

**LOCAL WORKFORCE INNOVATION BOARD CHAIR
FORMAL REVISION APPROVAL LETTER TEMPLATE**

VIA ELECTRONIC MAIL

September 27, 2024

Michael Baker
Manager – Strategic Planning & Innovation
Illinois Department of Commerce and Economic Opportunity
500 E. Monroe St.
Springfield IL 62701

Dear Michael Baker on behalf of the WIOA Interagency Technical Assistance Team:

The revisions to the [MOU Amendment] for Program Year [24] here enclosed have been reviewed and approved by the Local Workforce Innovation Board of Local Workforce Innovation Area [6] and all parties to the MOU.

Attached is a detailed report specifying the required revisions addressed and the location of the revisions in the [MOU Amendment] submitted [9/27/2024].

Sincerely,

Chair Jane Clark
DuPage Workforce Board

ON BEHALF OF THE LWIA [6] LOCAL WORKFORCE INNOVATION BOARD

cc: Chair Deborah Conroy
Jamie Brown

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CONFIRMATION OF REQUIRED REVISIONS MADE

In the space provided below, please list the required revisions that were addressed by the local area in the revised submission of the MOU or MOU Amendment and, if applicable, the page number on which the revision is located.

REQUIRED MODIFICATIONS

REQUIRED REVISIONS MADE TO THE MEMORANDUM OF UNDERSTANDING	
<i>Page # of Addressed Revision</i>	<i>Required Revision</i>
Required Revisions in the MOU effective beginning July 1:	
9	In the MOU narrative, Wagner-Peyser is shown as having 2 FTEs, but the budget shows 2.25 FTEs. Narrative adjusted to reflect 2.25 FTEs
11	In the MOU narrative, please add a sentence describing the type of direct linkage that will be provided for CSBG and SCSEP. Language added to reflect direct linkage will be provided phone.
6	Capacity limits are listed but nothing is mentioned specific to holding in-person orientations, workshops or other group events. Please include the agreed-upon plan for holding in-person orientations, workshops or other group events, including capacity limits for such group events. All partners have agreed tp a plan as it relates to the scheduling of in-person orientations, workshops or other group events. If a partner needs to schedule a room, they will contact the workNet DuPage administrative assistant to schedule a room. All room reservations are on a first come first serve basis, but every effort is made to accommodate room requests.
14	The Budget says that the OSO model is single entity, but Section 10 of the MOU Narrative does not list the OSO model. Please update the MOU Narrative to list the OSO model. The narrative has been updated to reflect the OSO as a single entity
14	In the description of the payment provisions for OSO services, PY23 is listed. Please update the MOU narrative to say PY24 Narrative changed to PY24
Budget	In the Budget spreadsheet, the OSO tabs list \$20,640 for the OSO cost. The Shared Cost tabs list \$21,600 for the OSO cost. Please update the OSO cost amounts so they match with the correct amount throughout the budget spreadsheet. Budget updated to reflect current OSO costs.

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REQUIRED REVISIONS MADE TO THE MEMORANDUM OF UNDERSTANDING	
<i>Page # of Addressed Revision</i>	<i>Required Revision</i>
19	<p>In the MOU narrative, please include a statement that the individuals signing the MOU have authority to represent and sign on behalf of their program under WIOA.</p> <p>Statement added: The individual signing the MOU have authority to represent and sign the MOU on behalf of their program under WIOA</p>

LWIA #6 MOU
LOCAL MOU TEMPLATE
MEMORANDUM OF UNDERSTANDING
BETWEEN
DUPAGE WORKFORCE INNOVATION BOARD
AND
THE PARTIES LISTED BELOW

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

lschwach@worknetdupage.org
Email address

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

ihardie@uit.edu
Email address

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	Jane Clark - NationaLease
Chief Elected Official	Deborah A. Conroy – DuPage County
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 NAME ¹
Title I: Adult, Dislocated Worker, Youth	DuPage County Workforce Development Division/workNet DuPage (WDD)
Title II: Adult Education and Literacy	College of DuPage (COD)
Title III: Employment Programs under Wagner-Peyser	Illinois Department of Employment Security (IDES)
Title IV: Rehabilitation Services	Illinois Department of Rehabilitation Services (IDRS)
Perkins/Post-secondary Career & Technical Education	College of DuPage (COD)
Unemployment Insurance	Illinois Department of Employment Security (IDES)
Job Counseling, Training, Placement Services for Veterans	Illinois Department of Employment Security (IDES)
Trade Readjustment Assistance (TRA)	Illinois Department of Employment Security (IDES)
Trade Adjustment Assistance (TAA)	DuPage County Workforce Development Division (WDD)
Migrant and Seasonal Farmworkers	Illinois Department of Employment Security (IDES)
Community Services Block Grant (CSBG)	DuPage County Community Services
Senior Community Services Employment Program (SCSEP)	Community Assistance Programs (CAPs)
TANF	Illinois Department of Human Services
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))	
<ul style="list-style-type: none"> • 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. 	

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

The effective date of the original MOU: July 1, 2023
The effective date of the MOU Amendment: July 1, 2024
Termination date of the MOU: June 30, 2026

Purpose of the umbrella MOU:

This umbrella Memorandum of Understanding (MOU) describes the commitment of the Workforce Innovation & Opportunity Act (WIOA) Required Partners (“Partners”) to provide integrated delivery of federally-funded workforce services in Local Workforce Innovation Area (LWIA) #6 at the comprehensive One-Stop Center (“workNet DuPage Career Center”) identified in Section 6 of this MOU.

This MOU defines the workforce services each Partner will provide in LWIA #6, the methods each Partner will use to provide these services, and the roles and responsibilities of all Partners related to service delivery.

An additional explanation of the MOU:

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).*

The Partners to this MOU support the shared vision of a collaborative, coordinated, and high-performing local workforce system consisting of workforce, education, and employment organizations that are responsive to the needs of all job seeker and business customers in a cohesive and integrated manner.

The following aspects that support the vision of the comprehensive workNet DuPage Career Center are in place:

- 1.) All Partners provide their services as listed in the services matrices for the clients of the workNet DuPage Career Center. Each Partner will be responsible for providing those core services in which they specialize or for which they receive funding and to the extent determined by the program’s authorizing statute. All Partners agree to utilize their respective funds in a strategic manner to maximize impact by allowing for the greatest possible number of clients to be served. Each Partner is committed to ensuring accessibility to their services for all customers of workNet DuPage, including individuals with disabilities and individuals with barriers to employment.
- 2.) All Partners assign staff to support their operations at workNet DuPage, including staff assigned to handle direct linkage operations.
- 3.) All Partners maintain operational control and responsibility for staff assigned to the operations of workNet DuPage while ensuring that the staff adhere to policies and procedures.
- 4.) All Partners agree to participate in and provide training and cross training, as deemed appropriate, to ensure that all staff are familiar with all programs in order to integrate services, reduce duplication, and improve overall service delivery. This includes ensuring appropriate on-boarding training is provided, as well as emphasizing the importance of participating in One Stop meetings and periodic training sessions for all staff.
- 5.) All Partners participate in the integrated, coordinated intake and referral process through the workNetDuPage Navigators.
- 6.) All Partners are committed to fostering an inclusive work environment for both staff and customers alike.
- 7.) All Partners are committed to working toward the service integration goals outlined in the LWIA6

Service Integration Action Self-Assessment.

- 8.) Core Partners participate on the DuPage Workforce Innovation Board and actively contribute to the quality of the local workforce development system.
- 9.) All Partners agree to comply with state policies and procedures regarding customer confidentiality, data security and referral between partners.
- 10.) All Partners will share data, information, and resources that will enhance services to customers and the One Stop system as allowable under the partners' core services.
- 11.) To the extent authorized by law, each partner assumes liability for its own actions and the actions of its agents and holds harmless, defends and indemnifies all other partners to this Memorandum from any and all claims for damages, including costs and attorneys' fees resulting, in whole or part, from the partner or its agent's activities under this Memorandum.
- 12.) All Partners maintain operating hours at workNet DuPage to include Monday through Friday, 8:00a.m. to 4:30p.m. as appropriate to the individual agency and their FTE commitment.
- 13.) Each partner agrees to abide by all federal, state and local laws.

4. SERVICE INTEGRATION ([ILLINOIS SERVICE INTEGRATION: OVERVIEW AND SELF-ASSESSMENT GUIDE](#))

- *Identify commitments that required partners will make within the term of this MOU to implement strategies described in the area's Service Integration Action Plan, which is hereby incorporated into this MOU.*

Note that this section will change in future years of the MOU as more state guidance becomes available.

The Required Partners convened to complete the Service Integration Self-Assessment Tool. The Partners reviewed the 7 Self-Assessment Goals and their respective applications. Upon completion of the assessment, the following areas have been identified as service integration assessment priorities for LWIA 6:

Goal 1- The Partners will investigate ways to gather customer feedback outside of the annual input process.

Goal 2- The Partners will identify additional opportunities for cross-training. Where possible standardized eligibility documents will be created and shared amongst the Partners. Organizational charts will also be shared amongst the Partners.

Goal 3- Partners will share assessments and determine if a single assessment is possible. Asset based practices will be researched by the OSO and shared with the group.

Goal 4- Assessments will be streamlined where appropriate. The Partners will work to ensure customers are receiving timely services. The agreed response time is 5 days.

One Stop Operator commits to continually monitoring volume of referrals, response time, quality of service/customer satisfaction, and outcomes, and reporting this data to the LWIB and partner group regularly.

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, including draft and final versions of MOUs and annual amendments.
- Explain the process to be used if consensus on the MOU is not reached by partners during MOU negotiations.
- Explain the process and roles for conflict resolution in daily operations, including the protocol and authority of each entity in decision-making (e.g., leaseholders, one-stop operators, LWIB, State program administrators and local program partners).

For purposes of this MOU, each Partner expressly agreed to participate in good faith negotiations to reach a consensus. All Partners agreed to use the prescribed process in the Governor's Guidelines to achieve integration of program and service goals of WIOA. Active involvement and equal opportunity to provide input by all Partners was demonstrated in the MOU negotiation process and is reflected in the MOU.

LWIA 6 undertook the following approach in the development of this umbrella MOU:

- December 29, 2023- Pre-Planning Form Submitted
- January 18, 2024 – Review of Budget and Narratives
- February 22, 2024 -Review of Budget and Narratives
- March 21, 2024 – Review of Budget and Narratives
- April 15, 2024 – Report of Outcomes Submitted
- April 25, 2024 – Additional Meeting if Necessary

Results of this MOU negotiations were reported to the Office of the Governor through Appendix G of the Governor's Guidelines-Revision 4. A private sector member of the Workforce Innovation Board attended every MOU negotiating meeting and participated as an impartial negotiator. If consensus had not been reached by all Partners, the State Interagency Team would have been contacted for further guidance and technical assistance.

Leaseholder (DuPage County) has decision-making authority over all issues related to the workNet DuPage Career Center office and office protocols. Each partner agency agrees to follow any decisions made. The One Stop Operator assists with resolving any conflicts between partner agencies as well as customer complaints that surface via the customer feedback survey. Every effort will be made to resolve conflicts amongst partner staff/leadership. However, should a complaint or issue arise that has not been satisfactorily resolved between partner staff/leadership, it will be escalated to the State's Interagency Technical Assistance Team or other appropriate agencies for resolution.

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
workNet DuPage Career Center 2525 Cabot Drive Suite 302 Lisle, IL 60532	[]	[]

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))

- In the spaces provided below:*
 - The agreed-upon plan for holding in-person orientations, workshops, or other group events, including capacity limits for such group events.
 - The Resource Room protocol when capacity is reached, and customers wait to access the Resource Room services.
 - The agreed-upon staffing plan to designate a program position to direct walk-in customers. The staffing plan must specify that if security personnel are present at the one-stop center, they cannot be responsible for determining which customers require an appointment and which customers can be seen on a walk-in basis. This is a program staff responsibility.
 - The agreed-upon messaging, signage, and communications planned to make it explicit to customers which services are available to walk in customer and which require appointments.
 - If security personnel are present at the one-stop center(s), the agreed-upon plan to ensure initial staff interaction with the public is within the security personnel’s line of sight, that security personnel are aware of the service area, and the protocol for alerting security if staff need assistance during service delivery.
 - Explain the programs and services that correlate with the boxes checked in the Career Service Matrices.
 - For each program, describe the staffing plan around which services will be provided by in-person staff, cross-trained partner staff (included the partner’s name) or contract provider (include the provider’s name), or direct linkage (include the specific method of direct linkage).
 - For each program, describe whether services will be made available to walk-in customers, or whether an appointment will be required.
 - Describe how each required program’s services are provided in real time in all service locations during all regular business hours.

All partners have agreed to a plan as it relates to the scheduling of in-person orientations, workshops or other group events . If a partner needs to schedule a room, they will contact the workNet DuPage administrative assistant to schedule a room. All room reservations are on a first come first serve basis, but every effort is made to accommodate room reservation requests. All partners utilize a scheduling

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

~~process that entails contacting the Office Manager/Administrative Assistant and making a room reservation.~~ Room reservations are organized and tracked using the Skedda online booking system. Capacity limits are dependent on which space is being utilized and are as follows:

Public Spaces

- Conference Room ABC (Large Conference Room undivided)- 70- 80 max (no tables; chairs only) 36-40 max (with tables)
- Conference Room BC- 40-45 max (no tables; chairs only) 24-30 max (with tables)
- Conference Room A- 12-15 max
- Computer Lab- 15 max
- Huddle Rooms- typically 1 client and 1 staff; 2-4 people max

Staff Meeting Spaces

- Staff Conference Room- 30 people max
- Conference Room D- 6-8 people max
- Conference Room E- 6 people max

In the event that the Resource Room has reached capacity, time limits for computer terminal usage are enforced. A Waiting List is implemented.

The MOU budget contains a shared cost representative of one full-time front desk staff person. The full front desk staff team consists of 4 full-time Title I staff members who share responsibilities for covering the front desk and resource room. There are no security personnel on-site.

All walk-in clients check in with the front desk and indicate their needs and the purpose of their visit. Once identified, the front desk staff contacts the appropriate partner staff if needed or assist the client with accessing services that do not require an appointment.

No security personnel are present within the Center.]

Title I (Adult, Dislocated Worker and Youth) – Du Page County Workforce Development Division (i.e. work Net DuPage) commits a minimum of 27.75 FTE to direct provision of the following programs and services indicated in the Career Services Matrices:

- Eligibility determination for Title 1B and initial skills assessments (e.g., initial client appointment with Career Counselor)
- Outreach/orientation/intake (e.g., group orientation sessions, workshops such as Skill Up or Layoff to Launch)
- Job search and placement assistance (e.g., job board maintenance, business services consultations, “high five” appointments, recruiting events, Building Blocks workshops, interviewing and resume assistance workshops, Career Conversations)
- Referral and coordination with other programs and information on availability of support services (e.g., client navigations, mobile friendly application, provision of support service information, 211 DuPage, provision of print materials in resource room, resource fairs)
- Workforce and labor market information (e.g., Career Counselor usage of ONet with clients, use of Jobs EQ)
- Training provider cost and performance information (e.g. maintenance of ETPL, training provider research during IEP development)
- Performance data for Title 1B in LWA6 (e.g., use of IPats)
- Comprehensive assessments, development of an IEP, individual career counseling, career planning (e.g., Career Counselor appointments and ongoing communications/case management)

- Internships and work experience (e.g., youth paid internships, transitional jobs)
- Workforce preparation activities (e.g., employability skills assessments such as Conover, customer service per OSHA training pre-internship, computer basics workshops, Northstar digital literacy programming, ongoing career counseling communications)
- Financial literacy services (e.g., career counseling, HOME DuPage programming)
- Follow-up services (e.g., regular mail and phone contact post-exit focused on job retention, sharing if resources and information via email)

All services are offered in person M-F from 8:00-4:30. Staff are also equipped to provide services virtually or via phone. Some services typically require an appointment, while others are open-to-the-public. Services such as eligibility determination and assessment, TABE testing, and ITA voucher issuance typically require an appointment. Services such as open-to-the-public workshops, hiring events, usage of the resource room to access job leads or labor market information, and resume reviews are offered on a walk-in basis. Additionally, if an individual comes to the Center without an appointment, every effort is made to provide as much service as possible, and every effort is made to provide a pleasant and helpful customer service experience with whatever staff members may be available.

Title II (Adult Education and Literacy) – College of DuPage is committing 1 FTE to provide all Title II services utilizing both in-person at at-a-distance engagement models during regular business hours at the workNet DuPage Career Center.

The Title II representatives provide information and cross training regarding services offered to partner agencies co-located in the One Stop. The Title II Navigators are well versed in the services and delivery systems across One Stop providers and make appropriate referrals based on client needs. Title II representatives participate in provider meetings and are an active part of the One Stop's client intake and service delivery processes/systems.

Title II has dedicated two Adult Education Navigators, 1FTE, to ensure seamless service delivery to eligible clients. Services include assessment, guidance counseling, program registration and formal referral to onsite providers based on needs inventory and assessment outcomes. Program services include ABE, ELA, HSE, Bridge and IET programming in targeted sectors. Title II is responsible for administering the required TABE assessment for all provider groups located at the One Stop as well as Spanish language assistance.

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 employers. The program's objectives aim to reduce the 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 service needs to realize their employment goals. IDES and other workforce partners have formed a local Business Services Team to coordinate employer contacts and streamline services delivered to them. Employment Service staff provide the following basic career services: outreach, intake, orientation; labor exchange services including job search and placement assistance; referral & coordination with other programs; workforce and labor market information and statistics; performance information for the local area as a whole; information on the availability of supportive services, and information and meaningful assistance with UI claims. Employment Services staff provide the following individualized career services: comprehensive and specialized assessments; development of an individual employment plan, career planning, short-term pre-vocational services; and workforce preparation activities.

Employment Services are provided onsite by [2.25](#) Wagner-Peyser Title III FTEs daily during the business hours of 8 a.m. and 4:30 p.m.

Title IV (Rehabilitation Services) The Division of Rehabilitation Services is providing services as marked in the Career Services Matrices with daily DRS VR Counselor on-site present. Division of Rehabilitation Services (DRS) provides services to qualified person with disabilities to gain employment to become self-sufficient. DRS services can be provided in several mode such as electronic, virtual (WebEx), in-person, and by DRS approved agency for contract. DRS services are provided daily either at DRS office or at One-Stop location during regular business hours. DRS staff daily presence at One-Stop can coordinate/participate for cross training with other agencies partners. RCD can provide person with hard of hearing. Title IV commitment both with DRS staff on-site colocation and financial participation per MOU.

Perkins/Post-Secondary Career and Technical Education – College of DuPage is committing 1 FTE to provide all Perkins/Post-Secondary Career and Technical Education services during regular business hours at the workNet DuPage Career Center. The Workforce Development/Student Resources Specialist is trained and knowledgeable about the College's CTE programs, services and student supports and receives periodic updates throughout the year. This position provides the following direct services: outreach, intake, and orientation; referral and coordination with other programs; workforce and labor market information; information about CTE programs including advising and costs; information on the availability of support services; and acts as the liaison/navigator for the testing/placement, career and financial aid services that are checked in the Career Matrices of which are offered at the College of DuPage main campus in Glen Ellyn. The Specialist participates in cross-training and information sessions offered through the center and provides updated COD program information to center partners and staff. Information on the clients and students served is tracked and monitored. Feedback surveys are used for program and service improvement purposes.

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 under the law, until the worker finds employment, or becomes otherwise ineligible.

UI staff provide the following basic career services: outreach, intake, orientation; referral and coordination with other programs; information and meaningful assistance with UI claims
Unemployment Insurance services are provided via direct linkage.
Direct linkage may be accessed by utilizing the dedicated phone line located in or near the resource room.

IDES/Job Counseling, Training and Placement Services for Veterans – 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. JSVG staff provide the following basic career services: outreach, intake, orientation; labor exchange services, including job search and placement assistance; referral and coordination with other partners; workforce and labor market information and statistics; performance information for the local area as a whole; and information on the availability of supportive services. JSVG staff provide the following individualized career services: development of an individual employment plan; career planning; short-term pre-vocational services; and workforce preparation activities.

Services are provided to veterans under JSVG program by 2 FTEs daily during the business hours of 8 a.m. and 4:30 p.m.

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

TRA staff provide the following basic career services: outreach, intake, orientation; referral and coordination with other programs; information and meaningful assistance with UI claims.

TRA services are provided via direct linkage by .25 FTE. Direct linkage can be accessed by a dedicated phone line in the resource room.

Trade Adjustment Assistance (TAA) – DuPage County Workforce Development Division (i.e. workNet DuPage) commits 1 FTE to the direct provision of services indicated in the Career Services Matrices. Those services are similar if not identical to the explanations listed above under Title 1. All services are provided in person M-F from 8:00am-4:30pm. Services can also be provided virtually or by phone.

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 staff provide the following basic career services: outreach, intake, orientation; labor exchange services including job search and placement assistance; referral & coordination with other programs; workforce and labor market information and statistics; information on the availability of supportive services, and information and meaningful assistance with UI claims. MSFW staff provide the following individualized career services: development of an individual employment plan; career planning; short-term pre-vocational services, and workforce preparation activities.

MSFW services are provided onsite by .25 FTE daily during the business hours of 8 am and 4:30 pm

National Farmworker Jobs Program (NFJP) – N/A

Community Services Block Grant (CSBG) – DuPage Community Services Staff is committing .25 FTE to provide information on Community Service Block Grant (CSBG) programs to workNet clients

and community residents. This information is provided via direct linkage through the Community Services department at the DuPage County complex. This amount of FTE allows sufficient capacity. CSBG FTE are trained on the other programs and Partners in the Center on an ongoing basis and provide referrals as appropriate. In the event that CSBG funds are allocated to DuPage County Workforce Development Division staff for provision of occupational training and case management services, DuPage County Workforce Development are cross-trained and able to provide all services as needed. [Direct linkage is being offered via phone line.](#)

Senior Community Services Employment Program (SCSEP) – Community Assistance Programs, also known as CAPs, is committed to .25 FTE to provide employment training and job placement services for Older Americans ages 55 and older. SCSEP offers subsidized work assignments up to 48 months for training and experience to develop the skills necessary to obtain unsubsidized employment. The program income requirements to be eligible is 125% of the federal poverty level, about \$18,225 in income. Income exclusions include supplemental social security (SSI) and social security disability insurance (SSDI) and other public benefits but includes social security, wages and retirement benefits. SCSEP job seekers can earn local minimum wage for working at least 20 hours per week, which is a CAPs payroll. Eligible employers that can receive SCSEP workers include non-profit agencies, public facilities, schools, hospitals, day-care centers and senior centers. [Direct linkage is being offered via phone line.](#)

DHS/TANF – Illinois Department of Human Services is committing .25 FTE to provide TANF services during regular business hours through a direct linkage at the workNet DuPage Career Center. The direct linkage consists of a phone number being manned during regular business hours that workNet customers can call to receive immediate assistance with their TANF questions or issues.

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)).
- Describe any specific human or financial commitments partners are making to coordinate the customer experience through a physical or virtual front door. Examples include: using career navigators, customer advocates, cross-program knowledge, frontline training, accessible technology or other support systems.

Note: Provide as much specificity as possible for each commitment made as a local workforce system, including whether individual partners are making a specific human or financial commitment to carry out that local system approach.

All partners agree that they will not discriminate in their employment practices or services on the basis of gender, age, race, color, creed, religion, national origin, disability or veteran's status, or on the basis of any other classification protected under state or federal law. The partners assure that they have policies and procedures in place to address these issues, and those policies and procedures have been disseminated to their employees and otherwise posted as required by law. The partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues.

The workNet DuPage Career Center is ADA accessible and is certified by annual EEO audits. Any workNet DuPage customers experiencing a language barrier will be connected with an interpreter in "real time." The front desk provides access to a Language Line so individuals with a language other than English as their primary language can connect with an interpreter by phone. Additionally, workNet DuPage is in the process of purchasing Pocketalk devices which are a two-way translating device that offers 84+ languages. workNet DuPage has multiple Partner staff members who speak Spanish and can interpret for any customer in person in that language. workNet DuPage staff also arrange for Sign Language Interpretation when needed to interpret for the hearing impaired.

Additionally, assistive devices, such as screen-reading software programs (e.g. JAWS and DRAGON) and assistive listening devices are available. All customers coming into the workNet DuPage Career Center will have access to the 13 required services. Accommodations will be made upon request for any workNet customer with specific needs.

All partners will cooperate with compliance monitoring that is conducted at the local level to ensure that all comprehensive One-Stop Center programs, services, technology and materials are accessible and available to all. These services will be provided "on demand" and in "real time" in the physical comprehensive One-Stop Center in person or via a direct linkage hotline consistent with the "direct linkage" requirement as defined in WIOA.

Specifically, DHS/TANF and IDES UI and TRA services are provided via direct linkage. IDES has a dedicated phone line in the workNet DuPage Career Center that customers can access which connects them directly with IDES staff who can provide requested assistance. This form of direct linkage meets the WIOA guidelines as it is a specific, dedicated phone number, has coverage during normal business hours on all normal business days, and has voicemail or other capability enabling customers to leave a message if access to services via phone is unavailable at the time of contact. Also, contact will be initiated with the customer within 24 hours if service via direct linkage was unavailable at the time of initial contact from the customer. initiated with the customer within 24 hours if service via direct linkage was unavailable at the time of initial contact from the customer.

DHS/TANF has provided workNet DuPage with a direct phone number that customers can call if they require DHS assistance. The number is dedicated for WIOA clients, and clients in need of DHS assistance can call the number which will be answered by a DHS staff member. If a staff member is unavailable, customers can leave a voice mail which will be answered within 24 hours.

Title I staff will help organize professional development activities for all staff that will be conducted periodically during monthly One Stop all staff meetings. These professional development presentations will help strengthen all Partners' skills sets and ability to provide services to all, regardless of range of abilities, mobility, age, learning style, intelligence or educational level, criminal background, housing status, etc.

9. PHYSICAL ACCESSIBILITY (Sec. 121 (c)(2)(iv)) (§678.500(b)(4))
<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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 includes a dedicated parking lot, with parking lot spaces closest to the door designated for individuals with disabilities. ○ The agreed-upon plan for addressing waiting lines outside of the one-stop center entrance.
<p><input checked="" type="checkbox"/> 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.</p> <p><input checked="" type="checkbox"/> Please affirm that facilities are accessible during business hours to customers in accordance with the local area’s security and staffing plan.</p> <p>The comprehensive One-Stop Center maintains a culture of inclusiveness in compliance with Section 188 of WIOA, the Americans with Disabilities Act (ADA) of 1990 and all other statutory and regulatory requirements. Additionally, the physical characteristics of the facility, both indoor and outdoor, meet compliance with CFR Part 37, the 2010 or most recent ADA standards for Accessible Design and the Uniform Federal Accessibility Standards including a handicapped entrance door to the building. Services are available in a convenient, high traffic and accessible location with public transportation stops on both sides of the building and adequate parking which is clearly marked for individuals with disabilities. Indoor space is designed in an "equal and meaningful" manner providing access for individuals with disabilities.ie</p> <p>Should a line form outside the Center, a Waitlist will be implemented, and individuals will be permitted into the Center as space permits. Individuals will also be given the option to schedule an appointment with a partner agency if they are not able to wait. Every effort will be made to serve all customers in a timely and professional manner.</p>
10. PROCUREMENT OF ONE-STOP OPERATOR (Governor’s Guidelines, Section 1, Item 8(j)) (§ 678.600-635)

[NOTE: Ensure that the following content agrees with and aligns to the budget spreadsheet and notes.]

- Name the procured one-stop operator and identify the agreed-upon one-stop operator model 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 cost 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(s) (e.g., cash, non-cash, third-party in-kind) each required partner is contributing to the cost of the one-stop operator. Example: A consortium partner contributes a non-cash contribution in the amount of the market value for specific services under the One-Stop Operator Agreement.

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.

In March 2024, the Workforce Board received notification that the Carol Stream of Chamber was unable to continue the duties of the One Stop Operator and terminated the contract. In response, the WIB [issued a Request for Proposals to secure a new One Stop Operator. Chamber630 has been selected at the new One Stop Operator and is a single entity model. ~~is in the process of preparing to release a Request for Proposals to secure a new One Stop Operator.~~](#) The One Stop Operator contract is for ~~two~~ one years totaling ~~\$20,000,41,254~~. The contract amount for PY24~~3~~ is ~~\$20,000,640~~. All Partners contribute to the cost of the OSO based upon their FTE Allocations. Payment will be disbursed ~~to the OSO~~ on a monthly basis by check. Each shared cost centers are paying a cash contribution.

Roles and Responsibilities

- The One-Stop Operator/Service Coordinator will be responsible for the on-going coordination of services provided by the partners at the local comprehensive One-Stop (i.e., American Job Center) (i.e., workNet DuPage Career Center) and for the continuous improvement of the service delivery system. The partners of the One-Stop system provide access to a range of employment and training services for both job seekers and businesses.

The specific roles and monthly responsibilities of the One Stop Operator/Service Coordinator will be:

- Data Collection and Reporting
- Compile referral and Center traffic data monthly (i.e., volume, characteristics of new inquirants, client needs and barriers) using the existing navigation process and system
- Collect customer satisfaction surveys and follow up as needed, compile customer satisfaction data
- Prepare reports on all relevant data and analysis thereof for Workforce Board to be reviewed at monthly full or executive committee meetings

- Resolve issues that may arise with existing navigation process and system
- Service Coordination among mandated WIOA Partners to include:
- Regularly convening the workNet DuPage Career Center Partners to:
 - Review amount and quality of referrals and corresponding actions taken to ensure integration of services
 - Review overall Center traffic and service usage; identify trends, gaps, etc.
 - Assess customer/client needs as part of the continuous improvement process for the one-stop center Review customer feedback and work with partners to address issues
 - Ensure all partners are informed of new services or other developments
 - Regularly communicate with or convene meetings with all Partners' business services staff to share information on local events or new business contacts
 - Professional Development- Identify needs for staff professional development, continuous improvement activities and strategies, etc. that will enhance service integration and delivery across the required partners
 - Coordinate all activities necessary for ongoing maintenance of Comprehensive One Stop Center certification
 - Provide regular updates to the Workforce Board regarding referral/application numbers, customer satisfaction survey results and Service Integration Success Stories
 - The Du Page Workforce Innovation Board will provide office space and technology to support the One Stop Operator at the workNet DuPage Career Center.

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

- Describe the local one-stop operator's role and responsibilities for coordinating referrals among required partners (§678.500(b)(3)).
- Complete the Referral System matrix included on page 12 of the original MOU Template.

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Role:
The One Stop Operator is responsible for the tracking of referrals in the Center. In addition, the One Stop Operator is responsible for ensuring that Partner staff are following up on referrals received from workNet DuPage.

Process:
The referral process has been automated at the workNet DuPage Career Center. Customers are able to access services via the "Get Started" form as well as kiosks located in various locations in the County. Once an individual applies for services, an automated referral is made to the appropriate partner agency. All referrals are tracked in a shared spreadsheet which all partners have access to in real time. The Partners are responsible for updating the status of each referral so the OSO can track referral progress and response time. Another addition to the referral process is the ability for Partners to refer to each other. This is an example of how service integration can improve the client's overall experience in accessing services.

The One Stop Operator reviews information provided by Partner staff and is tracking two data points as outlined in our Best Practices.

Data Point 1: Length of time Partner staff are taking to follow up on referral (the ideal goal is 24-48 hours with the maximum length of time 5 working business days).

Data Point 2: Number of attempts to reach referral. Our Best Practices define attempts as email, phone, text, or any combination of the three methods. The minimum attempt is 1 with the ideal goal being 3 attempts.

The One Stop Operator reviews referral data and follows up with individual Partners if there are questions.

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.

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.

Partners will ensure their respective staff members are correctly handling and tracking referrals and compiling data/outcomes. Sharing information on core programs’ performance as it relates to common primary indicators is an area of growth for LWIA 6.

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 MOU budget 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, 20XX through June 30, 20XX.
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.)

Using the table provided below, include the following additional financial information for each required program partner:

1. Each required program partner’s total cash contribution toward its proportionate share of infrastructure and local service delivery system costs; and
2. The dollar amount of a 10% variance from each partner’s total cash contribution in the case that actual costs exceed budgeted costs.

		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	<u>405,862,064.04</u> <u>53.90</u>	<u>40,586,214.0465</u> <u>39</u>	<u>445,119,294.46</u> <u>448.27</u>
	TAA	<u>3,656,423,645.53</u>	<u>365,643,645.55</u>	<u>4,022,064,010.08</u>
	CSBG	<u>3,645,533,656.42</u>	<u>364,553,656.64</u>	<u>4,022,064,010.08</u>
IDES	Title III - Wagner-Peyser	<u>32,907,748.0978</u>	<u>3,290,772.8098</u>	<u>36,198,500.9075</u>
	Title III - MSFW	<u>3,645,533,656.42</u>	<u>364,553,656.64</u>	<u>4,022,064,010.08</u>
	Veterans Services	<u>29,251,321.6424</u>	<u>2,925,139.1642</u>	<u>32,176,453.208067</u>
	UI Comp Programs	<u>3,645,533,656.42</u>	<u>364,553,656.64</u>	<u>4,022,064,010.08</u>
	TRA	<u>3,645,533,656.42</u>	<u>364,553,656.64</u>	<u>4,022,064,010.08</u>
ICCB	Title II - Adult Education	<u>14,625,665.8212</u>	<u>1,462,574.5821</u>	<u>16,088,234.33</u>
	Career & Tech Ed - Perkins	<u>14,625,665.8512</u>	<u>1,458,211,462.57</u>	<u>16,040,3316,088.23</u>
DHS	Title IV - Vocational Rehab	<u>14,582,121.62566</u>	<u>1,458,211,462.57</u>	<u>16,040,3316,088.23</u>
	TANF - DHS	<u>3,645,533,656.42</u>	<u>364,553,656.64</u>	<u>4,022,064,010.08</u>

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Aging	SCSEP	3,645,533,656.42	364,553,656.64	4,022,064,010.08
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 as 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).

The required Partners, on an annual basis, jointly negotiate infrastructure costs and other shared local delivery costs specific to the applicable program year for the workNet DuPage Career Center (comprehensive one stop center).

The Infrastructure Funding Agreement submitted with this MOU of effective July 1, 2024-June 30, 2025 and represents a final budget agreement.

The method used to determine each partner's contribution was a proportionate share of costs to support the services and operation of the local One -Stop delivery system based on FTE count, or percentage thereof.

All required partners meet the minimum FTE commitment of .25 FTE at the workNet DuPage Career Center.

All One Stop Center staff will be conversant with the services and programs offered by each partner at the center. All partners are committed to providing services on site or through appropriate direct linkage, and all services will be available from each partner on a timely basis. No individual or partner staff will be cross trained to specifically represent another partner program with the exception on TAA program administered by Title 1 staff.

There is no procedure set forth to reconcile budgeted infrastructure costs to actual costs, as Partners are billed for actual costs.

<p>14. AMENDMENT PROCEDURES AND RENEWAL PROVISIONS (Sec. 121 (c)(2)(v)) (Governor’s Guidelines, Sections 5 & 6) (§ 678.500(b)(5)(6))</p>
<ul style="list-style-type: none"> • Describe the procedures for amending the MOU with an annual one-stop operating budget with Infrastructure Funding Agreement. • Describe the procedures for amending the MOU any time substantial changes have occurred before the MOU's three-year expiration date. <p><i>NOTE: Ensure the MOU reflects the most recent date as amendments and renewals are approved.</i></p>
<p>The MOU will be reviewed annually to determine if any modifications are needed. The partners must all agree to amend the MOU to incorporate the final approved budget on an annual basis. A full renewal process will take place every three years.</p>
<p>15. ADDITIONAL LOCAL PROVISIONS (OPTIONAL) (Sec. 121(c)(2)(B)) (§678.500(c))</p>
<p>If circumstances necessitate substantial changes of this MOU prior to the annual review cycle, the Partner requesting the change must provide one month notice in written form to the other partners and to the One Stop Operator (OSO.) This notice submitted by the requesting Partner should state the need to make amendments to the MOU, description of the change(s), and circumstances necessitating proposed change(s.) A meeting in-person or by phone of the Partners and OSO will then be scheduled to review the requested amendment within 30 days of receipt of the written request, and approval will be voted upon at that meeting.</p>
<p>16. ADDITIONAL PARTNERS (Sec. 121 (b)(2))</p>
<p>[]</p>
<p>17. AUTHORITY AND SIGNATURES (Governor’s Guidelines, Section 1, Item 8(p); Section 5, Items 28-29) (§678.500(d))</p>
<ul style="list-style-type: none"> • Include a statement that the individuals signing the MOU have authority to represent and sign on behalf of their program under WIOA.
<p><u>The individuals signing the MOU have authority to represent and sign the MOU on behalf of their program under WIOA. ———</u></p>
<p>18. ATTACHMENTS</p>

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

CURRENT ONE-STOP OPERATOR AGREEMENT

DIRECT LINKAGE CHECKLIST

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	UI	Veterans Services	TRA	TAA	MSFW	NEJP	CSBG	SCSEP	TANF	Second Chance	HUD	Job Corps	YouthBuild	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 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 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 type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	<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 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"/>
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 type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	<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 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"/>
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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 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"/>	<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 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"/>	<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 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"/>	<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"/>

**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	UI	Veterans Services	TVA	TAA	MSFW	NFJP	CSBG	SCSEP	TANF	Second Chance	HUD	Job Corps	YouthBuild	Other (specify)	Other (specify)	Other (specify)
Community Services Block Grant (CSBG)	<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 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"/>	<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 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"/>	<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 checked="" 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"/>	<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"/>	
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 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"/>	
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"/>	
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"/>	
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"/>	
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"/>	

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 UI 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 checked="" 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Post-secondary Career and Technical Education under Perkins	<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 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 type="checkbox"/>	<input 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 checked="" 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 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 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 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"/>	
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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TANF	<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"/>	<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												
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 UI claims	Assistance establishing eligibility for financial aid for non-WIOA training and education	
Employment and Training Activities												
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												
REQUIRED PARTNERS	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
Title I: Adult, Dislocated Worker, Youth	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Title II: Adult Education and Literacy	<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"/>
Title III: Employment Programs under Wagner-Peyser	<input checked="" type="checkbox"/>	<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"/>
Title IV: Rehabilitation Services	<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 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 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"/>
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 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"/>

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

INDIVIDUALIZED AND FOLLOW-UP CAREER SERVICES												
REQUIRED PARTNERS	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
Trade Readjustment Allowance (TRA)	<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"/>
Trade Adjustment Assistance (TAA)	<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 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 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"/>
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 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 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"/>
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)	Business Services including IWT grants, IJT, wage reimbursements, work experience, recruiting, etc.
Title II: Adult Education and Literacy	
Title III: Employment Programs under Wagner-Peysers	Hiring events, workshops
Title IV: Rehabilitation Services	Hiring events, workshops, networking with community rehabilitation programs
Post-secondary Career and Technical Education under Perkins	
Unemployment Insurance	Claims maintenance, filing, general questions
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	
National Farmworker Jobs Program	Hiring events, workshops
Community Services Block Grant (CSBG)	
Senior Community Services Employment Program (SCSEP)	
TANF	
Second Chance	
Housing and Urban Development Employment and Training Activities	
Job Corps	
YouthBuild	

IDES NON-DISCLOSURE AGREEMENT

Attachment to LWIA #6 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, effective on July 1, 2023 and ending on June 30, 2026, for the One-Stop Center located in Illinois Local Workforce Area #6(“MOU”), solely for the limited purpose and to the extent as set forth in this IDES 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. MOU. RECIPIENT acknowledges and agrees that by signing the MOU it agrees to be bound by the terms and conditions of this Agreement, which are attached to and incorporated into the MOU. RECIPIENT’s execution of the MOU is a prerequisite for receiving any confidential information under this Agreement. In the event of conflict, this Agreement shall prevail over the MOU
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 MOU 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.

IDES NON-DISCLOSURE AGREEMENT

9. 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.