)

#### **Item 32** Attestation (\*Required)

I declare under penalty of perjury under the laws of the United States of America that:

1. I am the Chief Executive Officer or the Chief Human Relations Officer of this employer submitting this application (hereinafter "the Employer"), or an equivalent official (someone with equivalent responsibilities and duties, such as the owner of a small firm) of the Employer;

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2. The Employer has met all necessary award criteria;

3. I have read and reviewed this application and the information contained therein is true and accurate; and

4. I understand that to knowingly furnish false information in the preparation of this form and any supplement thereto or to aid, abet, or counsel another to do so is a violation of Federal law under 18 U.S.C. 1001.

Entering your name in Item 28 above and then clicking on the "I agree" button below constitutes your signing the above attestation under penalty of perjury.



#### Item 33 Application Fee Payment (\*Required)

The application fee is posted at https://www.hirevets.gov. By selecting the "I understand" button below, you acknowledge understanding that your application will not be processed until the application fee payment is received, and that your application will not be processed if the fee is

received after the end of the application period.



Disclaimer: Information submitted as part of this publication may be made available to the public. Applicants should not include any proprietary or confidential business information or personally identifiable information (PII) in this summary. In the event that an applicant submits proprietary or confidential business information or PII, DOL is not liable for making this information public. The submission of the application constitutes a waiver of the applicant's objection to the posting of any proprietary or confidential business information contained in the application. Additionally, the applicant is responsible for obtaining all authorizations from relevant parties for publishing all PII contained within the application. In the event the application contains proprietary or confidential business information or PII, the applicant is presumed to have obtained all necessary authorizations to provide this information and may be liable for any improper release of this information.

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#### **Integration Assistance Criteria** С.

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### ✓ Your application has been submitted.

### **Pay Application Fee**

The application fee for your application *must* be paid before it can be processed by VETS.

Onte: Payment must be submitted by April 30th and completed no later than May 31st

#### **Identify Payment Maker**

Identify whether you or another individual from your organization will be making the application fee payment for your organization's HIRE Vets Medallion Program Award Application.

I am making the payment

Someone else is making the payment



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# Make Payment

### Pay Application Fee on Pay.gov Not paying on Pay.gov?

If someone else from your organization will be making the Application Fee payment on Pay.gov, please provide them with the following link and Application ID so that they can make the application fee payment:

Payment URL: <u>https://www.pay.gov/addurlhere</u>

You can copy and paste your Application ID directly from this page to the Payment Form in Pay.gov.

Note that it may take up to 1-3 business days for your payment to be reflected on your HIRE Vets Medallion Application dashboard

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Enter your Application ID here on the Pay.gov form	Information below completely a     Application ID Information     Your Application ID will have be     copy and paste the Application     HIRE Vets Application ID:  2. Payer / Account Holder Inform	Payment Form     Vets Medallion Small Employer Application Fee and then click "Continue" to make your \$90.00 p een provided by the HIRE Vets Medallion Accou ID directly from the Dashboard page into this pa	payment. unt Holder, or if you are th ayment form.	
	Phone Number:			]



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Make Payment

We use industry-standard encryption to protect the confidentiality of your personal information.

Your payment will be submitted through Pay.gov, a U.S. Government payment service.

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Select Pay	ment Method			
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Credit Card / Debit Card	<b>1</b> 65	Direct Debit / ACH Debit	<b>i</b> 66

### Enter Payment Details

Payment Information	Payer Information
Application Fee \$90 USD Account Type (*Required)	This information is about the individual making the payment First Name (*Required) Middle
Business Checking <ul> <li>67</li> </ul> Select the Account Type      Business Name (*Required)	Last Name (*Required) 72
68     85       Account Number (*Required) ()     77	Employer Name (*Required) 73 Payer Email (*Required)
69     Routing Number (*Required) (1)	Payer Phone (*Required) 74
70	75

 Note: Payments may take 1-3 business days to process before your updated payment status is reflected on your Hirevets.gov dashboard

I understand that I am authorizing a charge to the above account for this Application Fee, which covers the cost of processing my application and is non-refundable.

Submit

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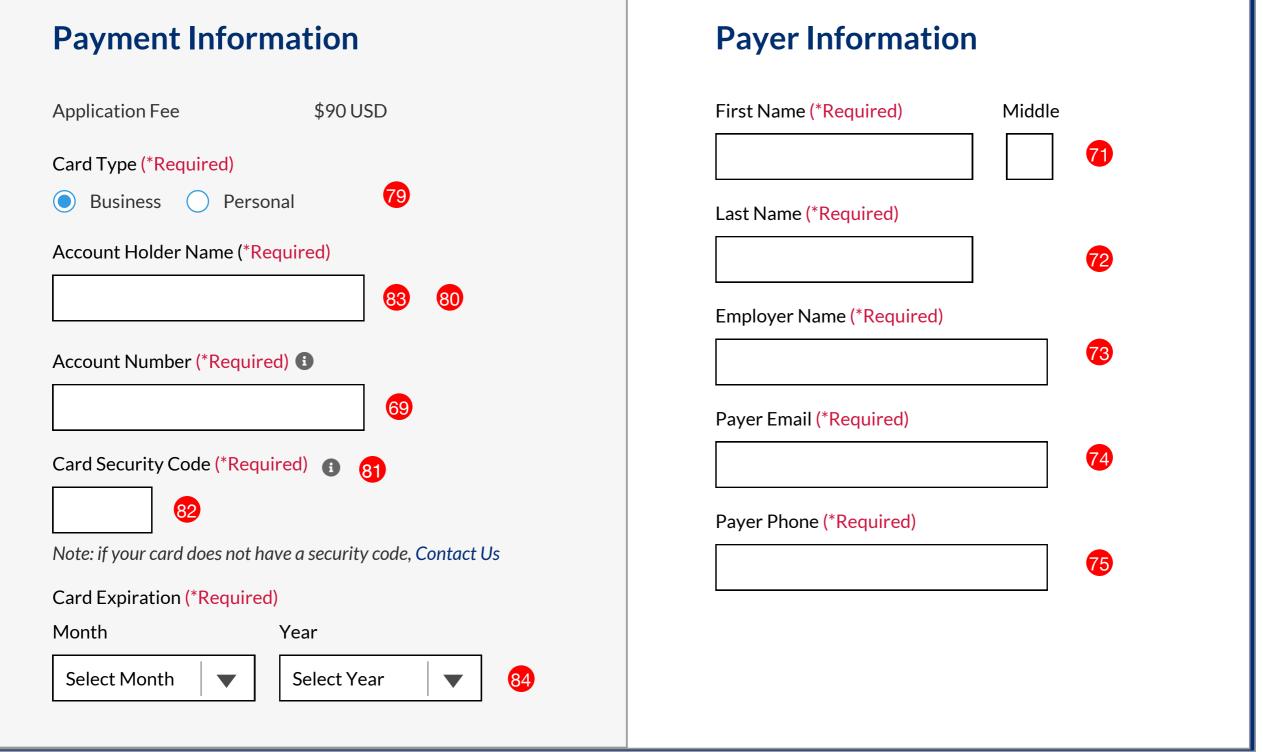
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We use industry-standard encryption to protect the confidentiality of your personal information.

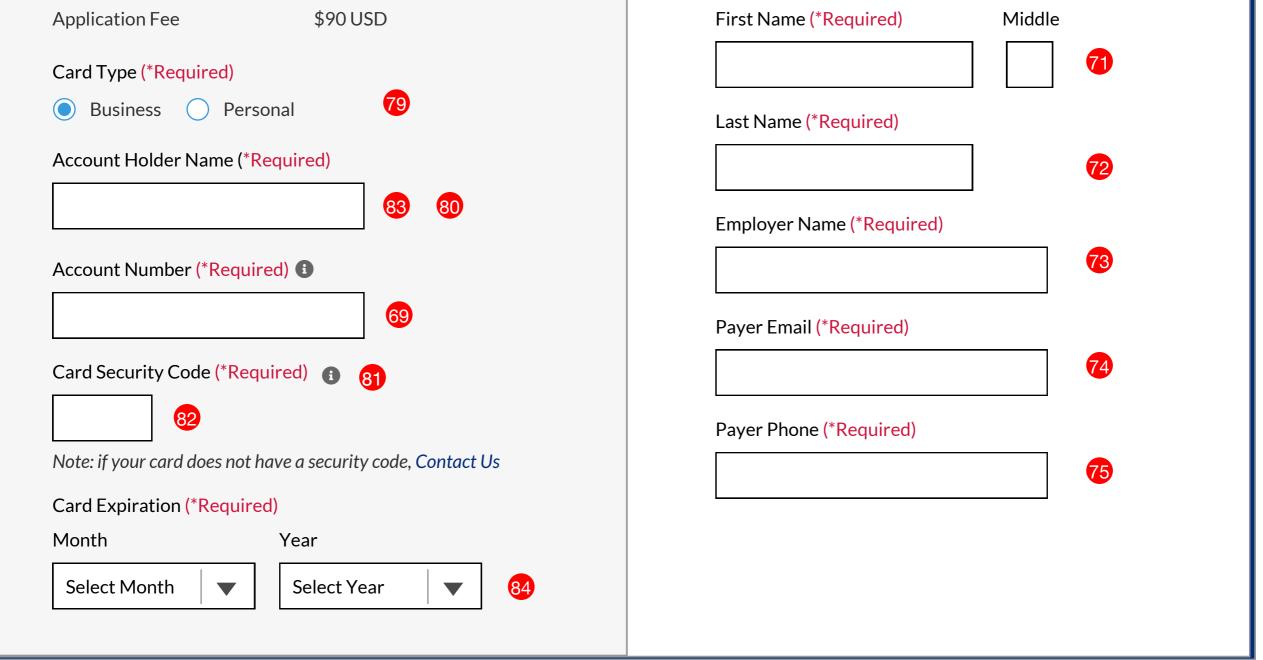
Your payment will be submitted through Pay.gov, a U.S. Government payment service.

Select Payment Method			
Credit Card / Debit Card	<b>1</b> 65	O Direct Debit / ACH Debit	<b>i</b> 66

### Enter Payment Details



76



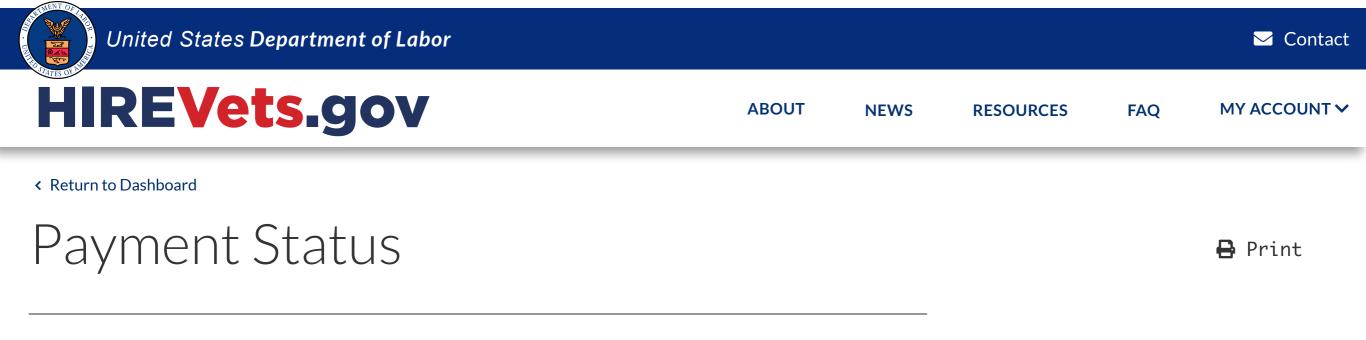
I understand that I am authorizing a charge to the above account for this Application Fee, which covers the cost of processing my application and is non-refundable.



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TTY	Plain Writing Act	Emergency Accountability Status Link	Plug-ins Used by DOL
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#### ✓ Your Direct Debit / ACH Payment was received and will soon be processed

Note: Payments may take 1-3 business days to process before your updated payment status is reflected on your Hirevets.gov dashboard

Payment Summary			
Payment In	formation	Payer Infor	mation
<b>Confirmation Numb</b> paygov_tracking_id	er L COPY	Payer Name: Employer Name: Payer Email: Payer Phone:	Joe Example Sample, Inc joe.example@sample.com 123-456-7890
Payment Method			
Direct Debit / ACH D	Debit		
Payment Details			
Account Type: Business Name: Account Number: Payment Amount:	Business Checking Sample, Inc XXXXX1234 \$90 US		



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Payment Status

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✓ Your Plastic Card Payment was successful

### Payment Summary

Payment Information		
<b>Confirmation Number</b> <pre>paygov_tracking_id</pre> <pre> © COPY</pre>		
Payment Method		
Plastic Card		
Payment Details		

Name:
Business Name:
Account Number:
Payment Amount:

#### Joe Example Sample, Inc XXXXX1234 \$90 US

### **Payer Information**

Payer Name: Employer Name: Payer Email: Payer Phone:

Joe Example Sample, Inc joe.example@sample.com 123-456-7890

**Return to Dashboard** 



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