

**MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
JEFFERSON/FRANKLIN REGION
WORKFORCE INNOVATION AND OPPORTUNITY ACT BOARD (WIOA)
AND ONE-STOP PARTNERS**

On July 22, 2014, the **Workforce Innovation & Opportunity Act (WIOA)**, the first legislative remodeling of the public workforce system in more than 15 years, became law. WIOA took effect on July 1, 2015. (Some specific provisions will not be in full effect until July 1, 2016.)

WIOA replaces the Workforce Investment Act of 1998 (WIA) and amends the **Wagner-Peyser Act** and the **Rehabilitation Act of 1973**. WIOA is now the authority for the establishment and operation of the state and national **One-Stop Delivery System**. This system shares responsibilities at the national, state, and local levels for programs and services to accomplish six legislative purposes:

- To expand access to employment, education, training, and support services for people with barriers to employment;
- To coordinate workforce investment, education and economic Development efforts among multiple agencies;
- To enhance the labor-market relevance of workforce investment, education, and economic development, providing workers with skills and credentials and providing employers with a skilled workforce;
- To improve the structure of, and delivery of, services through the workforce development system;
- To boost the prosperity of workers and employer, the economic growth of communities, regions, and states, and overall U.S. global competitiveness;
- To increase the employment, retention, and earnings of system Participants, and to enlarge their attainment of postsecondary credentials, with the aim of improving workforce quality, reducing welfare dependency, increasing economic self-sufficiency, and meeting skill requirements of employers.

WIOA-Identified MOU Partners

WIOA Adult Program (Title I)	The Senior Community Service Program
WIOA Dislocated Worker Program (Title I)	Perkins Career & Technical Education
WIOA Youth Program (Title I)	Trade Adjustment Assistance
Job Corps (WIOA Title I)	Jobs for Veterans State Grants
Youth Build (WIOA Title I)	Community Services Block Grant Activities
WIOA Native American Programs	U.S. Dept. of Housing & Urban Development employment & training activities
WIOA Migrant and Seasonal Farmworker Programs	State Unemployment Compensation Law activities
Wagner-Peyer	Reintegration programs for eligible offenders
Adult Education & Literacy (AEL) (Title II)	Temporary Assistance for Needy Families (TANF)
Vocational Rehabilitation (VR)	

I. Introduction

This Memorandum of Understanding (MOU) establishes the spirit of cooperation and collaboration by the Jefferson/Franklin Region Local Workforce Development Board ("the Board") and the One-Stop Delivery System signatory partners ("the Partners") hereafter named. It describes how they will use their various funding streams and resources to serve their mutual customers, both jobseekers and employers, through an integrated system of service delivery operated at two comprehensive sites, called the Arnold Job Center and the Washington Job Center. We understand that the development and implementation of these sites will require mutual trust and teamwork between the partnering agencies.

II. Strategic Vision

Mission Statement: To provide employment, training, social services, and educational opportunities to job seekers.

The board and partners recognize the importance of customer satisfaction; therefore, our purpose is to provide a "no-wrong door" system of delivering employment, training, social services, and educational opportunities to job seekers within Jefferson and Franklin counties. While we understand that partner agencies have different goals set through Federal and State requirements, we will be flexible enough to meet all agency goals, as well as the combined goals of the board and partners.

III. Services to be Provided

The following agencies will provide services which may include, but are not limited to, the services listed in **Attachment 1**. The cost of providing the services and the operating costs of the system will be funded through cash and in-kind contributions to provide a stable and equitable funding stream. **NOTE: One Stop Partner agencies may be added to the list as the need arises.**

AGENCIES

Jefferson/Franklin Community Action Corp.
Dept. of Labor & Industrial Relations
Family Support Division (Arnold and Washington)
Division of Workforce Development (Arnold and Washington Job Centers)
Office of Job Training Programs
Division of Vocational Rehabilitation/Rehabilitation for the Blind (VR)
Jefferson College Technical Education & Adult Education & Literacy (AEL)
East Central College Technical Education & Adult Education & Literacy (AEL)
Four Rivers Career Center
Jefferson County Community Partnership
MERS/Missouri Goodwill Industries
Agricultural Employment Services
Next Step for Life

IV. Shared Funding of Infrastructure

All agencies and organizations will continue to operate separate accounting systems, reporting to their funding source as required.

Shared resources contributed by partner agencies will make substantial investment contributions toward integration and obtainment of a functional One-Stop delivery system in the Jefferson/Franklin region.

Operation Infrastructure including such items as rent/leasing of facility costs, utilities, maintenance, equipment, specialized technology requirements, etc will be negotiated and developed with each partner agency as required or needed. Partners involved in funding or cost sharing of infrastructure will have an MOU with a separate attachment outlining agreed upon negotiated cost sharing.

Rent/Leasing Facilities	Utilities	Maintenance	Equipment	Specialized Technologies

V. Shared Funding of Services

One-Stop Partner services and activities as reflected in Attachment #1 Matrix of Program services shall agree to provide program services and activities for the good of the One-Stop Delivery System. Each partner agency shall provide the financial resources through their agency funding or in-kind contribution. Any shared cost of personnel i.e., Job Center Functional Leader or other shared staff shall be outlined in a separate attachment.

VI. Systematic Referral Process for Job Center Customers

We agree that the Partners will conduct referral for services in the following manner:

1. All customers referred for services will receive a written referral form with the date, time, and place of the appointment.
2. All appointments will be scheduled within three working days.
3. The individual making the appointment will follow up within two working days of the scheduled appointment date.

VII. Human Resources Management

We agree that the Partners will develop commonly accepted expectations for customer service and engagement that are compliant with each individual entity's employee policies. Each Partner will incorporate those expectations into their own employee-

performance system and agree to conduct periodic performance reviews in accordance with the requirements of their organization.

VIII. One-Stop Delivery System Performance Criteria

We agree that the One-Stop Delivery System will strive to achieve these standards of quality service for its customers, employees, and Partners:

1. All customers will receive prompt and courteous service from the staff.
2. All customers will receive the services designed to assist customers in achieving their educational and/or job placement goals.
3. All employees can expect to work in a safe and professional environment.
4. All employees can expect to receive the best tools to achieve the desired outcome for their customers.
5. All Partners will deliver high-quality services through the One-Stop Delivery System.
6. The MOU may contain specific mutual-performance goals.

IX. Governance of the One-Stop Delivery System

The ultimate accountability and responsibility for the One-Stop System organizational processes, services, and accomplishments will rest with the Board and the One-Stop Partners.

The Board's responsibilities will be:

1. Serve as liaison, host and convenor of meetings between local One-Stop Partners as required.
2. Develop local Memorandum of Understanding per statutory requirements.
3. Review the MOU with One-Stop Partners at least every three years to ensure appropriate funding and delivery of services is occurring.

The One-Stop Partners' responsibilities will be:

1. Each partner shall agree to provide an exchange of agency plans between members. This will permit a regular exchange of fundamental missions and operational goals to ensure an appropriate linkage to the One-Stop system.
2. Each partner shall agree to participate in the development of the local Workforce Innovation & Opportunity Act plan.
3. The partners shall meet to evaluate One-Stop integration and plan accordingly, on an as-needed basis.
4. Governance of individual programs must obviously remain under their respective legal authority. Elimination of duplication and the efficient, effective delivery of customer services shall be the fundamental principles on which all partner agencies operations and decision-making are based.

X. Duration and Modification

This agreement shall be effective immediately and remain in effect until superseded or rescinded. Modification of this document can take place at anytime all parties are in agreement. This amendment must be in writing, signed by the appropriate parties, and attached to the original agreement.

XI. Termination

Any party to this agreement may cease participation in the agreement. Any party that intends to cease participation must notify the other parties to the agreement at least 30 days prior to the effective termination date.

**JEFFERSON/FRANKLIN CONSORTIUM
ONE-STOP SERVICES MATRIX**

Attachment #1

	DWD	FSD	VR	JFCAC	JC	ECC	FRCC	DOLIR	MERS	JCCP	NS	AES
ONE-STOP SERVICES/PROGRAM INFO												
Orientation Outreach and Intake to One-Stop System	X						X		X			
WIOA (Title I) for Adults & Dislocated Workers	X						X		X			X
Youth and Young Adult (14-24 yrs) Programs	X				X	X	X					
Veterans Services	X				X	X			X			
Trade Adjustment Assistance (TAA)	X						X	X				
Unemployment Compensation Assistance	X							X				
CAREER ASSISTANCE												
Comprehensive & Specialized Assessment	X		X		X	X			X		X	
Individual Career/Vocational Counseling	X		X		X	X	X		X		X	X
Career Planning/Workforce Preparation	X		X		X	X			X		X	X
Individual Employment Plan	X		X		X	X			X		X	
Job Referrals/Job Development	X		X		X	X			X		X	X
Job Clubs/Group Counseling	X		X						X		X	
Job Readiness and Workplace Training	X		X		X	X			X		X	
Labor Market Information (MERIC)	X		X		X	X			X		X	
JOB SEARCH SUPPORT SERVICES												
Internet Access (jobs.mo.gov)	X		X		X	X			X		X	
Copier, Fax Machine and/or Telephone	X						X		X		X	
Labor Exchange Services/Job Placement Assistance	X		X		X	X			X		X	X
Resume Preparation Assistance	X				X	X			X		X	
Job Readiness and/or Job Retention Training	X		X		X	X	X		X		X	
Life Skills Training												
Work Opportunity Tax Credit (WOTC) Program	X		X						X		X	
EDUCATION AND TRAINING												
Adult Education and Literacy Programs	X				X	X			X			
Occupational Skills Training	X		X		X	X	X					X
On-the-Job Training	X		X						X			
Financial Aid Information/Tuition Assistance	X		X		X	X			X			X
Basic Computer Skills Training	X		X		X	X			X			
Entrepreneurship Opportunities			X									
Pre-Apprenticeship and Apprenticeship Programs			X		X							
Work Experience and Internship Information	X		X		X	X	X		X		X	
Customized and Incumbent Worker Training			X		X	X						

	DWD	FSD	VR	JFCAC	JC	ECC	FRCC	DOLIR	MERS	JCCP	NS	AES
SUPPORT SERVICES & BENEFITS												
Temporary Assistance for Needy Families (TANF)		X										
Food Stamps (SNAP)		X										
Child Care Assistance	X	X	X	X								
Housing Assistance/Weatherization Programs				X						X		
Transportation Assistance		X	X							X		
Energy/Utility Assistance				X								
Work Related Assistance		X	X	X								
Financial Literacy and Counseling					X	X				X		
Case Management Support	X		X	X	X	X				X		
Referrals to Partner Programs	X		X	X	X	X			X	X		
OTHER SERVICES												
Leadership Development/Adult Mentoring				X								
MO Health Net Medical Coverage		X										
Vocational Rehabilitation Program Services	X		X								X	
Job Accommodations Counseling/Job Coaching			X						X		X	
Physical Restoration Services			X									
Job Corps Information	X											
Head Start Program				X								
Women, Infants, Children (WIC) Supplemental Food				X								
Child Support/Family Support	X	X								X		
Tax Assistance												
Testing	X					X	X		X			
Specialized Senior Placement									X			
Follow up Services					X	X			X			
English Language Acquisition					X	X						

KEY TO ABBREVIATIONS:

- DWD – Division of Workforce Development
- FSD – Family Support Division
- VR – Vocational Rehabilitation
- JFCAC – Jefferson Franklin Community Action Corp.
- JC – Jefferson College
- NS – Next Step for Life

- ECC – East Central College
- FRCC – Four Rivers Career Center
- DOLIR – Dept. of Labor & Industrial Relations
- MERS – MERS/Missouri Goodwill Industries
- JCCP – Jefferson County Community Partnership
- AES – Agricultural Employment Services

NGCC
Arnold
 Cost Sharing

Report For: May 2015

NGCC Budget for 7/1/2015 through 6/30/2016

Percentages for April to June 2015

DWD: 72.00% WIB: 28.00%

Pending

NGCC	Proposed Budget	WIB + or - Adjustment	Adjusted Budget
Copier-Office	\$4100.00	\$ 0.00	\$4,100.00
Furniture & Equip R&M			
Office	\$ 3200.00	\$ 0.00	\$3,200.00
Supplies- NGCC			
Telecommunication	\$17800.00	\$ 0.00	\$17,800.00
Charge			
Postage	\$ 450.00	\$ 0.00	\$450.00
Postage	\$ 200.00	\$ 0.00	\$200.00
Meter			
Machine- Office Furn & Equip Rental			
Organization	\$ 0.00	\$ 0.00	\$0.00
Memberships			
Rent/Utilities	\$100000.00	\$ 0.00	\$100,000.00
Printing	\$ 275.00	\$ 0.00	\$275.00
Record	\$ 275.00	\$ 0.00	\$275.00
Destruction- Other Business Services			

Publications & Subscriptions	\$ 0.00	\$ 0.00	\$0.00
Interpretation Services- Other Professional Services	\$ 50.00	\$ 0.00	\$50.00
Functional Leader	\$68000.00	\$ 0.00	\$68,000.00
TOTALS	\$194,350.00	\$0.00	\$194,350.00

NGCC
Washington
Cost Sharing

Report For: May 2015

NGCC Budget for 7/1/2015 through 6/30/2016

Percentages for April to June 2015

DWD: 85.00% WIB: 15.00%

Pending

NGCC	Proposed Budget	WIB + or - Adjustment	Adjusted Budget
Copier-Office	\$ 4500.00	\$ 0.00	\$4,500.00
Furniture & Equip R&M			
Office	\$ 1800.00	\$ 0.00	\$1,800.00
Supplies-			
NGCC			
Telecommunication	\$ 13500.00	\$ 0.00	\$13,500.00
Charge			
Postage	\$ 200.00	\$ 0.00	\$200.00
Postage	\$ 200.00	\$ 0.00	\$200.00
Meter			
Machine-			
Office Furn & Equip Rental			
Organization	\$ 350.00	\$ 0.00	\$350.00
Memberships			
Rent/Utilities	\$85000.00	\$ 0.00	\$85,000.00
Printing	\$ 0.00	\$ 0.00	\$0.00
Record	\$ 250.00	\$ 0.00	\$250.00
Destruction-			
Other			
Business Services			

Publications & Subscriptions	\$ 100.00	\$ 0.00	\$100.00
Interpretation Services- Other Professional Serivces	\$ 0.00	\$ 0.00	\$0.00
Functional Leader	\$55000.0	\$ 0.00	\$55,000.00
TOTALS	\$160,900.00	\$0.00	\$160,900.00

XII. SIGNATURE PAGE FOR MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
JEFFERSON/FRANKLIN REGION WORKFORCE DEVELOPMENT BOARD (WDB)
AND
ONE-STOP PARTNERS

Jefferson/Franklin Workforce Development Board
One-Stop Partner Agency

Signature and Title Date

Partner assures that it possesses the legal authority to enter into this Memorandum of Understanding including all understandings and assurances contained therein, and directing and authorizing the person identified to execute this Memorandum of Understanding and act as the partner's representative.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding the day and year first above written.

Robert Francis 3/16/2016
Robert Francis, WDB Chair Date
Workforce Development Board

Michael Ravenscraft 3/14/2016
Michael Ravenscraft, One-Stop Coordinator Date
Office of Job Training Programs, Inc.

Kenneth Waller 3/18/2016
Kenneth Waller, County Executive Date
Jefferson County

John Griesheimer 3/18/2016
John Griesheimer, Presiding Commissioner Date
Franklin County



**Memorandum of Understanding (MOU)
Disclosure
Missouri Department of Social Services**

MOU Title: One-Stop Delivery System

1. Department of Social Services (DSS) and Family Support Division (FSD) is signing the Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) with the understanding that the WIOA regulations from the U.S. Department of Labor are not yet final rules. Until the WIOA regulations become final rules, it is understood that the MOU may need to be amended. Therefore, DSS/FSD is signing each WIOA MOU as it stands now, with revision pending the final rules; seek to clarify the conditions in which it signs them:
 - a. DSS/FSD will not agree to cost-sharing and data sharing unless approved by the Department.
 - b. The MOUs will be updated when the WIOA regulations become final.
 - c. DSS, its affiliates, successors, assignees, and contractors will continue to adhere to its confidentiality and security policies.
 - d. Termination of the MOUs: Any Partner to these MOUs may withdraw, giving written notice of its intent to withdraw as a Partner. All pertinent terms of the MOUs will continue in effect for the remaining Partners. Any party may cancel the MOU at any time for cause or without cause on a 30-day written notice.
 - e. In the event, there is a conflict of language between the MOU and this Disclosure statement, the language in this Disclosure statement shall govern.
 - f. In the event there is a conflict between law, regulations, and policy governing DSS and the WIOA MOU, then DSS law, regulations, and policies govern.

Julie Gibson
Family Support Division (FSD) Director

Temporary Assistance for Needy Families
Community Services Block Grant

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AND
ONE-STOP PARTNERS

Jefferson College AEL program
One-Stop Partner Agency

Betty Limmeman Director of Hearing Services
Signature and Title Date 5-10-16

Partner assures that it possesses the legal authority to enter into this Memorandum of Understanding including all understandings and assurances contained therein, and directing and authorizing the person identified to execute this Memorandum of Understanding and act as the partner's representative.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding the day and year first above written.

Robert Francis 3/16/2016
Robert Francis, WDB Chair Date
Workforce Development Board

Michael Ravenscraft 3/14/2016
Michael Ravenscraft, One-Stop Coordinator Date
Office of Job Training Programs, Inc.

Kenneth Waller 3/10/2016
Kenneth Waller, County Executive Date
Jefferson County

John Griesheimer 3/18/2016
John Griesheimer, Presiding Commissioner Date
Franklin County

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ONE-STOP PARTNERS

East Central College Adult Education & Literacy
One-Stop Partner Agency

Alice Whalen, Director
Signature and Title

5/9/16
Date

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Robert Francis

Robert Francis, WDB Chair
Workforce Development Board

3/16/2016
Date

Michael Ravenscraft

Michael Ravenscraft, One-Stop Coordinator
Office of Job Training Programs, Inc.

3/14/2016
Date

Kenneth Waller

Kenneth Waller, County Executive
Jefferson County

3/18/2016
Date

John Griesheimer

John Griesheimer, Presiding Commissioner
Franklin County

3/18/2016
Date

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AND
ONE-STOP PARTNERS

DWD - State of Mo
One-Stop Partner Agency
[Signature] Communications Manager
Signature and Title
Date 4/25/16

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IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding the day and year first above written.

[Signature] 3/16/2016
Robert Francis, WDB Chair
Workforce Development Board
Date

[Signature] 3/14/2016
Michael Ravenscraft, One-Stop Coordinator
Office of Job Training Programs, Inc.
Date

Kenneth Waller 3/18/2016
Kenneth Waller, County Executive
Jefferson County
Date

[Signature] 3/18/2016
John Griesheimer, Presiding Commissioner
Franklin County
Date

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AND
ONE-STOP PARTNERS

MERS/MISSOURI GOODWILL INDUSTRIES
One-Stop Partner Agency

Jeff Cardinal 4/25/2016
Signature and Title JEFF CARDINAL, V.P. - PROGRAM DEVELOPMENT Date
MERS/GOODWILL

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Robert Francis 3/16/2016
Robert Francis, WDB Chair Date
Workforce Development Board

Michael Ravenscraft 3/14/2016
Michael Ravenscraft, One-Stop Coordinator Date
Office of Job Training Programs, Inc.

Kenneth Walker 3/18/2016
Kenneth Waller, County Executive Date
Jefferson County

John E. Griesheimer 3/18/2016
John Griesheimer, Presiding Commissioner Date
Franklin County

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JEFFERSON/FRANKLIN REGION WORKFORCE DEVELOPMENT BOARD (WDB)
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ONE-STOP PARTNERS

Jefferson College

One-Stop Partner Agency

D McCaffrey, CTE Dean
Signature and Title

4/27/16
Date

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Robert Francis

Robert Francis, WDB Chair
Workforce Development Board

3/16/2016
Date

Michael Ravenscraft

Michael Ravenscraft, One-Stop Coordinator
Office of Job Training Programs, Inc.

3/14/2016
Date

Kenneth Waller

Kenneth Waller, County Executive
Jefferson County

3/18/2016
Date

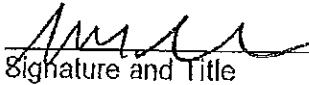
John Griesheimer

John Griesheimer, Presiding Commissioner
Franklin County

3/18/2016
Date


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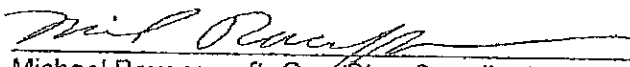
East Central College
One-Stop Partner Agency

 Executive Director ^{ECC} _{WDB} 6/6/10
Signature and Title Date

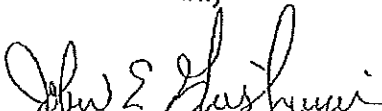
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 3/16/2016
Robert Francis, WDB Chair
Workforce Development Board Date

 3/14/2016
Michael Ravenscraft, One-Stop Coordinator
Office of Job Training Programs, Inc. Date

Kenneth Waller 3/18/2016
Kenneth Waller, County Executive
Jefferson County Date

 3/18/2016
John Griesheimer, Presiding Commissioner
Franklin County Date

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Four Rivers CAREER Center
One-Stop Partner Agency
[Signature]
Signature and Title
3/31/16
Date

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IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding the day and year first above written.

[Signature]
Robert Francis, WDB Chair
Workforce Development Board
3/16/2016
Date

[Signature]
Michael Ravenscraft, One-Stop Coordinator
Office of Job Training Programs, Inc.
3/14/2016
Date

Kenneth Waller
Kenneth Waller, County Executive
Jefferson County
3/18/2016
Date

[Signature]
John Griesheimer, Presiding Commissioner
Franklin County
3/18/2016
Date

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Jefferson Franklin Community Action Corp (JFCAC)
One-Stop Partner Agency

Paulette Hensley / Chief Program Officer 4-25-16
Signature and Title Date

Partner assures that it possesses the legal authority to enter into this Memorandum of Understanding including all understandings and assurances contained therein, and directing and authorizing the person identified to execute this Memorandum of Understanding and act as the partner's representative.

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Robert Francis 3/16/2016
Robert Francis, WDB Chair Date
Workforce Development Board

Michael Ravenscraft 3/14/2016
Michael Ravenscraft, One-Stop Coordinator Date
Office of Job Training Programs, Inc.

Kenneth Waller 3/18/2016
Kenneth Waller, County Executive Date
Jefferson County

John Griesheimer 3/18/2016
John Griesheimer, Presiding Commissioner Date
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NextStep for Life
One-Stop Partner Agency

Quintessa Kendrick, Director 4-6-16
Signature and Title Date
James Waldrich, Executive Dir. 4-7-2016

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Jefferson County Community Partnership
One-Stop Partner Agency

Mary L. Smith Exec. Director 4-2-14
Signature and Title Date

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John Griesheimer 3/18/2016
John Griesheimer, Presiding Commissioner Date
Franklin County