



The Workforce Innovation and Opportunity Act and Required Partners PY'20 Memorandum of Understanding

February 21, 2021

Finger Lakes MOU Partner Meeting

The Workforce Innovation and Opportunity Act and Required Partners PY'20 Memorandum of Understanding

New York State Department of Labor
Technical Advisory #20-2

This TA was developed collaboratively by the WIOA Interagency Team:

- NYS Department of Labor
- NYS Education Department
- NYS Office of Children and Family Services
- NYS Office of Temporary and Disability Assistance
- NYS Office for the Aging
- NYS Department of State

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Policy:

Each WIOA Partner must enter into an MOU with LWDB not less than once in every three years relating to the operation of the System.

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Action:

Each LWDB must utilize the NYS LWDA Memorandum of Understanding Guidance and Template to implement the WIOA required MOU.

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Each MOU must include:

- A description of the services to be provided through the System.
- An estimated Applicable Career Services Budget.
- Methods for the referral of individuals.

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Each MOU must include:

- The budget for sharing of infrastructure costs.
- Identification of each co-located partner's infrastructure share.
- Narrative detailing the cost sharing methodology (ies).
- Documentation demonstrating the collaboration used to reach consensus.

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- LWDBs must submit the agreed upon Draft MOU by February 26.
- If LWDBs are unable to contact a partner, or if the partner is non-responsive to the LWDB during the MOU negotiation process, the LWDB must document outreach and notify the State.

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The Memorandum of Understanding - Guidance
Seven Sections, A - G:

- A. Intent of the MOU.
- B. Parties to the MOU.
- C. System Design and Services.
- D. Applicable Career Services System Operating Budget.
- E. Partner Infrastructure Budget of Career Center(s).
- F. General Provisions and Assurances.
- G. Signatures for MOU

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The Memorandum of Understanding - Guidance

A. Intent of the MOU - identified that the requirements of the MOU are being met, including the intent of the MOU which is not a legally binding agreement.

B. Parties to the MOU - Each required system partner providing services in the LWDA as well as other entities that implement a workforce development program and chose to participate.

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The Memorandum of Understanding - Guidance

1. Service Provision Locations/Resources

- At least one Comprehensive Career Center (a physical location) where the jobseeker and employer customers can access the programs, services, and activities of all required One-Stop Partners.
- The Comprehensive Career Center must have at least one Title I WIOA staff person present.

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The Memorandum of Understanding - Guidance C. System Design and Services

1. Service Provision Locations and Resources

- Seamless, customer-focused service delivery network for jobseeker and business customers
- Workforce development, educational and other human services resources.

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The Comprehensive One-Stop Center must provide:

- Career Services (basic and individualized),
- Workforce and Labor Market Information,
- Access to training services, and....
- Access to programs carried out by One-Stop Partners.

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May have additional arrangements:

- An Affiliate Site: Job seekers and employers can access one or more of the partners' programs and services, but the site is not required to provide access to every required One-Stop Partner Program.
- Self-Service Resources - Electronic or virtual resources developed by partners for jobseekers and business customers.

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C. System Design and Services

2. Common Identifier for Branding - Each system partner must include “American Job Center” or “A Proud Partner of the American Job Center Network” all primary electronic resources and newly printed materials.

Additionally, each Career Center must display the NYS Career Center logo.

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3. Applicable Career Services to be delivered by required One-Stop Partners are services authorized (and required) to be provided under each partner's program.

These are:

Basic Career Services

Individualized Career Services

Follow-Up Career Services

Table 3 reflects the services provided by each partner.

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The Memorandum of Understanding - Guidance

4. Process for Referral of Jobseeker and Business Customers:

- Customer-focused referral system
- Seamlessly access resources from all appropriate partners
- Standards and protocols for quality referrals
- Information on how to apply for all programs
- Identifies a partner referral liaison for each System partner
- Provides for on-going training for front line staff
- Continuous improvement of referrals

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D. Applicable Career Systems Operating Budget

- The budget of each partner through existing funds to support the System in the local area, as opposed to costs only associated with the Career Center(s).

E. Infrastructure Budget of Career Centers

May include “in kind”

- Infrastructure costs are allocated across co-located partners in each center.
- Applies only to partners who have a physical space in one of our Career Centers

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F. General Provisions and Assurances for the MOU

MOU must include assurances from the partners that the MOU:

- Is the product of local discussion and negotiation; and
- Will be reviewed not less than once every three (3) year period (20 CFR §678.500)

G. Signatures for the MOU

We will be using docu-serve for electronic signatures, the same as all the state agencies.

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Discussion