



2023-01-19

To: Veterans' Services, Department of (DVS)

From: Municipal Library Staff

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to the Department of Records and Information Services (DORIS) all reports, documents, studies and publications required by local law, executive order, or mayoral directive to be published, issued, or transmitted to the City Council or Mayor, within 10 business days of their publication. For any report that is not received within 10 business days of the publication date, DORIS is required to email the agency to request the report, and to provide the text of that email in place of the report in the Government Publications Portal.

Consistent with these requirements, DORIS hereby requests the transmission of the report shown below, which DORIS has not received as of 2023-01-19. Please submit this report to the Government Publications Portal. If you have questions, please contact staff at the Municipal Library at [munilib@records.nyc.gov](mailto:munilib@records.nyc.gov).

**Required Report Type:** Annual Report of the Department of Veterans' Services

**Report Description:** Report including 1. A list and description of the services provided by the department; 2. The total number of employees, a list of functional titles, the number of employees in each functional title and a summary of the general responsibilities for each title; 3. The total number of engagements, per month, disaggregated by the types of services provided, whether the service was provided at the department's office, a resource center or in the field, and borough; 4. The types of services veterans have inquired about, including through 311 calls, per month, disaggregated by type of service, and borough where applicable; 5. The methods by which the department provides information to veterans and their families, caretakers and active service members and the methods by which veterans and their families learned about the department; 6. A list of the field services provided by the department in each borough, per month; and 7. The methods utilized by the department in calculating its report on the performance indicators herein.

**Reporting Frequency:** Every 1 Year

**Report Due Date:** 2022-12-15

**Authorizing Resource (Charter and Code):** New York City Administrative Code, Title 31, Section 109

**Authorizing Resource (Local Law):** LL 44/2019