

LWIA #4MOU

LOCAL MOU TEMPLATE

MEMORANDUM OF UNDERSTANDING

BETWEEN

NORTHWEST CENTRAL IL WORKS (NCI WORKS)

AND

THE PARTNERS LISTED IN SECTION 1 BELOW

Carrie Folken

**Individual designated by the Local Board
Chair to lead MOU negotiations**

Carrie_folken@best-inc.org

Email address

Tim Harmon, Workforce Enterprise Services

**Impartial individual designated by the Local
Board Chair to lead annual budget
negotiations**

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1. PARTIES TO MOU (SEC. 121 (C)(1)) (Governor's Guidelines, Section 1, Item (b))

- *List the required partner providing services in the local area.*
- *List the partner agency providing services of each required partner.*

Note: Please ensure abbreviations and acronyms are accurate and up to date for each required partner and partner agency.

PARTIES TO MOU	TYPED NAME
Local Workforce Innovation Board Chair	Linda Burt and Cary Robbins
Chief Elected Official	James C. Duffy
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
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Chief Elected Official	

REQUIRED PARTNERS AS PARTIES TO MOU	ENTITY (NOT NEGOTIATOR) ADMINISTERING PROGRAM TYPED NAME¹
Title I: Adult, Dislocated Worker, Youth	Business Employment Skills Team, Inc. (BEST, Inc.)
Title II: Adult Education and Literacy	Illinois Valley Community College (IVCC) and Sauk Valley Community College (SVCC)
Title III: Employment Programs under Wagner-Peyser	Illinois Department of Employment Security (IDES)
Title IV: Rehabilitation Services	Division of Rehabilitation Services (DRS)
Perkins/Post-secondary Career & Technical Education	Illinois Valley Community College (IVCC) and Sauk Valley Community College (SVCC)
Unemployment Insurance	Illinois Department of Employment Security
Job Counseling, Training, Placement Services for Veterans	Illinois Department of Employment Security
Trade Readjustment Assistance (TRA)	Illinois Department of Employment Security
Trade Adjustment Assistance (TAA)	Business Employment Skills Team, Inc. (BEST, Inc.)
Migrant and Seasonal Farmworkers	Illinois Department of Employment Security
Community Services Block Grant (CSBG)	Tri-County Opportunities Council and Northwestern Illinois Community Action Agency
Senior Community Services Employment Program (SCSEP)	National Asian Pacific Center of Aging/National Able
TANF	Illinois Department of Human Services – Division and Community Services (TANF)
Second Chance	N/A
OTHER REQUIRED PROGRAMS OFFERED IN THIS LOCAL AREA AS PARTIES TO MOU	IF MARKED YES, LIST THE ENTITY ADMINISTERING PROGRAM
National Farmworker Jobs Program	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Housing and Urban Development Employment and Training Activities	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Job Corps	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Youth Build	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
ADDITIONAL PARTNERS AS PARTIES TO MOU	ENTITY ADMINISTERING PROGRAM

2. DURATION OF AGREEMENT (Sec. 121(c)(2)(v)) (Governor’s Guidelines, Section 1, Item 10) (§ 678.500(b)(5))

¹ Insert only the name(s) of the program(s) in this space. The names of individual negotiators are not needed.

- *Provide the effective date of the MOU (not the MOU Amendment).*
- *List the agreed upon expiration date (cannot exceed three years).*
- *Confirm the purpose of the umbrella MOU.*

[This Memorandum of Agreement (MOU) will be effective from July 1, 2020 to June 30, 2023.

The partners in Local Workforce Area #4 are committed to providing an integrated delivery of federally-funded workforce services throughout our 8-county area, including at the comprehensive one-stop center identified in Section IV of this MOU.

The purpose of this MOU is to define each partner's contribution, specifically identifying the services and method of delivery that will contribute to supporting our vision. It will also document how each partner will contribute its proportionate share of infrastructure costs for the comprehensive one-stop center. LWA #4 partners have agreed to use an umbrella MOU that will be in effect for three years, with the shared system costs reviewed and negotiated annually.

Furthermore, NCI Works and the partners party to this MOU agree in general that they will:

1. Implement the vision for the regional one-stop delivery system;
2. Determine the amount of contribution by each partner for infrastructure and shared system costs to support the regional one-stop delivery system;
3. Finalize procedures and tracking methods for referrals between partners;
4. Provide assurance of physical and programmatic accessibility, specifically addressing adults, individuals with disabilities, dislocated workers, youth and individuals with barriers to employment;
5. Will share data between partners at the local level to measure achievement of performance goals, to the extent allowed in data sharing agreements;
6. Describe the process by which disputes will be resolved; and identify the manner in which this agreement may be amended, modified and renewed.

3. VISION FOR THE SYSTEM (Governor's Guidelines, Section 1, Item 1(b))

- *Describe the shared vision for the system and the role of the local board and required partners to a high-quality local workforce delivery system (vision must be consistent with Federal, State, regional, and local planning priorities, as well as the Governor's Guidelines).*
- *Outline the general steps to achieve the shared vision, including the aspects of the vision currently in place and a timeline of steps to implement aspects not currently in place within the current term of the MOU.*

Note: It is acceptable to describe activities that may take multiple years within the term of this MOU to work towards the vision.

[All partners in LWIA #4 continue to support our vision "To offer a fully integrated and accessible employer-driven local workforce system in LWA #4 that maximizes the resources of our education, workforce and economic development partners to develop the abilities and talents of our students, job seekers and workers which will enable them to work and our businesses to compete".

Most of the partners now have a long history of collaboration and cooperation in providing services to both job-seeking and business customers. Currently partners share general program information with

job -seeking customers and make referrals to other agencies as determined appropriate. Furthermore, the Business Service Team has successfully existed in our area for years, providing a customized response to meet an individual business's workforce needs. However, all parties to this MOU agree that a concerted effort needs to be made to go beyond sharing just the initial services, and focus on maximizing programs and services of the entire workforce system to produce the skilled workers needed by our local business community. Specifically, our goals will be: to enhance and finalize both the referral and tracking of all customers between partner agencies; to gain an in-depth working knowledge of each partner's programs and services through the establishment of a Program Service Team; to build a fully-aligned career pathways system supported by the delivery of coordinated and integrated services through a journey-mapping process; and, to share customer information by keeping the lines of communication open in order to address rising needs and challenges with a fully collaborative response.

As part of the Integrated Services Self-Assessment Activity, the workforce partners of LWIA #4 acknowledged that their engagement with NCI Works, the local workforce board, must be significantly enhanced in order to become a high-quality delivery system. Therefore, one of our priorities during the life of this MOU will be to develop and implement an educational and interactive action plan involving partner staff and board members. COVID 19 has halted all in person meetings for both the Workforce Board and all the subcommittees. Although education and and interactive planning is important and a continued goal for LWIA #4, this will be postponed until in person gatherings can take place. Some activities can be planned and discussed electronically but the service integration training is best done in person.

The specific plan for achieving our vision will be addressed in Section IV of this Template, Service Integration Self-Assessment Goal Setting Next Steps. However, in general our implementation plan is as follows:

1. Enhancing and finalizing the referral and tracking of customers will be the gateway for the goal to streamline and align processes. Our intention is to create uniform policies and procedures on referral and tracking, provide training to all front-line partner staff, and report outcomes to the NCI Works Oversight Committee. We currently have a report that captures referrals between partners, but it is not universally used, nor does it track follow-up activity after the referral is made. While referrals between partners have continued, a universal referral tracking has not been implemented. This is mainly due to each agency having its own referral forms and process that they must follow. Until some sort of system-wide referral tracking is adopted by each partner, anything we do would just be an additional and redundant process. We are currently working other local workforce areas to adapt to their electronic referral form.
2. Recognizing that shared communication and knowledge form the basis of a strong, effective integrated services system, the workforce partners in LWIA #4 decided to establish a Program Service Team (PST), modeled after our Business Services Team (BST). This team will consist of frontline staff from all partner agencies, and will be responsible for education and training functions of the system partners. Individuals from each partner have been identified, but due to work-from-home policies, and competing priorities (especially for IDES staff), the team has not yet met. We are planning on this commencing by February 2022.
3. The Job-seeking Customer Journey Mapping model will be utilized in LWIA #4 to implement a fully-aligned and integrated career-pathways system for our job-seeking customers. For the business customers, the BST members are currently piloting the NCI Works' Rapid Talent Pipeline Initiative for collecting and tracking data and activity related to our business customers. After February 2022 when the PST become fully implemented, this will part of their up-coming goals in the life of this MOU.

4. System Partners will collaborate on creating a one-stop system manual, both in print and electronically. This manual will include all policies and procedures related to programs, and will assure that continuous lines of communication remain open and services are delivered in consistent manner. Training will be provided to staff by the PST and Leadership Team, and internal monitoring of the customer files will be conducted by the Leadership Team. As in #2 above, since the Program Services Team (PST) hasn't begun meeting, this goal has also been delayed. This will be the priority of the PST this spring.

NOTE TO THE REVIEW TEAM: The partners in LWIA #4 agree that the greatest challenge to successfully achieving the goals identified in this MOU, and maintaining a high quality workforce system, is the lack of a shared common data base system for capturing information on both job-seeking/individual customers and businesses.

4. SERVICE INTEGRATION ([Illinois Service Integration: Overview and Self-Assessment Guide](#))

- *Identify steps that required partners will take within the term of this MOU to implement the strategies described in the Service Integration Action Plan.*

Communication Occurs Across One-Stop Partners

The System Partners will each designate front-line staff from their respective agencies to serve on a Program Service Team (PST). This team will visit each partner location to gain first-hand knowledge of the culture; the environment; the customer flow process; the activities that take place there on a daily basis; and, how staff located at that facility interact with each other, the staff of other partners who may be co-located there, the general public, and of course customers. Information, including information about NCI Works, will be shared and explained to all staff during the visits. After each visit, the PST will report out to the One-Stop Operator and to the One-Stop Leadership Team. (The Leadership Team is comprised of partner-agency managers and supervisors who have oversight and daily supervisory responsibilities of front-line staff.) Key players to carry out this goal will be the front-line staff who will be PST members, agency-supervisors and managers, and NCI Works Board staff. Due to COVID this is still the plan but timelines have changed until offices are fully opened.

Processes are Streamlined and Aligned

As part of their journey towards achieving their professional goals, our customers must navigate a strategically-planned career path of essential academic, occupational and/or workforce training that is offered through the vast network of Federal and State funded programs and services. We believe it is our responsibility to make their journey as painless as possible by streamlining and aligning all processes in our local workforce system, beginning with the referral process that is designed to get them to and from all the right stops along the way. Once the referral and tracking processes are developed, the next steps will be to create uniform policies and procedures, provide training to all front-line partner staff, and finally to develop an evaluation tool that will demonstrate the effectiveness of the operational policies and procedures to the NCI Works Oversight Committee. Due to COVID this is still the plan but timelines have changed until offices are fully opened.

Staff Collaborate on Customer Assessment

The next logical step in our goals implementation plan is to share assessment information, which forms the basis of a customer's career plan. As we in the field actively move towards increased service integration, all partners in LWIA #4 strongly agree that we would reach the ultimate goal of complete

service integration on the WINTAC Continuum if there was a statewide common data base for collecting, tracking and sharing customer information across all partners. We therefore encourage the State's Interagency Team to recommend to the IWIB that they make this one of their top priorities in PY '20. In the meantime, meetings between front-line staff from all LWIA #4 partners will occur on a regular basis to share customer assessment information and to discuss progress towards achieving their career goals. Through the Journey Mapping process, the PST will review information to make sure there are no gaps in services that may impede the job-seeker's success, nor a duplication of services that will waste valuable resources. The RTPI will be used for the same purpose by the BST in addressing the needs of the business customers. The PST and the BST members will be in constant contact with each other to make sure there is an on-going connection between the supply side and demand side of workforce equation. Quarterly meetings will be held by Leadership Team members to begin when offices are fully opened.

Customer Information is Shared

The PST will create a One-Stop System manual that will contain all services provided by the System Partners. Furthermore, it will codify the policies and procedures that have been developed to assure consistency in the way services are delivered and information related to job-seeking customers is shared. The manual will be used for training. The PST will be responsible for creating the manual, and along with the Leadership Team, will be responsible for training all system staff. Due to COVID this is still the plan but timelines have changed until offices are fully opened.

Board Expectations Drive One-Stop Expectations

LWIA #4 strives to establish and maintain high-quality delivery systems and centers, consistent with the State's vision, and its regional and local planning priorities. All partners acknowledge that by law and by design, local workforce boards play a key role in developing the local area's programmatic and business services priorities, and therefore intend to encourage increased awareness of and interaction between the two groups that make up the local system: the partner staff who deliver the job-seeker and business services, and NCI Works' members who provide guidance to and oversight of the delivery system. The first step will be to survey the two groups to determine the level of knowledge and understanding of the roles and responsibilities each has of the other. The System Partners and the Leadership Team will be developing a local WIOA 101 which will consist of information on the local delivery system and the local workforce board structure and activities. The PST will invite NCI Works members to their quarterly meetings for a more in-depth look at how the one-stop center operates and to take part in on-going strategy sessions for services delivery. Also at those meetings, staff will gain a better understanding of the role of board members in policy decisions and program design. Due to COVID this is still the plan but timelines have changed until offices are fully opened.

5. MOU DEVELOPMENT (Governor's Guidelines, Section 1, Items 3-8)

- *Fully describe the process and efforts of the Local Workforce Innovation Board and required partners to negotiate the MOU.*
- *Explain the process to be used if consensus on the MOU is not reached by partners*
- *To demonstrate the engagement of required partners and the Local Workforce Innovation Board, describe the process to review both draft and final commitments to:*
 - *service delivery methods,*
 - *service locations, and*
 - *shared costs.*

NCI Works designated the Executive Director to convene partners meetings for the development of the MOU narrative component, and to assist the impartial negotiator with the development of the RSA.

Following the process outlined in Section 3 of the Governor's Guidelines two (2) in-person meetings were held (November 13 and November 26) to develop the narrative sections (i.e., those related to program and service delivery) of the MOU. Attendance by the partners was excellent, and in fact every partner was represented at the second meeting. Copies of the previous MOU was presented to partners at the initial meeting along with copies of the Governor's Guidelines. A discussion was held and a draft copy of the MOU was developed. A final draft of the narrative sections was sent out on January 21, 2020, with comments returned by January 23. Partners were asked to confirm that the narrative sections of the MOU was in line with the Services Matrix. A draft of the narrative changes will be sent to Partners for review prior to February 28.

Tim Harmon of Workforce Enterprise Services, Inc. served as the impartial negotiator for the RSA. There were three RSA negotiation meetings, all being conducted via Zoom. On January 13 the initial meeting was held to introduce the process, describe any changes to the state requirements, and begin discussions on the overall budget amounts for both infrastructure and shared delivery system costs. On February 28, budget revisions were discussed and approved, and the FTEs and allocations were discussed and approved by all partners present at the meeting. The draft of the RSA with the budget and FTE allocations incorporated, was sent out to all MOU partners for the February 28 meeting.. Everyone was asked to respond that they either agreed or disagreed with the final RSA at the March 29 meeting. All responded that they agreed. If there would not have been an agreement on the MOU and RSA, the information would have been shared with the Interagency Team through the Report of Outcome report that was due to April 15, 2022. Members also agreed that if a consensus could not be reached on a specific portion of the MOU after negotiations, the partner(s) objecting would submit in writing a formal justification for their objection(s). This justification would have been submitted to the Co-chairs of NCI Works for review by the Executive Committee of the Board. The Executive Committee would review the objection(s) and provide recommendations on how to reach consensus on the outstanding issue(s). The recommendation would be forwarded to the MOU negotiation team for review and approval.

Since all partners were in full agreement of the MOU and RSA, the final narrative (excluding Sections 7 and 13, which related to the RSA) and an update on the RSA were provided to the NCI Works for input and approval at their March 1 meeting.

6. NAME AND LOCATION OF ALL SERVICE LOCATIONS (Governor's Guidelines, Section 1, Item 8(d)) (§ 678.310, § 678.315 and § 678.320)

- *Provide the name and address of the comprehensive one-stop center(s) in the local service delivery system.*

- *Clearly identify and list any designated affiliate sites and specialized centers, clearly indicating which type of site has been designated.²*

Note: The information provided in this section must match the Illinois Workforce Development System (IWDS) and Illinois workNet listings.

Comprehensive One-Stop Center(s)	Designated Affiliate Sites	Designated Specialized Centers
NCI Works One-Stop Center 1550 First Avenue Ottawa, IL 61350	N/A	N/A

7. DESCRIPTION OF COMPREHENSIVE ONE-STOP SERVICES (Sec. 121 (c)(2)(i) (Governor’s Guidelines, Section 1, Items 8(e)-(g)) (§ 678.500(b)(1))

- Complete a local service matrix provided as Appendix F. This appendix must be updated annually (the State-level service matrix provided in Appendix F is intended to serve as a reference for local negotiations).
- In the spaces provided below:
 - *For each partner, describe how the committed number of FTEs will allow services to be made available during all business hours, including capacity or training of onsite staff, use of contractors and use of direct linkage³ (as described in each partner’s corresponding Direct Linkage Checklist). If there are multiple providers of a program’s services, please describe each provider’s method of service delivery.*
 - *Please describe how each partner will ensure services are provided in real time in all service locations during all regular business hours given the number of FTEs committed.*

Title I (Adult, Dislocated Worker and Youth) – Business Employment Skills Team, Inc. is housed inside the Comprehensive Center with two career advisors 5 days a week and a Business Relations Representative in the office three days a week. Managers are also on site throughout the week to help with services that are being offered. A FTE of 3.75 will ensure proper coverage for all career and training services during regular business hours. (3.75 FTE)

Title II (Adult Education and Literacy) – Illinois Valley Community College (IVCC) Sauk Valley Community College (SVCC): It has been our experience that .25 staff accurately reflects the amount of time dedicated to providing WIOA services at the Ottawa One-stop during all regular business hours through direct linkage. The designated WIOA staff person is accessible and available to provide Adult Education services through phone calls or Skype. In addition, the Adult Education WIOA staff person makes referrals to WIOA partners, as necessary.

Title III (Employment Services under Wager-Peyser) – IDES' Employment Services and Outreach is a labor exchange program designed to sustain economic growth by expanding employment opportunities to qualified job seekers that meet the demands of the employers. The program's objectives aim to reduce the

² All designated affiliate sites and specialized centers must be included in the Infrastructure Funding Agreement.

³ Be as specific as possible when describing services being provided via direct linkage. Descriptions using vague terminology, such as describing services being “provided through technology” will not be accepted as a complete and compliant description of direct linkage.

loss of productivity by filling job openings as quickly as possible and to shorten the duration of individuals' unemployment. For job seekers who are not job ready, Employment Services, in cooperation with other workforce partners, assist clients to access training, employability development services, and other supportive services needed to realize their employment goals.

IDES and other workforce partners have formed local Business Service Teams to coordinate the agencies' employer contacts and streamline services delivered to them. The teams establish their local American Job Center as the one-stop resource for employers' employment and training needs. As part of this effort, Illinois Job Link, available to all American Job Center partners, is one of the tools that facilitate service coordination.

Employment Services under Wagner-Peyser are offered on-site at the Ottawa Comprehensive One Stop Center. IDES total FTE = 5 for all IDES programs

Title IV (Rehabilitation Services) – FTE of .25 is adequate staffing to provide both in person and telephonic access to Title IV services through DRS

Perkins/Post-Secondary Career and Technical Education – Illinois Valley Community College (IVCC) Perkins: It has been our experience that .25 staff demonstrates the amount of time spent on WIOA services at the One Stop during all regular business hours through direct linkage. The designated WIOA staff supports the local workforce system through college events and workforce activities. The WIOA staff person adequately covers referrals and services in our area through phone or Skype capabilities.

IDES/Unemployment Insurance (UI) – The Unemployment Insurance program, administered by IDES, is designated to contribute to the state's overall economic stability by partially protecting eligible workers against loss of income during periods of unemployment. Eligible workers who become unemployed and meet all requirements set forth in the UI Act may receive benefits for the maximum number of weeks payable under the law or until the worker finds employment or becomes otherwise ineligible.

Unemployment Insurance services are offered on-site at the Ottawa Comprehensive One Stop Center.

IDES/Job Counseling, Training and Placement Services for Veterans – IDES provides veterans priority of service over all other job applicants, actively promotes and develops employment opportunities, and provides placement and vocational guidance services. Veteran's Representatives work in conjunction with Wagner-Peyser staff to assess the needs veterans, and assistance is then provided to ensure that the veteran is job-ready. If significant barriers to employment (SBEs) are identified, the veteran receives intensive service from a Veteran's Representative. Those with SBEs work one-on-one with a Veteran's Representative to overcome their barriers in order to become job-ready. Priority is given to veterans when referring candidates to open employment positions and dedicated staff continually do outreach with local employers to find current employment opportunities in the community that are suitable for job-ready veterans. Individualized labor market information is provided to veterans to help determine if additional training is needed to obtain employment that provides sufficient earnings. Referrals to supportive and/or partner services will be made as needed.

Job Counseling, Training, and Placement Services for Veterans are offered on-site at the Ottawa Comprehensive One Stop Center.

IDES/Trade Readjustment Assistance – IDES administers Trade Readjustment Assistance, a benefit under the TAA program, providing income support to persons who have exhausted unemployment compensation and whose jobs were affected by foreign imports.

TRA services are offered on-site at the Ottawa Comprehensive One Stop Center.

Trade Adjustment Assistance (TAA) – Business Employment Skills Team, Inc. has a career advisor that handles the TAA participants who are interested in services. This position helps both Title I and TAA individuals and is counted in the 4 FTE. (.25 FTE)

IDES/ Migrant & Seasonal Farmworkers (MSFW) – IDES provides staff assisted services to migrant and seasonal farmworkers including job development, career guidance, and referral to training and supportive services. Wagner-Peyser staff will assist with the intake process by assessing the client’s needs, assisting with UI claims, and registering with Illinois Job Link in order for the client to immediately begin searching for work. Staff will also provide Labor Market Information to educate clients on the current employment outlook and determine if further training will be necessary to enhance employment opportunities. Clients may be directed to work-readiness workshops or referred to partner agencies and/or supportive services, depending on the needs of the client.

MSFW services are offered on-site at the Ottawa Comprehensive One Stop Center.

National Farmworker Jobs Program (NFJP) – N/A

Community Service Block Grant (CSBG) – Tri-County Opportunities Council: Experience is that .25 of a person adequately covers referral traffic. Someone is available in person one day a week and available by direct linkage via phone and Skype with video linkage for the other four days of the week. The use of phone or video linkage via Skype ensures that services are provided in real time.

Northwestern Illinois Community Action Agency (NICAA): The NICAA outreach person can be contacted by the Jo Daviess County WIOA representative by phone Monday through Friday regarding referrals for services for WIO participants. Likewise, the NICAA outreach worker will contact the WIOA representative is available will be provided to our Jo Daviess County clients.

Senior Community Services Employment Program (SCSEP) – (.25 FTE) Through technology National Able Network and National Asian Pacific Center on Aging (NAPCA) will assist with Outreach, intake, and orientation of eligible customers during normal business hours. This will be accomplished through telephone during regular business hours of 8:00 a.m. to 5:00 p.m.

- National Able Network/NAPCA will provide program coordination and referral services for eligible customers
- National Able Network/NAPCA will provide information about the availability of supportive services and referral to these services.
- National Able Network/NAPCA will be knowledgeable about all services that are provided via the Illinois workNet Centers through cross-training
- National Able Network/NAPCA agrees to contribute a proportionate share of costs (by cash, in-kind, or other mutually agreeable contribution) to support the services and operation of the local one-stop system contingent on the availability of funding from the Department of Labor.

National Able Network and NAPCA will be available via technology at the one-stop center via phone-based communication. National Able Network/NAPCA will be available during normal business hours

(Monday through Friday, 8:00 a.m. – 4:00 p.m.) from a, to be determined dedicated extension. If access to services via phone is unavailable at the time of contact, customers will have the option of leaving a voicemail. A prescreening will be taken for those individuals interested in SCSEP. If determined eligible for services, a face to face meeting will be scheduled. If customer is ineligible, referrals will be made to appropriate agencies.

DHS/TANF – FTE of .25 is adequate staffing to provide coverage through Direct Linkage. Referral traffic is adequately covered with .25 person, although someone is actually available all of the time.

IDOC Second Chance – N/A

HUD Employment and Training Activities – N/A

Job Corps – N/A

YouthBuild – N/A

8. PROGRAMMATIC ACCESSIBILITY (Sec. 121 (c)(2)(iv)) (§ 678.500(b)(4))

- *Describe features or methods to ensure the comprehensive one-stop center and any designated affiliate sites or specialized centers provide access to all required career services in the most inclusive and appropriate settings for each individual participant, including assuring that individuals with barriers to employment, such as individuals with disabilities, can access available services (§678.500(b)(4)).*

Note: Provide as much specificity as possible for each partner program.

BEST, Inc. (Title I) and IDES will be housed full-time at the Comprehensive One-Stop on a regular basis, and therefore all career and training services will be available at all times for individuals seeking services. Tri-County Opportunities Council (TCOC) will provide services on-site one day per week and through direct linkage the other 4 days of the week. Adult Staff administer the TABE Test on site at the One-Stop Center twice a month unless there is a need to do so in between scheduled visits. All other workforce partners will provide their services through direct linkage as described elsewhere in this narrative. Furthermore, all staff members will be trained to provide services to all, regardless of the range of abilities, mobility, age, language, learning style and education level. Additionally, assistive devices, such as screen-reading software programs and assistive listening devices will be available. Partners will draw upon the expertise within the partnership to address specific issues; e.g., Illinois Department of Human Services - Division of Rehabilitation Services to address accommodations in providing services for individuals with disabilities.

Specifically:

IDES will provide access on site at the Ottawa one-stop for the following programs; Title III: Wagner-Peyser, Unemployment Insurance, Trade Readjustment Assistance, Migrant & Seasonal Farm Workers, and Veteran's Services. These services will be provided by trained full time staff in a facility that meets EO/ADA standards for access to those with disabilities. To ensure inclusiveness of services IDES has staff members on site who speak Spanish and access to a phone interpretive service for any other language.

BEST, Inc. (Title 1B) will provide access to Title 1B Adult, Youth, Dislocated Worker and Trade Adjustment Act programs. BEST, Inc. staff are fully trained in EO/AA policies and procedures and have direct linkage contact with an EO/AA Officer who is housed full-time in the BEST, Inc. administrative office in Oglesby. The BEST, Inc. Program Manager and Business Relations Manager, who have a combined 50+ years of experience in workforce programs, are both housed at the Center, along with one Trade Career Advisor, one Career Advisor with extensive working knowledge of all three Title 1B programs, and one Business Relations Representative with extensive knowledge of all business services offered throughout the system.

For customers wishing to access DHS/TANF services, interviews are conducted in person or via telephone. Those who walk into the center and wish to apply for TANF can be directed to the DHS office that is located in the area where the person resides.

Tri-County Opportunities Council (CSBG) will be housed one day per week at the Comprehensive One Stop. While at the Comprehensive One Stop, the Outreach Worker will complete an intake application on those individuals interested in CSBG supportive services. At that time, appropriated services and/or referrals will be provided. Alternative methods of direct linkage, while at the Comprehensive One Stop, will be by Skype, with video capability, as this is the preferred and agreed upon option by all partners. This option provides face-to-face virtual meeting.

Clients interested in supportive services at other times may contact 800/323-5434. The staff will provide direct linkage to services and/or referrals based on the information obtained in that call.

The Outreach Worker will participate in training to provide services to all, regardless of the range of abilities, mobility, age language, learning style and education level. The Outreach Worker will facilitate the use of assistive devices, such as screen reading software programs and assistive listening devices by clients in need of this type of assistance. Use of other partner's expertise to address specific barriers will be facilitated by the Outreach Worker; i.e.: Illinois Department of Human Services – Division of Rehabilitation Services to address accommodations in providing services for individuals with disabilities.

The Outreach Worker will also utilize Tri-County Opportunities Council Equal Opportunity/Affirmative Action Plan which serves as a guide to the agency's equal opportunity objectives and includes the manner in which the agency plans to provide accommodations for client services. Contained in this plan is a Limited English Proficiency (LEP) and Hearing Impaired Plan, which provides guidelines for the Outreach Worker, as well as resources and supportive services which can be obtained for those who do not speak or speak limited English or those who are hearing impaired. This helps to ensure any barriers to obtaining services are removed.

And again, Adult Ed staff are physically on site at the Center twice a month to administer the TABE Test unless there is a need to be there in between scheduled visits.

9. PHYSICAL ACCESSIBILITY (Sec. 121 (c)(2)(iv)) (§678.500(b)(4))

- *Describe how—through specific examples and commitments —required partners will assure the physical accessibility of the comprehensive one-stop center(s) and any designated affiliate sites or specialized centers, including the following:*
 - *The designated service location layout supports a culture of inclusiveness*
 - *The location is recognizable in a high-traffic area*
 - *Access to public transportation is available within reasonable walking distance*
 - *The location of a dedicated parking lot, with parking lot spaces closest to the door designated for individuals with disabilities*

Please affirm that the local one-stop system will comply with all federal and State physical inclusiveness and accessibility requirements, including the Americans with Disabilities Act (ADA) of 1990, Section 188 of WIOA, the Illinois Accessibility Code, the most recent ADA standards for Accessible Design and the Uniform Federal Accessibility Standards, and all other applicable statutory and regulatory requirements.

The one-stop center passed the EO monitoring visit in 2017, and was found to be up to standards.

Specific examples include:

1. Sidewalks are ramped, and the door into the center is mechanized
2. Bi-lingual materials, posters and signage
3. Visitors to the center have access to a language line
4. IDES has the ability to hire a sign language interpreter when needed.
5. Assistive technology (e.g., software packages, equipment with different background lighting, etc.) has recently been updated and provided to the center
6. All partner staff was trained by the Illinois Assistive Technology office and provided with reference manuals.
7. A receptionist is available to greet visitors and can help direct them based on specific needs
8. Ample accessible parking spaces closest to the door are available in the parking lot
9. The location is recognizable and is a regular drop-off point for public transportation at the front door of the center

10. PROCUREMENT OF ONE-STOP OPERATOR (Governor’s Guidelines, Section 1, Item 8(j)) (§ 678.600-635)

- *Name the procured one-stop operator and identify the agreed upon one-stop operator model used for each one-stop center in the local area. The operator may be a single entity (public, private, or nonprofit) or a consortium of entities (if the consortium of entities is composed of one-stop partners, it must include a minimum of three of the one-stop partners).*
- *Describe the functions and scope of work of the one-stop operator as defined in the Request for Proposal or as planned for the competitive procurement process.*
- *Describe the payment provisions including the term, frequency and method of payment for One Stop Operator services.*
- *For each shared cost center state the total costs of the One Stop Operator and the required partners which are contributing to that cost*
- *For each shared cost center, explain the method of contribution each required partner is contributing to the costs of the One Stop Operator.*

By clicking on the boxes below, required partners in the local area affirm that the one-stop operator will not perform the following proscribed functions:

- convene system stakeholders to assist in the development of the local plan*
- prepare and submit local plans (as required under sec. 107 of WIOA)*
- be responsible for oversight of itself*
- manage or significantly participate in the competitive selection process for one-stop operators*
- select or terminate one-stop operators, career services, and youth providers*
- negotiate local performance accountability measures*
- develop and submit budget for activities of the Local WDB in the local area.*

A Request for Proposal (RFP) was released by Tri-County Opportunities Council, a member of NCI Works on January 7, 2022 accepting new proposals and a new Agreement with a One Stop Operator will be in place 7/1/2022 – 06/30/2026 with the Consortium of Business Employment Skills Team, Inc, Illinois Department of Employment Services, Illinois Valley Community College, Illinois Department of Human Services – Division of Rehabilitation Services.

The following is the scope of work that was included in the RFP that went out for the competitive selection of the one-stop operator:

Section 2 Project Scope

2.1 Roles and Responsibilities: For each member of the agency/organization/consortium, specifically identify who will perform each of the following rules and/or responsibilities. The roles and responsibilities of the One-Stop Operator will include, but not limited to:

2.1.1. Service Coordinator

- Coordination of delivery of services among the partners.
- Ensure that customer calls to the One Stop Center are handled timely.
- Coordinate services to businesses.
- Coordinate services to individuals.
- Ensuring effective referral processes are in place for all partner services.
- Assist with the transitioning to an integrated, technology enabled intake and case management information system.

2.1.2. Facilities and Operations

- Facilitate the resolution of issues related to space usage, facility location and customer flow within the facility.
- Coordinate the center calendar to schedule facility usage for use of classrooms, workshops and conference rooms.
- Assist in coordination with affiliate sites.
- Assure One-Stop partners follow policies of the career center.
- Address and resolve issues related to One-Stop Delivery System operations.
- Promote the services available throughout the One-Stop Delivery System.

2.1.3. One-Stop Center Staffing

- Coordinate staffing approaches that promote service integration.
- Facilitate cross training among One-Stop System partner staff.
- Ensure meaningful access to all required programs in the center.

2.2. Experience: The organization selected to perform the One-Stop Operator duties outlined in Section 2.1 shall be able to demonstrate their past effectiveness in delivering similar services, and shall demonstrate the experience of staff proposed to be assigned to these duties.

2.2.1 Demonstrated Experience in the following areas:

- Past success in operator related activities.
- Experience in working with community partners.
- Experience working with area employers.
- Experience working with job seekers.
- Familiarity with workforce development programs and systems.

2.2.2 Staff Qualifications

- Proven management expertise.
- Workforce system experience.
- Demonstrated past successful coordination efforts.
- Ability to communicate effectively both verbally and in writing.

2.3 Budget - General Instructions: A budget must be included using the attached budget form (Attachment B). Costs included in the proposed budget cannot already be paid by another source; they must be actual costs incurred in delivering the proposed services, and these funds cannot supplant funds already received by the proposing organization. All costs should be accounted for in the budget line items supported by a strong narrative justifying why the funds are critical for the program. The funding range for this project is \$18,000 to \$58,000.

Give details of the organization's cost allocation method if one is used; e.g., prorating the cost of supplies based on the number of staff, or the cost of salaries based on percentage of time spent on this contract. Please also include details of the organization's indirect cost rate, along with how it was determined, if one is used.

State what contingency plans are in place to repay NCI Works, in the event that there are any disallowed costs as a result of an audit or monitoring review.

The payment provision for the in-kind contributions from the One Stop Consortium model are shared among the consortium in accordance with the amount of staff time each partner is contributing to the OSO function. These amounts are shown as in-kind for each partner in the IFA shared system costs shared contribution section of the budget. This includes Title I, \$6,866.00; Title II, \$8,146.00; Title III, \$8,535.00 and Title IV \$15,245.00 equaling \$38,792.00 in whole dollars which is in the One Stop Operator Agreement that is to expire June 30, 2026. The Consortium price for the initial term of this contract is actually 38,791.68. If the contract is renewed, the price shall be at the same rate as for the initial term without a form amendment. The total payments under this contract shall not exceed \$155,166.72 without a formal amendment. This cost is 100% in kind with this agreement.

Total Amount of Federal Funds Obligated under this Federal Award: \$155,168
Funds made available to the Operator Consortium for this Agreement include funding from the following sources:

FAL 17.258, WIOA Adult Program, \$12,930

FAL 17.259, WIOA Youth Activates, \$12,930
FAL 17.278, WIOA Dislocated Workers Formula grants, \$12,930
FAL 17.207, WIOA Employment Services, \$38,792
FAL 84.126, WIOA Vocational Rehabilitation, \$38,792
FAL 84.002, WIOA Adult Education, \$38,792

**11. REFERRAL PROCESS (Sec. 121 (c)(2)(iii)) (Governor's Guidelines, Section 1, Item8(i))
(\$678.500(b)(3)-(4))**

- *In the spaces provided below, address all of the following:*
 - *Identify the method of making referrals for each partner.*
 - *Identify the method of tracking referrals.*
 - *In the introductory paragraph of this section, describe the local one-stop operator's role and responsibilities for coordinating referrals among required partners (§678.500(b)(3)).*

Please complete the Referral System matrix included on page 11 of this MOU Template.

The One Stop Operator's role and responsibilities in the referral process is to ensure that all partners are aware of services offered by each agency. Initially cross training was completed to front line staff and a referral mapping process was created. To move forward, the OSO will be responsible to streamline the referral process, work with the program service team to create a uniform policy and training for all staff, and look into an electronic referral system. The OSO monitors the referral data on a monthly basis during the normal One Stop Operator meetings and reports it to the NCI Works' Oversight Committee bi-monthly.

As stated previously, our customers must navigate a strategically-planned career path of essential academic, occupational and/or workforce training that is offered through the vast network of Federal and State funded programs and services as part of their journey towards achieving their professional goals. We believe it is our responsibility to make their journey as painless as possible by streamlining and aligning all processes in our local workforce system, beginning with the referral process that is designed to get them to and from all the right stops along the way. In general, most partners can make Skype available to customers. With that said, however, each partner's specific method of making and tracking referrals is identified below.

Currently the referral process consists of a paper pencil version with general information on the individual seeking assistance. The process is as follows: the referring partner agency will complete the paper referral form with the customer and forward it both to the referred agency and also, BEST, Inc. for data tracking. This forward is done by fax or email. **BEST, Inc.** will be gathering information from the current partners to see if all agencies could participate in an electronic internet based referral system. As noted in Section 3, partners believe that a shared common data base system for capturing information on both job-seeking/individual customers and businesses would be the most effective and efficient method for making and tracking referrals between partners. A electronic referral system that is used by another local workforce area is being investigated as possible implementation.

Tri-County Opportunities Council (CSBG) will use the universal referral form created by Workforce Enterprise Service, Inc. to make a referral to other partners. This form is part of the paper-pencil referral system used by every partner in the NCI Works One Stop System. The universal referral form will be completed by the Outreach Worker for CSBG as the referring partner. It will be sent via fax or email to the receiving agency. A copy will be sent to the Business Employment Skills Team, Inc. via fax or email in the comprehensive center.

As the CSBG program receives referrals from other partners, contact will be made with the client and all follow up actions completed by the Outreach Worker will be documented on the received referral form. The referring partner will be sent the completed referral form with actions taken and a copy will also be set to the Business Employment Skills Team, Inc. via fax or email for tracking purposes.

Tri-County Opportunities Council (CSBG) will make referrals to the partners indicated on Referral System Matrix.

Title I (Adult, Dislocated Worker and Youth) - BEST, Inc. will use the universal referral form created by Workforce Enterprise Service, Inc. to make a referral to other partners. This form is part of the paper-pencil referral system used by every partner in the NCI Works One Stop System. The universal referral form will be completed by the Career Advisor for BEST, Inc. as the referring partner. It will be sent via fax or email to the receiving agency. A copy will be retained by the Business Employment Skills Team, Inc. in the comprehensive center.

As BEST, Inc. receives referrals from other partners, contact will be made with the client and all follow up actions completed by the Career Advisor will be documented on the received referral form. The referring partner will be sent the completed referral form with actions taken and a copy will be retained by BEST, Inc. for tracking purposes.

BEST, Inc. will make referrals to the partners indicated on Referral System Matrix.

Adult Ed will use the universal referral form created by Workforce Enterprise Service, Inc. to make a referral to other partners. This form is part of the paper-pencil referral system used by every partner in the NCI Works One Stop System. The universal referral form will be completed by Adult Ed as the referring partner. It will be sent via fax or email to the receiving agency. A copy will be sent to the Business Employment Skills Team, Inc. via fax or email in the comprehensive center.

As the Adult Ed program receives referrals from other partners, contact will be made with the client and all follow up actions completed by Adult Ed staff will be documented on the received referral form. The referring partner will be sent the completed referral form with actions taken and a copy will also be set to the Business Employment Skills Team, Inc. via fax or email for tracking purposes.

Adult Ed will make referrals to the partners indicated on Referral System Matrix.

Perkins/Post-secondary CTE will use the universal referral form created by Workforce Enterprise Service, Inc. to make a referral to other partners. This form is part of the paper-pencil referral system used by every partner in the NCI Works One Stop System. The universal referral form will be completed by Perkins/CTE staff as the referring partner. It will be sent via fax or email to the receiving agency. A copy will be sent to the Business Employment Skills Team, Inc. via fax or email in the comprehensive center.

As the Perkins/CTE program receives referrals from other partners, contact will be made with the client and all follow up actions completed by Perkins/CTE staff will be documented on the received referral form. The referring partner will be sent the completed referral form with actions taken and a copy will also be set to the Business Employment Skills Team, Inc. via fax or email for tracking purposes.

Perkins/Post-Secondary CTE will make referrals to the partners indicated on Referral System Matrix.

DHS/TANF will use the universal referral form created by Workforce Enterprise Service, Inc. to make a referral to other partners. This form is part of the paper-pencil referral system used by every partner in the NCI Works One Stop System. The universal referral form will be completed by the staff for DHS/TANF as the referring partner. It will be sent via fax or email to the receiving agency. A copy will be sent to the Business Employment Skills Team, Inc. via fax or email in the comprehensive center.

As the DHS/TANF program receives referrals from other partners, contact will be made with the client and all follow up actions completed by DHS/TANF staff will be documented on the received referral form. The referring partner will be sent the completed referral form with actions taken and a copy will also be set to the Business Employment Skills Team, Inc. via fax or email for tracking purposes.

DHS/TANF will make referrals to the partners indicated on Referral System Matrix.

Title III (Employment Services under Wager-Peyser) – IDES will use the universal referral form created by Workforce Enterprise Service, Inc. to make a referral to other partners. This form is part of the paper-pencil referral system used by every partner in the NCI Works One Stop System. The universal referral form will be completed by the IDES staff as the referring partner. It will be sent via fax or email to the receiving agency. A copy will be sent to the Business Employment Skills Team, Inc. via fax or email in the comprehensive center.

As the IDES program receives referrals from other partners, contact will be made with the client and all follow up actions completed by the Outreach Worker will be documented on the received referral form. The referring partner will be sent the completed referral form with actions taken and a copy will also be set to the Business Employment Skills Team, Inc. via fax or email for tracking purposes.

IDES will make referrals to the partners indicated on Referral System Matrix.

IDES/Unemployment Insurance (UI) – IDES will use the universal referral form created by Workforce Enterprise Service, Inc. to make a referral to other partners. This form is part of the paper-pencil referral system used by every partner in the NCI Works One Stop System. The universal referral form will be completed by the IDES staff as the referring partner. It will be sent via fax or email to the receiving agency. A copy will be sent to the Business Employment Skills Team, Inc. via fax or email in the comprehensive center.

As the IDES program receives referrals from other partners, contact will be made with the client and all follow up actions completed by the Outreach Worker will be documented on the received referral form. The referring partner will be sent the completed referral form with actions taken and a copy will also be set to the Business Employment Skills Team, Inc. via fax or email for tracking purposes.

IDES will make referrals to the partners indicated on Referral System Matrix.

IDES/Job Counseling, Training and Placement Services for Veterans – IDES will use the universal referral form created by Workforce Enterprise Service, Inc. to make a referral to other partners. This form is part of the paper-pencil referral system used by every partner in the NCI Works One Stop System. The universal referral form will be completed by the IDES staff as the referring partner. It will be sent via fax or email to the receiving agency. A copy will be sent to the Business Employment Skills Team, Inc. via fax or email in the comprehensive center.

As the IDES program receives referrals from other partners, contact will be made with the client and all follow up actions completed by the Outreach Worker will be documented on the received referral form. The referring partner will be sent the completed referral form with actions taken and a copy will also be set to the Business Employment Skills Team, Inc. via fax or email for tracking purposes.

IDES will make referrals to the partners indicated on Referral System Matrix.

IDES/Trade Readjustment Assistance – IDES will use the universal referral form created by Workforce Enterprise Service, Inc. to make a referral to other partners. This form is part of the paper-pencil referral system used by every partner in the NCI Works One Stop System. The universal referral form will be completed by the IDES staff as the referring partner. It will be sent via fax or email to the receiving agency. A copy will be sent to the Business Employment Skills Team, Inc. via fax or email in the comprehensive center.

As the IDES program receives referrals from other partners, contact will be made with the client and all follow up actions completed by the Outreach Worker will be documented on the received referral form. The referring partner will be sent the completed referral form with actions taken and a copy will also be set to the Business Employment Skills Team, Inc. via fax or email for tracking purposes.

IDES will make referrals to the partners indicated on Referral System Matrix.

Trade Adjustment Assistance (TAA) – BEST, Inc. will use the universal referral form created by Workforce Enterprise Service, Inc. to make a referral to other partners. This form is part of the paper-pencil referral system used by every partner in the NCI Works One Stop System. The universal referral form will be completed by the Career Advisor for BEST, Inc. as the referring partner. It will be sent via fax or email to the receiving agency. A copy will be retained by the Business Employment Skills Team, Inc. in the comprehensive center.

As BEST, Inc. receives referrals from other partners, contact will be made with the client and all follow up actions completed by the Career Advisor will be documented on the received referral form. The referring partner will be sent the completed referral form with actions taken and a copy will be retained by BEST, Inc. for tracking purposes.

BEST, Inc. will make referrals to the partners indicated on Referral System Matrix.

IDES/ Migrant & Seasonal Farmworkers (MSFW) – IDES will use the universal referral form created by Workforce Enterprise Service, Inc. to make a referral to other partners. This form is part of the paper-pencil referral system used by every partner in the NCI Works One Stop System. The universal referral form will be completed by the IDES staff as the referring partner. It will be sent via fax or email to the receiving agency. A copy will be sent to the Business Employment Skills Team, Inc. via fax or email in the comprehensive center.

As the IDES program receives referrals from other partners, contact will be made with the client and all follow up actions completed by the Outreach Worker will be documented on the received referral form. The referring partner will be sent the completed referral form with actions taken and a copy will also be set to the Business Employment Skills Team, Inc. via fax or email for tracking purposes.

IDES will make referrals to the partners indicated on Referral System Matrix.

Senior Community Services Employment Program (SCSEP) – National Able Network and NAPCA will use the universal referral form created by Workforce Enterprise Service, Inc. to make a referral to other

partners. This form is part of the paper-pencil referral system used by every partner in the NCI Works One Stop System. The universal referral form will be completed by the National Able Network and NAPCA staff as the referring partner. It will be sent via fax or email to the receiving agency. A copy will be sent to the Business Employment Skills Team, Inc. via fax or email in the comprehensive center.

As the National Able Network and NAPCA programs receives referrals from other partners, contact will be made with the client and all follow up actions completed by the National Able Network and NAPCA staff will be documented on the received referral form. The referring partner will be sent the completed referral form with actions taken and a copy will also be set to the Business Employment Skills Team, Inc. via fax or email for tracking purposes.

Senior Community Services Employment Program (SCSEP) – National Able Network and NAPCA will make referrals to the partners indicated on Referral System Matrix.

12. SHARED DATA AND INFORMATION (Governor’s Guidelines, Section I, Item 8(k))

- *Describe how core program partners will share data and information and will collaborate to assure that all common primary indicators of performance for the core program partners in the local area will be collectively achieved.*
- *Cite examples of how service integration is leading to greater customer access for services and appropriate customer information being shared among partners. Include specific actions, partners involved and how customer access and/or information sharing improved.*

NOTE: Partners are encouraged to seek clarification from their respective core partner state agency and/or data staff.

Please affirm that notwithstanding any other provisions in this MOU, only partners who have executed a separate data sharing agreement with IDES will have access to wage records and other confidential IDES data.

Please affirm that participants’ Personally Identifiable Information (PII) will be kept confidential.

Currently, there are data sharing agreements between IDES and BEST, Inc., and between DHS and BEST, Inc. Therefore, where statewide data sharing agreements exist, agencies that can sign onto those agreements will do so. All other partners in LWIA 4 agree to share data to the fullest extent possible through agreements and practices that allow each program to comply with the state and federal laws governing it to protect personally identifiable information while working toward greater integration of services across programs. Partners will share the number of customers served and program performance to assure that all common primary performance indicators are achieved. The implementation of an integrated technology-enabled intake and case management information system for programs carried out under WIOA is being implemented and will be implemented as soon as practical following guidance from the State of Illinois Department of Innovation Technology.

Until a data system solution is implemented the partners agree to pursue other means of securely sharing information relevant to improved outcomes for customers and businesses. For example, Title II Adult Literacy and the Perkins Post-Secondary Career and Technical Education programs are at both IVCC and SVCC, and share a common client database so students move from non-credit to credit programs seamlessly. Both community colleges follow FERPA (Family Educational Rights and Privacy Act) federal requirements to assure that student data is confidential. All employees are trained on FERPA rules and sign as a requirement of their employment that they will follow FERPA regulations of data

access and use. These are signed by all new employees and continuing employees are trained and must update their commitment to following FERPA on a regular basis to have access to information needed to perform their duties at the college.

Recognizing that data sharing agreements are not always going to be the proper protocol, a common Release of Information form is being developed collaboratively for use by all partners to share appropriate information allowing coordinated and/or integrated service delivery to individuals and businesses. This will allow staff to share necessary and appropriate information while still guaranteeing that Personal Identifiable Information will be kept confidential unless authorized by the customer in accordance with state and federal laws.

In terms of the impact the action plan developed as part of the self-assessment activity will have on enhancing services integration in LWIA #4, the workforce partners believe that sharing customer information and providing greater customer access for services are both key components of their identified priorities.

As stated previously, the partners recognize that their customers must navigate a strategically-planned career path of essential academic, occupational and/or workforce training offered through a vast network of Federal and State funded programs and services. They also believe it is their responsibility to make the job-seeking customer's journey as painless as possible by streamlining and aligning all processes in the local workforce system.

The first step in this process is to enhance and finalize the referral and tracking of customers, key elements that serve as the gateway to getting individuals to and from all the necessary on-ramps and off-ramps along the way. The intention is to create uniform policies and procedures for referral and tracking, and to provide training to all front-line staff. The referral process includes rigorous follow-up to ensure that all LWIA #4 partners are sharing customer progress towards achieving their personal and professional goals. In general, most partners can make Skype available to facilitate access to services, however, our local workforce network also includes multiple physical access sites located throughout our 8-county area that will be available to customers who wish to visit in person.

Recognizing that shared communication and knowledge form the basis of a strong, effective integrated services system, the workforce partners in LWIA #4 decided to establish a Program Service Team (PST), modeled after our Business Services Team (BST). The PST will consist of frontline program staff from all partner agencies, and will be responsible for collaborating on career planning and goal setting for our job-seeking customers during regularly-scheduled meetings. Members of the PST will utilize the Journey Mapping model to implement a fully-aligned and integrated career-pathways system for our job-seeking customers. For the business customers, the BST members are currently piloting the NCI Works' Rapid Talent Pipeline Initiative (RTPI) for collecting and tracking data and activity related to our business customers. Due to COVID as mentioned previously, this is still the intent and will be worked on during the life of this MOU.

A note to the MOU Review Team: As we in the field actively move towards increased service integration, all partners in LWIA #4 strongly agree that in order to reach the ultimate goal of complete service integration on the WINTAC Continuum, there must be a statewide common data base for collecting, tracking and sharing customer information across all partners. We therefore encourage the State's Interagency Team to recommend to the IWIB that they make this one of their top priorities in PY '22. In the meantime, meetings between front-line staff from all LWIA #4 partners will occur on a regular basis to share customer assessment information and to discuss progress towards achieving their career goals. Through the Journey Mapping process, the PST will review information to make sure there are no gaps in services that may impede the job-seeker's success, nor a duplication of services that will waste valuable resources. The RTPI will be used for the same purpose by the BST in addressing

the needs of the business customers. The PST and the BST members will be in constant contact with each other to make sure there is an on-going connection between the supply side and demand side of workforce equation. |

13. COSTS AND COST SHARING OF SERVICES (Sec. 121 (c)(2)(ii)) (Governor's Guidelines, Section 1, Item 1(c); Section 2) ((§ 678.510(a), §678.755 and §678.760)

Please complete the Infrastructure Funding Agreement (fillable spreadsheet) and submit annually with the MOU or MOU Amendment.

In the space below and following the Governor's Guidelines – Revision 4, provide the following narrative:

1. *Affirm in the narrative that required partners negotiated infrastructure and shared local service delivery system costs specific to the applicable program year for both comprehensive one-stop centers and any affiliate or specialized centers designated by the local workforce board.*
2. *Clearly identify in the narrative the time period for which the Infrastructure Funding Agreement is effective; e.g., July 1, 2020 through June 30, 2021.*
3. *Specify in the narrative whether the budget submitted represents an interim or final budget agreement.*
4. *Describe in the narrative the agreed-upon method that each partner will contribute as a proportionate share of costs to support the services and operations of the local service delivery system.*
5. *Affirm in the narrative that each required partner meets the minimum FTE commitment of .25 FTEs in each comprehensive one-stop center and each designated affiliate site.*
 - a. *If all required partners agree for a partner to commit to less than .25 FTE, then the local board may submit a waiver using the waiver request form included in the Report of Outcomes template (Appendix G of the Governor's Guidelines – Revision 4).*
6. *Describe in the narrative whether and which staff will be cross-trained to provide services on behalf of another required partner.*
 - b. *For each required partner providing cross-trained staff to deliver services on behalf of another partner, confirm how the contributing partner's shared cost allocations will be reduced in correlation with the number of FTEs that will be cross-trained to provide another partner's programs.*
7. *Please describe the invoicing process and any special deadlines for determining actual costs for each partner included in this MOU (Please note that CSBG's grant cycle requires the partner to pay all actual costs within 30 days of the partner's 12/31 invoicing deadline and within 30 days of its 6/30 invoicing deadline each program year).*
8. *Using the table provided below, include the following additional financial information for each required program partner:*
 - i. *Each required program partner's total cash contribution toward its proportionate share of infrastructure and local service delivery system costs; and*
 - ii. *The dollar amount of a 10% variance from each partner's total cash contribution in the case that actual costs exceed budgeted costs.*

The Infrastructure Funding Agreement included as Appendix K to this MOU reflects the results of the negotiated MOU budget and allocation of the approved budget among the required WIOA partners.

The time period for which the shared cost funding agreement is effective is July 1, 2022 through June 30, 2023.

The budget submitted represents a final budget agreement.

Each partner negotiated their contribution towards the cost of the budget using the FTE method. The local board, Chief Elected Officials, and partners agreed on contracting with WES, Inc. to act as the MOU negotiator and impartial convener on behalf of the LWIB and region. Partners were provided a copy of the interim budget that was agreed upon last year for review. The 1st meeting was held January 13, 2022. The meeting was facilitated by Tim Harmon of WES. Infrastructure cost and systems costs were reviewed with noted adjustments suggested to be added and/or omitted. The 2nd meeting was held on February 28, 2022. A new revised copy of the draft budget was sent out previously before the meeting for review. The revised costs were discussed, and the final budget will be completed for the March 29 meeting for approval by all Partners. Partner FTE contributions were discussed and each partner present in the meeting was afforded an opportunity to propose revisions to their FTE contribution level. Following this meeting, a draft version of the approved budget, reflecting the allocation of costs based on the partner FTE level, or the .25 minimum FTE level, was distributed to all partners. The partners held their final meeting on March 29, 2022 during which they approved the final budget as allocated. A Report of Outcomes was sent to the DCEO prior to April 15, 2022. All parties are in agreement with the budget.

Each required partner meets the minimum FTE commitment of .25 FTEs in the comprehensive center.

The partners who are not housed in the One Stop have not cross trained staff to provide services as they will be provided through Direct Linkage.

The Local Workforce Board designated Annette Pace (BEST, Inc. Finance Director) to reconcile budgeted to actual shared costs in the One-Stop operating budget on a semi-annual basis. The budget will be reconciled December 31st and June 30th each program year.

If the local workforce innovation board and required one stop partners fail to reach consensus on funding infrastructure costs, this will trigger the State Funding Mechanism.

Procedure to reconcile the budget is as follows: All partners will be required to report costs to the One Stop Operator in a timely manner. Those costs will then be reconciled to the budget and amounts contributed. Any amounts overpaid by a partner will be credited or refunded. Any amounts underpaid by a partner will be billed to the partner.

If a partner's total obligation under the cost allocation plan is in excess of the allocated in-kind contribution, the balance is shown as a cash contribution. In practice, when partners owe each other cash under the cost allocation plan, they will credit these cash obligations as part of the invoicing and reconciliation process so

only cash payments are made by partners having a net cash obligation after credits of cash due from other partners have been applied.

		Partner's Total Cash Contribution	Dollar Amount of 10% Variance (if applicable)	Partner's Total Cash Contribution plus 10% Variance (if applicable)
Commerce	Title IB - Adult, Youth, & Dis. Workers	\$ 40,704	\$ 4,070	\$ 44,774
	TAA	\$ 4,930	\$ 493	\$ 5,423
	CSBG	\$ 4,930	\$ 493	\$ 5,423
IDES	Title III - Wagner-Peyser	\$ 15,513	\$ 1,551	\$ 17,064
	Title III - MSFW	\$ 2,216	\$ 222	\$ 2,438
	Veterans Services	\$ 8,864	\$ 886	\$ 9,751
	UI Comp Programs	\$ 15,513	\$ 1,551	\$ 17,064
	TRA	\$ 2,216	\$ 222	\$ 2,438
ICCB	Title II - Adult Education	\$ 4,930	\$ 493	\$ 5,423
	Career & Tech Ed - Perkins	\$ 4,930	\$ 493	\$ 5,423
DHS	Title IV - Vocational Rehab	\$ 4,930	\$ 493	\$ 5,423
	TANF - DHS	\$ 4,930	\$ 493	\$ 5,423
Aging	SCSEP	\$ 4,930	\$ 493	\$ 5,423
DOC	Second Chance			
HUD				
Title IC - Job Corp				
Title ID - National Farmworkers				
Title ID - YouthBuild				
Other 1				
Other 2				
Other 3				
Other 4				

In accordance with the State Finance Act (30 ILCS 105/30), this MOU is contingent upon and subject to the availability of funds. A State Agency Partner may terminate or suspend this MOU, in whole or in part, without penalty or further payment being required, if (i) the funds to which this MOU commits a State Agency Partner have not been appropriated or otherwise made available to the State Agency Partner by the State or the Federal funding source, (ii) the Governor or a State Agency Partner reserves funds, or (iii) the Governor or a State Agency Partner determines that funds

will not or may not be available for payment. The State Agency Partner shall provide notice, in writing, to the other Partners of any such funding failure and its election to terminate or suspend this MOU as soon as practicable. Any suspension or termination pursuant to this paragraph will be effective upon the date of written notice unless otherwise indicated.

- All required partners a party to this MOU acknowledge that the ability of any partner to contribute its agreed contribution to the One-Stop costs is contingent on the availability of State and/or federal funding for its respective program(s).

**14. AMENDMENT PROCEDURES AND RENEWAL PROVISIONS (Sec. 121 (c)(2)(v))
(Governor's Guidelines, Sections 5 & 6) (§ 678.500(b)(5)(6))**

- *Describe the procedures for amending the MOU annually or any time substantial changes have occurred before the MOU's three-year expiration date.*

NOTE: Ensure the MOU reflects the most recent date as amendments and renewals are approved.

The effective date of the MOU modification is July 1, 2022. The MOU will expire June 30, 2023, with the cost sharing agreement reviewed annually with the partners and submitted each year. NCI Works contracts that service with an independent contractor. Multiple partner meetings are held at least 6 months before the renewal date and all partners are a part of the narrative changes based on goals and objectives for the coming years. The narrative sections are reviewed when the budget meetings take place to see if modifications are needed.

This MOU may be amended or terminated at any time in writing and through a two-thirds vote of the signatory parties. It is understood that circumstances both outside the control of the partners or with control of the partners, including one or more of the following reasons may cause the agreement to be amended:

1. The addition or removal of a partner from this MOU.
2. Removal or addition of program responsibilities for any partner that administers more than one federal program.
3. A change in the one-stop operator or a change in the physical location of the comprehensive one-stop center.
4. A change in the services, service delivery methods currently utilized, referral methods, or methods to allocate costs.
5. The need to renegotiate a partner's proportionate share of costs based on changes in the method of service delivery or program or funding changes that affect a partner's continued ability to meet its shared cost obligations.
6. Incorporate final approved budget on an annual basis.
7. Resolving any disputes that evolve after agreement is reached.

All amendments will involve the following process:

The Parties seeking an amendment will submit a written request to the Local Workforce Innovation Board of Area 4 that includes:

- The requesting party's name.
- The reason(s) for the amendment request.
- Each Article and Section of this MOU that will require revision.
- The desired date for the amendment to be effective.
- The signature of the requesting party's authorized representative.

If the request is approved by two thirds majority of the signators, LWIB 4 will notify the remaining parties of the intent to amend and will provide each remaining party thirty (30) days from the date of the notice (unless another time frame is specified in the notice) to review the anticipated changes and to submit a response to the Local Workforce Innovation Board. Failure by a party to respond within the prescribed timeframe will be deemed that party's approval of the proposed changes.

In the event that a remaining party has questions and/or concerns regarding the proposed amendment, the party must list its questions and/or concerns in writing and submit the list to LWIB 4 within the specified timeframe.

LWIB 4 will review the listed questions/concerns and will issue a response within fifteen (15) days of receipt of the list. If LWIB 4 deems it necessary, the listed questions/concerns will be sent to all other parties and/or a meeting with all parties will be scheduled to discuss the proposed changes and to achieve consensus on a final amendment draft.

The final, approved amendment draft will be signed by authorized representatives of the affected partners, then submitted to the Local Workforce Innovation Board for Area 4 for the final signature. LWIB 4 will distribute copies of the fully executed amendment to all Parties.

15. ADDITIONAL LOCAL PROVISIONS (OPTIONAL) (Sec. 121(c)(2)(B)) (§678.500(c))

N/A

16. ADDITIONAL PARTNERS (Sec. 121 (b)(2))

N/A

17. AUTHORITY AND SIGNATURES (Governor's Guidelines, Section 1, Item 8(p); Section 5, Items 28-29) (§678.500(d))

- *Include a statement that the individuals signing the MOU have authority to represent and sign on behalf of their program under WIOA.*

The individuals signing this MOU all have the authority to represent and sign on behalf of their programs under WIOA

18. ATTACHMENTS

Each Party acknowledges and agrees that the Attachments listed in this Section are attached hereto and incorporated into this MOU. Further, each Party acknowledges and agrees that by signing this MOU it agrees to be bound by the terms and conditions of the Attachments.

LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

INCLUDES:

- CAREER SERVICES AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)
- OTHER PROGRAMS AND ACTIVITIES AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)
- SERVICE DELIVERY METHOD THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)

IDES NON-DISCLOSURE AGREEMENT

ONE-STOP OPERATING BUDGET SPREADSHEET FOR PY20

OTHER | |

**TEMPLATE
REFERRAL SYSTEM MATRIX**

REFERRAL BETWEEN PARTNERS																						
Instructions: Please indicate all partners to which each partner will make referrals																						
REQUIRED PARTNERS	Title I: Adult Dislocated	Title II: Adult Ed	Title III: W-P	Title IV: Rehab. Services	Post-secondary CTE under Perkins	LI	Veterans Services	TRA	TAA	MSFW	NFP	CSBG	SCSEP	TANF	Second Chance	HUD	Job Corps	YouthBuild	Other (specify)	Other (specify)	Other (specify)	Other (specify)
Title I: Adult, Dislocated Worker, Youth	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title II: Adult Education and Literacy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title III: Employment Programs under Wagner-Peyser	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title IV: Rehabilitation Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post-secondary Career and Technical Education under Perkins	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unemployment Insurance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Counseling, Training and Placement Services for Veterans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trade Readjustment Allowance (TRA)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trade Adjustment Assistance (TAA)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Migrant and Seasonal Farmworkers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Farmworker Jobs Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**TEMPLATE
REFERRAL SYSTEM MATRIX**

REFERRAL BETWEEN PARTNERS																					
Instructions: Please indicate all partners to which each partner will make referrals																					
REQUIRED PARTNERS	Title I Adult Dislocated	Title II Adult Ed	Title III W-P	Title IV Rehab Services	Post-secondary CTE under Perkins	LI	Veterans Services	TRA	TAA	MSFW	NFP	CSBG	SCSEP	TANF	Second Chance	HUD	Job Corps	YouthBuild	Other (specify)	Other (specify)	Other (specify)
Community Services Block Grant (CSBG)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Senior Community Services Employment Program (SCSEP)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TANF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Second Chance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing and Urban Development Employment and Training Activities (HUD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Corps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
YouthBuild	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS
CAREER SERVICES AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)

BASIC CAREER SERVICES												
REQUIRED PARTNERS	Eligibility for Title IB	Outreach, intake, orientation	Initial Skills Assessment	Labor exchange services, including job search and placement assistance	Referral and coordination with other programs	Workforce and labor market information and statistics	Performance and cost information on providers of education, training and workforce services	Performance info for the local area as a whole	Information on the availability of supportive services	Information and meaningful assistance with CI claims	Assistance establishing eligibility for financial aid for non-WIOA training and education	
Title I: Adult, Dislocated Worker, Youth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Title II: Adult Education and Literacy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Title III: Employment Programs under Wagner-Peyser	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Title IV: Rehabilitation Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Post-secondary Career and Technical Education under Perkins	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Unemployment Insurance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Job Counseling, Training and Placement Services for Veterans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trade Readjustment Allowance (TRA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Trade Adjustment Assistance (TAA)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Migrant and Seasonal Farmworkers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
National Farmworker Jobs Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Community Services Block Grant (CSBG)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Senior Community Services Employment Program (SCSEP)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TANF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Second Chance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Housing and Urban Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

BASIC CAREER SERVICES

	Eligibility for Title IB	Outreach, intake, orientation	Initial Skills Assessment	Labor exchange services, including job search and placement assistance	Referral and coordination with other programs	Workforce and labor market information and statistics	Performance and cost information on providers of education, training, and workforce services	Performance info for the local area as a whole	Information on the availability of supportive services	Information and meaningful assistance with UI claims	Assistance establishing eligibility for financial aid for non-WIOA training and education
REQUIRED PARTNERS											
Employment and Training Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Corps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
YouthBuild	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INDIVIDUALIZED AND FOLLOW-UP CAREER SERVICES

	Comprehensive and specialized assessments	Development of an individual employment plan	Group counseling	Individual counseling	Career planning	Short-term pre-vocational services	Internships and work experience	Workforce preparation activities	Financial literacy services	Out-of-area job search assistance	English language acquisition	Follow-up services for participants in adult and dislocated worker programs
REQUIRED PARTNERS												
Title I: Adult, Dislocated Worker, Youth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Title II: Adult Education and Literacy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Title III: Employment Programs under Wagner-Peyser	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title IV: Rehabilitation Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post-secondary Career and Technical Education under Perkins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unemployment Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Counseling, Training and Placement Services for Veterans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

INDIVIDUALIZED AND FOLLOW-UP CAREER SERVICES

	Comprehensive and specialized assessments	Development of an individual employment plan	Group counseling	Individual counseling	Career planning	Short-term pre-vocational services	Internships and work experience	Workforce preparation activities	Financial literacy services	Out-of-area job search assistance	English language acquisition	Follow-up services for participants in adult and dislocated worker programs
REQUIRED PARTNERS												
Trade Readjustment Allowance (TRA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trade Adjustment Assistance (TAA)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Migrant and Seasonal Farmworkers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Farmworker Jobs Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Services Block Grant (CSBG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Senior Community Services Employment Program (SCSEP)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TANF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Second Chance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing and Urban Development Employment and Training Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Corps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
YouthBuild	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

OTHER PROGRAMS AND ACTIVITIES AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)

REQUIRED PARTNER	OTHER PROGRAMS AND ACTIVITIES PROVIDED
Title I (Adult, Dislocated Worker, Youth)	Issuance of ITAs; Career Exploration; Youth Leadership Activities; Business Services including job fairs and hiring events.
Title II: Adult Education and Literacy	HSE online learning through I-Pathways will be available to those who cannot attend classes. Career Cruising will be available for career exploration as well. Administers TABE Test
Title III: Employment Programs under Wagner-Peyser	Hiring events; workshops
Title IV: Rehabilitation Services	OJE/OJT, job retention services, support for education and training
Post-secondary Career and Technical Education under Perkins	Program information and referrals for Career and Technical Education programs and events.
Unemployment Insurance	Claims maintenance; general questions; claims filing
Job Counseling, Training and Placement Services for Veterans	Case management; workshops
Trade Readjustment Allowance (TRA)	Claims maintenance; general questions
Trade Adjustment Assistance (TAA)	
Migrant and Seasonal Farmworkers	Hiring events; workshops
National Farmworker Jobs Program	
Community Services Block Grant (CSBG)	Comprehensive needs assessment, case management
Senior Community Services Employment Program (SCSEP)	Outreach activities, financial assistance, benefits screening, professional development, workshops, supportive services
TANF	
Second Chance	
Housing and Urban Development Employment and Training Activities	
Job Corps	
YouthBuild	

**TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS**

**TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS**

SERVICE DELIVERY METHOD THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)

PROGRAM	SERVICES PROVIDED THROUGH OWN STAFF	SERVICES PROVIDED THROUGH CROSS-TRAINED PARTNER STAFF	SERVICES PROVIDED THROUGH CONTRACTOR PROVIDER	SERVICES PROVIDED THROUGH DIRECT LINKAGE
Title I (Adult, Dislocated Worker, Youth)	All career and training services allowed under Title IB of WIOA. All services are marked on attached matrix.	Services: Partner:	Services: Provider:	Services: Method:
Title II: Adult Education and Literacy	Administers TABE Test	Services:	Services:	Services: Screenings and eligibility for Adult Education services
Title III: Employment Programs under Wagner-Peyser	Outreach, intake and orientation; Labor exchange services; Program coordination and referral; Labor market information; Information about the availability of supportive services and referral of these services.	Partner:	Provider:	Method: Skype and phone calls
		Services: Partner:	Services: Provider:	Services: Method:
Title IV: Rehabilitation Services		Services:	Services:	Services: Outreach, intake, and orientation. Information and referral, counseling and guidance. Program information.
Post-secondary Career and Technical Education under Perkins		Partner:	Provider:	Method: Telephone
		Services: Partner:	Services: Provider:	Services: Program information on Career and Technical Education programs and events
Unemployment Insurance	Establishing eligibility for Unemployment Insurance	Partner:	Provider:	Method: Skype and phone calls
		Services: Partner:	Services: Provider:	Services: Method:
Job Counseling, Training and Placement Services for Veterans	Outreach, intake and orientation; Program coordination and referral;	Services: Partner:	Services: Provider:	Services: Method:
		Partner:	Provider:	Method:

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

PROGRAM	SERVICES PROVIDED THROUGH OWN STAFF	SERVICES PROVIDED THROUGH CROSS-TRAINED PARTNER STAFF	SERVICES PROVIDED THROUGH CONTRACTOR PROVIDER	SERVICES PROVIDED THROUGH DIRECT LINKAGE
	Information about the availability of supportive services and referral to these services.			
Trade Readjustment Allowance (TRA)	Assistance in establishing eligibility for Trade Readjustment Allowance	Services: Partner:	Services: Provider:	Services: Method:
Trade Adjustment Assistance (TAA)	Assisting for providing training and supportive services for Trade Adjustment Assistance. All services are marked on attached matrix	Services: Partner:	Services: Provider:	Services: Method:
Migrant and Seasonal Farmworkers	Outreach, intake and orientation; Program coordination and referral	Services: Partner:	Services: Provider:	Services: Method:
National Farmworker Jobs Program		Services: Partner:	Services: Provider:	Services: Method:
Community Services Block Grant (CSBG)	Outreach, referral and coordination, supportive services needs assessment, career planning, workforce preparation, financial literacy	Services: Partner:	Services: Provider:	Services: Method: Outreach, referral and coordination. Supportive services
Senior Community Services Employment Program (SCSEP)	Outreach, intake, orientation, needs assessment, individual employment planning, training referrals, supportive services	Services: Partner:	Services: Provider:	Services: Method: Outreach, intake, orientation, needs assessment, individual employment planning, training referrals, supportive services.
TANF		Services: Partner:	Services: Provider:	Services: Method: Outreach, intake, orientation; Initial Skills Assessment; Referral and coordination with other programs;

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

PROGRAM	SERVICES PROVIDED THROUGH OWN STAFF	SERVICES PROVIDED THROUGH CROSS-TRAINED PARTNER STAFF	SERVICES PROVIDED THROUGH CONTRACTOR PROVIDER	SERVICES PROVIDED THROUGH DIRECT LINKAGE
				Information on available supportive services.
		Partner:	Provider:	Method: Telephone or walk across the hall to their office
Second Chance		Services:	Services:	Services:
		Partner:	Provider:	Method:
Housing and Urban Development Employment and Training Activities		Services:	Services:	Services:
		Partner:	Provider:	Method:
Job Corps		Services:	Services:	Services:
		Partner:	Provider:	Method:
YouthBuild		Services:	Services:	Services:
		Partner:	Provider:	Method:
Other (specify):		Services:	Services:	Services:
		Partner:	Provider:	Method:
Other (specify):		Services:	Services:	Services:
		Partner:	Provider:	Method:
Other (specify):		Services:	Services:	Services:
		Partner:	Provider:	Method:

IDES NON-DISCLOSURE AGREEMENT

LWIA #4 MOU

The **Illinois Department of Employment Security (“IDES”)** agrees to share confidential information, as defined below, with each One-Stop Partner (**“RECIPIENT”**) pursuant to the Memorandum of Understanding for the One-Stop Center located in Illinois Local Workforce Area #4 (“MOU”), solely for the limited purpose and to the extent as set forth in this Non-Disclosure Agreement (“Agreement”). IDES and the RECIPIENT are collectively referred to as the “Parties” and individually as a “Party.” This Agreement is made by and between IDES and each RECIPIENT and as such this Agreement is separately and individually enforceable against each RECIPIENT.

1. Executed Amendment. RECIPIENT acknowledges and agrees that by signing Amendment No. 1 to the MOU (“Amendment”) it agrees to be bound by the terms and conditions of this Agreement, which are incorporated into the MOU by the Amendment. RECIPIENT’s execution of the Amendment is a prerequisite for receiving any confidential information under this Agreement.
2. One-Stop Partner. RECIPIENT affirms and acknowledges that it is a One-Stop Partner, as defined by the Workforce Innovation and Opportunity Act of 2014, as amended, (WIOA). RECIPIENT affirms and acknowledges that, except as otherwise provided herein, it will remain a Party to this Agreement as long as it continues to administer at least one federally funded employment, training or education program at an Illinois One-Stop Center, as defined by WIOA.
3. Term and Termination. The term of this Agreement shall begin upon the date of full execution of the Amendment and shall end upon the termination of the MOU. Notwithstanding any other provision to the contrary, IDES may immediately terminate or cancel this Agreement and cease providing confidential information if RECIPIENT fails to adhere to any provision set forth in this Agreement. RECIPIENT agrees that its responsibilities and duties under this Agreement, including but not limited to its obligations regarding confidentiality and data security, shall remain in effect following the termination of this Agreement.
4. Confidential Information.
 - a) For purposes of this Agreement, “confidential information” means all data and information in whatever form produced, prepared, observed, or received under this Agreement to the extent such information is confidential within the meaning of any governing law, regulation, or directive, including, without limitation, the Illinois statute codified at 820 ILCS 405/1900 (“Section 1900”).
 - b) RECIPIENT agrees to comply with applicable laws, materials, regulations and all other state and federal requirements with respect to the protection of privacy, security and dissemination of the confidential information, including Section 1900; which is incorporated by reference into this Agreement. Protection from unauthorized use and/or disclosure specifically includes storage in a place physically secure from access by unauthorized persons, maintaining information in electronic formats such as magnetic tapes, discs, or on servers in such a way that unauthorized persons cannot obtain the information by any means, destroying all confidential information in the manner directed

IDES NON-DISCLOSURE AGREEMENT

- by IDES as soon as the information is no longer needed for RECIPIENT's purposes, and undertaking precautions to ensure that only authorized employees and agents have access to said confidential information.
- c) RECIPIENT agrees to instruct all personnel having access to the confidential information on the confidentiality requirements set forth in this Section and agrees to fully and promptly report any infraction to the IDES.
 - d) RECIPIENT agrees that the disclosure of the confidential information to the RECIPIENT does not convey any future ownership or use rights. RECIPIENT agrees that IDES shall retain sole and exclusive ownership of the confidential information.
 - e) Upon the termination of this Agreement, RECIPIENT agrees to destroy or return all confidential information in the manner directed by IDES. RECIPIENT agrees that the confidential information shall not be archived or sent to a records center and shall not be retained with personal identifiers for any period longer than the term of this Agreement.
5. Data Specifications.
- a) The Parties acknowledge and agree that under this Agreement IDES will not share or provide the RECIPIENT with any information obtained from an individual or employing unit during the administration of the Illinois unemployment insurance (UI) program including, but not limited to, social security numbers, benefit records and employer's wage records.
 - b) In accordance with 56 Ill. Admin. Code 2960.120, IDES may provide RECIPIENT with non-UI information contained in the Illinois Job Link (IJL) including: (i) a customer's name, address, phone number, and/or employment history; (ii) an employer's name, address, and phone number; (iii) job order information; and (iv) other non-UI information contained in IJL, provided that disclosure of such information is not prohibited under this Agreement.
6. Purpose and Use. RECIPIENT agrees that it will use the confidential information solely for the limited purpose of administering an employment, training or education program through an Illinois One-Stop Center in accordance with WIOA. Any dissemination or use of the confidential information other than for the purpose and use set forth in this Section without the express written authority of the Director of IDES is specifically prohibited.
7. Indemnification. To the extent authorized by law, RECIPIENT agrees to indemnify, assume all risk of loss, and hold harmless IDES from and against all liabilities, claims, suits, actions, judgments, damages and expenses related to or arising in connection with any acts or omissions of RECIPIENT in connection with this Agreement. RECIPIENT shall do nothing to prejudice the rights of IDES to recover against third parties for any loss.
8. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois. Any claim against IDES arising out of this Agreement must be filed exclusively with the Illinois Court of Claims, 705 ILCS 505/1 et seq., when said claim is within the jurisdiction of the Court of Claims.
9. Entire Agreement. This Agreement contains the entire agreement between the Parties and supersedes all previous agreements and proposals, oral or written, regarding the matters

IDES NON-DISCLOSURE AGREEMENT

addressed herein. This Agreement may be amended upon the mutual written agreement of the Parties. In the event of conflict, this Agreement shall prevail over the MOU.

10. Severability. If any provision in this Agreement is held to be invalid, illegal, void, or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not be affected.

This tab displays each partner's total FTE commitment across all service locations in the local area. This sheet will auto-populate with FTE Calculations for each center.

Local Workforce Innovation Area: 4

Cost Allocation Spreadsheets for PY: 2022

For the Center Located in: TOTAL - ALL CENTERS

Sum of FTE Commitments Across All Service Locations		Required Partner FTEs Committed to Provide Onsite Program Services	Onsite FTEs Who Will be Cross-trained to Provide Program Services on Behalf of Another Partner			Total Onsite FTEs	Offsite FTEs Providing Program Services in the Center via Direct Linkage	TOTAL FTEs
			Contributing Partner 1 Providing Services on Behalf of the Partner in Column B (If applicable)	FTEs Cross-trained to Provide Other Program Services	Contributing Partner 2 Providing Services on Behalf of the Partner in Column B (If applicable)	FTEs Cross-trained to Provide Other Program Services		
Commerce	Title IB - Adult, Youth, & Dis. Workers	3.75	-	-	-	-	-	3.75
	TAA	0.25	-	-	-	-	-	0.25
	CSBG	0.25	-	-	-	-	-	0.25
	Title III - Wagner-Peyser	1.75	-	-	-	-	-	1.75
	Title III - MSFW	0.25	-	-	-	-	-	0.25
IDES	Veterans Services	1.00	-	-	-	-	-	1.00
	JJI Comp Programs	1.75	-	-	-	-	-	1.75
	TRA	0.25	-	-	-	-	-	0.25
ICCB	Title II - Adult Education	-	-	-	-	-	-	0.25
	Career & Tech Ed - Perkins	-	-	-	-	-	-	0.25
DHS	Title IV - Vocational Rehab	-	-	-	-	-	-	0.25
	TANF - DHS	-	-	-	-	-	-	0.25
Aging	SCSEP	-	-	-	-	-	-	0.25
DOC	Second Chance	-	-	-	-	-	-	-
HUD		-	-	-	-	-	-	-
	Title IC - Job Corp	-	-	-	-	-	-	-
	Title ID - National Farmworkers	-	-	-	-	-	-	-
	Title ID - YouthBuild	-	-	-	-	-	-	-
Other 1		-	-	-	-	-	-	-
Other 2		-	-	-	-	-	-	-
Other 3		-	-	-	-	-	-	-
Other 4		-	-	-	-	-	-	-
TOTAL - SHARED COST FTEs		9.25	-	-	-	-	1.25	10.50

Line Item	Description	Unit	Q1	Q2	Q3	Q4	YTD	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	Total	
																						0.00
1	Center Budgeted Costs (Includes all other costs not in this center for 1) Budget Infrastructure Costs and 2) Specific Delivery System Costs and 3) Any Costs Not Applicable to this Section.																					
1.1	Local Functions Expenses (See 1)																					
1.2	Local Functions Expenses (See 1)																					
1.3	Local Functions Expenses (See 1)																					
1.4	Local Functions Expenses (See 1)																					
1.5	Local Functions Expenses (See 1)																					
1.6	Local Functions Expenses (See 1)																					
1.7	Local Functions Expenses (See 1)																					
1.8	Local Functions Expenses (See 1)																					
1.9	Local Functions Expenses (See 1)																					
1.10	Local Functions Expenses (See 1)																					
1.11	Local Functions Expenses (See 1)																					
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1.85	Local Functions Expenses (See 1)																					
1.86	Local Functions Expenses (See 1)																					
1.87	Local Functions Expenses (See 1)																					

This tab is to be completed with each partner's FTE commitment specific to this center.

Local Workforce Innovation Area: 4

Cost Allocation Spreadsheets for PY: 2022

For the Center Located in: Ottawa

Commer	Required Partner FTEs Committed to Provide Onsite Program Services	Onsite FTEs Who Will be Cross-trained to Provide Program Services on Behalf of Another Partner				Total Onsite FTEs	Offsite FTEs Providing Program Services in the Center via Direct Linkage	TOTAL FTEs	
		Contributing Partner 1 Providing Services on Behalf of the Partner in Column B (If applicable)	FTEs Cross-trained to Provide Other Program Services	Contributing Partner 2 Providing Services on Behalf of the Partner in Column B (If applicable)	FTEs Cross-trained to Provide Other Program Services				
	3.75					3.75			
Commerce	0.25					0.25		0.25	Title IB - Adult, Youth, & Dis. Workers
	0.25					0.25		0.25	TAA
	1.75					1.75		1.75	CSBG
	0.25					0.25		1.75	Title III - Wagner-Peyser
IDES	1.00					1.00		0.25	Title III - MSFW
	1.75					1.75		1.00	Veterans Services
	0.25					0.25		1.75	UI Comp Programs
	-					-		0.25	TRA
ICCB	-					-	0.25	0.25	Title II - Adult Education
	-					-	0.25	0.25	Career & Tech Ed - Perkins
DHS	-					-	0.25	0.25	Title IV - Vocational Rehab
	-					-	0.25	0.25	TANF - DHS
Aging	-					-	0.25	0.25	SCSEP
DOC	-					-	-	-	Second Chance
HUD	-					-	-	-	HUD
Title IC - Job Corp	-					-	-	-	Title IC - Job Corp
Title ID - National Farmworkers	-					-	-	-	Title ID - National Farmworkers
Title ID - YouthBuild	-					-	-	-	Title ID - YouthBuild
Other 1	-					-	-	-	Other 1
Other 2	-					-	-	-	Other 2
Other 3	-					-	-	-	Other 3
Other 4	-					-	-	-	Other 4
TOTAL - SHARED COST FTEs	9.25					9.25	1.25	10.50	

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	This report is prepared to show each partner's 1980-1981 cost commitment versus all direct location in the report. This sheet will not separate with only calculation for each center.																																																																																																			
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COVER PAGE FOR SUBMITTAL OF MOU AMENDMENTS
AND ANNUAL ONE-STOP OPERATING BUDGETS

MEMORANDUM OF UNDERSTANDING
BETWEEN
[Northwest Central IL Works (NCI Works)]
AND
LOCAL REQUIRED PARTNERS UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
(WIOA)

This cover page is only intended for use any time the MOU is amended.

Amendment No. 2

Pursuant to the Workforce Innovation and Opportunity Act of 2014, the signatories are the Parties to the Memorandum of Understanding for integrated delivery of federally funded workforce services in (Local Area #4), effective 7/1/2022, (MOU). In accordance with Section 14 of the MOU, the Parties hereby mutually agree to this Amendment No. 2, which is set out in its entirety as follows:

1. Section(s) # 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 14, 18 of the MOU are hereby revised and replaced with amended Section(s) # 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 14, 18 as provided in Attachment 1 of this Amendment No. 2.
2. IDES Non-Disclosure Agreement is attached hereto as Attachment 2 of this Amendment No. 2 and is incorporated by reference into the MOU.
3. All terms, conditions, provisos, covenants and provisions of the MOU other than those expressly modified by this Amendment No. 2 shall remain in full force and effect as written. In the event of conflict, this Amendment No. 2 shall prevail.

IN WITNESS WHEREOF, the Parties have executed this Amendment No. 2 on the date of last signature.

REQUIRED PARTNER SIGNATURES

Note: Please spell out the names of agencies, titles, required partner programs and organizations. Do not use abbreviations or acronyms on MOU signature pages. Also, please do not include with your submission any blank signature pages of partners not included as a party to the MOU in your local area. When submitting MOU Amendments, all signature pages should immediately follow the submitted cover page.

LOCAL WORKFORCE INNOVATION BOARD CHAIR


Signature

Linda Burt
Printed Name

Co-Chair
Title

5/3/22
Date

Northwest Central Illinois Works (NCI Works)
Organization

REQUIRED PARTNER SIGNATURES

LOCAL WORKFORCE INNOVATION BOARD CHAIR


Signature

Cary Robbins
Printed Name

Co-Chair
Title

5/3/22
Date

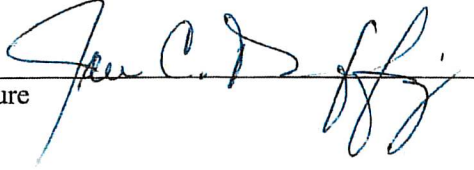
Northwest Central Illinois Works (NCI Works)
Organization

An Additional Signature Form is available on the WIOA Implementation Portal at this link:

<https://www.illinoisworknet.com/WIOA/Resources/Pages/Public-Documents.aspx>

REQUIRED PARTNER SIGNATURES

CHIEF ELECTED OFFICIAL

Signature  _____ James C. Duffy
Printed Name
Chair _____
Title _____ Date 4/25/22

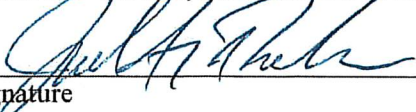
Chief Elected Officials for LWIA #4 (Whiteside County Board Chairman)
Organization _____

An Additional Signature Form is available on the WIOA Implementation Portal at this link:

<https://www.illinoisworknet.com/WIOA/Resources/Pages/Public-Documents.aspx>

REQUIRED PARTNER SIGNATURES


TITLE IB – ADULT, DISLOCATED WORKER, YOUTH


Signature _____ Joel Torbeck
Printed Name _____

Program Manager _____ 5/04/2022
Title _____ Date _____

Business Employment Skills Team, Inc. (BEST, Inc.)
Organization _____

TITLE IB – ADULT, DISLOCATED WORKER, YOUTH


Signature _____ Annette Pace
Printed Name _____

Finance Director _____ 05/03/22
Title _____ Date _____

Business Employment Skills Team, Inc. (BEST, Inc.)
Organization _____

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE IB
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature _____ Printed Name _____

Title _____ Date _____

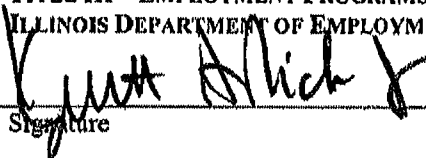
Organization _____

An Additional Signature Form is available on the WIOA Implementation Portal at this link:

<https://www.illinoisworknet.com/WIOA/Resources/Pages/Public-Documents.aspx>

REQUIRED PARTNER SIGNATURES

**TITLE III – EMPLOYMENT PROGRAMS UNDER WAGNER-PEYSER,
ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY**



Signature

Kristin A. Richards

Printed Name

Director

Title

6/14/22

Date

Illinois Department of Employment Security

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE III – WAGNER-PEYSER
IF DIFFERENT THAN THE SIGNATORY ABOVE**



Signature

Ryan Flannery

Printed Name

Assistant Regional Manager

Title

6/7/2022

Date

Illinois Department of Employment Security

Organization

An Additional Signature Form is available on the WIOA Implementation Portal at this link:

<https://www.illinoisworknet.com/WIOA/Resources/Pages/Public-Documents.aspx>

REQUIRED PARTNER SIGNATURES

**TITLE IV – REHABILITATION SERVICES,
ILLINOIS DEPARTMENT OF HUMAN SERVICES**

Grace B. Hou

46

Signature

Grace Hou

Printed Name

IDHS Secretary

Title

Date

Division of Rehabilitation Services at Illinois Department of Human Services
Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE IV – REHABILITATION SERVICES
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Kacie G. McIntyre

Signature

Kacie McIntyre

Printed Name

Assistant Bureau Chief, Region 3

Title

05/03/22

Date

Illinois Department of Human Services, Division of Rehabilitation Services
Organization

An Additional Signature Form is available on the WIOA Implementation Portal at this link:

<https://www.illinoisworknet.com/WIOA/Resources/Pages/Public-Documents.aspx>

REQUIRED PARTNER SIGNATURES

**UNEMPLOYMENT INSURANCE,
ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY**



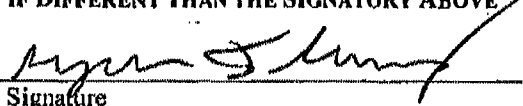
Kristin A. Richards
Printed Name

Director
Title

6/14/22
Date

Illinois Department of Employment Security
Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR UNEMPLOYMENT INSURANCE
IF DIFFERENT THAN THE SIGNATORY ABOVE**



Ryan Flannery
Printed Name

Assistant Regional Manager
Title

6/7/2022
Date

Illinois Department of Employment Security
Organization

An Additional Signature Form is available on the WIOA Implementation Portal at this link:

<https://www.illinoisworknet.com/WIOA/Resources/Pages/Public-Documents.aspx>

REQUIRED PARTNER SIGNATURES

**JOB COUNSELING, TRAINING AND PLACEMENT SERVICES FOR VETERANS,
ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY**


Signature


Kristin A. Richards
Printed Name

Director
Title

6/14/22
Date

Illinois Department of Employment Security
Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR VETERANS ACTIVITIES
IF DIFFERENT THAN THE SIGNATORY ABOVE**


Signature

Ryan Flannery
Printed Name

Assistant Regional Manager
Title

6/7/2022
Date

Illinois Department of Employment Security
Organization

An Additional Signature Form is available on the WIOA Implementation Portal at this link:

<https://www.illinoisworknet.com/WIOA/Resources/Pages/Public-Documents.aspx>

REQUIRED PARTNER SIGNATURES

**TRADE READJUSTMENT ALLOWANCE (TRA),
ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY**



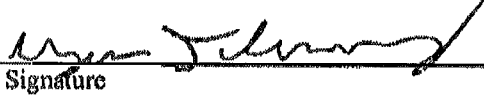
Kristin A. Richards
Printed Name

Director
Title

6/14/22
Date

Illinois Department of Employment Security
Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TRADE READJUSTMENT ACT
IF DIFFERENT THAN THE SIGNATORY ABOVE**



Ryan Flannery
Printed Name

Assistant Regional Manager
Title

6/7/2022
Date

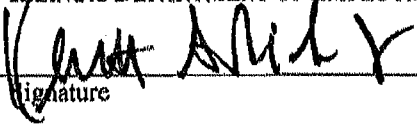
Illinois Department of Employment Security
Organization

An Additional Signature Form is available on the WIOA Implementation Portal at this link:

<https://www.illinoisworknet.com/WIOA/Resources/Pages/Public-Documents.aspx>

REQUIRED PARTNER SIGNATURES

**MIGRANT AND SEASONAL FARMWORKER PROGRAM,
ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY**


Signature


Kristin A. Richards
Printed Name

Director
Title

6/14/22
Date

Illinois Department of Employment Security
Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR MIGRANT AND SEASONAL FARMWORKER
PROGRAM IF DIFFERENT THAN THE SIGNATURE ABOVE**


Signature

Ryan Flannery
Printed Name

Assistant Regional Manager
Title

6/7/2022
Date

Illinois Department of Employment Security
Organization

An Additional Signature Form is available on the WIOA Implementation Portal at this link:

<https://www.illinoisworknet.com/WIOA/Resources/Pages/Public-Documents.aspx>

REQUIRED PARTNER SIGNATURES

COMMUNITY SERVICES BLOCK GRANT (CSBG) PROGRAM

Jill Calkins Signature Jill Calkins Printed Name

President/Chief Executive Officer Title 5/16/22 Date

Tri-County Opportunities Council Organization

COMMUNITY SERVICES BLOCK GRANT (CSBG) PROGRAM

Marcia Derrer Signature Marcia Derrer Printed Name

Executive Director Title 05/09/2022 Date

Northwestern Illinois Community Action Agency Organization Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR CSBG PROGRAM
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature Printed Name


Title Date

Organization

An Additional Signature Form is available on the WIOA Implementation Portal at this link:

<https://www.illinoisworknet.com/WIOA/Resources/Pages/Public-Documents.aspx>

SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM (SCSEP)



Signature Printed Name
Bridget Altenburg

Chief Executive Officer

Title Date
5/6/2022

National Able Network

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR SCSEP
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature Printed Name

Title Date

Organization

An Additional Signature Form is available on the WIOA Implementation Portal at this link:

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REQUIRED PARTNER SIGNATURES

**TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF),
ILLINOIS DEPARTMENT OF HUMAN SERVICES**

Grace Hou Grace Hou
Signature Printed Name
Illinois Department of Human Services
Secretary 5.11.22
Title Date

Lurdes Aeves
AAII

Illinois Department of Human Services
Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TANF
IF DIFFERENT THAN THE SIGNATORY ABOVE**


Janet Graham Janet Graham
Signature Printed Name
Administrator
Title 5-1-22
Date

Illinois Department of Human Services / LaSalle County Family Community Resource Center
Organization


An Additional Signature Form is available on the WIOA Implementation Portal at this link:
<https://www.illinoisworknet.com/WIOA/Resources/Pages/Public-Documents.aspx>

REQUIRED PARTNER SIGNATURES

SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM (SCSEP)

 _____ Signature	Jo Park _____ Printed Name
Chief Programs Officer _____ Title	8/19/2022 _____ Date
National Asian Pacific Center on Aging (NAPCA) _____ Organization	

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR SCSEP
IF DIFFERENT THAN THE SIGNATORY ABOVE**

 _____ Signature	Jenna Holzberg _____ Printed Name
SCSEP Regional Project Director _____ Title	8/19/2022 _____ Date
National Asian Pacific Center on Aging (NAPCA) _____ Organization	