

MEMORANDUM OF UNDERSTANDING

between

The Workforce Development Board for Kane, Kendall and DeKalb Counties

and

Illinois workNet System Partners

I. PARTIES TO MOU (Sec. 121 (c)(1)) (Governor's Guidelines, Section 1, Item (d))

- *Identify the programs covered by the agreement*
- *List the authorized representative of each required core partner and each local partner who shall negotiate and sign the MOU*

Agency Name	Required Program	Authorized Signatory
Workforce Development Board	Local Board Chairperson	Katie Bata
Kane County	Chief Elected Official	Chris Lauzen
Kane County Office of Community Reinvestment	Adult, Dislocated Worker and Youth (Title I Subtitle B)	Scott Berger
Kane County Office of Community Reinvestment	Trade Adjustment Assistance (TAA)	Scott Berger
Elgin Community College	Adult Education Family Literacy (Title II)	Dr. David Sam
Elgin Community College	Career Technical Education (Perkins)	Dr. David Sam
Kishwaukee College	Adult Education Family Literacy (Title II)	Dr. M. Joanne Kantner
Kishwaukee College	Career Technical Education (Perkins)	Dr. Laurie Borowicz
Waubensee Community College	Career Technical Education (Perkins)	David Quillen
Waubensee Community College	Adult Education Family Literacy (Title II)	David Quillen
Illinois Department of Human Services (Vocational Rehabilitation)	Vocational Rehabilitation (Title V)	Andre Howard
Illinois Department of Human Services	Temporary Assistance for Needy Families	Vanessa Lopez
IDES	Wagner-Peyser (Title III)	Calvin Giles
IDES	Veterans Job Counseling	Calvin Giles
IDES	Unemployment Compensation (UI)	Calvin Giles
IDES	Trade Readjustment Assistance (TRA)	Calvin Giles
DeKalb County Community Action	Community Service Block Grant	Donna Moulton
Two Rivers Head Start	Community Service Block Grant	Diane Lacey

Kendall County Department of Health	Community Service Block Grant	Dr. Amaal Tokars
Department of Corrections	Second Chance Program	Fernando Chavarria
Experience Works	Senior Community Services Employment Program	Stacey Parr
National Able Network	Senior Community Services Employment Program	Grace Powers
Northwestern Illinois Area Agency on Aging	Senior Community Services Employment Program	Notified 7/14/16 – no longer a SCSEP Provider
SER – Jobs for Progress National Inc.	Senior Community Services Employment Program	Karina Maksimova
IDES	Migrant Seasonal Farmworker (Title I Subtitle B)	Calvin Giles

II. PURPOSE AND SCOPE OF MOU

- *Describe the general purpose and scope of the umbrella MOU*

This Memorandum of Understanding (MOU) describes the commitment of the partners to provide integrated delivery of federally-funded workforce services in local workforce area serving Kane, Kendall and DeKalb Counties which includes access to career services as prescribed by the Workforce Innovation and Opportunity Act (WIOA) at the comprehensive one-stop center identified in Section V of this MOU.

Further, this MOU defines the methods partners will use to provide these services and the roles and responsibilities of all partners related to service delivery. The local Chief Elected Official along with the Workforce Development Board for Kane, Kendall and DeKalb Counties and required partners enter into this agreement with the following general objectives:

1. Implement the vision for the local one-stop delivery system;
2. Determine the amount of contribution by each partner for infrastructure and shared system costs to support the regional one-stop delivery system;
3. Establish procedures and tracking methods for referrals between partners;

4. Provide assurance of physical and programmatic accessibility, specifically addressing adults, individuals with disabilities, dislocated workers, youth and individuals with barriers to employment;
5. Explore and develop data sharing methods between partners at the local level to measure achievement of performance goals;
6. Describe the process by which disputes will be resolved; and identify the manner in which this agreement may be amended, modified and renewed.

For the purpose of this MOU, the following definitions apply:

- “Board” refers to the Local Workforce Development Board.
- “Chief Elected Official” refers to the Chairman of the Kane County Board.
- “IWIB” refers to the Illinois Workforce Investment Board.
- “One-Stop Center” refers to Illinois workNet Center located in North Aurora.
- “One-Stop System” refers to the network of comprehensive and affiliate centers located in Kane, DeKalb and Kendall Counties and the Partners, programs and services represented in the MOU.
- “Operator(s)” refers to the One-Stop Center Operator(s).
- “Partner/Partners” refers to the organizations and their affiliated programs and services identified in Attachment (A) of this document.
- “WIOA” refers to the Workforce Innovation and Opportunity Act of 2014.
- “Workforce area” refers to Workforce Investment Area 5, consisting of Kane, DeKalb and Kendall Counties.
- “Customers” refers to employers and job seekers, and career explorers seeking services at the Illinois workNet Center in North Aurora.

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

- *Describe the shared vision for the local one-stop delivery system (vision must be consistent with federal, state, regional, and local planning priorities as well as the Governor’s Guidelines)*
- *Define what aspects of the vision are currently in place*
- *Outline the steps to be taken and general timeliness for implementing the aspects of the vision that are not currently in place*

This MOU supports the vision to ensure collaboration among education, workforce, economic development and required partners as they provide program participants the ability to move along their chosen career pathway, leading to high paying jobs in growing sectors of the economy that offer long-term opportunities for stable employment and ultimately assist businesses in Illinois to be competitive in a global economy.

The Partners agree that the guiding principles to support the vision of the local one-stop System are to:

- Offer a comprehensive array of services that are responsive to the individual needs of local customers
- Maximize the availability of resources available through each partner
- Provide accessible services to all individuals

- Encourage and support customer choice to the extent possible and appropriate
- Reduce duplication through the integration of services
- Provide the highest quality customer service possible
- Engage in continuous improvement processes

The partners agree to cooperate with the Workforce Development Board and the one-stop operator(s) in completing all requirements necessary for certification of the local one-stop center as defined under WIOA and based on policy guidance through the Illinois Department of Commerce and Economic Opportunity. Comprehensive and Affiliate Centers may be added, expanded or relocated by the Board in consultation with the one-stop operator(s) as necessary to meet the needs of individuals and communities in the local workforce area.

Partners will adhere to goals of providing exceptional customer service and to meet or exceed performance outcomes for their respective program. During Program Year 2016 (July 1, 2016 through June 30, 2017), the partners agree to engage in quarterly planning to develop processes/procedures for a coordinated customer service strategy which will include the following activities:

- Explore data tracking/collection and reporting options for customer activity and outcomes within the one-stop Center.
- Establish a coordinated referral process which includes providing general information regarding partner programs, services, benefits, resources to all customers as appropriate. Create referral guidelines, streamlined templates with electronic routing options and explore referral tracking mechanisms.
- Develop methods for initial and continuous cross training of partner staff and the available services of each partner; including specific training for resource room staff and greeter regarding completion of initial assessments.
- Ensure brochures, pamphlets, forms and other informational materials are available in the one-stop for each Partner and develop joint one-stop marketing materials.
- Establish a partner business service team and identify specific ways in which the one-stop will assist the business community.
- Explore and create common intake forms and basic assessment tools to minimize the need for customers to complete multiple forms.
- Establish processes to measure effectiveness and continuously review customer needs to refine service strategies/programming at the one-stop center; creating customer satisfaction measurement tools where needed.
- Define and deliver a schedule of needed workshops.

IV. MOU DEVELOPMENT (Governor's Guidelines, Section 1, Item 11)
<ul style="list-style-type: none"> • <i>Describe the process and efforts of the Local Workforce Innovation Board and partners to negotiate the MOU</i> • <i>Explain the process used when consensus is not reached</i>
<p>For purposes of this MOU, each party expressly agrees to participate in good faith negotiations to reach a consensus. All partners will 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 core and required partners was demonstrated in the MOU negotiation process and is reflected in the MOU. Results of this MOU negotiation will be reported to the Office of the Governor through Appendix Item 9 of the Governor's Guidelines.</p> <p>The Workforce Development Board Chair has designated a Board member to review and moderate the MOU negotiation process/discussion and will attempt to mediate when consensus is not reached.</p>
V. DESCRIPTION OF COMPREHENSIVE ONE-STOP SERVICES (Sec. 121 (c)(2)(i)) (§678.500(b)(1)) (Governor's Guidelines, Section 1, Item 2)
<ul style="list-style-type: none"> • <i>Complete a local service matrix (template attached) explaining local methods of service delivery, which includes:</i> <ul style="list-style-type: none"> ○ <i>Career services to be provided by partner</i> ○ <i>Other program services to be provided by partner</i> ○ <i>Methods of service delivery for each service provided by partner</i> • <i>Describe in detail the location(s) at which services will be accessible and how services will be coordinated between the operator and partners</i>
<p>Title I (Adult, Dislocated Worker and Youth) – Onsite and Technology</p> <p>Title II (Adult Education) – Technology and Elgin Community College, Kishwaukee College, and Waubensee Community College, YWCA – Elgin and World Relief – Aurora</p> <p>Title III (Wagner-Peyser / ES) -- Onsite and Technology</p> <p>Title IV (Vocational Rehabilitation) -- Technology and IL Department of Rehabilitation Offices in Aurora, Elgin and DeKalb.</p> <p>Perkins/Career and Technical Education -- Technology Elgin Community College, Kishwaukee College, and Waubensee Community College</p> <p>Trade Adjustment Assistance (TAA) -- Onsite and Technology</p> <p>IDES/Veterans -- Onsite and Technology</p>

<p>CSBG (Community Service Block Grant) -- Technology and Two Rivers Head Start in Aurora and Elgin, DeKalb County Community Action Department and Kendall County Department of Health</p> <p>IDES/UI -- Onsite and Technology</p> <p>SCSEP (Older Americans) – Technology; SCSEP providers will utilize the workNet Centers as appropriate.</p> <p>IDES/Trade Readjustment Assistance -- Onsite and Technology</p> <p>IDOC Second Chance -- Technology, Fox Valley ATC @ 1329 N. Lake St., Aurora IL 60506</p> <p>DHS/TANF -- Technology, DHS Family Community Resource Centers in Aurora, Elgin, and Sycamore</p> <p>HUD – N/A</p> <p>IDES/MSFW (Migrant & Seasonal Farmworkers) – Onsite and Technology</p> <p>Job Corps – N/A</p> <p>National Farmworkers Jobs Program – N/A</p> <p>YouthBuild – N/A</p>	<p>VI. PROCUREMENT OF ONE-STOP OPERATOR (Governor’s Guidelines, Section 1, Item 5)</p> <ul style="list-style-type: none"> • <i>Name of the procured one-stop operator (if operator is in place by July 1, 2016)</i> • <i>Describe the functions and scope of work of the one-stop operator as defined in the Request for Proposal (if applicable)</i> • <i>Assure that the one-stop operator will not perform any of the proscribed functions (§678.620(b))</i> <p><i>Note: One-stop operator designation does not take effect until July 1, 2017 (§678.635)</i></p> <hr/> <p>The Workforce Development Board for Kane, Kendall and DeKalb Counties will define the roles and responsibilities of the one-stop operator and will develop a scope of work which will take effect July 1, 2017.</p> <p>A one-stop operator may not perform the following functions: convene system stakeholders to assist in the development of the local plan; prepare and submit local plans; 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; and develop and submit budget for activities of the local board in the local area.</p>
--	---

VII.	NAME AND LOCATION OF COMPREHENSIVE ONE-STOP CENTER(S) (Governor's Guidelines, Section 1, Item 5)
	<ul style="list-style-type: none"> • <i>Provide the name and address of the comprehensive one-stop center(s)</i> • <i>Where applicable list the designated affiliated sites or specialized centers</i> <p><i>Note: The information provided in Section VII must match the Illinois Workforce Development System (IWDS) and Illinois workNet listings</i></p>
	<p>This MOU covers service delivery and related costs associated with the comprehensive one-stop center located at: Two Smoketree Business Park, North Aurora, IL 60542 with affiliate sites at 650 North Peace Road, Suite B, DeKalb, IL 60115 and 811 West John Street, Yorkville, IL 60560.</p>
VIII.	COSTS AND COST SHARING OF SERVICES (Sec. 121 (c)(2)(ii)) (§678.755 and §678.760) (Governor's Guidelines, Section 1, Item 1(c), 7, 8, and 16)
	<p><i>Following the Governor's Guidelines:</i></p> <ul style="list-style-type: none"> • <i>Specify infrastructure costs for all required program partners and describe the agreed upon amount that each partner will contribute using Attachment 8 of the Governor's Guidelines (shared costs must be negotiated on an annual basis)</i> • <i>Specify shared system costs for all required partners and describe the agreed upon amount that each partner will contribute using Attachment 8 of the Governor's Guidelines (shared costs must be negotiated on an annual basis)</i> • <i>Describe the agreed upon method that each partner will contribute as a proportional share of costs to support the services and operations of the local one-stop delivery system</i> • <i>Outline steps the Local Board, chief elected officials, and local partners used to reach consensus on shared costs</i> • <i>Define the period of time in which the shared cost funding agreement is effective (may differ from the duration of the MOU) e.g., July 1, 2016 through June 30, 2017</i> • <i>Indicate whether the budget format represents an interim budget agreement or a final budget agreement</i> • <i>Acknowledge that the agreements are made contingent on the availability of federal funding for each required program</i> • <i>Describe the process to be used between partners to resolve issues during the MOU duration period when consensus cannot be reached specific to infrastructure costs</i> • <i>Describe the procedures that will be used to reconcile budgeted infrastructure costs to actual costs to assure each local partner pays its proportionate share in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards</i>
	<p>The partners agree to share proportionately in the costs of the local one stop delivery system. These costs include shared system costs for service delivery and infrastructure costs associated with the comprehensive one-stop center identified in Section VII.</p> <p>Shared System Costs are non-infrastructure costs to which required program partners must contribute. These shared costs may include the cost of shared services authorized for an</p>

individual participant, such as intake and assessment costs, as well as shared costs of local board functions. In-kind contributions to shared system costs are permissible.

Infrastructure Costs are non-personnel costs that are necessary for the general operation of a comprehensive one-stop center, including the rental costs of facilities, the costs of utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities) and technology to facilitate access to the one-stop center, including the centers planning and outreach activities. In-kind contributions to infrastructure costs are only permissible for program year 2016 (July 1, 2016 through June 30, 2017).

Per the Governor's Guidelines, local comprehensive one-stop center infrastructure costs and local one-stop delivery system costs to be shared among all required partners are defined in the Standard Budget Format for Shared Costs (Appendix Item 6 of the Governor's Guidelines). The allocation of costs among required partners was calculated using a full-time equivalent (FTE) total based on each partner's proportionate use of the system (ability to benefit) as encouraged by the Governor's Guidelines. Shared funding agreements will be discussed and executed on an annual basis in order to reconcile partner contributions from the preceding year and to update partner contributions for the next program year. Updates and adjustments will be made annually for consideration of funding availability for each and all partners. The program year cycle will start on July 1 and conclude on June 30 annually for the duration of the MOU.

In the event of an impasse, the Governor's Guidelines dated March of 2016, section six (6) will be followed which include the following steps:

1. The Governor will make the final determination of each required partner's proportionate share of statewide infrastructure costs under the State funding mechanism as described in these guidelines.
2. A required partner may appeal the Governor's determination on the basis of a claim that:
 - a. The Governor's determination is inconsistent with the proportionate share requirements of 20 CFR 678.735(a).
 - b. The Governor's determination is inconsistent with the cost contribution caps described in 20 CFR 678.735(c).
3. An appeal must be made within 21 days of the Governor's determination and follow the appeal process outlined in the State Unified Plan.

<p>IX. REFERRAL PROCESS (Sec. 121 (c)(2)(iii)) (Governor’s Guidelines, Section 1, Item 2) (§678.500(b)(3))</p>
<ul style="list-style-type: none"> • <i>Describe local operator’s role and responsibilities for coordinating referrals among required partners</i> • <i>Identify the entities between whom the referrals occur</i> • <i>Explain the method(s) that will be used to refer participants between programs</i> • <i>Define roles related to referrals</i> • <i>Identify the method of tracking referrals</i> • <i>Describe specific arrangements to assure that individuals with barriers to employment, including individuals with disabilities, can access available services</i> <p>Title I (Adult, Dislocated Worker and Youth) – Office of Community Reinvestment, Workforce Services Division</p> <p>Title II (Adult Education) – Elgin Community College, Kishwaukee College, Waubensee Community College, YWCA – Elgin and World Relief – Aurora</p> <p>Title III (Wagner-Peyser/ES) – Illinois Department of Employment Security in North Aurora LO</p> <p>Title IV (Vocational Rehabilitation) – Aurora DRS Office / Rehabilitation Services</p> <p>Perkins/Career and Technical Education – Elgin Community College, Kishwaukee College, Waubensee Community College</p> <p>Trade Adjustment Assistance (TAA) – Office of Community Reinvestment / Workforce Services Division</p> <p>IDES/Veterans – Illinois Department of Employment Security in North Aurora</p> <p>CSBG (Community Service Block Grant) – Two Rivers Head Start, Kendall County Department of Health and DeKalb County Community Action Department</p> <p>IDES/UI –Illinois Department of Employment Security in North Aurora</p> <p>SCSEP (Older Americans) – National Able Network, Experience Works, SER - Jobs for Progress, Northwestern Illinois Area Agency on Aging</p> <p>IDES/Trade Readjustment Assistance – Illinois Department of Employment Security in North Aurora LO</p> <p>IDOC Second Chance – Fox Valley Adult Transition Center (ATC)</p> <p>DHS/TANF – Kane, Aurora Family Community Resource Center</p> <p>HUD – N/A</p>

IDES/MSFW (Migrant & Seasonal Farmworkers) – North Aurora LO

Job Corps – N/A

National Farmworkers Jobs Program – N/A

YouthBuild – N/A

Note: Local areas need to be as specific as possible when describing the differences in referral methods between partner programs. DOL has expressed concern about this area in the past.

All partners agree to a common referral system that is committed to effective service to customers and timely responses by all services providers. All Partners will participate in the development of a common customer referral system, which includes agreeing to accept information, with the written consent of the customer (i.e. demographic, assessment and other employment or training related information). The referral system will include a two-way information flow with the referring partner. The referral method will adhere to federal confidentiality restrictions where appropriate.

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

Assure public accessibility to the comprehensive one-stop center, including:

- *The comprehensive one-stop center's layout supports a culture of inclusiveness*
- *The location of the comprehensive one-stop center 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 marked for individuals with disabilities*

The comprehensive one-stop center will maintain a culture of inclusiveness in compliance with Section 188 of WIOA, the Americans with Disabilities Act (ADA) of 1990 and all other applicable statutory and regulatory requirements. Additionally, the physical characteristics of the facility, both indoor and outdoor, meet compliance with 29 CFR Part 37, the 2010 or most recent ADA standards for Accessible Design and the Uniform Federal Accessibility Standards. Services will be available in a convenient, high traffic and accessible location taking into account reasonable distance from public transportation and adequate parking (including parking clearly marked for individuals with disabilities). Indoor space will be designed in an “equal and meaningful” manner providing access for individuals with disabilities.

<p>XI. PROGRAMMATIC ACCESSIBILITY (Sec. 121 (c)(2)(iv)) (§678.500(b)(4))</p>
<ul style="list-style-type: none"> • <i>Describe how the comprehensive one-stop center provides access to the 13 required career services in the most inclusive and appropriate settings and accommodations for each individual participant, specifically addressing: adults, individuals with disabilities, dislocated workers, youth, and individuals with barriers to employment</i> • <i>Explain how services will be provided using technology in accordance with the “direct linkage” requirement under WIOA</i> <p><i>Note: Provide as much specificity as possible for each partner program</i></p>
<p>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 in place policies and procedures to address these issues, and that such 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 and they are unaware of any claims currently pending against them before any court or administrative body relative to alleged violations of such laws.</p> <p>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. Access to all 13 required Career Services will be provided “on demand” and in “real time” in the physical comprehensive one-stop center in person or via technology consistent with the “direct linkage” requirement as defined in WIOA (WIOA Section 121(b)(1)(A) and Section 678.305(d) of the draft Notice of Proposed Rulemaking). Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style and intelligence or education level. An interpreter will be provided “in real time” to any customer with a language barrier. Additionally, assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive listening devices will be available at the center.</p>
<p>XII. AMENDMENT PROCEDURES (Sec. 121 (c)(2)(v)) (§678.500(b)(5))</p>
<p><i>Describe amendment procedures, including annual negotiation of infrastructure and shared system costs, including:</i></p> <ul style="list-style-type: none"> • <i>The amount of notice a partner agency must provide the other partners to make amendments</i> • <i>The procedures for informing other partners of the pending amendment</i> • <i>The circumstances under which the local partners agree the MOU must be amended</i> • <i>The procedures for terminating the MOU or a specific partner’s participation in the MOU</i> <p><i>NOTE: Make sure to have the latest date changes as amendment dates are established</i></p>

This MOU may be amended upon mutual agreement of the parties that is consistent with federal, state, or local laws, regulations, rules, plans or policies or for one or more of the following reasons:

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

All amendments will involve the following process:

Any request to amend MOU provisions should be made in writing to the one-stop operator and must be agreed to by all partners. The operator will provide all partners with the details of any modification request which will be discussed in a partner meeting setting. Consensus must be achieved on a final amendment draft.

The final amendment draft will be reviewed and signed by the Workforce Development Board Chair, CEO and partners. The Workforce Development Board for Kane, Kendall and DeKalb Counties will ensure copies of the fully executed amendment are distributed to all Parties.

It is understood by the parties that each should be able to fulfill its one-stop role in full accordance with any federal and state laws and policies which govern or affect their activities. If at any time any party is unable to perform its functions under this Agreement consistent with federal, state or local statutory, regulatory or policy mandates, the affected party should immediately provide written notice to all parties of their intent to amend or modify the Agreement at least 30 days in advance of effectuating the amendment or modification. No consent from other parties will be requested if an amendment or modification is made pursuant to this provision.

Periodically the Resource-Cost Sharing Agreement may require adjustments based upon reconciliation of projected costs to actual expenses and or minor adjustments to cost sharing items. Minor adjustments of this type will not require a formal amendment to the MOU but is agreed partners will be notified of any such modification(s) in writing.

XIII. DATA SHARING (Governor’s Guidelines, Section I, Item 6)
<ul style="list-style-type: none"> • <i>Describe how core program partners will share data, information, and collaborate to assure that all common primary indicators of performance for the core program partners in the local area will be achieved</i> • <i>Explain how other partners will share data, information and collaborate to assure each partner achieves its performance goals</i> • <i>Provide assurance that Personally Identifiable Information (PII) will be kept confidential</i> <p><i>NOTE: Partners are encouraged to seek clarification from their respective core partner state agency and/or data staff</i></p>
<p>Partners agree to a data sharing agreement that allows each program to comply with the federal laws governing it and that will be used to improve mutual referrals and communication. Partners agree to comply with federal and state laws governing protection of personally identifiable information.</p> <p>Partners will explore the need for a uniform information release form should one be necessary to effectively serve customers in the local area.</p>
XIV. RENEWAL PROVISIONS (Sec. 121(c)(2)(v)) (Governor’s Guidelines, Section 1, Item 12) (§678.500(b)(6))
<p><i>Provide the process and timeline in which MOU will be reviewed, including:</i></p> <ul style="list-style-type: none"> • <i>Explain the renewal process, which must occur at a minimum of every three years</i> • <i>Describe the required renewal process if substantial changes occur before the three-year expiration date</i> <p><i>NOTE: Make sure to have the latest date changes as amendment dates are established</i></p>
<p>Within ninety (90) days prior to the end date of this MOU, the partners shall review the MOU and negotiate any needed changes to the provisions herein. The partners shall collaboratively evaluate the effectiveness of operations pursuant to this MOU, make any necessary modifications and renew the MOU for a term to be determined at the time of renewal.</p>
XV. ADDITIONAL LOCAL PROVISIONS (OPTIONAL) (Sec. 121(c)(2)(B)) (§678.500(c))
XVI. ADDITIONAL PARTNERS (Sec. 121 (b)(2))
XVII. DURATION OF AGREEMENT (Sec. 121(c)(2)(v))

(§678.500(b)(5)) (Governor's Guidelines, Section 1, Item 12)	
<ul style="list-style-type: none"> • <i>Provide the effective date of the MOU</i> • <i>List the agreed upon expiration date (cannot exceed three years)</i> 	
<p>This Memorandum of Understanding (MOU) is in force for a period of three (3) years upon execution, subject to periodic review by partners of their service and program offerings and annual negotiation of the cost sharing arrangements. To be effective the later of the date of collection of all Core and Required Partners signatures or July 1, 2016.</p> <p>The partners' performance under this MOU shall commence on July 1, 2016, and shall terminate on June 30, 2019, unless previously terminated by one of the partners pursuant to the terms of Section XII.</p> <p>The Cost Sharing agreement for the One Stop Delivery System Costs and Infrastructure Costs shall be reviewed on an annual basis. Updates and adjustments will be made for changes in the associated costs and partner contributions.</p>	
XVIII. AUTHORITY AND SIGNATURES (§678.500(d)) (Governor's Guidelines, Section 1, Item 9)	
<ul style="list-style-type: none"> • <i>Include a statement that those signing have authority to represent and sign on behalf of their program</i> 	
<p>These individuals signing this Memorandum of Understanding (MOU) have been granted authority negotiate and execute this agreement by their respective agencies as indicated on the 'Individuals to Negotiate Local Memorandum of Understandings (MOUs) on behalf of the Required Partners in LWIA 5'.</p> <p>The MOU template contains the names of core and required partners who are required to sign the MOU.</p>	
XIX. ATTACHMENTS	
<p>LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS <input checked="" type="checkbox"/></p> <p>INCLUDES:</p> <ul style="list-style-type: none"> • 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) <p>STANDARD BUDGET FOR SHARED COSTS <input checked="" type="checkbox"/></p> <p>OTHER</p>	
XX. REQUIRED PARTNER SIGNATURES	

LOCAL WORKFORCE DEVELOPMENT BOARD CHAIRPERSON

Signature

Chair

Title

Katie Bata

Printed Name

Date

07/13/2016

Workforce Development Board for Kane, Kendall and DeKalb Counties

Organization

CHIEF ELECTED OFFICIAL

Signature

Chief Executive Officer

Title

Chris Lauzen

Printed Name

Date

07-15-16

Kane County Government

Organization

TITLE IB-WORKFORCE DEVELOPMENT

Signature

Director

Title

Scott Berger

Printed Name

Date

JUL 15 2016

Kane County Office of Community Reinvestment

Organization

TRADE ACT PROGRAM

Signature

Director

Title

Scott Berger

Printed Name


Date

JUL 15 2016


Kane County Office of Community Reinvestment

Organization

TITLE II-ADULT EDUCATION AND FAMILY LITERACY

Signature		Dr. David Sam
		Printed Name
President		July 14, 2016
Title		Date
Elgin Community College		
Organization		

PERKINS/CAREER AND TECHNICAL EDUCATION

Signature		Dr. David Sam
		Printed Name
President		July 14, 2016
Title		Date
Elgin Community College		
Organization		

TITLE II-ADULT EDUCATION AND FAMILY LITERACY

Signature		Dr. Joanne Kantner
		Printed Name
Dean, Adult Ed and Transition Programs		
Title		Date
Kishwaukee College		
Organization		

PERKINS/CAREER AND TECHNICAL EDUCATION

Signature		Dr. Laurie Borowicz
		Printed Name
President		
Title		Date
Kishwaukee College		
Organization		

TITLE II-ADULT EDUCATION AND FAMILY LITERACY

Signature	Dr. David Sam
President	Printed Name
Title	Date
Elgin Community College	
Organization	

PERKINS/CAREER AND TECHNICAL EDUCATION

Signature	Dr. David Sam
President	Printed Name
Title	Date
Elgin Community College	
Organization	

TITLE II-ADULT EDUCATION AND FAMILY LITERACY

Signature	Dr. Joanne Kantner
Dean, Adult Ed and Transition Programs	Printed Name
Title	14 July 2016
	Date
Kishwaukee College	
Organization	

PERKINS/CAREER AND TECHNICAL EDUCATION

Signature	Dr. Laurie Borowicz
President	Printed Name
Title	Date
Kishwaukee College	
Organization	

ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY, TITLE III-WAGNER-PEYSER

Signature

Calvin Giles

Printed Name

Northern Region Manager

Title

7-13-2016
Date

Illinois Department of Employment Security
Organization

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

Signature

Calvin Giles

Printed Name

Northern Region Manager

Title

7-13-2016
Date

Illinois Department of Employment Security
Organization

ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY - UNEMPLOYMENT INSURANCE

Signature

Calvin Giles

Printed Name

Northern Region Manager

Title

7-13-2016
Date

Illinois Department of Employment Security
Organization

ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY - TRADE READJUSTMENT ACT

Signature

Calvin Giles

Printed Name

Northern Region Manager

Title

7-13-2016
Date

Illinois Department of Employment Security
Organization

MIGRANT AND SEASONAL WORKER - FARMWORKERS PROGRAM

Signature

Calvin Giles

Printed Name

Northern Regional Manager

Title

7-13-2016

Date

Illinois Department of Employment Security
Organization

NATIONAL FARMWORKERS JOBS PROGRAM

N/A

Signature

Printed Name

Title

Date

Organization

OTHER

N/A

Signature

Printed Name

Title

Date

Organization

COMMUNITY SERVICES BLOCK GRANT PROGRAM

Signature



Donna Moulton

Printed Name

Executive Director

Title

7.13.2016

Date

DeKalb County - Community Action Department

Organization

COMMUNITY SERVICES BLOCK GRANT PROGRAM

Signature

Diane Lacey

Printed Name

Executive Director

Title

Date

Two Rivers Head Start

Organization

COMMUNITY SERVICES BLOCK GRANT PROGRAM

Signature

Dr. Amaal Tokars

Printed Name

Executive Director

Title

Date

Kendall County Department of Health

Organization

ILLINOIS DEPARTMENT OF CORRECTIONS - SECOND CHANCE PROGRAM

Signature

Fernando Chavarria

Printed Name

EEOC Officer

Title

Date

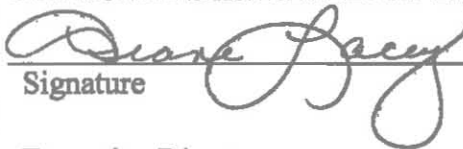
Illinois Department of Corrections

Organization

COMMUNITY SERVICES BLOCK GRANT PROGRAM

Signature	Donna Moulton
Executive Director	Printed Name
Title	Date
DeKalb County - Community Action Department	
Organization	

COMMUNITY SERVICES BLOCK GRANT PROGRAM

Signature		Diane Lacey
Executive Director		Printed Name
Title		7/15/16
Date		
Two Rivers Head Start		
Organization		

COMMUNITY SERVICES BLOCK GRANT PROGRAM

Signature	Dr. Amaal Tokars
Executive Director	Printed Name
Title	Date
Kendall County Department of Health	
Organization	

ILLINOIS DEPARTMENT OF CORRECTIONS - SECOND CHANCE PROGRAM

Signature	Fernando Chavarria
EEOC Officer	Printed Name
Title	Date
Illinois Department of Corrections	
Organization	

COMMUNITY SERVICES BLOCK GRANT PROGRAM

Signature	Donna Moulton
	Printed Name
Executive Director	
Title	Date
DeKalb County - Community Action Department	
Organization	

COMMUNITY SERVICES BLOCK GRANT PROGRAM

Signature	Diane Lacey
	Printed Name
Executive Director	
Title	Date
Two Rivers Head Start	
Organization	

COMMUNITY SERVICES BLOCK GRANT PROGRAM

See Attachment "A"	Dr. Amaal Tokars
Signature	Printed Name
Executive Director	
Title	Date
Kendall County Department of Health	
Organization	

ILLINOIS DEPARTMENT OF CORRECTIONS - SECOND CHANCE PROGRAM

Signature	Fernando Chavarria
	Printed Name
EEOC Officer	
Title	Date
Illinois Department of Corrections	
Organization	

SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM

Signature



Stacey Parr

Printed Name

Illinois State Program Manager

Title

Date

Experience Works

Organization

SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM

Signature

Grace Powers

Printed Name

President and CEO

Title

Date

National Able Network

Organization

SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM

Signature

Bunny Craig

Printed Name

Senior Employment Specialist

Title

Date

Northern Illinois Area Agency on Aging

Organization

SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM

Signature

Karina Maksimova

Printed Name

Title

Date


SER – Jobs for Progress

Organization

SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM

Signature	Stacey Parr
	Printed Name
Illinois State Program Manager	
Title	Date
Experience Works	
Organization	

SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM

	Grace Powers
Signature	Printed Name
President and CEO	7/14/2016
Title	Date
National Able Network	
Organization	

SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM

No Longer Applicable	Bunny Craig
Signature	Printed Name
Senior Employment Specialist	
Title	Date
Northern Illinois Area Agency on Aging	
Organization	

SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM

	Karina Maksimova
Signature	Printed Name
Title	Date
SER – Jobs for Progress	
Organization	

SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM

Signature	Stacey Parr
	Printed Name
Illinois State Program Manager	
Title	Date
Experience Works	
Organization	

SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM

Signature	Grace Powers
	Printed Name
President and CEO	
Title	Date
National Able Network	
Organization	

SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM

Signature	Bunny Craig
	Printed Name
Senior Employment Specialist	
Title	Date
Northern Illinois Area Agency on Aging	
Organization	

SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM

Signature	Karina Maksimova
	Printed Name
Case Management Director	7/15/2014
Title	Date
SER – Jobs for Progress	
Organization	

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

CAREER SERVICES AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)

REQUIRED PARTNERS	Eligibility for Title IB	Outreach, intake, orientation	Skills and supportive service needs assessment	Labor exchange services	Program coordination and referral	Labor market information	Training provider performance and cost information	Performance info for the local area as a whole	Info on the availability of supportive services and referrals	Info and Assistance with UI claims	Assistance establishing eligibility for financial aid	Employment retention services	Follow-up services for Title IB customers
Title IB	<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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Adult Education and Family Literacy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vocational Rehabilitation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 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"/>
Trade Adjustment Assistance (TAA)	<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Counseling, Training and Placement Services for Veterans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Services Block Grant	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unemployment Insurance	<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"/>	<input checked="" 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"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trade Readjustment Assistance (TRA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Second Chance	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
TANF	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MSFW	<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"/>	<input checked="" 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 IB	<ol style="list-style-type: none"> 1. Analysis and use of labor market data to support local economic development 2. Business services - interactions with business and economic development representatives. 3. Analysis and use of labor market data to support local economic development – interaction with business and economic development representatives 4. Case management and local delivery of TAA services
Adult Education and Family Literacy	<ol style="list-style-type: none"> 1. Student intake 2. Assessment 3. Student support services 4. Instruction 5. Online instruction –must meet minimum criteria
Employment Programs under Wagner-Peyser	<ol style="list-style-type: none"> 1. Labor exchange – job preparation and posting 2. Apprenticeship program 3. Hire the Future 4. ReEntry Employment Services Program
Vocational Rehabilitation	<ol style="list-style-type: none"> 1. Overview and orientation to vocational rehabilitation services 2. Evaluation and assessment of eligibility for vocational rehabilitation services 3. Vocational rehabilitation guidance and counseling 4. Development of individualized plan for employment, including job placement, vocational training or post-secondary education services
Post-secondary Career and Technical Education under Perkins	<ol style="list-style-type: none"> 1. Academic counseling and career advising 2. Resume writing / interview skills
Trade Adjustment Assistance (TAA)	<ol style="list-style-type: none"> 1. State Merit Staff approval of training, waiver issuance, out of area job search and out of area relocation
Job Counseling, Training and Placement Services for Veterans	<ol style="list-style-type: none"> 1. Veteran’s assistance-job preparation and employer outreach
Community Services Block Grant	<ol style="list-style-type: none"> 1. Employment and training services 2. Employment support services (e.g., uniforms, protective gear, tools) 3. Linkages – referrals to other programs
Unemployment Insurance	<ol style="list-style-type: none"> 1. Unemployment insurance 2. Trade Readjustment assistance (TRA) additional weeks of UI payment to Trade Eligible Participants

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

REQUIRED PARTNER	OTHER PROGRAMS AND ACTIVITIES PROVIDED
Senior Community Services Employment Program (SCSEP)	1. Outreach activities 2. Professional development 3. Recruitment 4. Financial assistance 5. Benefits screening
Trade Readjustment Assistance (TRA)	1. Assist in filing for additional UI benefits for eligible participants
Second Chance	No additional programs/activities identified
TANF	1. Job retention, services, preparation for employment, support services

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

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

REQUIRED PARTNER	Service(s) to be Provided	Onsite Staff	Onsite Contractor	"Direct Linkage" Technology	Specify How Technology Meets "Direct Linkage" Requirement
Title IB	1. Eligibility for Title I-B participants 2. Outreach, intake and orientation 3. Skills and supportive service needs assessment 4. Labor exchange services 5. Program coordination and referral 6. Labor market information 7. Training provider performance and cost information 8. Performance information for the local area as a whole 9. Information about the availability of supportive services and referral to these services 10. Assistance establishing eligibility for financial aid 11. Employment retention services 12. Follow-up services for Title I-B participants 13. Information and assistance with UI claims	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adult Education and Family Literacy	1. Outreach, intake and orientation. 2. Skills and supportive service needs assessment 3. Program coordination and referral. 4. Training provider performance and cost information. 5. Performance information for the local area as a whole 6. Information about the availability of supportive services and referral to these services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All Adult Education Providers participating in this MOU have identified a contact person directly available via telephone or email during open hours of the center for immediate or within one day availability to answer questions, provide information and / or schedule an appointment with the client.

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

REQUIRED PARTNER	Service(s) to be Provided	Onsite Staff	Onsite Contractor	"Direct Linkage" Technology	Specify How Technology Meets "Direct Linkage" Requirement
Employment Programs under Wagner-Peyser	1. Outreach, intake and orientation 2. Labor exchange services 3. Program coordination and referral 4. Performance information for the local area as a whole 5. Information about the availability of supportive services and referral to these services 6. Information and assistance with UI claims	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Vocational Rehabilitation	1. Outreach, intake and orientation 2. Skills and supportive service needs assessment 3. Program coordination and referral 4. Labor market information 5. Training provider performance and cost information 6. Performance information for the local area as a whole 7. Information about the availability of supportive services and referral to these services 8. Assistance establishing eligibility for financial aid 9. Employment retention services.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	DHS has identified a contact person directly available via telephone or email during open hours of the center for immediate or within one day availability to answer questions, provide information and / or schedule an appointment with the client.
Post-secondary Career and Technical Education under Perkins	1. Outreach, intake and orientation 2. Skills and supportive service needs assessment 3. Labor exchange services 4. Training provider performance and cost information 5. Performance information for the local area as a whole	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All Post-Secondary Career and Technical Education Providers under Perkins participating in this MOU have identified a contact person directly available via telephone or email during open hours of the center for immediate or within one day availability to answer questions, provide information and / or schedule an appointment with the client.

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

REQUIRED PARTNER	Service(s) to be Provided	Onsite Staff	Onsite Contractor	"Direct Linkage" Technology	Specify How Technology Meets "Direct Linkage" Requirement
Post-secondary Career and Technical Education under Perkins	6. Information about the availability of supportive services and referral to these services 7. Assistance establishing eligibility for financial aid 8. Employment retention services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Trade Adjustment Assistance (TAA)	1. Skills and Supportive service needs assessment. 2. Labor Exchange Services 3. Info on the availability of supportive services and referrals 4. Info on the availability of supportive services and referrals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Job Counseling, Training and Placement Services for Veterans		<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"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Community Services Block Grant	1. Outreach, intake & orientation 2. Program coordination & referral 3. Info on the availability of supportive services and referrals	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All Community Services Block Grant Providers participating in this MOU have identified a contact person directly available via telephone or email during open hours of the center for immediate or within one day availability to answer questions, provide information and / or schedule an appointment with the client.
Unemployment Insurance	1. Information & Assistance with UI claims	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	2. Trade Readjustment Assistance	<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"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

REQUIRED PARTNER	Service(s) to be Provided	Onsite Staff	Onsite Contractor	"Direct Linkage" Technology	Specify How Technology Meets "Direct Linkage" Requirement
Senior Community Services Employment Program (SCSEP)	1. Outreach, intake, orientation 2. Skills and supportive services needs assessment 3. Program coordination and referral	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All SCSEP Providers participating in this MOU have identified a contact person directly available via telephone or email during open hours of the center for immediate or within one day availability to answer questions, provide information and / or schedule an appointment with the client.
Trade Readjustment Assistance (TRA)	Information and assistance with UI claims	<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"/>	
		<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"/>	
TANF	1. Outreach, intake, orientation 2. Skills and supportive service needs assessment 3. Info on the availability of supportive services and referrals	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The TANF Agency has identified a contact person directly available via telephone or email during open hours of the center for immediate or within one day availability to answer questions, provide information and / or schedule an appointment with the client.

ATTACHMENT

“A”

MEMORANDUM OF UNDERSTANDING

between

The Workforce Development Board for Kane, Kendall and DeKalb Counties

and

The Kendall County Health Department

Through June 30, 2017

I. PARTIES TO IN-KIND MOU

The Workforce Development Board for Kane, Kendall and DeKalb Counties
and
The Kendall County Health Department

II. PURPOSE AND SCOPE OF MOU

- *Describe the general purpose and scope of the MOU*

This Memorandum of Understanding (MOU) describes the commitment of the partners to provide integrated delivery of workforce **in-kind** support for local workforce area serving Kendall County which includes access to career services at the comprehensive one-stop center identified in Section V of this MOU.

Further, this MOU defines potential **in-kind** support and referral for these services:

1. Build closer ties between business leaders, State and Local Workforce Development Boards, labor unions, community colleges, non-profit organizations, youth-serving organizations, and State and local officials to deliver a more job-driven approach to training and skills development. The system will deliver integrated, job-driven services to job seekers, including youth and those with barriers to employment, as well as to workers and employers. It supports the development of strong regional economies and enhances performance accountability to better inform consumers and investors about programs and services that work;
2. Determine the amount of **in-kind** contribution to support a regional one-stop delivery system;
3. Establish tracking methods for referrals between partners;
4. Provide assurance of physical and programmatic accessibility, specifically addressing adults, individuals with disabilities, dislocated workers, youth and individuals with barriers to employment;
5. Explore and develop aggregate data sharing methods between partners at the local level to measure achievement of performance goals;
6. Describe the process by which this MOU may be developed.

For the purpose of this MOU, the following definitions apply:

- “Board” refers to the Local Workforce Development Board.
- “One-Stop System” refers to the network of comprehensive and affiliate centers located in Kane, DeKalb and Kendall Counties and the Partners, programs and services represented in the MOU.
- “Operator(s)” refers to the One-Stop Center Operator(s).
- “Partner/Partners” refers to the organizations and their affiliated programs

- “WIOA” refers to the Workforce Innovation and Opportunity Act of 2014.
- “Workforce area” refers to Workforce Investment Area 5, consisting of Kane, DeKalb and Kendall Counties.
- “Customers” refers to employers and job seekers, and career explorers seeking services in Area Five.

III. VISION FOR THE SYSTEM

- *Describe the shared vision for the local one-stop delivery system*
- *Define what aspects of the vision are currently in place*
- *Outline the steps to be taken and general timeliness for implementing the aspects of the vision that are not currently in place*

This MOU supports the vision to ensure collaboration among education, workforce, economic development and partners as they provide program participants the ability to move along their chosen career pathway, leading to high paying jobs in growing sectors of the economy that offer long-term opportunities for stable employment and ultimately assist businesses in Illinois to be competitive in a global economy.

The Partners may support the guiding principles to support the vision of the local one-stop System are to:

- Offer an array of services that are responsive to the individual needs of local customers
- Provide sound consultation on what constitutes reasonable availability of **in-kind** resources available through respective partner
- Provide accessible services to individuals
- Encourage and support customer choice to the extent possible and appropriate
- Reduce intra-county duplication of services through **in-kind** collaboration
- Provide the highest quality customer service possible
- Engage in continuous improvement processes

The partners may collaborate with the Workforce Development Board in order to enhance **in-kind** support for individuals and communities in the Kendall County workforce area.

Partners may be invited to engage in quarterly planning to develop processes/procedures for a coordinated customer service strategy which will include the following activities:

- Explore data tracking/collection and reporting options for customer activity and outcomes within the one-stop Center.
- Establish a coordinated referral process which includes providing general information regarding partner programs, services, benefits, resources to all customers as appropriate.
- Develop methods for initial and continuous cross training of partner staff and the available services of each partner; including specific training for resource room staff and greeter regarding completion of initial assessments.
- Ensure brochures, pamphlets, forms and other informational materials are available in the one-stop for each Partner and develop joint one-stop marketing materials.
- Establish a partner business service team and identify specific ways in which the one-stop will assist the business community.
- Explore and intake process and basic assessment tools.

- Establish processes to measure effectiveness and continuously review customer needs to refine service strategies/programming at the one-stop center; discuss customer satisfaction measurement tools.
- Define and deliver a schedule of needed workshops.

IV. MOU DEVELOPMENT

- *Describe the process and efforts of the Local Workforce Innovation Board and partners to negotiate the MOU in-kind support*

The Workforce Development Board Chair has designated a Board member to review and moderate the MOU negotiation process/discussion and will attempt to mediate when consensus is not reached.

V. DESCRIPTION OF COMPREHENSIVE ONE-STOP SERVICES SYSTEM

- *Complete a an in-kind collaboration referral that may support the following:*
 - *Career services to be provided by partner*
 - *Other program services to be provided by partner*
 - *Methods of service delivery for each service provided by partner*
- *Describe in detail the location(s) at which services will be accessible and how services will be coordinated between the operator and partners*

Title I (Adult, Dislocated Worker and Youth) – Onsite and Technology

Title II (Adult Education) – Technology and Elgin Community College, Kishwaukee College, and Waubensee Community College, YWCA – Elgin and World Relief – Aurora

Title III (Wagner-Peyser / ES) -- Onsite and Technology

Title IV (Vocational Rehabilitation) -- Technology and IL Department of Rehabilitation Offices in Aurora, Elgin and DeKalb.

Perkins/Career and Technical Education -- Technology Elgin Community College, Kishwaukee College, and Waubensee Community College

Trade Adjustment Assistance (TAA) -- Onsite and Technology

IDES/Veterans -- Onsite and Technology

CSBG (Community Service Block Grant) -- Technology and Two Rivers Head Start in Aurora and Elgin, DeKalb County Community Action Department

IDES/UI -- Onsite and Technology

SCSEP (Older Americans) – Technology; SCSEP providers will utilize the workNet Centers as appropriate.

IDES/Trade Readjustment Assistance -- Onsite and Technology

IDOC Second Chance -- Technology, Fox Valley ATC @ 1329 N. Lake St., Aurora IL 60506

DHS/TANF -- Technology, DHS Family Community Resource Centers in Aurora, Elgin, and Sycamore

HUD – N/A

IDES/MSFW (Migrant & Seasonal Farmworkers) – Onsite and Technology

Job Corps – N/A

National Farmworkers Jobs Program – N/A

YouthBuild – N/A

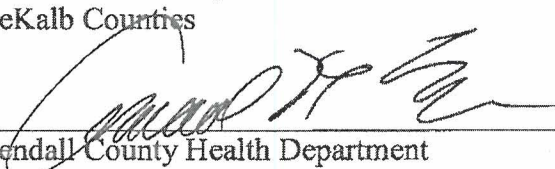
Kendall County Health Department – **In-kind** support and referral

This MOU covers only in-kind support and referral which may be subject to change based upon organizational capacity/priorities of the Kendall County Health Department; as such, capacity/priority changes at the Kendall County Health Department are solely determined at the discretion of the Kendall County Health Department.

The Workforce Development centers are located at: Two Smoketree Business Park, North Aurora, IL 60542 with affiliate sites at 650 North Peace Road, Suite B, DeKalb, IL 60115 and 811 West John Street, Yorkville, IL 60560.

Workforce Development Board for Kane, Kendall, and
DeKalb Counties

Date


Kendall County Health Department

Date

7/14/16