

LWIA #6MOU

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@uti.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	Kate Wollensak- The YMCA of the USA Tiffany Rotondo- The Jel Sert Company
Chief Elected Official	Daniel Cronin- DuPage County
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
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 (DRS)
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/workNet DuPage (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); National Able Network (NAN)
TANF	Illinois Department of Human Services (DHS)
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 this Memorandum of Understanding will be July 1, 2021~~0~~ and the agreed upon expiration date will be June 30, 2023~~4~~.

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.

The DuPage Workforce Innovation Board and Partners enter into this agreement with the following general objectives:

- 1.) Describe the vision for the local one-stop delivery system;
- 2.) Identify steps to more fully integrate federally-funded workforce services in accordance with the local Service Integration Action Plan;
- 3.) Describe the process used to develop the MOU and identify the amount of contribution by each partner for infrastructure and shared system costs that support the local one-stop delivery system;
- 4.) Describe all services provided by each Partner at the comprehensive One-Stop Center;
- 5.) Explain how all partners will ensure accessibility to the services described in this agreement, including physical accessibility for individuals with disabilities;
- 6.) Outline the One-Stop Operator (OSO) model being used and the functions and scope of work of the OSO;
- 7.) Describe agreed upon procedures and tracking methods for referrals between partners;
- 8.) Explain data sharing methods between partners at the local level to measure achievement of performance goals and improved service integration;
- 9.) Describe the process by which disputes will be resolved and identify the manner in which this agreement may be amended, modified and renewed.]

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

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

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

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 core services as appropriate and needed by the community served- 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. Each Partner is committed to ensuring accessibility to their core 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 workNet DuPage 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 Plan.
- 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.) 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.
- 12.) 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.
- 13.) Each partner agrees to abide by all federal, state and local laws.

The following aspects are not yet fully in place and progress toward these areas will be ongoing:

- 14.) Integrated case management processes and client tracking system—successful implementation of these aspects is contingent on technology advancements made available by the State; in the interim, our One Stop Operator will continue to track referral data and inter-agency staffing to discuss shared clients will take place as appropriate.
- 15.) Collection and sharing of common performance measures—the Partners to this MOU will develop basic common performance measures in lieu of formal guidance on this topic; the Partners plan to share the data no less frequently than on an annual basis.

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

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

The Partners identified three goals as a result of the service integration self-assessment process:

1. Cross-training of One Stop staff
2. Improved communication across Partners
3. Staff collaboration on customer assessments.

To improve cross training, each Partner will develop informational training materials on their programs and services for internal reference by workNet DuPage staff. These materials, which may include videos, may also underpin future presentations at workNet DuPage all staff meetings. Additionally, all Partner training materials will be available online so that new staff can access them as part of their onboarding process. These materials will provide new and existing staff a better understanding of each partner's services, thus improving the quality of partner referrals and service delivery to workNet DuPage customers.

To facilitate better communication across the Partners, a quarterly newsletter will be created which will detail program highlights, changes, new initiatives, etc. The newsletter will be compiled and disseminated by the One Stop Operator to workNet DuPage staff.

To strengthen frequency and breadth of staff collaboration on customer assessments, the One Stop Operator will pursue guidance from State and/or Federal entities pertaining to parameters ensuring client confidentiality is not violated when sharing client information. Additionally, as the Partners await a computer-driven shared system that all can access and collaborate through, staff will continue to examine ways to strengthen more immediate customer access to blended services and braided funding for both job seekers and businesses.

Referrals are another critical component of service delivery and integration in the One Stop Center. Individuals seeking services complete a Get Started Form either independently or with the assistance of a workNet Navigator which asks a series of questions related to the services offered by the Partners in the Center. The individual's responses will trigger referrals to the appropriate Partner agencies and the client will be is connected directly to the Partner for services. The One Stop Operator monitors and tracks referrals to ensure clients receive needed services. Data regarding client needs and referrals is reported on to the Workforce Board. Beyond the initial navigation phase of service, all partners make referrals to each other as needed depending on how a client's needs evolve.

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

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

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 18, 2020- Partners meeting was held via Zoom to discuss headcount/FTE changes, OSO budget and RFP status, rent, office space and Covid PPE and security costs. October 7, 2019—Date of 12/6/2019 was agreed upon by all Partners for initial MOU development and All Partners were present for the meeting with the exception of National Able and the meeting was led by the Lead Negotiator. —negotiation meeting—communication facilitated by Lead Negotiator.~~
- December 23, 2020- Pre Program Year Planning Form submitted to DCEO
- February 26, 2021- The Partners convened to re-review items discussed in the December 18, 2020 meeting. All partners were present with the exception of National Able. Consensus was reached on all items discussed.
- April 15, 2021- Report of Outcomes sent to DCEO

~~December 6, 2019 Partners meeting was held at the workNet DuPage Career Center to discuss content of MOU including service delivery methods/locations/shared costs of each Partner, review any changes that will be needed by Partners, review of previous budget, reach agreement on and completion of Pre Program Year Planning Form, and get approval of schedule of meetings for 2020. All Partners attended in person, with the exception of Community Assistance Programs (CAPs SCSEP.) Consensus was reached on all items discussed.~~

~~December 9, 2019 Pre Program Year Planning Form submitted to DCEO; Meeting summary and action items list sent to all Partners.~~

~~January 10, 2020, February 7, 2020, and March 20, 2020 dates as needed—additional in person meetings or conference calls were scheduled to finalize details on MOU content and budget, with the goal of submitting for signatures at the decision-making level of each Partner as early as possible.~~

Results of this MOU negotiation were reported to the Office of the Governor through Appendix G of the Governor's Guidelines-Revision 4 (2019.). 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.

Formatted: Font: 11 pt

Formatted: Normal, No bullets or numbering

Formatted: Indent: Left: 0.75", No bullets or numbering

Formatted: Font: 11 pt

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.

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

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))

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

There is only one comprehensive One-Stop Center for LWIA 6 DuPage—the workNet DuPage Career Center in Lisle. All Partners are committed to offering their particular job seeker and/or business programs at the workNet DuPage Career Center, including a comprehensive range of job search, employment, and training-related services as described in the Local Service Matrix (Appendix F.) When combined, each Partner’s contributions to the programming available at workNet DuPage yield one cohesive, full-service system for job seekers and businesses that allows for the removal of barriers from successful job search, career development, business development, etc. Through this MOU, each Partner has committed a specific number of FTEs to the delivery of their services out of the workNet DuPage Career Center. Additionally, this MOU assures that each Partner’s services are accessible in real time, whether through in-person service or direct linkage as described below.

Title I (Adult, Dislocated Worker and Youth) – All Title I services are provided in person during regular business hours by the ~~31~~^{23.50} FTEs on the staff of the DuPage County Workforce Development Division. This amount allows for quality service delivery and superior customer service of job seeker and business customers alike. This FTE volume also allows for sufficient training and management of onsite staff on an ongoing basis. Title I staff are trained on the other programs and Partners in the Center on an ongoing basis.

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

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

Capacity and training of onsite staff? 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.

How will you ensure services are being provided? 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. Title II is responsible for administering the required TABE assessment for all provider groups located at the One Stop.

Title III (Employment Services under Wager-Peyser) – Illinois Department of Employment Security is committing ~~.754~~.75 FTE to provide all Title III services in person during regular business hours at the workNet DuPage Career Center.

Capacity and training of onsite staff? IDES has ~~.752~~.75 Wagner-Peyser ES Staff. Staff receive weekly training as appropriate on Northern Region Weekly Employment Service call. Staff have access to Employment Services SharePoint site, with training documentation. Staff receive training from ES Field Office Supervisor and ES Program Manager, as well as ESS I and ESS III as appropriate.

How will you ensure services are being provided? Staff log services into Illinoisjoblink.com. Staff report services on a weekly basis to ESPM, report is also shared with Partner staff.

Title IV (Rehabilitation Services) – Illinois Department of Human Services/Division of Rehabilitation Services is committing 1 FTE to provide all Title IV services in person during regular business hours at the workNet DuPage Career Center.

Capacity and training of onsite staff? DRS VR Counselors participate in Center onsite training with other partner staff. They have the knowledge to share with other partners regarding initiatives or different programs aside from employment services.

How will you ensure services are being provided? The DVS VR Counselor should do initial intake interview the very first time meeting the prospective DRS customer in the One Stop. VR Counselors will also conduct initial interviews for walk-in clients. The VR Counselor will collect necessary documentation for program eligibility and customers are referred to workNet for appropriate session e.g. resume writing, how to interview, etc. DRS provides every VR counselor a personal laptop to bring in meeting a customer or at workNet that they could use for any activity in providing services to a person with a disability.

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.

Capacity and training of onsite staff? The Workforce Development Specialist is trained and knowledgeable about the College's CTE programs, services and student supports and receives periodic updates throughout the year. The Specialist participates in cross-training and information sessions offered through the center and provides updated COD program information to center partners and staff.

How will you ensure services are being provided? 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) – Illinois Department of Employment Security is committing .25 FTE to provide UI 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 UI claim questions or issues.

How will you ensure services are being provided? UI Services are provided via direct linkage. Computers in the resource center are available for clients to file initial claims for unemployment. Direct

Formatted: Not Highlight

linkage reports are submitted weekly. All unemployment claims are handled via a direct linkage dedicated phone line, as well as Claimant Services Center phone (1-800-244-5631) number. Direct linkage calls are for individuals with an existing unemployment claim are answered immediately upon calling.

IDES/Job Counseling, Training and Placement Services for Veterans – Illinois Department of Employment Security is committing 2 FTEs to provide all Veterans services in person during regular business hours at the workNet DuPage Career Center.

Capacity and training of onsite staff? IDES have 2 Veterans staff onsite, 1 Local Veterans Employment Representative (LVER/ Veterans Business Service Representative) and 1 Disabled Veterans Outreach Program representative (DVOP/ Veteran Career Coach). Both Veterans staff receive 3s training from the Business Services Manager. In addition, Veteran staff receive training from statewide Veterans Program Manager, and information is shared from the ESPM to veteran staff.

How will you ensure services are being provided? Staff log services into Illinoisjoblink.com. Staff report services on a weekly basis to BSM who share the report with partner staff.

IDES/Trade Readjustment Assistance – Illinois Department of Employment Security is committing .25 FTE to provide Trade Readjustment Assistance (TRA) 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 TRA questions or issues. In addition, workshops are held as needed for affected TRA workers.

How will you ensure services are being provided? Staff report services on a weekly basis to ESPM, reports is also shared with partner staff. IDES and regional and WP staff work with Title 1 staff providing information sessions to TRA affected workers. Services are documented in Illinoisjoblink.com for affected workers.

Trade Adjustment Assistance (TAA) – DuPage County Workforce Development Division is committing ~~21.50~~ FTEs to provide all Trade Adjustment Assistance (TAA) services in person during regular business hours at the workNet DuPage Career Center. This amount of FTEs allows sufficient capacity to serve all TAA customers in LWIA6. TAA FTEs are trained on the other programs and Partners in the Center on an ongoing basis. TAA FTEs are managed by onsite DuPage County Workforce Development Division staff.

IDES/ Migrant & Seasonal Farmworkers (MSFW) – Illinois Department of Employment Security is committing .25 FTE to provide Migrant & Seasonal Farmworkers (MSFW) services during regular business hours at the workNet DuPage Career Center. These services are provided in person by Special Populations staff for the Northern Region: Rosa Flores at Rosa.Flores@Illinois.gov or 312-793-1284.

National Farmworker Jobs Program (NFJP) – N/A

Community Service Block Grant (CSBG) – DuPage County Workforce Development Division is committing .25 FTE cross-trained by DuPage County Community Services staff to provide Community Service Block Grant (CSBG) services in person during regular business hours at the workNet DuPage Career Center. This amount of FTE allows sufficient capacity to serve all CSBG customers. CSBG FTE are trained on the other programs and Partners in the Center on an ongoing basis. CSBG FTE are managed by onsite DuPage County Workforce Development Division staff.

Senior Community Services Employment Program (SCSEP) – National Able Network and Community Assistance Programs (CAPs) each commit .125 FTE to provide Senior Community Services Employment Program services. National Able Network will provide services via onsite staff in the Center and CAPs will provide services via direct linkage.

Capacity and training of onsite staff?

National Able-- Two Program Aides and SCSEP area representative are available to assist job seekers 55+ and those referred to the program. Program Aides are trained by the SCSEP area representative on services provided by our business partners to better assist with necessary referrals. Referrals are made on a case by case basis.

CAPs-- CAPs will participate in workNet DuPage Career Center staff meetings and will obtain and exchange program information to give all staff involved the capacity to understand the process.

How will you ensure services are being provided?

National Able-- Two Program Aides and a SCSEP area representative are available to assist all job seekers through referrals (internal and external) to maximize their success in becoming gainfully employed. Interested applicants are pre-screened for eligibility, should they not meet qualifying eligibility criteria for the program, they are referred to business partners for additional services.

CAPs—Will schedule new participant orientation sessions and other job preparation and placement activities as deemed necessary based on the needs of the participants. CAPs will work with all agencies at the Center to connect its participants to all relevant activities.

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.

How will you ensure services are being provided? -- The direct linkage is assigned to a caseworker on a daily basis. There is also an assigned back-up case worker in case of absences. This caseworker will work with the customer directly regarding their benefits with the State of Illinois. The application will be handled in an expedited manner by the worker to ensure benefits are delivered as quickly as possible to the client.

IDOC Second Chance – N/A

HUD Employment and Training Activities – N/A

Job Corps – N/A

YouthBuild – N/A

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

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

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

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.

Currently the center offers 11TTY lines, language interpreters via in person or telephone depending upon the language, and the 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. 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.

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, language, learning style, intelligence or educational level, criminal background, housing status, etc.

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

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

- *The location of a dedicated parking lot, with parking lot spaces closest to the door designated for individuals with disabilities*

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

[The 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.]

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 used for each one-stop center in the local area. The operator may be a single entity (public, private, or nonprofit) or a consortium of entities (if the consortium of entities is composed of one-stop partners, it must include a minimum of three of the one-stop partners).
- Describe the functions and scope of work of the one-stop operator as defined in the Request for Proposal or as planned for the competitive procurement process.
New for PY 2021:
- ~~The One Stop Operator contract is for 2 years from 7/1/21 to 6/30/23 for an amount not to exceed \$41,254. Payment will be on a monthly basis by issuing a check.~~ 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.
- Each shared cost centers are paying cash contribution. For each shared cost center, explain the method of contribution(s) (e.g. cash, non-cash, 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.

Formatted: Not Highlight

Formatted: Not Highlight

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.

_____The One Stop Operator for the workNet DuPage Career Center is the Carol Stream Chamber of Commerce which is a single entity.

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
 - o 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
 - o Collect customer satisfaction surveys and follow up as needed, compile customer satisfaction data
 - o Prepare reports on all relevant data and analysis thereof for Workforce Board to be reviewed at monthly full or executive committee meetings
 - o Resolve issues that may arise with existing navigation process and system
- Service Coordination among mandated WIOA Partners to include:
 - o 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
 - o Regularly communicate with or convene meetings with all Partners' business services staff to:
 - Share information on local events or new business clients
 - Coordinate referrals and navigation of new business contacts
 - o Integrate business services offered by all partners
- 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

The DuPage Workforce Innovation Board will provide office space and technology to support the One-Stop Operator/Service Coordinator at the workNet DuPage Career Center. |

- The One-Stop Operator contract is for 2 years from 7/1/21 to 6/30/23 for an amount not to exceed \$41,254. Payment will be on a monthly basis by issuing a check.

- The cost of the One Stop Operator for PY21 is \$20,640. All Partners contribute to the cost of the OSO based upon their FTE allocation.
- Each shared cost center is paying a cash contribution.

Formatted: List Paragraph, Add space between paragraphs of the same style, Bulleted + Level: 1 + Aligned at: 0.5" + Indent at: 0.75"

Formatted: Font: 11 pt

11. REFERRAL PROCESS (Sec. 121 (c)(2)(iii)) (Governor’s Guidelines, Section 1, Item 8(i)) (§678.500(b)(3)-(4))

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

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

Job seekers that contact workNet DuPage are directed to complete a standard coordinated intake questionnaire that was developed jointly by all Partners. Customers may complete the questionnaire online, in-person, or by phone with the assistance of a Navigator. Each Navigator has been trained to perform a cursory and exclusionary review of the client’s responses. The purpose is to determine the needs, interests and preliminary qualifications to make the appropriate referral(s).

Each client is assigned a personal Navigator who maintains the client referral records and remains available to answer questions for the client as they move through the process. New clients are added to the Navigator Tracking Spreadsheet daily, and the Navigators update client information in ‘real time’ through SharePoint. The OSO monitors this activity to ensure that clients are provided timely service, referred to the proper partner(s), and to support the Navigators if/when any problem arises with a client, partner or if clarification is needed.

It should be noted that no Personally Identifiable Information (PII) is gathered on clients during this process. This allows the immediate sharing of information among partner agencies without regard to additional advanced protection, such as data encryption.

Reports are provided by the One-Stop Operator to the local Workforce Board regularly. The questionnaire is located on a platform that allows for data storage and report creation.

Additionally, all Partner staff in the workNet DuPage Career Center make in-person referrals to other Partner staff as each situation warrants.

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

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

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

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

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

Partners will identify all common primary indicators of performance and collectively establish a set of basic common performance measures in lieu of formal guidance from the State or Federal level. The partners commit to compiling that data and will share it through the One- Stop Operator at designated Partner meetings. It is the role of the One-Stop Operator to collect, coordinate and share all the partners' data, information, and performance indicators on a regular basis. This data will be shared among the partners and reported to the Workforce Board. The partners are committed to providing data on a regular basis to the One- Stop Operator so it can be presented as a reflection of the cohesive performance of the One Stop. Partners will ensure their respective staff members are correctly handling and tracking referrals and compiling outcomes/data. |

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

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

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

1. Affirm in the narrative that required partners negotiated infrastructure and shared local service delivery system costs specific to the applicable program year for both comprehensive one-stop centers and any affiliate or specialized centers designated by the local workforce board.
2. Clearly identify in the narrative the time period for which the Infrastructure Funding Agreement is effective; e.g., July 1, 2020 through June 30, 2021.
3. Specify in the narrative whether the budget submitted represents an interim or final budget agreement.
4. Describe in the narrative the agreed-upon method that each partner will contribute as a proportionate share of costs to support the services and operations of the local service delivery system.
5. Affirm in the narrative that each required partner meets the minimum FTE commitment of .25 FTEs in each comprehensive one-stop center and each designated affiliate site.

- a. If all required partners agree for a partner to commit to less than .25 FTE, then the local board may submit a waiver using the waiver request form included in the Report of Outcomes template (Appendix G of the Governor’s Guidelines – Revision 4).
6. Describe in the narrative whether and which staff will be cross trained to provide services on behalf of another required partner.
- b. For each required partner providing cross-trained staff to deliver services on behalf of another partner, confirm how the contributing partner’s shared cost allocations will be reduced in correlation with the number of FTEs that will be cross-trained to provide another partner’s programs.
7. Invoicing to the required partners is based on actual costs incurred. Invoices are sent to the partners on a quarterly basis within 30 days after end of each quarter. Please describe the invoicing process and any special deadlines for determining actual costs for each partner included in this MOU (Please note that CSBG’s grant cycle requires the partner to pay all actual costs within 30 days of the partner’s 12/31 invoicing deadline and within 30 days of its 6/30 invoicing deadline each program year).
- ~~8. Using the table provided below, include the following additional financial information for each required program partner: Lisa, I sent you an updated MOU spreadsheet(6)-051221. Please let me know if those numbers are ok with you and I can input them on the table below. Also, the FTE numbers need to be updated accordingly.~~
- 8.
- i. Each required program partner’s total cash contribution toward its proportionate share of infrastructure and local service delivery system costs; and
- ii. The dollar amount of a 10% variance from each partner’s total cash contribution in the case that actual costs exceed budgeted costs.

Formatted: Highlight

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

		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	282,954.14 222.9 37.40	28295.41 22,293.7 4	311,249.55 245,231. 14
	TAA	18060.90 14,383. 06	1806.09 1,438.31	19,866.99 15,821.37
	CSBG	3010.15 1,785.22	301.01 178.52	3311.16 1,963.74
IDES	Title III - Wagner-Peyser	21071.05 5,393.6 3	2107.10 539.36	23,178.15 5,932.99
	Title III - MSFW	3010.15 1,797.88	301.01 179.79	3311.16 1,977.67
	Veterans Services	24081.20 14,383. 06	2408.12 1,438.31	26,489.32 15,821.37
	UI Comp Programs	3010.15 1,797.88	301.01 179.79	3311.16 1,977.67
	TRA	3010.15 1,797.88	301.01 179.79	3311.16 1,977.67
ICCB	Title II - Adult Education	12040.60 7,191.5 1	1204.06 719.15	13,244.66 7,910.66

	Career & Tech Ed - Perkins	12040.697,191.5 1	1204.06719.15	13,244.667,910.66
DHS	Title IV - Vocational Rehab	12040.697,191.5 1	1204.06719.15	13,244.667,910.66
	TANF - DHS	3010.151,785.22	301.01178.52	3311.161,963.74
Aging	SCSEP	3010.151,785.24	301.01178.52	3311.161,963.76
DOC	Second Chance			
HUD				
Title IC - Job Corp				
Title ID - National Farmworkers				
Title ID - YouthBuild				
Other 1				
Other 2				
Other 3				
Other 4				

In accordance with the State Finance Act (30 ILCS 105/30), this MOU is contingent upon and subject to the availability of funds. A State Agency Partner may terminate or suspend this MOU, in whole or in part, without penalty or further payment being required, if (i) the funds to which this MOU commits a State Agency Partner have not been appropriated or otherwise made available to the State Agency Partner by the State or the Federal funding source, (ii) the Governor or a State Agency Partner reserves funds, or (iii) the Governor or a State Agency Partner determines that funds will not or may not be available for payment. The State Agency Partner shall provide notice, in writing, to the other Partners of any such funding failure and its election to terminate or suspend this MOU as soon as practicable. Any suspension or termination pursuant to this paragraph will be effective upon the date of written notice unless otherwise indicated.

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

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

The Infrastructure Funding Agreement submitted with this MOU is effective July 1, 2021 through June 30, 2024 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 FTEs 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 partner staff will be cross trained specifically to represent another partner program with the exception of the CSBG and TAA programs. Title 1B staff have been trained to administer CSBG and TAA training dollars and services at the workNet DuPage Career Center. No cost allocations will be reduced in this process.

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

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

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

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

The 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.

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.

The procedure for terminating the MOU or a specific partner's participation in the MOU are the same as for amending the MOU.

Any disputes that evolve after the agreement is reached will need to follow the same procedure with a letter of notification to all the partners and OSO stating the dispute and requested solution.

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

[]

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

[]

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

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

The individuals signing the MOU have authority to represent and sign on behalf of their program under WIOA.

18. ATTACHMENTS

LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

INCLUDES:

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

IDES NON-DISCLOSURE AGREEMENT

ONE-STOP OPERATING BUDGET SPREADSHEET FOR PY20

OTHER | |

**TEMPLATE
REFERRAL SYSTEM MATRIX**

REFERRAL BETWEEN PARTNERS																					
Instructions: Please indicate all partners to which each partner will make referrals																					
REQUIRED PARTNERS	Title I: Adult Dislocated	Title II: Adult Ed.	Title III: W-P	Title IV: Rehab. Services	Post-secondary CTE under Perkins	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 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 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 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"/>
Job Counseling, Training and Placement Services for Veterans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 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"/>
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 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 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 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 checked="" 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 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"/>
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 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"/>

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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, OJT wage reimbursements, work experience, recruiting assistance, etc.
Title II: Adult Education and Literacy	
Title III: Employment Programs under Wagner-Peyser	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	Hiring events, workshops
National Farmworker Jobs Program	
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	

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

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

PROGRAM	SERVICES PROVIDED THROUGH <i>OWN STAFF</i>	SERVICES PROVIDED THROUGH <i>CROSS-TRAINED PARTNER STAFF</i>	SERVICES PROVIDED THROUGH <i>CONTRACTOR PROVIDER</i>	SERVICES PROVIDED THROUGH <i>DIRECT LINKAGE</i>
Title I (Adult, Dislocated Worker, Youth)	Eligibility for Title 1B, outreach, intake, orientation, initial skills assessment, labor exchange services, referral and coordination with other programs, LMI, training provider performance and cost, information on supportive services, assistance with financial aid, comprehensive assessments, development of an IEP, individual counseling, career planning, internships and work experience, workforce preparation activities, financial literacy services and follow-up services	Services: Partner:	Services: Provider:	Services: Method:
Title II: Adult Education and Literacy	Outreach, orientation, intake, initial skills assessment, referral and coordination with other programs, workforce and LMI information, information on supportive services, financial aid assistance, comprehensive assessments, development of an IEP, individual counseling, career planning, short-term pre-vocational services, internships and work experience, workforce	Services: Partner:	Services: Provider:	Services: Method:

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

	preparation activities, financial literacy services and ELA.			
Title III: Employment Programs under Wagner-Peyser	Outreach, orientation, intake, labor exchange services, referral and coordination with other programs, LMI, performance, information on supportive services, information and assistance with UI claims, comprehensive assessments, development of an IEP, career planning, short-term pre-vocational services, workforce preparation activities	Services:		
		Partner:		
Title IV: Rehabilitation Services	Outreach, orientation, intake, initial skills assessment, labor exchange services, referral and coordination with other programs, LMI, training provider performance and cost, performance information, information on supportive services, comprehensive assessments, development of an IEP, individual counseling, career planning, internships and paid work experience, workforce preparation activities, financial literacy services, out of area job search assistance	Services:		
		Partner:		
Post-secondary Career and Technical Education under Perkins	Outreach, intake, orientation, initial skills assessment, labor exchange services, referral and coordination with other	Services:		
		Partner:		

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

	programs, LMI, training provider performance and cost, information on supportive services, financial aid assistance, career planning, internships and work experience, workforce preparation activities, financial literacy services			
Unemployment Insurance		Services:	Services:	Services: Referral coordination with other programs, information and assistance with UI claims.
		Partner:	Provider:	Method:
Job Counseling, Training and Placement Services for Veterans	Outreach, intake, orientation, labor exchange services, referral and coordination with other programs, LMI, performance, information on supportive services, development of an IEP, career planning, short-term pre-vocational services, workforce preparation activities.	Services:	Services:	Services:
		Partner:	Provider:	Method:
Trade Readjustment Allowance (TRA)		Services:	Services:	Services: Outreach, orientation, intake, referral and coordination with other programs, assistance with UI claims.
		Partner:	Provider:	Method: Dedicated phone line which provides direct connection with IDES staff.
Trade Adjustment Assistance (TAA)	Eligibility for Title 1B, outreach, orientation, intake, initial skills assessment, labor exchange services, referral and	Services:	Services:	Services:
		Partner:	Provider:	Method:

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

	coordination with other programs, LMI, training provider performance and cost, information on supportive services, assistance with financial aid, comprehensive assessments, development of an IEP, individual counseling, career planning, short-term pre-vocational services, internships and paid work experience, workforce preparation activities, out of area job search assistance, follow-up services			
Migrant and Seasonal Farmworkers	Outreach, intake, orientation, labor exchange services, referral and coordination with other programs, information on supportive services, development of an IEP, career planning, development of an IEP, short-term pre-vocational services, workforce preparation activities	Services:	Services:	Services:
		Partner:	Provider:	Method:
National Farmworker Jobs Program		Services:	Services:	Services:
		Partner:	Provider:	Method:
Community Services Block Grant (CSBG)		Services: Outreach, intake orientation, initial skills assessment, labor exchange services, referral and coordination with other programs, training provider performance and cost, information on supportive	Services:	Services:

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

		services, assistance with financial aid, development of an IEP, individual counseling, career planning, workforce preparation activities		
		Partner: Title 1 staff has been cross-trained to administer the services listed above.	Provider:	Method:
Senior Community Services Employment Program (SCSEP)	Outreach, intake, orientation, initial skills assessment, referral and coordination with other programs, comprehensive and specialized assessments, development of an IEP, group counseling, individual counseling, career planning, internships and work experience, workforce preparation activities, financial literacy	Services:	Services:	Services:
		Partner:	Provider:	Method:
TANF		Services:	Services:	Services: Outreach, orientation, intake, initial skills assessment, referral and coordination with other programs, assessments, development of an IEP, group and individual counseling, short-term pre-vocational services, internships and work experience
		Partner:	Provider:	Method: Dedicated phone line which provides direct connection to DHS staff.
Second Chance		Services:	Services:	Services:

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

		Partner:		Provider:		Method:	
Housing and Urban Development Employment and Training Activities		Services:		Services:		Services:	
		Partner:		Provider:		Method:	
Job Corps		Services:		Services:		Services:	
		Partner:		Provider:		Method:	
YouthBuild		Services:		Services:		Services:	
		Partner:		Provider:		Method:	
Other (specify): 		Services:		Services:		Services:	
		Partner:		Provider:		Method:	
Other (specify): 		Services:		Services:		Services:	
		Partner:		Provider:		Method:	
Other (specify): 		Services:		Services:		Services:	
		Partner:		Provider:		Method:	

IDES NON-DISCLOSURE AGREEMENT

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, 202~~19~~¹⁹ and ending on June 30, 202~~43~~⁴³, 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 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.

IDES NON-DISCLOSURE AGREEMENT

c) RECIPIENT agrees to instruct all personnel having access to the confidential information on the confidentiality requirements set forth in this Section and agrees to fully and promptly report any infraction to the IDES.

d) RECIPIENT agrees that the disclosure of the confidential information to the RECIPIENT does not convey any future ownership or use rights. RECIPIENT agrees that IDES shall retain sole and exclusive ownership of the confidential information.

e) Upon the termination of this Agreement, RECIPIENT agrees to destroy or return all confidential information in the manner directed by IDES. RECIPIENT agrees that the confidential information shall not be archived or sent to a records center and shall not be retained with personal identifiers for any period longer than the term of this Agreement.

5. Data Specifications.

a) The Parties acknowledge and agree that under this Agreement IDES will not share or provide the RECIPIENT with any information obtained from an individual or employing unit during the administration of the Illinois unemployment insurance (UI) program including, but not limited to, social security numbers, benefit records and employer's wage records.

b) In accordance with 56 Ill. Admin. Code 2960.120, IDES may provide RECIPIENT with non-UI information contained in the Illinois Job Link (IJL) including: (i) a customer's name, address, phone number, and/or employment history; (ii) an employer's name, address, and phone number; (iii) job order information; and (iv) other non-UI information contained in IJL, provided that disclosure of such information is not prohibited under this Agreement.

6. Purpose and Use. RECIPIENT agrees that it will use the confidential information solely for the limited purpose of administering an employment, training or education program through an Illinois One-Stop Center in accordance with WIOA. Any dissemination or use of the confidential information other than for the purpose and use set forth in this Section without the express written authority of the Director of IDES is specifically prohibited.

7. Indemnification. To the extent authorized by law, RECIPIENT agrees to indemnify, assume all risk of loss, and hold harmless IDES from and against all liabilities, claims, suits, actions, judgments, damages and expenses related to or arising in connection with any acts or omissions of RECIPIENT in connection with this Agreement. RECIPIENT shall do nothing to prejudice the rights of IDES to recover against third parties for any loss.

8. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois. Any claim against IDES arising out of this Agreement must be filed exclusively with the Illinois Court of Claims, 705 ILCS 505/1 et seq., when said claim is within the jurisdiction of the Court of Claims.

9. 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.