

Attachment No. 1 to Amendment No. 2 to LWIA #14 MOU

LOCAL MOU TEMPLATE

MEMORANDUM OF UNDERSTANDING

BETWEEN

JULY 1, 2017

AND

JUNE 30, 2020

Howard Kirchner

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

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Howard Kirchner

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

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1. PARTIES TO MOU (SEC. 121 (C)(1)) (Governor's Guidelines, Section 1, Item (b))

- *List the required partner providing services in the local area*
- *List the partner agency providing services of each required partner*

PARTIES TO MOU	TYPED NAME
Local Workforce Innovation Board Chair	Michelle Reyburn
Chief Elected Official Chair	John Pritchard
REQUIRED PARTNERS AS PARTIES TO MOU	ENTITY ADMINISTERING PROGRAM TYPED NAME ¹

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

Title I: Adult, Dislocated Worker, Youth	Western Illinois Works, Inc.
Title II: Adult Education and Literacy	John Wood Community College/ROE #33
Title III: Employment Programs under Wagner-Peyser	IL Dept of Employment Security
Title IV: Rehabilitation Services	IL Division of Rehabilitation Services
Perkins/Post-secondary Career & Technical Education	John Wood Community College/Carl Sandburg Community College
Unemployment Insurance	IL Dept of Employment Security
Job Counseling, Training, Placement Services for Veterans	IL Dept of Employment Security
Trade Readjustment Assistance (TRA)	IL Dept of Employment Security
Trade Adjustment Assistance (TAA)	Western Illinois Works, Inc.
Migrant and Seasonal Farmworkers	IL Dept of Employment Security
Community Services Block Grant (CSBG)	Two Rivers Regional Council of Public Officials/Western Illinois Regional Council
Senior Community Services Employment Program (SCSEP)	National Able Network
TANF	IL Dept of Human Services
Second Chance	NA
OTHER REQUIRED PROGRAMS OFFERED IN THIS LOCAL AREA AS PARTIES TO MOU	IF MARKED YES, LIST THE ENTITY ADMINISTERING PROGRAM
National Farmworker Jobs Program	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Housing and Urban Development Employment and Training Activities	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Job Corps	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Youth Build	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
ADDITIONAL PARTNERS AS PARTIES TO MOU	ENTITY ADMINISTERING PROGRAM

2. PURPOSE AND SCOPE OF MOU

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

This Memorandum of Understanding (MOU) fulfills the WIOA requirement to document service delivery, access to services, cost sharing, and other matters essential to meeting the expectations of job seekers and employers for the purpose of establishing an effective local workforce delivery system in Western Illinois.

The MOU will serve as the vehicle to communicate the shared vision and commitment of partners, the One Stop Center center and system plan, and the WIOA implementation requirements.

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

- *Describe the shared vision and commitment of the local board and required partners to a high-quality local workforce delivery system (vision must be consistent with Federal, State, regional, and local planning priorities, as well as the Governor's Guidelines)*
- *Describe which aspects of the vision are currently in place*
- *Outline the steps to be taken and the general timeline for how required partners will implement any aspects of the vision that are not yet in place*

Vision: The Workforce Partners are committed to creating a quality, flexible and responsive workforce development system that meets the needs of both the employer and the job-seeker customer. To that end we will:

1. Continuously seek the input of our customers to assure the system is responsive to customer needs;
2. Ensure that the delivery of services are physically, geographically and programmatically accessible to all;
3. Ensure that programs and services are tailored and responsive to the needs of each county;
4. Strive to enhance the services for our customers by creating a seamless and immediate delivery system; and,
5. Expect our system to continuously improve the delivery of services by providing staff with the necessary tools to achieve these goals.

Partners are committed to the vision statement and have already started addressing the physical geographic and programmatic accessibility of services both in the One Stop Center and at partner locations throughout the system. Each partner is/ will be addressing tailoring programs to meet the needs of each county.

Over the next year partners will be developing processes to seek customer input, implement continuous improvement processes and streamlined service delivery.

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

- *Fully describe the process and efforts of the Local Workforce Innovation Board and required partners to negotiate the MOU*
- *Confirm whether all required partners participated in negotiations*
- *Explain the process to be used if consensus on the MOU is not reached by partners*

The Workforce Innovation Board Chair convened a meeting of the LWA 14 partners in December 2016, and on May 17, 2017. The Quincy Partners also met on January 25, March 23, April 11, and May 2, 2017, to address the portions of the MOU related to the One Stop Center. Between these meetings the One Stop Center partners and all partners from across the region met to develop a plan of service and to write the MOU.

When partners cannot agree upon the shared costs the WIB Executive Committee will intervene. If, after the 30-day period of remediation, a required partner identified in Section 1, Item 1.d. of the Governor's Guidelines does not agree to approve the local budget, then the infrastructure costs allocated to that required partner under the local budget will be determined as described in items 20 and 21 of Section 2; 17 of the Governor's Guidelines.

5. NAME AND LOCATION OF COMPREHENSIVE ONE-STOP CENTER(S) (Governor's Guidelines, Section 1, Item 8(d)) (§ 678.310, § 678.315 and § 678.320)

- *Provide the name and address of the comprehensive one-stop center(s) in the local service delivery system*
- *Where applicable list the designated affiliated sites and/or specialized centers*
- *Define any other operating titles that the local area assigns to each center*

Note: The information provided in this section must match the Illinois Workforce Development System (IWDS) and Illinois workNet listings

Name and address of the comprehensive one-stop center(s):

The Quincy Workforce Center, 107 N 3rd St., Quincy, houses the IDES program and Title I; adult, dislocated worker, youth and TAA programs. IDES offers employment services, unemployment benefits to eligible workers, and On-line Job Matching Service: IllinoisJobLink.com for both job seekers and employers. Workforce Innovation & Opportunity Act (WIOA) adult, dislocated worker, youth, and TAA programs offer a wide range of training activities to Title IB eligible individuals. Title IB funding can provide vocational classroom training, basic and remedial education, job counseling and assessment, job search assistance, resume preparation, on-the-job training, child care and transportation. Two Rivers CSBG provides employment and training opportunities for their eligible customers. One-Stop Services are available each work day from 8:00 a.m. to 5:00 p.m.

Designated county workforce offices; all offices listed below are access sites:

Galesburg Workforce Center (311 East Main St., Suite 612, Galesburg, IL 61401): WIOA Title I and TAA services are provided full time on-site; Wagner-Peyser services are provided via technology; Adult Education, Vocational Rehabilitation, Senior Community Services, Perkins, and TANF services are provided by referral.

Macomb Workforce Center (440 N. Lafayette, Suite 110, Macomb, IL 61455)

Monmouth Workforce Center (1025 S. 2nd St., Monmouth, IL 61462)

WIOA Title I and TAA services are provided part time onsite; Wagner-Peyser services are provided via technology; those individuals requiring Adult Education, Vocational Rehabilitation, Senior Community Services, Perkins, and / or TANF services will be referred to the appropriate local service provider.

6. DESCRIPTION OF COMPREHENSIVE ONE-STOP SERVICES (Sec. 121 (c)(2)(i)) (Governor's Guidelines, Section 1, Items 8(e)-(g)) (§ 678.500(b)(1))

- *Complete a local service matrix (the State-level service matrix provided in Appendix F is intended to serve as a reference for local negotiations) illustrating local methods of service delivery, which includes:*
 - *Career services to be provided by each required partner in each comprehensive one-stop center*
 - *Other programs and activities to be provided by each required partner*
 - *Method of delivery for each service provided by each required partner (e.g., staff physically present, cross-trained staff, direct linkage technology)*
- *In the spaces provided below:*
 - *In the introductory paragraph of this section, describe the required partners' combined commitment to integration and "manner in which the services will be coordinated and delivered through the system" (§ 678.500(b)(1))*
 - *In the spaces below designated for each required partner, describe each partner's commitment to coordinated service delivery and explain how the services provided and the method of service delivery (as documented in the local service matrices) illustrate that commitment*

- *For each required partner below, describe the location(s) at which services of each required partner will be accessible*

Making the services accessible to all individuals at the Comprehensive One-Stop Center in Quincy will be the role of the partnership of all the agencies. Each partner brings to the table an area of expertise. It is the goal of the partners to serve all individuals entering the Center or in the surrounding communities with the services they need to be successful. Pooling together resources, practices and years of experience will help achieve this goal.

Title I (Adult, Dislocated Worker and Youth) – Career services to be provided by Title IB provider include: eligibility; outreach, intake, orientation; skills and supportive service needs assessment; program coordination and referral; labor market information; training provider performance and cost information; performance info for local area 14; info on availability of supportive services and referrals; and follow-up services. Other program services may include: job search and placement assistance; career planning; short-term pre-vocational services; internships and work experiences; workforce preparation activities, and financial literacy services. Services will be provided on-site (Comprehensive One-Stop Center, 107 N. Third Street, Quincy), by request at the One-Stop center, and/or through technology.

Title II (Adult Education and Literacy) – JWCC Adult Education will provide classroom instruction at the Adult Basic Education (ABE) and Adult Secondary Education (ASE) levels and instruction designed to assist non-native English speakers increase speaking, reading, writing, and math skills. In addition to academic instruction designed to prepare students to obtain high school equivalency and college readiness, services will also include career exploration, technology skills, development of a career pathway, and integration of Adult Education with occupational education through Bridge Classes and integrated training opportunities. Online instruction will be available to students meeting academic criteria. Staff coordinate class schedules with WIOA partners to maximize service delivery for adult learners.

JWCC provides classroom instruction two days each week at the One-Stop Center in addition to classes held at campus locations in Pittsfield, Mt. Sterling, and Quincy. Other services provided at the One-Stop Center include orientation, intake, support services, and referrals.

One-Stop customers have access to program services when Adult Education staff are not present at the center. Front line staff at the One Stop Center, as well as partner agencies, receive training on Adult Education services to include class times and locations, orientation dates, support services, and contact information. Adult Education staff are available during business hours by phone to provide program information, schedule student orientation sessions, and make referrals. The Adult education Transition Coordinator is the contact via direct linkage. Emily Dozier is available by phone from 8:00 a.m. to 5:00 p.m. Monday through Friday. Emily's phone has voicemail with instructions for leaving a message and the call will be returned within 24 hours or the next business day. When Emily is out of the office for an extended period of time, her phone is forwarded to the Manager of adult Education who can receive voice messages when not in the office and will follow up in the same manner.

Contact information:

Emily Dozier

Adult Education Transition Coordinator

Phone: 217-641-4951

Email: edozier@jwcc.edu

Title III (Employment Services under Wager-Peyser) – Wagner-Peyser services are available onsite. IDES' Employment Services and Outreach is a labor exchange program designed to sustain economic growth by expanding employment opportunities to qualified job seekers that meet the demands of the employers. The program's objectives aim to reduce the loss of productivity by filling job openings as quickly as possible and to shorten the duration of individuals' unemployment. For job seekers who are not job ready, Employment Services, in cooperation with other workforce partners, assist clients to access training, employability development services, and other supportive services needed to realize their employment goals.

Title IV (Rehabilitation Services) – Vocational Rehabilitation will offer on-site delivery of career services in Quincy based on scheduled appointment. Appointment times will be coordinated to meet the needs of mutual customers.

For areas away from Quincy, career services will be offered at various Vocational Rehabilitation locations to best meet customer need. These sites might include the Vocational Rehabilitation office in Macomb at 1026 E Jackson or on campus at Western Illinois University, or the Vocational Rehabilitation office in Galesburg at 477 E Main St. Services are also offered in person at the Monmouth office, 1245 S Main St. Office hours are regular and appointments may be scheduled. On demand services in cooperation with One-Stop partners are available via telephone contact. In those situations an appointment will be scheduled to meet the individual's need. All services are provided on-site at the One-Stop four hours each week when DRS staff are in the One-Stop. Direct linkage is always available and additional staff time can be scheduled as required.

All career services on the matrix are available for persons with disabilities. Individuals must qualify for various programs. All persons are provided eligibility determination, orientation to all partner services, and development of an individualized employment plan and an assessment of skill levels. All persons receive counseling and guidance as well as information and referral. Job search and placement assistance is individualized as is career planning. All individuals are provided labor market information. Based on goals and needs, individuals might receive available financial literacy services, workforce preparation activity, internships/work experiences, performance evaluation and/or pre-vocational services. Based on goals and needs, individuals might be provided training at all available levels. Training would include all support services necessary to participate and complete the training program. Specialized services are determined and provided to meet specific disability needs and accommodation. Specialized services are provided to youth.

Arrangement for shared data can be available.

Additionally the DRS Office in Quincy can be reached by video phone at (217) 919.9658.

Sherry Sparks, M.A, Public Services Administrator, Quincy DRS Field Office, 300 Maine St, Suite 102, Quincy IL, sherry.sparks@illinois.gov; 217-224-2600.

John Sanecz, Public Service Administrator, Galesburg DRS Field Office, 477 E Main St, Suite A, Galesburg IL, john.sanez@illinois.gov; 309-343-2193.

Sherry Sparks, Public Service Administrator, Macomb DRS Field Office, 1026 E Jackson St, Macomb IL, sherry.sparks@illinois.gov; 309-833-4573.

Perkins/Post-Secondary Career and Technical Education – John Wood Community College staff will provide career guidance and Perkins specific services two hours weekly at the One Stop Center in addition to JWCC campus locations in Pittsfield, Mt. Sterling, Baylis Agriculture Center, and Quincy Main Campus. Career services include, résumé assistance, interviewing skills, career exploration, career guidance, O*Net and BLS employment statistics and employment soft skills. Staff may develop an Individual Employment Plan as part of career planning. Internships and/or work experience are sometimes available. Some pre-vocation programming is available through the college; if deemed appropriate staff may refer the customer to another WIOA Partner Program. CTE Staff are present in

the One-Stop one afternoon each week; direct linkage is always available. Staff will work with partners to schedule additional time at the One Stop Center to maximize service delivery and coordinate with scheduled workshops. Hours of service at the One Stop Center will be listed on the center's monthly calendar of events distributed to agencies and customers. When not at the center, program and trained college staff are available during business hours by phone to provide program information and referrals. David Hetzler, Interim Dean of Career and Technical Education; 217.641.4956; dhetzler@jwcc.edu; John Wood Community College, 1301 S. 48th Street, Quincy, IL 62305; jwcc.edu

IDES/Unemployment Insurance (UI) – IDES/Unemployment Insurance (UI) Services are available onsite. The Unemployment Insurance program, administered by IDES, is designed to contribute to the state's overall economic stability by partially protecting eligible workers against loss of income during periods of unemployment. Eligible workers who become unemployed and meet all requirements set forth in the UI Act may receive benefits for the maximum number of weeks payable under the law or until the worker finds employment or becomes otherwise ineligible. Unemployment Insurance provides outreach and orientation with rapid response activities during major layoffs. UI staff can provide assistance with filing a claim and may provide information or make a referral to another WIOA partner program. Career planning and Job Search is accomplished with activities accessed with the enrollment on IJL.

IDES/Job Counseling, Training and Placement Services for Veterans – IDES/Job Counseling, Training and Placement Services for Veterans are available onsite. IDES provides veterans' priority of service over all other job applicants, actively promotes and develops employment opportunities, and provides placement and vocational guidance services. Also provide outreach, intake and referral services. Assist the customer with and Individual Employment Plan and referral to supportive services if needed.

IDES/Trade Readjustment Assistance – IDES/Trade Readjustment Assistance Services are available onsite. IDES administers Trade Readjustment Allowances, a benefit under the TAA program, providing income support to persons who have exhausted unemployment compensation and whose jobs were affected by foreign imports. Provide orientations and referral to other partner programs when appropriate.

Trade Adjustment Assistance (TAA) – Same as Title I. Career services to be provided by the TAA provider include: outreach, intake, orientation; skills and supportive service needs assessment; program coordination and referral; and info on availability of supportive services and referrals. Other program services may include: job search and placement assistance; career planning; workforce preparation activities; and financial literacy services. Services will be provided on-site (Comprehensive One-Stop Center, 107 N. Third Street, Quincy), by request at the One-Stop center.

IDES/ Migrant & Seasonal Farmworkers (MSFW) – IDES/Migrant & Seasonal Farmworker (MSFW) Services are available onsite. IDES provides staff assisted services including job development, career guidance, and referral to training and supportive services for migrant and seasonal farmworkers.

National Farmworker Jobs Program (NFJP) – NA

Community Service Block Grant (CSBG) – TRRC & WIRC

Clients that visit the One Stop Center may also be eligible for CSBG services provided through Two Rivers Regional Council of Public Officials. Services offered are Scholarships, food pantries, Thrift Store clothing, emergency services and training certification assistance, these services are available and provided on-site at the Quincy Workforce Center. Each household is required to complete an application with a CSBG caseworker to determine eligibility. CSBG outreach orientation and intake,

skills assessment, individual employment plan and career planning, Referrals are made to the appropriate program and/or agency for services that CSBG does not offer. Each county has an outreach office and are open on certain days. In Adams County the agency address is 107 N 3rd St., Quincy; Brown County is 206 S.W. Cross, Mt. Sterling; Pike County is 120 S. Madison in Pittsfield and Schuyler County is 233 N. Congress in Rushville.

Western Illinois Regional Council CSBG becomes a contributing partner this year. Their contributions to the One-Stop Center will be cash. One Stop Center clients may be eligible for certain CSBG funded services and should call the WIRC-CAA office to determine income eligibility. CSBG funded services could include and are not limited to food, clothing or training certification assistance and require the completion of an application with required documentation to be funded. A client may be eligible for additional services from the CAA as well, such as energy assistance, which can be determined dependent upon need. Applications are taken by appointment and are generally taken at the WIRC-CAA office located at 223 South Randolph, or an outreach site, scheduled within the four counties of Hancock, Henderson, McDonough and Warren, during the busiest part of the LIHEAP season. Referrals from partners via a phone call will be the best way to coordinate services.

Senior Community Services Employment Program (SCSEP) – National Able Network, Quincy Regional Airport, 1645 Highway 104, Quincy, IL 62305. Phone: (855) 994-8300 or (217) 294-5003 Email: scsep@nationalable.org or kcolgrove@nationalable.org The partner organization commits to work in conjunction with the WIB, One-Stop Operator and all other Partners in coordinating an integrated, coordinated service strategy for delivering workforce services in LWA14. As outlined on the local Services Matrix, SCSEP will provide Outreach, Intake, and Orientation, Skills Assessment and Referral and coordination with other programs through direct service.

Referrals are accepted from all partners and mutually refer potential customers in return. Staff will contact referrals received to determine eligibility and meet with them as appropriate at the One Stop Center or other location in their county of residence. Persons with disabilities are one of the priorities for service for the program, as well as individuals with other barriers. Reasonable accommodations will be made to provide services.

Kip Colgrove is the Career Coach for National Able Network and is the contact person for all counties. A further direct linkage contact is (217) 560-3065, the Central Illinois National Able Office; staff members Stacey Parr and Jeanette Carlen.

DHS/TANF – The Division of Family & Community Services (FCS) serves customers by connecting them with many program & services, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP) and Medical Benefits. Through our programs, services and prevention efforts, FCS strives to improve the health and well-being of individuals and promotes self-sufficiency and integrity of families in times of need. FCS assists some of our most vulnerable population through the TANF program which provides temporary financial assistance for pregnant women and families with one or more dependent children. TANF provides financial assistance to help pay for food, shelter, utilities and expenses. Families who receive TANF benefits may also get medical and SNAP benefits. More importantly, participants are provided services to address barriers to employment and help in gaining skills to obtain and retain unsubsidized employment. The Division of Family & Community Services is committed to increasing opportunities for individuals in Illinois by connecting them to employment that will lead to improved earnings and create a pathway to family prosperity, health and well-being. For TANF recipients, improved partnerships with other core & non-core partners give them access to a wider range of services and higher-quality training opportunities offered.

Through direct linkage, TANF will provide: Outreach, Intake & Orientation; Referral & Coordination of other programs; information on the availability of supportive services; refer customers to agencies that provide assistance establishing eligibility for financial aid for non-WIOA training and education; comprehensive and specialized assessments; development of an Individual Employment plan; referral for individual counseling, career planning. DHS-TANF will provide One Stop Center staff with information & on-going support so they are able to assist a customer in initiating an application for benefits. Customers may apply for

Cash, SNAP, & Medical benefits via paper application or online through ABE (Application for Benefits Eligibility) system. There are links on both the IDHS-Apply for Benefits icon. Through this link an application can be printed in PDF form or completed & submitted electronically to DHS. Paper applications will also be available at the One-Stop Center. Customers may also choose to apply at the local Family Community Resource Center (FCRC).

For customers in Adams, Pike, & Hancock Counties, the Adams County FCRC is located at 300 Maine St., 2nd Floor, Quincy. For customers in the Brown & Schuyler county areas, the Family Community Resource Center is in Beardstown at 300 E. 2nd Street.

IDOC Second Chance – NA

HUD Employment and Training Activities – NA

Job Corps – NA

YouthBuild – NA

7. PROCUREMENT OF ONE-STOP OPERATOR (Governor's Guidelines, Section 1, Item 8(j)) (§ 678.600-635)

- *Name the procured one-stop operator*
- *Describe the functions and scope of work of the one-stop operator as defined in the Request for Proposal or as planned for the competitive procurement process*
- *Assure that the one-stop operator will not perform any of the proscribed functions (§ 678.620(b)) to avoid a conflict of interest*

Note: One-stop operator designation takes effect July 1, 2017 (§ 678.635)

The RFA for One Stop Center Operator at the Quincy Workforce Center, 107 N 3rd St, Quincy, was issued on April 25, 2017; all applications were received by May 23, 2017. The WIB Executive Committee met on June 2, 2017, and selected Western Illinois Services for Employment (WISE) a consortium of five partners as the One-Stop-Operator. The members of the OSO consortium are: Illinois Department of Employment Security, Title 1B Workforce, Adult Education and Literacy, Division of Rehabilitation Services and Two Rivers Regional Council of Public Officials/CSBG.

Scope of Work – One-Stop Operator Requirements

The OSO will conduct the following activities in the Quincy One Stop Center:

- Coordinate service delivery among the partners of the public workforce system in the One-Stop Center;
- Coordinate service delivery among physical and electronic sites;
- Provide basic services such as orientations, information on careers and labor markets, and resource rooms;

- Implement Board policies;
- Report to Board on operations, performance, outcomes, and continuous improvements;
- Manage hours of operation;
- Manage partner responsibilities as defined in MOU;
- Schedule partner meetings and coordinate front line staff training;
- Coordinate services for individuals;
- Coordinate services for business;
- Prepare and submit reports to WIB, committees, and partners;
- Follow federal and state regulations pertaining to handling of EEO responsibilities, customer complaints, and physical and programmatic accessibility; and
- Fulfill other roles as identified by the Board.

The OSO will function as described in the DOLETA TEGL 15-16 and Illinois WIOA Policy Chapter 1, Section 9, Memorandum of Understanding (MOU) and IL DCEO, Office of Employment and Training, WIOA Notice 15-Not-07 provides further information on the role of the One-Stop Operator.

The OSO will disclose any potential conflicts of interest arising from the relationships of the OSO with particular training service providers or other service providers, including, but not limited to, Career Services providers. In coordinating services and serving as a OSO, refrain from establishing practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services; and comply with Federal, State, regulations and policy.

The OSO 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 OSOs;
- Select or terminate OSOs, career service providers, and youth providers;
- Negotiate local performance accountability measures; or
- Develop and submit budgets for activities of the LWIB in the Local Area.

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

- *In the spaces provided below, address all of the following:*
 - *In the introductory paragraph of this section, describe local one-stop operator's role and responsibilities for coordinating referrals among required partners (§678.500(b)(3))*
 - *In the spaces below designated for each required partner, each partner must list the other programs to which it will make referrals and the method(s) of referral to each partner; for example, in the Title I box, Title I will list all other programs to which it will refer clients and the method(s) of referral for each*
 - *Identify the method of tracking referrals*

Note: Local areas must 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.

It is the One Stop Operator's responsibility to facilitate customer referrals between partner agencies and other services available in the area. Referrals will be made in person or using technology to the staff person identified by the partner agency. The OSO will track referrals and collect data from the partners in order to determine the effectiveness of the referral process, the outcome of the referral, and, if appropriate, propose changes to improve the referral process.

There is currently an internal network of email between partners when the referred customer begins receiving services. While this process works at a very basic level; the partners are asking for leadership from the individual state agencies to develop a comprehensive, user friendly customer tracking and referral system.

All One-Stop Partners are committed to make customer referrals to other WIOA partners as appropriate for the customer's needs and assessment.

Title I (Adult, Dislocated Worker and Youth) – Title 1B staff will network with all One-Stop partners to assure that individuals with barriers to employment, including individuals with disabilities, can access available services. Partners will receive detailed information on services offered to provide effective, timely referrals. Referrals will follow the process to be developed per the regional plan with a method of tracking referrals to be identified. Until such time, a standard referral form has been developed and is available to be utilized by Title IB staff and all the partners. The form is initiated by referring partner staff and returned by referral recipient partner staff for tracking purposes.

Title II (Adult Education and Family Literacy) – Staff, to include the transition advisor and program coordinator, will network with all One Stop Center partners to ensure individualized, effective service delivery for each adult learner. Partners will receive detailed information on services offered and class schedules to provide effective, timely referrals. Referrals will follow the process to be developed per the regional plan with a method of tracking referrals to be identified. Staff will not only provide information regarding services for adult learners with barriers to education or employment and but will also assist individuals in accessing the agency services by accompanying them to appointments and advocating for them when appropriate. One Stop Center customers have access to program services when Adult Education staff are not physically present at the center. Front line staff at the One Stop Center, as well as partner agencies, receive training on the services provided by the Adult Education and Family Literacy programs in the region. This information includes class times and locations, orientation dates and support services.

One –Stop customers can speak with Adult Education staff at all programs via telephone to ask questions and enroll in program services. The JWCC Adult Education program has a classroom within two blocks of the One-Stop Center in Quincy. Customers can come by the Kinscherff Center and speak with staff during regular business hours. Customers also have access to information and can request services via the Adult Education information request form located on the JWCC college website. Adult Education staff will respond to the request for information within 24 hours or the next business day.

Title III (Employment Services under Wager-Peyser) – Wagner-Peyser personnel will be available on-site during working hours at the Comprehensive One Stop Center (107 N. Third Street, Quincy, IL). An alternative for clients who are unable to get to the Comprehensive One-stop is to have them call the IDES Customer Service Center at (800) 244-5631. For services that are not provided by IDES, clients will be referred in-person or by technology to the designated staff person at the partner program.

Title IV (Rehabilitation Services) – Division of Rehabilitation staff will meet with IDES staff and/or WIOA staff to share information regarding the needs for scheduling referrals. Referrals of customers who are dually served will be kept on a Data Sheet listing the individual and all services available. Referral and services provided by the various partners and by vocational rehabilitation will be included. Release of Information will be obtained by DRS staff for all the various involved partners to further support the continuity of service provision. Additionally the Quincy Field Office of Division of Rehabilitation Services can be reached by video phone at (217) 919-9658.

Perkins/Post-Secondary Career and Technical Education – Carl Sandburg College: Perkins staff will network with all One Stop Center partners to ensure individualized, effective service delivery for each participant. Partners will receive detailed information on services offered and class schedules to provide effective, timely referrals. Referrals will follow the process to be developed per the regional plan with a method of tracking referrals to be identified. Staff will provide information regarding academic planning, career services and assist individuals in locating additional agency services when necessary.

John Wood Community College: Perkins staff, to include the student navigator, will network with all One Stop Center partners to ensure individualized, effective service delivery for each participant. Partners will receive detailed information on services offered and class schedules to provide effective, timely referrals. Referrals will follow the process to be developed per the regional plan with a method of tracking referrals to be identified. Staff will not only provide information regarding career services but will also assist individuals in accessing additional agency services by accompanying participants to appointments and advocating for participants when appropriate.

IDES/Unemployment Insurance (UI) – Unemployment Insurance (UI) personnel will be available on-site during working hours at the Comprehensive One-stop (107 N. Third Street, Quincy, IL). An alternative for clients who are unable to get to the Comprehensive One-stop is to have them call the IDES Customer Service Center at (800) 244-5631. For services that are not provided by IDES, clients will be referred in-person or by technology to the designated staff person at the partner program.

IDES/Job Counseling, Training and Placement Services for Veterans – Veterans' Representatives will be available on-site during working hours at the Comprehensive One-stop (107 N. Third Street, Quincy, IL). An alternative for clients who are unable to get to the Comprehensive One-stop is to have them call the IDES Customer Service Center at (800) 244-5631. For services that are not provided by IDES, clients will be connected by whatever means have been established with the other partners.

IDES/Trade Readjustment Assistance – Trade Readjustment Assistance (TRA) from IDES personnel will be available on-site during working hours at the Comprehensive One-stop (107 N. Third Street, Quincy, IL). An alternative for clients who are unable to get to the Comprehensive One-stop is to have them call the IDES Customer Service Center at (800) 244-5631. For services that are not provided by IDES, clients will be connected by whatever means have been established with the other partners.

Trade Adjustment Assistance (TAA) – TAA provider staff will network with all One Stop Center partners to assure that individuals with barriers to employment, including individuals with disabilities, can access available services. Partners will receive detailed information on services offered to provide effective, timely referrals. Referrals will follow the process to be developed per the regional plan with a method of tracking referrals to be identified. Until such time, a standard referral form has been developed and is available to be utilized by TAA provider staff and all the partners. The form is initiated by referring partner staff and returned by referral recipient partner staff for tracking purposes.

IDES/ Migrant & Seasonal Farmworkers (MSFW) – Wagner-Peyser personnel will be available on-site during working hours at the Comprehensive One-stop (107 N. Third Street, Quincy, IL) and will handle MSFW-related questions. An alternative for clients who are unable to get to the Comprehensive One-stop is to have them call the IDES Customer Service Center at (800) 244-5631. For services that are not provided by IDES, clients will be connected by whatever means have been established with the other partners.

National Farmworker Jobs Program (NFJP) – NA

Community Service Block Grant (CSBG) – TRRC makes referrals and accepts referrals on an ongoing basis. We refer to all other agencies in our service territory by phone call, email and meetings that are held bi monthly for Unmet Needs and monthly with the Interagency Council meetings. Staff make the referrals and assist those clients that need help contacting the referring agency. We do not track the phone call referrals but do track the clients that receive a written referral.

The WIRC-CAA accepts referrals from other agencies for a variety of programs. Referrals are not tracked per se but the staff person responsible for the particular program will detail a particular service and ascertain if it will behoove the client to pursue assistance. Additionally, if a caller needs a particular service that this agency does not provide, then attempts are made to refer to the agency that could provide the service if known. This is not tracked when a referral out is made.

Senior Community Services Employment Program (SCSEP) – National Able Network, Quincy Regional Airport, 1645 Highway 104, Quincy, IL 62305....Phone: (217) 294-5003....email: kcolgrove@nationalable.org.....a Career Coach is the contact person for all counties. Referrals are accepted from all partners and mutually refer potential customers in return. Staff will contact referrals received to determine eligibility and meet them as appropriate at the One Stop Center or other location in their county of residence. Persons with disabilities are one of the priorities for service for our program, as well as individuals with other barriers, and reasonable accommodations will be made to provide services.

DHS/TANF – DHS staff will network with all of the One-Stop partners to ensure our customers are engaged in a variety of activities, such as work experience, vocational training, community service, on-the-job training, education (GED/high-school equivalency or adult basic education), job skills training and job retention services. Referrals will be completed using DHS Form 2151, as well as email and/or phone call until such time as a web based referral system is in place.

IDOC Second Chance – NA

HUD Employment and Training Activities – NA

Job Corps – NA

YouthBuild – NA

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

Describe how—through specific examples and commitments—required partners will assure the physical accessibility of the comprehensive one-stop center(s), including the following:

- *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 designated for individuals with disabilities*

The Quincy One-Stop Center meets the requirements of physical accessibility; the Quincy One Stop Center building is less than 20 years old and is accessible to persons with disabilities. Assistive technology is available in the resource room; not isolated in another area. The office has consistently met all requirements in any Accessibility Review. Some of the features include:

- Accessible parking spaces

- Curb cuts for building access
- Automatic Door
- All bathrooms are handicap accessible
- No steps or stairs
- All doors have lever openers
- Assistive Technology Devices for individuals with disabilities.

There is a sign on 3rd Street that is visible for traffic and all partners are listed on the door along with the hours of operation. Quincy Transit Lines has a bus stop within a block of the building. Disability parking spaces are located nearest the entrance to the building.

The Quincy One-Stop has assistive technology to make the center accessible to all; some of the programs for the hearing impaired include:

- Sorenson Video Relay Service
- V-Tel
- TTY (217) 222-5986
- Skype
- Internet Messaging

Additionally the Quincy Field Office of Division of Rehabilitation Services can be reached by video phone at (217) 919-9658.

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

- *Describe how the comprehensive one-stop center provides access to all required career services in the most inclusive and appropriate settings for each individual participant*
- *Describe specific arrangements and resources available to assure that individuals with barriers to employment, including individuals with disabilities, can access available services (§678.500(b)(4))*
- *Explain how services will be provided using technology that is actually available and in accordance with the “direct linkage” requirement under WIOA*

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

Programmatic Accessibility – All programs and services offered by Quincy One Stop Center Partners are available on-site to all individuals in the following formats:

- One-on-one intake and delivery of services
- Group orientation and workshops
- Individualized referral to other agencies.
- Skype or other technologies for off-site delivery
- Information readily available on social media
- Email of information
- Computers with internet access for online applications
- Assistive technology computer and software

The Quincy One Stop Center has assistive technology to make all programs accessible; some of the programs for the hearing impaired include:

- Sorenson Video Relay Service
- V-Tel
- TTY (217) 222-5986
- Skype

- Internet Messaging

Title I (Adult, Dislocated Worker and Youth) - Adult, Dislocated Worker, and Youth Services are located in the Comprehensive One Stop Center (107 N. Third Street, Quincy, IL) and are also available at all affiliate sites. The matrices attached to this agreement further identify how these programs will be accessed.

Title II (Adult Education and Family Literacy) - Adult Education staff will provide career services to include intake, eligibility, orientation, assessment, and development of an individualized education/employment plan during scheduled office hours at the One Stop Center. When staff are not present at the One Stop Center, services can be accessed by phone or via the JWCC website. The point of contact for referrals is Adult Education Specialist, located on the main campus of the college. The specialist along with other trained staff at the college (Manager of Adult Education and CTHE Administrative Specialist) can provide information regarding services and will be able to schedule an appointment for intake. A class interest form is located on the JWCC website. When the form is submitted, an email is sent to the Adult Education specialist and Manager of Adult Education for immediate response. Perkins staff will provide career services to include intake, eligibility, orientation, assessment, and development of an individualized education/employment plan during scheduled office hours at the One Stop Center (days of the week and times are currently being negotiated). When staff are not present at the One Stop Center, services can be accessed by phone or via the JWCC website. The point of contact for referrals is Student Navigator, located on the JWCC main campus. The Student Navigator along with other trained staff at the college (CTHE Administrative Specialist) can provide information regarding services and will be able to schedule intake appointments as needed.

Title III (Employment Services under Wagner-Peyser) - IDES is housed at the Comprehensive One Stop Center (107 N. Third Street, Quincy, IL) and all IDES-related Services will be offered onsite for individuals who are eligible for IDES assistance. The matrices attached to this agreement further identify how other programs will be accessed.

Title IV (Rehabilitation Services) -Division of Rehabilitation Services (DRS) is housed across the street at 300 Maine St, Suite 102. All career and vocational services are accessible to all interested parties. Access to DRS services is available at all times via telephone or internet information. Career services including intake, eligibility, assessment and the development of an individualized employment plan will be offered on site at the DRS location during scheduled office hours and by appointment. Those services can be arranged while at the One Stop Center via telephone contact. DRS staff will be available at the One Stop Center at varied times to provide supports. Accessible computers and advanced assistive technologies are available at the One Stop Center or by arrangement through DRS. One Stop Center and DRS staff have a history of making referrals as well as implementation of arrangements to serve individuals who present for and request assistance. We will continue to review these policies to assure all individuals with disabilities receive supports and services at the One Stop Center. Additionally the Quincy Field Office of Division of Rehabilitation Services can be reached by video phone at (217) 919-9658.

Perkins/Post-Secondary Career and Technical Education - Carl Sandburg College: Perkins staff will network with all One Stop Center partners to ensure individualized, effective service delivery for each participant. Partners will receive detailed information on services offered and class schedules to provide effective, timely referrals. Referrals will follow the process to be developed per the regional plan with a method of tracking referrals to be identified. Staff will provide information regarding academic planning, career services and assist individuals in locating additional agency services when necessary.

John Wood Community College: Perkins staff, to include the student navigator, will network with all One Stop Center partners to ensure individualized, effective service delivery for each participant. Partners will receive detailed information on services offered and class schedules to provide effective, timely referrals. Referrals will follow the process to be developed per the regional plan with a method of tracking referrals to be identified. Staff will not only provide information regarding career services but will also assist individuals in accessing additional agency services by accompanying participants to appointments and advocating for participants when appropriate.

IDES/Unemployment Insurance - IDES is housed at the Comprehensive One Stop Center (107 N. Third Street, Quincy, IL) and all IDES-related Services will be offered onsite for individuals who are eligible for IDES assistance. The matrices attached to this agreement further identify how other programs will be accessed.

IDES/Job Counseling, Training and Placement Services for Veterans - IDES is housed at the Comprehensive One Stop Center (107 N. Third Street, Quincy, IL) and all IDES-related Services will be offered onsite for individuals who are eligible for IDES assistance. The matrices attached to this agreement further identify how other programs will be accessed.

IDES/Trade Readjustment Assistance - IDES is housed at the Comprehensive One Stop Center Center (107 N. Third Street, Quincy, IL) and all IDES-related Services will be offered onsite for individuals who are eligible for IDES assistance. The matrices attached to this agreement further identify how other programs will be accessed.

Trade Adjustment Assistance - TAA Services are located in the Comprehensive One Stop Center (107 N. Third Street, Quincy, IL) and are also available at all affiliate sites. The matrices attached to this agreement further identify how this program is accessed.

IDES/Migrant and Seasonal Farm Worker - IDES is housed at the Comprehensive One Stop Center (107 N. Third Street, Quincy, IL) and all IDES-related Services will be offered onsite for individuals who are eligible for IDES assistance. The matrices attached to this agreement further identify how other programs will be accessed.

Community Services Block Grant - Services are available in the Comprehensive One Stop Center, 107 N Third Street, Quincy. The matrices attached to this agreement further identify how these programs will be accessed.

SCSEP - National Able, Quincy Regional Airport, 1645 Highway 104, Quincy, IL 62305.....Phone/Fax: (217) 885-3438....email: kcolgrove@nationalable.org..... Career Coach is the contact person for all counties. Staff may be reached directly at any of the contact information listed here. Staff will determine eligibility and make arrangements with the customer to meet at OneStop or other location in their county of residence as available and appropriate. Staff will schedule appointments on-site as requested.

11. DATA SHARING (Governor's Guidelines, Section I, Item 8(k))

- *Describe how core program partners will share data and information and will collaborate to assure that all common primary indicators of performance for the core program partners in the local area will be collectively achieved*
- *Provide assurances that participants' Personally Identifiable Information (PII) will be kept confidential*
- *In each description, cite specific examples of required partners demonstrating a commitment to integration in the local area*

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

All partners in LWIA #14 agree to share data to the fullest extent possible through agreements and practices that allow each program to comply with the state and federal laws governing it to protect personally identifiable information while working toward greater integration of services across programs. Partners will share the number of customers served and program performance to assure that all common primary performance indicators are achieved. The implementation of an integrated technology-enabled intake and case management information system for programs carried out under WIOA will be implemented as soon as practical, following guidance from the State of Illinois Department of Innovation Technology. Until a data system solution is implemented, the partners agree to pursue other means of securely sharing information relevant to improved outcomes for customers and businesses. Examples of such practices include: a common data collection form is currently in use by IDES, Workforce, CSBG, DRS, DHS.

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

Where statewide data sharing agreements exist, agencies that can sign onto those agreements will do so. However, recognizing that such agreements are not always going to be the proper protocol, a common Release of Information form is being developed collaboratively for use by all partners to share appropriate information allowing coordinated and/or integrated service delivery to individuals and businesses.

12. COSTS AND COST SHARING OF SERVICES (Sec. 121 (c)(2)(ii)) (Governor's Guidelines, Section 1, Item 1(c); Section 2) (\$678.755 and \$678.760)

Using the Infrastructure Funding Agreement (fillable spreadsheet)

1. *Complete the FTE Calculations tab of the Infrastructure Funding Agreement for each comprehensive one-stop center, as well as for each affiliate or specialized center designated by the local workforce board and at which required partners agree to provide services.*
 - a. *For partners whose staff will be cross-trained to provide services of another partner's program:*
 - i. *Identify the FTE commitments being made to provide services on behalf of another required partner at the comprehensive one-stop center or affiliate or specialized center.*
 - ii. *Enter that FTE commitment into the "FTE Calculations" tab specific to that service location.*
 - b. *For partners whose services are being provided by another partner's cross-trained staff:*
 - i. *Identify an FTE commitment that corresponds with the required partner providing the services on your behalf.*
 - ii. *Enter that FTE commitment into the "FTE Calculations" tab specific to that service location.*
2. *Complete a "Cost Allocation" tab for each service location. Note that infrastructure costs will be completed for each service location, including comprehensive one-stop centers and any affiliated or specialized center designated by the local workforce board.*
 - a. *For each service location, identify the agreed-upon amount that each required partner will contribute toward infrastructure costs to operate that service location. (Infrastructure costs must be negotiated on an annual basis.)*

- b. *For the entire local service delivery system, specify the agreed-upon amount of the shared local system costs that each required partner will contribute. (Shared local system costs must be negotiated on an annual basis.)*
- c. *In the Shared Delivery System Costs section of each “Center” tab, identify the cost of the one-stop operator in the designated line item.*
 - i. *If required partners have selected either a single entity or a consortium to perform one-stop operator functions, then enter the cost of the competitively procured one-stop operator in the designated cell of Column B and each partner’s share of the total cost in that row.*
 - ii. *If required partners have opted not to share the cost of the one-stop operator and instead will provide in-kind personnel to perform the one-stop-operator functions, then enter the total agreed-upon value of the in-kind personnel in the designated line item of Column B, and each partner’s share of the total cost in the row for “less in-kind staffing.”*
 - iii. *Explain the in-kind staffing contribution in the “Notes” section of the spreadsheet (which must align with Section 12 of the MOU narrative).*
 - iv. *Name the one-stop operator model (consortium, single entity or other). If the operator model is a consortium, provide the names of the entities that comprise the consortium.*
3. *Approve the agreed-upon, annual Infrastructure Funding Agreement through the MOU amendment procedures described in this MOU, Section 13, including signatures.*

In the space below and following the Governor’s Guidelines – Revision 3, provide the following narrative:

1. *Affirm in the narrative that required partners negotiated infrastructure and shared local service delivery system costs specific to the applicable program year for both comprehensive one-stop centers and any affiliate or specialized centers designated by the local workforce board.*
2. *Clearly identify in the narrative the time period for which the Infrastructure Funding Agreement is effective; e.g., July 1, 2019 through June 30, 2020.*
3. *Specify in the narrative whether the budget submitted represents an interim or final budget agreement.*
4. *Describe in the narrative the agreed-upon method that each partner will contribute as a proportionate share of costs to support the services and operations of the local service delivery system.*
5. *Affirm in the narrative that each required partner meets the minimum FTE commitment of .25 FTEs in each comprehensive one-stop center and each designated affiliate site.*
 - a. *If a required partner commits to less than .25 FTEs in any service location, then a waiver must be submitted using the waiver request form included in the Report of Outcomes template (Appendix G of the Governor’s Guidelines – Revision 3).*
6. *Describe in the narrative whether and which staff will be cross-trained to provide services on behalf of another required partner.*
 - a. *For each required partner providing cross-trained staff to deliver services on behalf of another partner, confirm how the contributing partner’s shared cost allocations will be reduced in correlation with the number of FTEs that will be cross-trained to provide another partner’s programs.*

7. Complete an “Outcome Report for Annual Budget Negotiations for PY19 (Appendix Item G of the Governor’s Guidelines – Revision 3)” and submit the completed form with a draft one-stop operating budget to the individual designated by the Governor by April 15, 2019.
8. Submit the following to the individual designated by the Governor by June 30, 2019:
 - a. Amended Section 6
 - b. Amended Section 12
 - c. Any other sections of the MOU that are amended
 - d. One-stop operating budget
 - e. All required partner signatures
 - f. Cover Page for Submittal of MOU Amendments and Annual One-Stop Operating Budgets (Appendix Item H of the Governor’s Guidelines – Revision 3)
9. Using the table provided below, include the following additional financial information for each required program partner:
 - i. Each required program partner’s total cash contribution toward its proportionate share of infrastructure and local service delivery system costs for PY 2019; and
 - ii. The dollar amount of a 10% variance from each partner’s total cash contribution in the case that actual costs exceed budgeted costs.

		Partner's Total Cash Contribution	Dollar Amount of 10% Variance from Total Cash Contribution displayed as Partner's Total Cash Contribution <u>plus</u> 10% Variance (if applicable)
Commerce	Title IB - Adult, Youth, & Dis. Workers	\$26,575	\$29,233
	TAA	\$ 2,883	\$ 3,171
	CSBG	\$14,623	\$16,085
IDES	Title III - Wagner-Peyser	\$ 9,137	\$ 10,051
	Title III - MSFW	\$ 1,586	\$ 1,745
	Veterans Services	\$ 7,929	\$ 8,722
	UI Comp Programs	\$ 6,343	\$ 6,977
	TRA	\$ 1,586	\$ 1,745
ICCB	Title II - Adult Education	\$ 1,654	\$ 1,819
	Career & Tech Ed - Perkins	\$ 3,092	\$ 3,401
DHS	Title IV - Vocational Rehab	\$ 1,654	\$ 1,819
	TANF - DHS	\$ 3,092	\$ 3,401
Aging	SCSEP	\$ 1,297	\$ 1,427
DOC	Second Chance		

HUD		
Title IC - Job Corp		
Title ID - National Farmworkers		
Title ID - YouthBuild		
Other 1		
Other 2		
Other 3		
Other 4		

Section 12 Narrative

1. Through a series of meetings, conference calls, and emails, all required partners negotiated infrastructure and shared local service delivery system costs for the comprehensive One-Stop Center. There are no affiliate or specialized sites.
2. This infrastructure agreement for LWA14 is effective July 1, 2019 through June 30, 2020.
3. These costs represents the final budget for PY19.
4. Each partner will share costs to support the services and operations of the local service delivery system by allocating costs using the full time equivalent (FTE) methodology. The one-stop operator costs are shared among IDES, Division of Rehabilitation Services, Adult Education, Two Rivers CSBG, and Title IB Workforce; they are partners in the WISE Consortium. All consortium partners share the cost equally. They provide in-kind services to plan, manage, operate, and evaluate the One-Stop Center operations. Infrastructure costs are paid in cash by FTE allocation. The non-cash contribution in the budget reflects direct payments of rent by the leaseholder IDES. There are no third party contributions. Staffing costs associated with the shared one-stop delivery costs for the local system are cash and in-kind staffing contributions from partners. In-kind contributions include, providing a receptionist/greeter and staffing assistance in the Resource Room along with some print materials.
5. All required partners meet the minimum FTE commitment of .25 FTE in the comprehensive one-stop center.
6. No staff will be cross trained.
7. When Partners cannot agree upon the shared infrastructure costs the WIB Executive Committee will intervene. If, after the 30-day period of remediation, a required partner identified in Section 1, Item 1.d of the Governor's Guidelines does not agree to approve the local budget, then the infrastructure costs allocated to that required partner under the local budget will be determined as described in Items 20 and 21 of Section 2; 17 of the Governor's Guidelines.
8. Partner meetings were used to develop the MOU and Budget. Semi-annual reports of expenditures will be used to reconcile budgeted infrastructure costs to actual costs to assure each local partner pays its proportionate share. The MOU Budget reconciliation process will be conducted after December 31, 2019, and June 30, 2020, expenditure reports are available.
9. This MOU is contingent upon and subject to the availability of federal funds. A State Agency Partner may terminate or suspend this MOU, in whole or in part, without penalty or further payment being required, if (i) if the funds to which this MOU commits a State Agency Partner have not been appropriated or otherwise made available to the State Agency Partner by the State or the Federal funding source, (ii) the Governor or a State Agency Partner reserves funds, or (iii) the Governor or a State Agency Partner determines that funds will not or may not be available for payment. The State Agency Partner shall provide notice, in writing, to the other Partners of any such funding failure and its election to terminate or suspend this MOU as soon

as practicable. Any suspension or termination pursuant to this paragraph will be effective upon the date of the written notice unless otherwise indicated.

13. AMENDMENT PROCEDURES (Sec. 121 (c)(2)(v)) (Governor's Guidelines, Section 5) (§ 678.500(b)(5))

Describe amendment procedures, including annual negotiation of infrastructure and shared system costs to address the following:

- *The amount of notice a partner agency must provide the other partners to make amendments*
- *The procedures for informing other partners of the pending amendment*
- *The circumstances under which the local partners agree the MOU must be amended*
- *The procedures for amending the MOU to incorporate the final approved budget on an annual basis*
- *The procedures for terminating the MOU or a specific partner's participation in the MOU*
- *The process for resolving any disputes that evolve after the agreement is reached*

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

This agreement may be amended at any time in writing and through a majority vote of the Partners. It is understood that circumstances both outside the control of the partners (i.e. changes prompted by a funding cut or law change), or with control of the partners (i.e. a change in the nature of level of participation by a partner, or addition or exit of a partner) may cause the MOU Agreement to be amended. Terminating the MOU or a specific partner's participation in the MOU requires a majority vote of the partners. Resolving disputes that evolve after the agreement is reached will be forwarded to the WIB Executive Committee.

At this time there is no plan to cross train staff.

All partners shall be given a written, 60-day notice. The 60-day time frame shall be determined based upon the postmark date of the notice.

All partners that are signatory parties to this MOU Agreement will be allowed to participate in amending this MOU Agreement.

Each year, prior to the beginning of the Program Year on July 1, the partners will negotiate an infrastructure and shared costs budget agreement for the upcoming year.

When partners cannot agree upon the shared costs the WIB Executive Committee will intervene. If, after the 30-day period of remediation, a required partner identified in Section 1, Item 1.d. of the Governor's Guidelines does not agree to approve the local budget, then the infrastructure costs allocated to that required partner under the local budget will be determined as described in items 20 and 21 of Section 2; 17 of the Governor's Guidelines.

14. RENEWAL PROVISIONS (Sec. 121(c)(2)(v)) (Governor's Guidelines, Section 1, Item 10) (§ 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 MOU's three-year expiration date</i> <p><i>NOTE: Ensure the MOU reflects the most recent date as renewals are approved</i></p>
<p>During the January - March quarter of Year 3 of this agreement, the parties to this MOU will meet and review the most recently-approved document to determine if significant changes have been or will be made, thus requiring a modification. If not, then they will all determine by consensus to do a simple renewal of the agreement for another 3 years.</p> <p>If significant changes are made, possibly the addition or removal of programs and/or services, then the Amendment Process in Section XII will be followed.</p>
<p>15. ADDITIONAL LOCAL PROVISIONS (OPTIONAL) (Sec. 121(c)(2)(B)) (§678.500(c))</p>
<p>16. ADDITIONAL PARTNERS (Sec. 121 (b)(2))</p>
<p>West Central Illinois Area Agency on Aging and Spoon River College</p>
<p>17. DURATION OF AGREEMENT (Sec. 121(c)(2)(v)) (Governor's Guidelines, Section 1, Item 10) (§ 678.500(b)(5))</p>
<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>July 1, 2017 through June 30, 2020</p>
<p>18. AUTHORITY AND SIGNATURES (Governor's Guidelines, Section 1, Item 8(p); Section 5, Items 28-29) (§678.500(d))</p>
<ul style="list-style-type: none"> • <i>Include a statement that the individuals signing the MOU have authority to represent and sign on behalf of their program under WIOA</i>

Individuals signing this Memorandum of Understanding have been authorized by their agency to sign on behalf of their designated program(s). The Workforce Innovation Board of Western Illinois and Chief Elected Officials Consortium of Western Illinois have approved this MOU. Both the WIB and CEO Consortium have authorized the Chair of each Board to sign the MOU on their behalf.

19. ATTACHMENTS

LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS ☒

INCLUDES:

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

IDES NON-DISCLOSURE AGREEMENT ☒

ONE-STOP OPERATING BUDGET SPREADSHEET FOR PY19 ☒

OTHER

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

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

BASIC CAREER SERVICES												
REQUIRED PARTNERS	Eligibility for Title IB	Outreach, intake, orientation	Initial Skills Assessment	Labor exchange services, including job search and placement assistance	Referral and coordination with other programs	Workforce and labor market information and statistics	Performance and cost information on providers of education, training and workforce services	Performance info for the local area as a whole	Information on the availability of supportive services	Information and meaningful assistance with UI claims	Assistance establishing eligibility for financial aid for non-WIOA training and education	
Title I: Adult, Dislocated Worker, Youth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Title II: Adult Education and Literacy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Title III: Employment Programs under Wagner-Peyser	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Title IV: Rehabilitation Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Post-secondary Career and Technical Education under Perkins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Job Counseling, Training and Placement Services for Veterans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trade Readjustment Allowance (TRA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Trade Adjustment Assistance (TAA)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Migrant and Seasonal Farmworkers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
National Farmworker Jobs Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Community Services Block Grant (CSBG)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	
Senior Community Services Employment Program (SCSEP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TANF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Second Chance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Housing and Urban Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

BASIC CAREER SERVICES												
REQUIRED PARTNERS	Eligibility for Title IB	Outreach, intake, orientation	Initial Skills Assessment	Labor exchange services, including job search and placement assistance	Referral and coordination with other programs	Workforce and labor market information and statistics	Performance and cost information on providers of education, training and workforce services	Performance info for the local area as a whole	Information on the availability of supportive services	Information and meaningful assistance with UI claims	Assistance establishing eligibility for financial aid for non-WIOA training and education	
Employment and Training Activities												
Job Corps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
YouthBuild	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

INDIVIDUALIZED AND FOLLOW-UP CAREER SERVICES												
REQUIRED PARTNERS	Comprehensive and specialized assessments	Development of an individual employment plan	Group counseling	Individual counseling	Career planning	Short-term pre-vocational services	Internships and work experience	Workforce preparation activities	Financial literacy services	Out-of-area job search assistance	English language acquisition	Follow-up services for participants in adult and dislocated worker programs
Title I: Adult, Dislocated Worker, Youth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Title II: Adult Education and Literacy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Title III: Employment Programs under Wagner-Peyser	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title IV: Rehabilitation Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post-secondary Career and Technical Education under Perkins	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unemployment Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Counseling, Training and Placement Services for Veterans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

INDIVIDUALIZED AND FOLLOW-UP CAREER SERVICES												
REQUIRED PARTNERS	Comprehensive and specialized assessments	Development of an individual employment plan	Group counseling	Individual counseling	Career planning	Short-term pre-vocational services	Internships and work experience	Workforce preparation activities	Financial literacy services	Out-of-area job search assistance	English language acquisition	Follow-up services for participants in adult and dislocated worker programs
Trade Readjustment Allowance (TRA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trade Adjustment Assistance (TAA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Migrant and Seasonal Farmworkers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Farmworker Jobs Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Services Block Grant (CSBG)	<input type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Senior Community Services Employment Program (SCSEP)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TANF	<input checked="" type="checkbox"/>	<input checked="" 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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Second Chance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing and Urban Development Employment and Training Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Corps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
YouthBuild	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

OTHER PROGRAMS AND ACTIVITIES AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)

REQUIRED PARTNER	OTHER PROGRAMS AND ACTIVITIES PROVIDED
Title I (Adult, Dislocated Worker, Youth)	
Title II: Adult Education and Literacy	
Title III: Employment Programs under Wagner-Peyser	Hiring Events; Workshops
Title IV: Rehabilitation Services	
Post-secondary Career and Technical Education under Perkins	
Unemployment Insurance	Claims Maintenance; General Questions; Claims Filing
Job Counseling, Training and Placement Services for Veterans	Case Management; Workshops
Trade Readjustment Allowance (TRA)	Claims Maintenance; General Questions
Trade Adjustment Assistance (TAA)	
Migrant and Seasonal Farmworkers	Hiring Events; Workshops
National Farmworker Jobs Program	NA
Community Services Block Grant (CSBG)	
Senior Community Services Employment Program (SCSEP)	
TANF	
Second Chance	NA
Housing and Urban Development Employment and Training Activities	NA
Job Corps	NA
YouthBuild	NA

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LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

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

PROGRAM	SERVICES PROVIDED THROUGH <i>OWN STAFF</i>	SERVICES PROVIDED THROUGH <i>CROSS-TRAINED PARTNER STAFF</i>	SERVICES PROVIDED THROUGH <i>CONTRACTOR PROVIDER</i>	SERVICES PROVIDED THROUGH <i>DIRECT LINKAGE</i>
Title I (Adult, Dislocated Worker, Youth)	Eligibility, Intake, Assessment, Job Search, Referral, LMI, Supportive Services	Services: Partner:	Services: Provider:	Services: Method
Title II: Adult Education and Literacy	Intake, Orientation, Initial Skills Assessment, Support Services, Instruction, Career Planning	Services: Referral, Coordination of Services Partner: Title I, Title III	Services: Provider:	Services: Referral, Coordination of Services, Outreach, Intake Method: Telephone
Title III: Employment Programs under Wagner-Peyser	Outreach, intake & orientation. Labor exchange services Program coordination and referral Labor market Information Information about the availability of supportive services and referral to these services	Services: Partner:	Services: Provider:	Services: Method:
Title IV: Rehabilitation Services	IDHS DRS has staff in the One-Stop 4 hours each week. DRS basic services are provided during that time or scheduled at another time. Services are also available through direct linkage.	Services: Partner:	Services: Provider:	Services: Title IV: Rehabilitation Services Method: Direct Linkage with Rehabilitation Staff.
Post-secondary Career and Technical Education under Perkins	JWCC CTE has staff to provide all basic CTE services in the One-Stop approximately 3 hours each week. All CTE services provided are available at other times with staff scheduling or direct linkage.	Services: Partner:	Services: Provider:	Services: Referral and Coordination, LMI, Program Performance Information Method: Telephone with Career Services Staff

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LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

PROGRAM	SERVICES PROVIDED THROUGH <i>OWN STAFF</i>	SERVICES PROVIDED THROUGH <i>CROSS-TRAINED PARTNER STAFF</i>	SERVICES PROVIDED THROUGH <i>CONTRACTOR PROVIDER</i>	SERVICES PROVIDED THROUGH <i>DIRECT LINKAGE</i>
Unemployment Insurance	IDES/Unemployment Insurance (UI) Services are available onsite. Unemployment Insurance provides outreach and orientation with rapid response activities during major layoffs. UI staff can provide assistance with filing a claim and may provide information or make a referral to another WIOA partner program. Career planning and Job Search is accomplished with activities accessed with the enrollment on IJL.	<div>Services:</div> <div>Partner:</div>	<div>Services:</div> <div>Provider:</div>	<div>Services:</div> <div>Method:</div>
Job Counseling, Training and Placement Services for Veterans	Outreach, intake & orientation. Labor exchange services Program coordination and referral Information about the availability of supportive services and referral to these services	<div>Services:</div> <div>Partner:</div>	<div>Services:</div> <div>Provider:</div>	<div>Services:</div> <div>Method:</div>
Trade Readjustment Allowance (TRA)	Assistance in establishing eligibility for TRA	<div>Services:</div> <div>Partner:</div>	<div>Services:</div> <div>Provider:</div>	<div>Services:</div> <div>Method:</div>
Trade Adjustment Assistance (TAA)	Assessments, IEP, counseling, career planning, short term prevocational services, internships and work experience, financial literacy	<div>Services:</div> <div>Partner:</div>	<div>Services:</div> <div>Provider:</div>	<div>Services:</div> <div>Method:</div>

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

PROGRAM	SERVICES PROVIDED THROUGH <i>OWN STAFF</i>	SERVICES PROVIDED THROUGH <i>CROSS-TRAINED PARTNER STAFF</i>	SERVICES PROVIDED THROUGH <i>CONTRACTOR PROVIDER</i>	SERVICES PROVIDED THROUGH <i>DIRECT LINKAGE</i>
	services, out of area job search, follow-up.			
Migrant and Seasonal Farmworkers	Outreach, intake & orientation Program coordination and referral	Services:	Services:	Services:
		Partner:	Provider:	Method:
National Farmworker Jobs Program		Services:	Services:	Services:
		Partner:	Provider:	Method:
Community Services Block Grant (CSBG)	We are located within the One-Stop and provide direct CSBG services to clients on-site.	Services:	Services:	Services:
		Partner:	Provider:	Method:
Senior Community Services Employment Program (SCSEP)		Services:	Services:	Services: Senior Community Services Employment Program
		Partner:	Provider:	Method:
TANF		Services:	Services:	Services: Outreach Intake Orientation. Referral and Coordination with other programs Information on the availability of supportive services. Assistance establishing eligibility for financial aid for non-WIOA training and education. Comprehensive and specialized assessments Development of an Individual Employment Plan Individual Counseling Career Planning
		Partner:	Provider:	Method:
Second Chance		Services:	Services:	Services:
		Partner:	Provider:	Method:

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

PROGRAM	SERVICES PROVIDED THROUGH <i>OWN STAFF</i>	SERVICES PROVIDED THROUGH <i>CROSS-TRAINED PARTNER STAFF</i>	SERVICES PROVIDED THROUGH <i>CONTRACTOR PROVIDER</i>	SERVICES PROVIDED THROUGH <i>DIRECT LINKAGE</i>
Housing and Urban Development Employment and Training Activities		Services:	Services:	Services:
		Partner:	Provider:	Method:
Job Corps		Services:	Services:	Services:
		Partner:	Provider:	Method:
YouthBuild		Services:	Services:	Services:
		Partner:	Provider:	Method:
Other (specify):		Services:	Services:	Services:
		Partner:	Provider:	Method:
Other (specify):		Services:	Services:	Services:
		Partner:	Provider:	Method:
Other (specify):		Services:	Services:	Services:
		Partner:	Provider:	Method:

IDES NON-DISCLOSURE AGREEMENT

Attachment No. 2 to Amendment No. 2 to LWIA #14 MOU

The **Illinois Department of Employment Security (“IDES”)** agrees to share confidential information, as defined below, with each One-Stop Partner (**“RECIPIENT”**) pursuant to the Memorandum of Understanding for the One-Stop Center located in Illinois Local Workforce Area #14 (“MOU”), solely for the limited purpose and to the extent as set forth in this Non-Disclosure Agreement (“Agreement”). IDES and the RECIPIENT are collectively referred to as the “Parties” and individually as a “Party.” This Agreement is made by and between IDES and each RECIPIENT and as such this Agreement is separately and individually enforceable against each RECIPIENT.

1. Executed Amendment. RECIPIENT acknowledges and agrees that by signing Amendment No. 2 to the MOU (“Amendment”) it agrees to be bound by the terms and conditions of this Agreement, which are incorporated into the MOU by the Amendment. RECIPIENT’s execution of the Amendment is a prerequisite for receiving any confidential information under this Agreement.
2. One-Stop Partner. RECIPIENT affirms and acknowledges that it is a One-Stop Partner, as defined by the Workforce Innovation and Opportunity Act of 2014, as amended, (WIOA). RECIPIENT affirms and acknowledges that, except as otherwise provided herein, it will remain a Party to this Agreement as long as it continues to administer at least one federally funded employment, training or education program at an Illinois One-Stop Center, as defined by WIOA.
3. Term and Termination. The term of this Agreement shall begin upon the date of full execution of the Amendment and shall end upon the termination of the MOU. Notwithstanding any other provision to the contrary, IDES may immediately terminate or cancel this Agreement and cease providing confidential information if RECIPIENT fails to adhere to any provision set forth in this Agreement. RECIPIENT agrees that its responsibilities and duties under this Agreement, including but not limited to its obligations regarding confidentiality and data security, shall remain in effect following the termination of this Agreement.
4. Confidential Information.
 - a) For purposes of this Agreement, “confidential information” means all data and information in whatever form produced, prepared, observed, or received under this Agreement to the extent such information is confidential within the meaning of any governing law, regulation, or directive, including, without limitation, the Illinois statute codified at 820 ILCS 405/1900 (“Section 1900”).
 - b) RECIPIENT agrees to comply with applicable laws, materials, regulations and all other state and federal requirements with respect to the protection of privacy, security and dissemination of the confidential information, including Section 1900; which is incorporated by reference into this Agreement. Protection from unauthorized use and/or disclosure specifically includes storage in a place physically secure from access by unauthorized persons, maintaining information in electronic formats such as magnetic tapes, discs, or on servers in such a way that unauthorized persons cannot obtain the information by any means, destroying all confidential information in the manner directed

IDES NON-DISCLOSURE AGREEMENT

by IDES as soon as the information is no longer needed for RECIPIENT's purposes, and undertaking precautions to ensure that only authorized employees and agents have access to said confidential information.

- c) RECIPIENT agrees to instruct all personnel having access to the confidential information on the confidentiality requirements set forth in this Section and agrees to fully and promptly report any infraction to the IDES.
- d) RECIPIENT agrees that the disclosure of the confidential information to the RECIPIENT does not convey any future ownership or use rights. RECIPIENT agrees that IDES shall retain sole and exclusive ownership of the confidential information.
- e) Upon the termination of this Agreement, RECIPIENT agrees to destroy or return all confidential information in the manner directed by IDES. RECIPIENT agrees that the confidential information shall not be archived or sent to a records center and shall not be retained with personal identifiers for any period longer than the term of this Agreement.

5. Data Specifications.

- a) The Parties acknowledge and agree that under this Agreement IDES will not share or provide the RECIPIENT with any information obtained from an individual or employing unit during the administration of the Illinois unemployment insurance (UI) program including, but not limited to, social security numbers, benefit records and employer's wage records.
- b) In accordance with 56 Ill. Admin. Code 2960.120, IDES may provide RECIPIENT with non-UI information contained in the Illinois Job Link (IJL) including: (i) a customer's name, address, phone number, and/or employment history; (ii) an employer's name, address, and phone number; (iii) job order information; and (iv) other non-UI information contained in IJL, provided that disclosure of such information is not prohibited under this Agreement.

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

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

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

9. Entire Agreement. This Agreement contains the entire agreement between the Parties and supersedes all previous agreements and proposals, oral or written, regarding the matters

IDES NON-DISCLOSURE AGREEMENT

addressed herein. This Agreement may be amended upon the mutual written agreement of the Parties. In the event of conflict, this Agreement shall prevail over the MOU.

10. Severability. If any provision in this Agreement is held to be invalid, illegal, void, or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not be affected.