

Ford Co. Res. 23-36

LWIA #17 MOU

LOCAL MOU TEMPLATE

MEMORANDUM OF UNDERSTANDING

BETWEEN

WORKFORCE INNOVATION BOARD OF EAST CENTRAL ILLINOIS

AND

LWIA 17 ONE STOP SYSTEM PARTNERS

Brian Hensgen

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

Note: Please ensure abbreviations and acronyms are accurate and up to date for each required partner and partner agency.

PARTIES TO MOU	TYPED NAME
Local Workforce Innovation Board Chair	James Ayers
Champaign County Executive	Steve Summers
Ford County Board Chair	Debbie Smith
Iroquois County Board Chair	John Sure
Piatt County Board Chair	Todd Henricks
Douglas County Board Chair	Tom Hettinger
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
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Chief Elected Official	

REQUIRED PARTNERS AS PARTIES TO MOU	ENTITY (NOT NEGOTIATOR) ADMINISTERING PROGRAM TYPED NAME ¹
Title I: Adult, Dislocated Worker, Youth	Champaign County Regional Planning Commission
Title II: Adult Education and Literacy	Parkland College Adult Education/Urbana Adult Education
Title III: Employment Programs under Wagner-Peyser	IL Department of Employment Security
Title IV: Rehabilitation Services	IDHS- Department of Rehabilitation Services
Perkins/Post-secondary Career & Technical Education	Parkland 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)	Champaign County Regional Planning Commission
Migrant and Seasonal Farmworkers	IL Dept of Employment Security
Community Services Block Grant (CSBG)	Champaign County Regional Planning Commission
Senior Community Services Employment Program (SCSEP)	National Able Network, Inc
TANF	IL Dept of Human Services
Second Chance	
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>UMOS, Inc</i>
Housing and Urban Development Employment and Training Activities	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Housing Authority of Champaign County</i>
Job Corps	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Youth Build	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Housing Authority of Champaign County</i>
ADDITIONAL PARTNERS AS PARTIES TO MOU	ENTITY ADMINISTERING PROGRAM

2. DURATION OF AGREEMENT (Sec. 121(c)(2)(v)) (Governor’s Guidelines, Section 1, Item 10) (§ 678.500(b)(5))

- Provide the effective date of the MOU (not the MOU Amendment).
- List the agreed upon expiration date (cannot exceed three years).
- Confirm the purpose of the umbrella MOU.

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

The effective date of the original MOU: July 1, 2023
 The effective date of the MOU Amendment: N/A
 Termination date of the MOU: June 30, 2026

Purpose of the umbrella MOU: The purpose of this MOU is to define the workforce services WIOA required partners will provide in Workforce Innovation Area 17, the methods partners will use to provide these services and the roles and responsibilities of all partners related to service delivery. The Workforce Innovation Board of East Central Illinois and partners enter into this agreement with the following general objectives:

1. Implement the vision for the regional One-Stop delivery system defined by the DCEO led service integration project and the goals established by our local team;
2. Determine the amount of contribution by each partner for infrastructure and shared system costs to support the regional One-Stop delivery system;
3. Establish procedures and tracking methods for referrals between partners;
4. Provide assurance of physical and programmatic accessibility, specifically addressing adults, individuals with disabilities, dislocated workers, youth and individuals with barriers to employment;
5. Explain data sharing methods between partners at the local level to measure achievement of performance goals;
6. Describe the process by which disputes will be resolved; and identify the manner in which this agreement may be amended, modified and renewed.

An additional explanation of the MOU: This MOU describes the commitment of the partners to provide integrated delivery of federally-funded workforce services in Local Workforce Innovations Area 17, including services at the comprehensive One-Stop Center identified in Section V of this MOU.

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

- *Describe the shared vision for the system and the role of the local board and required partners to a high-quality local workforce delivery system (vision must be consistent with Federal, State, regional, and local planning priorities, as well as the Governor’s Guidelines).*

This MOU will work to promote business driven talent solutions that integrate education, workforce and economic development resources across systems to provide businesses, individuals, and communities with the opportunity to prosper and contribute to growing the state’s economy.

We will work toward achieving our vision using these principles as guideposts for policy development and program service delivery. Each partner will use its resources to support the principles.

- Business demand driven orientation through a sector strategy framework
- Strong partnerships with business at all levels
- Career pathways to jobs of today and tomorrow
- Integrated service delivery
- Access and opportunity for all populations
- Cross-agency collaboration and alignment for developing or promoting career pathways and industry recognized stackable credentials

- Clear metrics for progress and success
- Focus on continuous improvement and innovation

Aspects of the vision that are currently in place include

1. Career pathways to jobs of today and tomorrow- Our area is working closely together to build an array of services to include: accelerated time to earning, career pathways, stackable industry recognized credentials, bridge programs, and contextualized conceptual training. Our local area has existing bridge programs that are provided by Title II in the area of healthcare and welding; effort will be put forth to expand these bridge programs. Our local area welding program combines GED instruction with post-secondary education. While the student is attending GED classes through Title II, they are also enrolled in Title I services earning their welding certificate. Our area has expanded these types of programs to include C.N.A and Office Professional. We are currently working on career pathways for Manufacturing and IT.

2. Access and opportunity for all special populations-Our local area currently has successful models for serving youth with disabilities. Title 1B currently contracts with the Cunningham Children’s Home to provide services to youth with disabilities titled the Cunningham Vocational Options Program (Options). This program also works with our local DRS agency and has been a very successful model that will be built upon in the coming years. This program provides meaningful, paid employment experiences that would be otherwise inaccessible. The new goal will be to enhance the program by increasing the number of youth that are hired by the employer after their paid employment experience has ended. The goal is thorough utilization of on the job training.

Our local DRS agency also operates the Secondary Transitional Experience Program (STEP). This program is currently being offered to the high schools in Champaign County for youth with disabilities, ages 14 ½ to 22. This program helps youth with disabilities transition to employment and community participation during and after high school. Students learn to become self-sufficient adults. STEP offers a variety of services as listed below:

- Job exploration counseling
- Work-based learning experiences
- Counseling on post-secondary education
- Workplace readiness training
- Instruction in self-advocacy

Our local TANF office has now joined our monthly hiring events. They are able to enroll those in need as well as give their customers access to multiple employers in the community.

Elements of the vision that are not fully in place include:

1. Business demand driven orientation through a sector strategy framework- Our area plans to use both career Pathway and talent pipeline approaches to support our sector strategies. We will inventory the current information on career pathways in the region and evaluate how complete they are. It is our plan to create pathways with multiple entry and exit points, so that participants with varied levels of education can enter a career pathway at an appropriate entry point to obtain the skills and credentials that they need. These career pathways will also enable participants to exit into employment that is relevant for the skills and credentials they have obtained, or continue in further education and training to prepare for better-paying jobs that require more advanced skills. Talent Pipeline is a newer concept focusing on the employer as the primary consumer of the program. The region will explore these models and work to develop training programs using this approach.

2. Strong partnerships with business at all levels- Partners in the region will educate each other on the programs and services available to employers. MOU partners along with our economic development partner in the region, will take the lead in developing common messaging and marketing of business services. The partners will develop strategies that go beyond program silos to promote their employer services.

4. SERVICE INTEGRATION)

- *Identify commitments that required partners will make within the term of this MOU to implement strategies described in the area's Service Integration Action Plan, which is hereby incorporated into this MOU.*

Note that this section will change in future years of the MOU as more state guidance becomes available.

The response to the COVID pandemic from 2020 – 2022 varied among local partners, with some choosing to engage the public using telework, some choosing to engage the public with a mix of telework and scheduled appointments, and some partners engaging the public with in-person outreach and by providing services to walk-in visitors. With differences in engagement and service strategies, it became difficult for frontline staff to meaningfully collaborate, and the local Business Team was ultimately suspended. However, technology was leveraged to increase communication across partner organizations on a managerial level and to allow the local Workforce Board to drive innovation.

In early 2022, the local area managed differences in public engagement and service delivery by working together to craft a re-opening plan for the Champaign comprehensive One Stop. The re-opening plan was one of three pilots across the state (Champaign, Chicago, and Rockford), and the best-practices and challenges identified during the re-opening were shared with the state and other LWIAs. After successfully and safely re-opening while managing differences in public engagement and service delivery methods, LWIA 17 partners are committed to improving service integration through incremental changes, as outlined below.

Improved Career Services and Service Integration with Customer-centered Design

1. All partners will understand mandated One Stop career services. Partners will have monthly discussions about leveraging career services to make partner referrals and improve customer experiences.
2. Partners will develop a shared framework for career services based on the NCDA “basic career services” credential and Facilitating Career Development handbook. Career services training will be provided to staff.
3. Partners will develop a new One Stop orientation and partner service rubric that clearly outlines available services at the One Stop. The orientation and rubric will be shared across partners and used to train staff. Partners will use the orientation and rubric to make a holistic assessment of customer needs. In addition to Title I, II, III, and IV, the orientation and rubric will include the following programs:
 - i. Career and technical education (Perkins)
 - ii. Community services block grant
 - iii. HUD employment and training programs (including YouthBuild)
 - iv. Indian and Native American programs
 - v. Job Corps
 - vi. Veterans and disabled veterans’ employment and outreach programs
 - vii. National farmworker jobs programs
 - viii. Senior community service employment programs
 - ix. Small business administration programs
 - x. Temporary assistance for needy families
 - xi. Trade adjustment assistance programs
 - xii. Unemployment compensation programs
4. Partners will leverage an updated website (www.ECIwork.Net) as a virtual front door to engage the public and provide services.

5. Partners will conduct an annual survey of customers on career services, the referral process, customer experience, public engagement, and service delivery needs. The survey results will be shared with partners and used to improve the One Stop.

Improved Intake and Referral System

1. Partners will collaborate to enhance the current intake and referral system, allowing customers to provide basic information once for all partners. The system will be shared with all partners of the LWIA 17 MOU.
2. The system will be customizable and dynamic to allow partner managers and frontline staff to manage referrals.
3. The system will include an individual dashboard for each partner that displays referred customers, assign customers to frontline staff, and update case notes and outcomes.
4. The system will include reporting capabilities to highlight successes and identify challenges. Reporting will be customizable but can include total number of referrals initiated/received, timeliness of response, and service outcomes in real time.
5. Responsiveness to referrals and the eligibility requirements of programs will be discussed at monthly partner meetings.
6. Customers who have been referred, whether or not they received services, will be asked to participate in the annual customer survey.
7. The referral system will be integrated into the updated website (www.ECIwork.Net).

Improved Business Services Team

1. On a managerial level, partners will discuss business services and outreach and engagement strategies at monthly partner meetings.
2. Partners will develop goals and strategies from intentional conversations about business services, outreach, and engagement.
3. Once goals and strategies have been developed, partners will develop a Business Services Team with designated staff.
4. The staff on the Business Services Team will be trained on partner services, outreach and engagement strategies, and shared messaging.
5. A shared BST system accessible by all members will be discussed to provide one system that can help manage all BST services being offered in LWIA 17.
6. Businesses will be directed to Illinois Job Link to post job openings and recruit job seekers, and to the virtual front door of the One Stop, www.ECIwork.Net

Improved Partner Alignment through East Central Illinois Workforce Board Coordination

1. Leverage the East Central Illinois Workforce Board’s certified training providers to identify training that is locally in-demand for both job seekers and employers.
2. Develop career pathways for the local areas target industries that have been identified in the East Central Illinois Workforce Board’s approved regional plan.
3. Develop narrative outreach materials and success stories that share information about local jobs, income and other benefits by industry, achieving economic security through career services and job training, and partner collaboration.
4. Implement the policy suggestions of the Business and Youth Standing Committees in the local workforce area.
5. Be a demand-driven workforce system that uses data from performance goals, compliance monitoring, annual allocation, sector strategies, talent pipeline management, and equity analysis to continuously improve.

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

- Fully describe the process and efforts of the Local Workforce Innovation Board and required partners to negotiate the MOU, including draft and final versions of MOUs and annual amendments.
- Explain the process to be used if consensus on the MOU is not reached by partners during MOU negotiations.
- Explain the process and roles for conflict resolution in daily operations, including the protocol and authority of each entity in decision-making (e.g., leaseholders, one-stop operators, LWIB, State program administrators and local program partners).

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The Local Workforce Innovation Board of LWIA 17 appointed Dean Rose, a board member in the private business sector, to assist as the impartial person of the regional partners to negotiate the cost allocation for LWIA 17

The partners to this agreement began meeting in the month of January regarding budget negotiations. Partners met on the following dates:

- January 27, 2023
- February 24, 2023
- March 31, 2023
- April 15, 2023 Report of Outcomes due to DCEO

During the course of these meetings, which were held via conference call, partners reached an agreement on One-Stop service and design and cost sharing for both infrastructure and shared system costs.

If consensus is not reached during the initial 90 day negotiation period, a STAT member will assist with negotiations in an attempt to avoid a remediation period. If it is foreseen that consensus will not be reached before the 90 day negotiation partners agree to reach out to the state in order to avoid a remediation period.

For purposes of this MOU, each party expressly agrees to participate in good faith negotiations to reach a consensus. All partners will use the prescribed process in the Governor’s Guidelines to achieve integration of program and service goals of WIOA. Active involvement and equal opportunity to provide input by all core and required partners was demonstrated in the MOU negotiation process and is reflected in the MOU.

Results of this MOU negotiation will be reported to the Office of the Governor through Appendix Item 9 of the Governor’s Guidelines.

Parkland College is the building owner and holds individual leases with the Regional Planning Commission (RPC) Title I, IDES, and Dept. of Rehabilitation (DRS). Each partner is responsible for their respective areas and will work directly with Parkland College. For all shared space, such as the Resource Room the East Central Illinois WorkNet One Stop Operator Consortium will collaborate on all decision making that effects operations and the design for offering career services in the Center. While we do not feel that this will be needed, if an agreement cannot be made and a decision is required, the MOU WIB designee will be asked to facilitate additional discussions. If a resolution is still not found, the State Interagency Team will be asked to facilitate a discussion and offer a final determination.

6. NAME AND LOCATION OF ALL SERVICE LOCATIONS (Governor’s Guidelines, Section 1, Item 8(d)) (§ 678.310, § 678.315 and § 678.320)

- Provide the name and address of the comprehensive one-stop center(s) in the local service delivery system.
- Clearly identify and list any designated affiliate sites and specialized centers, clearly indicating which type of site has been designated.²

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

Comprehensive One-Stop Center(s)	Designated Affiliate Sites	Designated Specialized Centers
<p>Champaign County (8:30-5:00 Monday-Friday)</p> <p>Illinois WorkNet Center 1307 N. Mattis Ave. Champaign, IL 61821 (217)531-8282</p>		<p>Ford County (8:30-4:30 M-F) 258 W. State St, Paxton, IL 60957 (217)579-1010</p> <p>Iroquois County (8:30-4:30 M-F) 1001 E. Grant St. Watseka, IL 60970 (815)432-5246</p> <p>Piatt County (8:30-5:00 T&TH) 1115 N. State St. Monticello, IL 61856 (217)762-8404</p> <p>Douglas County (8:30-5:00 M&W) 401 S. Main St. Tuscola, IL 61953 (217)599-1426</p>

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

- *In the spaces provided below:*
 - Explain the programs and services that correlate with the boxes checked in the Career Service Matrices.
 - For each program, describe the staffing plan around which services will be provided by in-person staff, cross-trained partner staff (included the partner’s name) or contract provider (include the provider’s name), or direct linkage (include the specific method of direct linkage).
 - Describe how each required program’s services are provided in real time in all service locations during all regular business hours.

In LWIA 17, each partner program will have specific governance, operations, and service delivery roles within the Center. In accordance with 20 CFR 678.420, 34 CFE 361.420, and 34 CFR 463.420, each required partner program will provide access to its programs and activities at the Center. Through the committed FTEs, services will be collaborated in a number of ways, including in-person, electronically (email, zoom, or other electronic means), and via telephone during all regular business hours. Partners will

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

also participate in the operation of the center consistent with the terms outlined in this MOU by offering its respective services through on-demand access to the required career services in the most inclusive and appropriate setting and makes necessary accommodations for individuals with disabilities, which are necessary to achieve effectiveness and physical and programmatic accessibility

To assure a high-quality customer experience through aligned and integrated services and to improve service outcomes, the required partners of this MOU agree to establish a relationship with the designated One-Stop operator, by ensuring services provided are coordinated with the operator which includes:

1. Share information and data
2. Closely plan and coordinate all services to others
3. Train frontline staff to make them more knowledgeable about all partners' workforce development programs and to improve the efficacy of referrals.
4. Leverage programs and resources where possible for the mutual benefit of both customers and programs.

Title I (Adult, Dislocated Worker and Youth) – Title I (Adult, Dislocated Worker and Youth) – All Title 1B services will be offered physically at the comprehensive one stop location and at the four satellite locations by Champaign County Regional Planning Commission (CCRPC). CCRPC's staff are located on-site at all five one-stop locations to assist customers with basic career services (such as job search assistance and labor market information) and provide referrals to partners within the workforce system.

In addition to participating in a central point of service that provides universal access to basic services and the workforce system through the one-stop, CCRPC staff also provide individualized training services and follow-up services to qualifying participants, and conduct outreach and provide services to employers, such as Incumbent Worker Training grants and Rapid Response activities. These services are also provided using Title IB funds

CCRPC is the State of Illinois' Apprenticeship Navigator for the economic development region. As the Apprenticeship Navigator, CCRPC is working to build the work-based learning capacity of the region through outreach and engagement activities. These activities include the creation of an apprenticeship coalition comprised of relevant State department, community college, and Title 1b representatives. The coalition is charged with developing a menu of apprenticeship program development options and funding opportunities for employers, advocating for DEI initiatives as best-practices for employee recruitment and retention activities, supporting sector partnerships and the use of talent pipeline management methods, and connecting employers with Apprenticeship Intermediaries. These activities are funded by an Apprenticeship Expansion Grant from IDCEO.

CCRPC administrates the website for East Central Illinois worknet. The website allows the partners in the local workforce area to connect with the public, provide on-demand tools and resources to job seekers and employers, and integrate services through a common referral system. CCRPC works with the partners to expand the use of social media in the local workforce area.

CCRPC operates a mobile workforce center (MWC) that has East Central Illinois workNet branding as a vehicle wrap. The MWC is used to increase access to the workforce system in communities outside of county sites and to increase visibility of the workforce system through outreach. The MWC promotes the workforce system, provides basic career services to individuals, and shares information with the public about the partners.

CCRPC engages the Chief Elected Officials Board and East Central Illinois Workforce Board to facilitate information and data sharing across the workforce system, plan and coordinate workforce services, and leverage programs and resources for the mutual benefit of customers and partners.

Title II (Adult Education and Literacy) – Adult education will be offered physically at the One-Stop location as well as at the main offices of both (Parkland and Urbana)of our Title II providers. Front-line staff and case managers will be aware of classes and services provided to help clients link to the adult education program and will utilize the telephone when necessary. Educational classes include preparation for the high school equivalency (HSE) exams and foreign language GED exam, English language acquisition (ELA), evidence-based reading, career bridges, career foundation, technology skills, Certified Nursing classes, diploma based courses, and transition to postsecondary education and training. Services include placement testing and accommodations for students with disabilities.

Title III (Employment Services under Wagner-Peyser) – 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 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 service needs to realize their employment goals. IDES and other workforce partners have formed a local Business Services Team to coordinate employer contacts and streamline services delivered to them.

Employment Service staff provide the following basic career services: outreach, intake, orientation; labor exchange services including job search and placement assistance; referral & coordination with other programs; workforce and labor market information and statistics; performance information for the local area as a whole; information on the availability of supportive services, and information and meaningful assistance with UI claims. Employment Services staff provide the following individualized career services: comprehensive and specialized assessments; development of an individual employment plan, career planning, short-term pre-vocational services; and workforce preparation activities.

Employment Services are provided onsite by 1.75 Wagner-Peyser Title III FTEs daily during the business hours of 8:30am-5:00pm.

Title IV (Rehabilitation Services) – As a One Stop partner located on site, DHS-Division of Rehabilitation (DRS) is committed to providing world class customer services to individuals with disabilities who are accessing the One Stop Center for employment services.

The DHS Division of Rehabilitation Services is the state's lead agency serving individuals with disabilities. DRS works in partnership with people with disabilities and their families to assist them in making informed choices to achieve full community participation through training, education, employment, post-employment supports, and independent living opportunity. We do this by developing & maintaining strong partnerships with our business community, academic institutions, DRS contract recipients, & other providers of training and employment services to people with disabilities.

DHS-DRS provides vocational rehabilitation services to individuals with disabilities to help them prepare for, secure, regain or retain employment.

VR counselors work in partnership with DRS customers to determine eligibility, assess & identify barriers to employment & develop an Individualized Plan for Employment (IPE). The IPE identifies the vocational goal and the services that will be provided in order to achieve that goal. To help people with disabilities obtain employment, DRS provides comprehensive rehabilitation services, which may include: information and referral, assessment services, counseling and guidance, physical restoration, vocational training/certification, or other post-secondary education (college degree programs), job search, job placement and job coaching, supported employment. DRS also provides transitional services to youth

who are in high school, and are transitioning from high school to post-secondary education or to work. As a committed partner, DRS will be involved in informational sessions with partner agencies in hopes of better overall knowledge of various programs for the purpose of referral processes. DRS active involvement will ensure that all services, programs, and the facility as a whole is fully accessible to all job seekers, including those with disabilities.

Perkins/Post-Secondary Career and Technical Education –The Perkins Grant Manager will educate the front-line staff and case managers at the comprehensive One-Stop on Career and Technical programs offered at Parkland College, as well as services provided for potential/current students including placement testing, financial aid assistance, counseling and academic advisement, career exploration and development, and accommodations for students with disabilities. Clients may link to the college by emailing mrrittenhouse@parkland.edu

IDES/Unemployment Insurance (UI) – The Unemployment Insurance program, administered by IDES, is designated 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 under the law, until the worker finds employment, or becomes otherwise ineligible.

UI staff provide the following basic career services: outreach, intake, orientation; referral and coordination with other programs; information and meaningful assistance with UI claims.

Unemployment Insurance services are provided onsite by 1.75 FTEs daily during the business hours of 8:30am-5:00pm.

IDES/Job Counseling, Training and Placement Services for Veterans – IDES provides veterans priority of service over all other job applicants, actively promotes and develops employment opportunities, and provides placement and vocational guidance services. Veteran’s Representatives work in conjunction with Wagner-Peyser staff to assess the needs veterans, and assistance is then provided to ensure that the veteran is job-ready. If significant barriers to employment (SBEs) are identified, the veteran receives intensive service from a Veteran’s Representative. Those with SBEs work one-on-one with a Veteran’s Representative to overcome their barriers in order to become job-ready. Priority is given to veterans when referring candidates to open employment positions and dedicated staff continually do outreach with local employers to find current employment opportunities in the community that are suitable for job-ready veterans. Individualized labor market information is provided to veterans to help determine if additional training is needed to obtain employment that provides sufficient earnings.

JSVG staff provide the following basic career services: outreach, intake, orientation; labor exchange services, including job search and placement assistance; referral and coordination with other partners; workforce and labor market information and statistics; performance information for the local area as a whole; and information on the availability of supportive services. JSVG staff provide the following individualized career services: development of an individual employment plan; career planning; short-term pre-vocational services; and workforce preparation activities.

Services are provided to veterans under JSVG program by 1 FTE daily during the business hours of 8:30am-5:00pm.

IDES/Trade Readjustment Assistance – IDES administers Trade Readjustment Allowances, a benefit under the TAA program, providing income support to persons who have exhausted their unemployment compensation and whose jobs were affected by foreign trade.

TRA staff provide the following basic career services: outreach, intake, orientation; referral and coordination with other programs; information and meaningful assistance with UI claims.

TRA services are provided onsite by .25 FTE daily during the business hours of 8:30am-5:00pm.

Trade Adjustment Assistance (TAA) – Career planners from Title 1B are onsite to assist Trade customers

IDES/ Migrant & Seasonal Farmworkers (MSFW) – IDES provides staff assisted services to migrant and seasonal farmworkers including job development, career guidance, and referral to training and supportive services. Wagner-Peyser staff will assist with the intake process by assessing the client's needs, assisting with UI claims, and registering with Illinois Job Link in order for the client to immediately begin searching for work. Staff will also provide Labor Market Information to educate clients on the current employment outlook and determine if further training will be necessary to enhance employment opportunities. Clients may be directed to work-readiness workshops or referred to partner agencies and/or supportive services, depending on the needs of the client.

MSFW staff provide the following basic career services: outreach, intake, orientation; labor exchange services including job search and placement assistance; referral & coordination with other programs; workforce and labor market information and statistics; information on the availability of supportive services, and information and meaningful assistance with UI claims. MSFW staff provide the following individualized career services: development of an individual employment plan; career planning; short-term pre-vocational services, and workforce preparation activities.

MSFW services are provided onsite by .25 FTE daily during the business hours of 8:30am-5:00pm.

National Farmworker Jobs Program (NFJP) – The National Farmworker Jobs Program (NFJP) is a nationally directed program for chronically unemployed and underemployed migrant and seasonal farmworkers (MSFWs) administered by United Migrant Opportunity Services/UMOS, Inc. (UMOS). UMOS provides WIOA Title ID career services, training and related assistance, and supportive services for eligible MSFWs, including youth. UMOS coordinates with core and required partners (Titles I, II, III and IV), including the IDES Title III MSFW Program (IDES) and other partners in the One-Stop delivery system. When requested by the AJC, the UMOS staff will schedule appointments for onsite screening for NFJP eligibility and basic career services for customers. UMOS staff will be available for direct linkages via telephone (office and cell) on demand and during regular business hours for communications between AJC and UMOS staff about referrals and with customers. The FTE will be .25. UMOS will participate in the mutual referral network. UMOS office locations meet ADA accommodations requirements.

Community Service Block Grant (CSBG) – Champaign County Regional Planning Commission administers the Community Services Block Grant and will do so through technology. The program provides a wide range of services and activities that have a direct, measurable impact on the cause of poverty in the county. Through the implementation of the CSBG, the county has established specific programs that address the problems of the impoverished and encourage self-sufficiency.

Through a coordinated effort to provide these services in a comprehensive manner, the CSBG provider will participate in the one-stop delivery system by:

- Enrollment into CSBG supportive services (e.g. homeless services, rental assistance, etc.) through CSBG-funded staff will be initiated through direct linkage to the CSBG provider through technology. Technology linkages may be conducted remotely at the American Job Center by phone or computer.
- Staff on an intermittent basis from the CSBG provider may be physically present to provide financial management group services and orientation to CSBG case management services.
- CSBG provider staff may educate workforce staff about supportive services and learn about the American Job Center programs and services from their workforce partners.
- CSBG provides opportunity for post-secondary education scholarships to support progress toward obtaining a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.

Senior Community Services Employment Program (SCSEP) – Senior Community Services Employment Program (SCSEP) –201 N. Van Buren St. Newton, IL - National Able Network, Inc., through the Senior Community Service Employment Program (SCSEP), assists eligible individuals, participate in paid community service assignments at local public and nonprofit organizations. These assignments are a stepping stone to employment. We help foster individual economic self-sufficiency and promote useful part-time opportunities in community service assignments for unemployed low-income persons who are 55 years of age or older, particularly persons who have poor employment prospects, and to increase the number of older persons who may enjoy the benefits of unsubsidized employment in both the public and private sectors. Through these community services and related activities, the SCSEP enhances the skills and abilities of participants, increases their employability, develops appropriate job opportunities, and assists in placing them in unsubsidized employment after the completion of their community-service assignments.

In addition to the community service assignment, participants in the SCSEP get help accessing needed services, updating their employment skills, and developing a job search plan.

SCSEP staff will be available for direct linkages via telephone on demand during business hours for AJC and SCSEP staff communications about referrals of customers.

DHS/TANF – Illinois Department of Human Services, Champaign County Family Community Resource Center is accessed online 24 hours a day at, <https://abe.illinois.gov/abe/access/access>. The location at 705 N Country Fair Drive, Champaign, is open Monday through Friday 8:00 am to 5:00 pm to accept applications, documents required for Customers to apply or provide updates. A direct linkage contact is provided to AJC staff via Amy McKinney at AmyMcKinney@illinois.gov, phone 217-278-5666 and WebEx virtual meetings to coordinate customer plans for education, work experiences and employment. They may access ABE through the AJC lab and the Interactive Voice Response, Customer Call Center at **(800) 843-6154**. DHS TANF staff participate in cross-training with AJC staff and all partners. Lisa Batte, Amy McKinney and Sherry Laible-White will participate in WIOA meetings representing the interests of TANF Customers and providing updates about DHS programs that benefit all AJC constituents.

IDOC Second Chance – N/A

HUD Employment and Training Activities – HACC/Local Self Sufficiency Program- The partnership with the One Stop facility at the Worknet Center will consist of LSS staff providing services and partner referrals for participants receiving housing assistance through direct linkage. Services will include household assessment, development of a service plan, referral to one-stop partners and monitoring. The Local Self Sufficiency department is designed to guide and assist families who receive housing assistance to access local resources to help them reach employment and/or educational goals to become self-sufficient.

Description - Participation in a self-sufficiency program is a condition of eligibility for new admissions and a condition of continued occupancy for existing residents and participants. All abled bodied individuals' ages 18 through 54 are required to actively pursue activities to achieve economic self-sufficiency. The head

of the household is required to develop a self-sufficiency plan that identifies goals and objectives for each household member required to participate in the Mandatory LSS Program and is held accountable for progress of all household members.

LSS Requirement - As of January 1, 2016, all non-exempt household members are required to be employed 25 hours or more per week or be enrolled on a full-time basis (as defined by the institution) in an educational program that offers a degree or certificate. Household members enrolled in an educational program must demonstrate successful progress towards the degree or certificate. Progress shall be defined as successfully completing 75% of all required course work on an annual basis.

Individuals who lose employment more than once, for any reason other than a reduction in force, shall be required to enroll, attend and complete a job retention program as directed by their LSS Case Manager.

Term Limit – Effective January 1, 2016, non-exempt households shall be limited to a maximum housing assistance term not to exceed eight years.

Exempt status- Households in which all members are individuals' age 55 or older or disabled as defined but the Social Security Administration.

HACC staff will be available through direct linkage to those seeking to apply to open waitlists for housing or needing general information about housing services. Alternative resources and linkage services are provided when waitlists are closed. HACC staff provides up to date information related to waitlists and or programming at HACC to walk-ins and the one-stop partners.

YouthBuild – The Housing Authority of Champaign County's YouthBuild program will focus on youth between the ages of 16 and 24 who are high school dropouts, adjudicated youth, youth aging out of foster care, youth with disabilities, homeless youth, and other disconnected youth populations. The YouthBuild program will provide young people the opportunity to earn a High School Diploma, gain occupational certifications, and develop leadership skills while addressing several core issues important to low-income communities: affordable housing, education, employment, and leadership development.

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

- Describe features or methods to ensure the comprehensive one-stop center and any designated affiliate sites or specialized centers provide access to all required career services in the most inclusive and appropriate settings for each individual participant, including assuring that individuals with barriers to employment, such as individuals with disabilities, can access available services (§678.500(b)(4)).
- Describe any specific human or financial commitments partners are making to coordinate the customer experience through a physical or virtual front door. Examples include: using career navigators, customer advocates, cross-program knowledge, frontline training, accessible technology or other support systems.

Note: Provide as much specificity as possible for each commitment made as a local workforce system, including whether individual partners are making a specific human or financial commitment to carry out that local system approach.

All partners agree that they will not discriminate in their employment practices or services on the basis of gender, age, race, color, creed, religion, national origin, disability or veteran's status, or on the basis of any other classification protected under state or federal law. The partners assure that they have in place policies and procedures to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. The partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues.

All partners will cooperate with compliance monitoring that is conducted at the local level to ensure that all comprehensive One-Stop centers, specialized centers, programs, services, technology and materials are accessible and available to all. These services will be provided "on demand" and in "real time" in the physical comprehensive One-Stop center in person or via technology consistent with the "direct linkage" requirement as defined in WIOA (WIOA Section 121(b)(1)(A) and Section 673.305(d) of the draft Notice of Proposed Rulemaking). Additionally, staff members will be trained to provide career services to all as defined in WIOA 678.305(b)(1) and 678.425-430, regardless of range of abilities, mobility, age, language, learning style and intelligence or education level. An interpreter will be provided "in real time" to any customer with a language barrier. Additionally, assistive devices, such as screen-reading, software programs (e.g., JAWS and DRAGON) and assistive listening devices will be available.

The four specialized centers are located in Douglas, Ford, Iroquois, and Piatt Counties have been created to supplement and enhance customer access to WorkNet services that are available at our comprehensive center in Champaign County. While only the Regional Planning Commission (Title I/TAA/CSBG) will be physically located in each office, all mandatory services will be available through continued educational workshops for all partners. These valuable workshops will ensure that Title I staff are aware of partner updates. The goal of the specialized centers is to provide a needed presence to the job seeker and business communities in our rural counties. This presence will enhance our business services team and will ensure access to partner services for the entire workforce area. The common referral system highlighted below in #11 will be utilized to connect all visitors with the necessary experts that will assist in making the best informed decision for achieving their employment and training goals.

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

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

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

The comprehensive One-Stop center, as well as the four specialized centers, were designed to be fully accessible for all individuals seeking services, including those individuals with disabilities. Examples include:

- The building is equipped with various room and location signage that includes Braille
- The entrance doors are equipped with electronic door openers
- The resource room is equipped with assistive technology for those individual job seekers who are physically disabled, blind or visually impaired, and deaf or hearing impaired
- Suitable handicapped accessible parking adjacent to the building for safe navigation
- Located conveniently on the MDT bus route, which stops directly in front of the front doors throughout business hours
- Located in a very public, and easily accessible location on a major street with excellent signage for community visibility

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

The Department of Rehabilitation Services will assist the other partners to assess compliance with physical and programmatic accessibility, and will help identify training, software and equipment resources that may enhance accessibility to individuals with disabilities.

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

[NOTE: Ensure that the following content agrees with and aligns to the budget spreadsheet and notes.]

- *Name the procured one-stop operator and identify the agreed-upon one-stop operator model for each one-stop center in the local area. The operator may be a single entity (public, private, or nonprofit) or a consortium of entities (if the consortium of entities is composed of one-stop partners, it must include a minimum of three of the one-stop partners).*
- *Describe the functions and scope of work of the one-stop operator as defined in the Request for Proposal or as planned for the competitive procurement process.*
- *Describe the payment provisions, including the term, frequency and method of payment for one-stop operator services.*
- *For each shared cost center, state the total cost of the one-stop operator and the required partners which are contributing to that cost.*
- *For each shared cost center, explain the method of contribution(s) (e.g. cash, non-cash, in-kind) each required partner is contributing to the cost of the one-stop operator. Example: A consortium partner contributes a non-cash contribution in the amount of the market value for specific services under the One-Stop Operator Agreement.*

By clicking on the boxes below, required partners in the local area affirm that the one-stop operator will not perform the following proscribed functions:

- convene system stakeholders to assist in the development of the local plan
- prepare and submit local plans (as required under sec. 107 of WIOA)
- be responsible for oversight of itself
- manage or significantly participate in the competitive selection process for one-stop operators
- select or terminate one-stop operators, career services, and youth providers
- negotiate local performance accountability measures
- develop and submit budget for activities of the Local WDB in the local area.

The East Central Illinois WorkNet has been procured as the One-Stop operator and has begun overseeing the One-Stop as of July 1, 2021 and can remain in effect until June 30, 2025. The East Central Illinois WorkNet is a consortium consisting of the four core partners of the LWIA 17. The consortium partners identified below are units of government and public educational institution.

- Illinois Department of Employment Security (IDES)
- Illinois Department of Human Services – Rehabilitation Services (IDHS)
- Parkland College (Adult Education/Family Literacy Title II), (PC)
- CCRPC (Adult/Dislocated Worker/Youth Title I), (RPC).

The East Central Illinois WorkNet will provide and coordinate the following One-Stop operator services and activities:

- Coordination of a resource room at the comprehensive One-stop center in Champaign. Site visits to satellite sites on a regular basis will ensure uniform service delivery in all locations.
- Facilitation of the single point of entry (electronic and physical) and creation of a common referral system to be used by all partners.
- Coordination of a centralized reception system including initial registration and sign-in services for all customers.
- Implementation and fulfillment of cooperative agreements and memoranda of understanding (MOU) with partners.
- Coordination of One-Stop partner services, with guidance from the Workforce Innovation Board of East Central Illinois.
- Provision of effective allocation of staff resources among all of the One-Stop centers.
- Provision of ongoing staff training in order to avoid unnecessary duplication and provide accurate, complete, consistent, and compliant operator services.
- Coordination of access to virtual resources at appropriate partner locations, libraries, and other points within the four-county area.
- Development of processes to ensure that all customers receive appropriate, timely, and effective career services; i.e., customer call routing and response, familiarity with partner agency services, and ongoing staff training.
- Development and implementation of a formal referral process for services within and outside the Centers; i.e., define minimum standards for referral, referral follow-up requirements, and documentation of referral outcomes.
- Provision of reports and adherence to policy directives set forth by the Workforce Innovation Board of East Central Illinois.
- Active participation with core partners to integrate services in the One-Stop system and Centers in Champaign, Piatt, Ford, Iroquois and Douglas Counties.
- Performance of continuous improvement activities to achieve the highest levels of service delivery quality and exceptional customer service.

- Development and implementation of a coordinated staff development/training plan (customer service, educate partners, community resources, etc.) for consortium staff and partner program staff.
- Ensure full implementation of the federal, state, and local branding standards.
- Ensure full compliance with all federal, state, and local policies and procedures related to the One-Stop system and One-Stop centers.
- Development of a data-sharing plan that will enable a system-wide approach to addressing local workforce issues. Data will be gathered from all partner systems to improve service delivery in response to area labor market requirements.
- Development of new initiatives responsive to the needs of the workforce and businesses including the development of in-demand accelerated training opportunities.
- Development of workforce development activities responsive to business needs assessment.
- Implementation of new and innovative methods to serve customers with barriers to employment including ex-offenders, homeless individuals, veterans, and individuals with disabilities.

The One-Stop Operator will implement the following activities:

Coordinate One-Stop Partners and Service Providers

The East Central Illinois workNet operating the One-Stop, will help the Board implement their strategies for integrating services among program partners as specified in the regional and local plans. This will begin with developing an organizational chart for the center based on functional roles and using a process map to develop procedures for functional and coordinated service delivery. All center partners, as well as front-line staff, will be trained on these procedures and have access to a resource guide listing partner programs, services, and basic eligibility requirements.

The One-Stop operator will create an operational team of resource room staff to address the service delivery needs of center customers. This group will also identify areas for improvement, service delivery successes, staff skills gaps, and training needs. They will continuously monitor the resources available to customers to ensure they are high quality, accurate, and aligned with local needs. The One-Stop operator will provide Center customers with access to all career services, training services, Wagner-Peyser services, and current workforce and labor market data. In order to ensure access, the One-Stop operator will develop an assessment tool and checklist to document service delivery.

The One-Stop operator will also establish business services and customer satisfaction teams, with representatives from core partners. These teams will gather feedback, make suggestions for improvement, and report regularly to the board. The One-Stop operator will conduct regular training to ensure front-line staff can provide information about all required programs, services, and activities at the Center. Joint training will be offered to Center and partner staff as needed for new policies, updates, or program changes, with a coordinated partner-in-service offered annually. All training materials will be reviewed regularly to ensure accuracy and quality, and will be available to Center and partner staff.

Coordinate the Development and Maintenance of the Consortium Website

The One-Stop operator will develop its branding as “East Central Illinois workNet” and develop associated marketing and outreach materials, signage, and consistent messaging in digital and print media. The One-Stop operator will oversee the integrity, currency, and accuracy of partner information and linkages.

Regularly Convene the Consortium Partners

- Work with partners to assess customer needs as part of the continuous improvement process for the One-Stop Center. All front-line staff will be trained in the initial customer assessment procedures. The partners will meet monthly to review and track referrals and assess customer needs. The One-Stop

operator will compile periodic performance reports from partners and front-line center staff to identify areas for improvement.

- Collect customer feedback and work with partners to address issues as part of the continuous improvement process for the One-Stop Center. As previously noted, the One-Stop operator will establish a customer satisfaction team and will ensure Center partners are included on the team. The customer satisfaction team will develop a customer satisfaction survey. The team will regularly review customer feedback in order to identify areas for improvement or for additional staff training.
- Periodically review One-Stop program(s) and Center accessibility. Partners will review and assess One-Stop program and Center accessibility at regular monthly meetings. The operator will ensure the Center is easily accessible, usable, and absent of any physical barriers for use by persons with disabilities by conducting periodic monitoring of the Center. The One-Stop operator will coordinate trainings for Center and partner staff that address accommodations for persons with disabilities, including topics such as the use of auxiliary aids, adaptive technologies, making reasonable accommodations and effective communications particularly for those individuals with limited English proficiency. Periodic hands-on training for front-line staff in the use of adaptive equipment will ensure staff have up-to-date knowledge about how to operate equipment.
- Assure One-Stop Center materials are up-to-date and available for resource room staff and customers, and maintain adequate inventories. The One-Stop operator will coordinate joint trainings for Center and partner staff as needed in order to address new policies, updates, or program changes. After trainings, all materials will be updated and provided to program partners. The operator will direct the resource room team to continuously monitor the resources available to customers to ensure that they are high quality, current, and in adequate quantities. Center and partner staff will work together to streamline intake forms and assessment tools between programs.
- Report and coordinate maintenance needs with Center staff and property owner. Parkland College, one of the core partners, owns the building that currently houses the RPC, IDES, IDHS, and PC staff at the existing One-Stop Center on N. Mattis Avenue in Champaign. Parkland College staff are on site full-time and will coordinate any maintenance needs with physical plant personnel. The Division of Rehabilitation Services staff, also on site full-time, will conduct periodic reviews of the physical space at the Center to ensure that it is easily accessible, usable, and absent of any barriers to use by persons with disabilities.
- Assist partners responding to economic needs of the local area as specified in the local and regional plans, as well as report outcomes to the local board. The One-Stop operator will help the board meet their strategies for integrating services among program partners as specified in the regional and local plans and will report these outcomes to the Board. One strategy to accomplish this will be to develop and implement a shared database for employer tracking to be used by Center partners in collaboration with the business services team. Monthly meetings will ensure that all partners are aware of the ways each partner responds to the economic needs of the local areas. The operator will collaborate with the business services team to identify and document each partner's desired outcomes and goals for serving businesses. Results will be shared with the Board. Another strategy to meet the economic needs of the local area includes hosting job fairs on a regular basis.
- Assist partners in matching businesses with the skilled workers they seek. Job fairs and other recruitment, job placement, and hiring events will also be a key aspect in matching businesses with skilled workers to meet their needs. The business services team will work with local businesses to help them identify and recruit employees. The results of this collaboration will be shared with the board. The One-Stop operator will ensure customers have access to all career services, and that Center staff are aware of the services and how to connect customers who need training have access to the services

provided through the One-Stop Center. Eligible customers will have access to Wagner-Peyser services at the Center as well as access to current workforce and labor market data.

- Report activities and outcomes regularly to the local board. The One-Stop operator will work with the Local Workforce Innovation Board to develop performance measures and determine their preferred schedule for reporting outcomes. Performance measures may include tracking metrics such as referrals, joint staff trainings, partner meetings, in-services, improvement activities and reports to the Board. Center staff will gather periodic activity and performance reports from partners and frontline staff to identify areas for improvement and report to the board. Staff will also work closely with the Board to develop procedures and a timeframe for responding to on-demand direct linkage based on guidance from the Department of Labor.

In times of emergency, such as the COVID-19 pandemic, the current Operators (RPC, DHS-DORS, IDES, and Parkland Adult Education) will coordinate efforts to close all Centers to ensure staff and public safety while allowing for continued essential services, if necessary. The decision to stop services will be made with ¾ approval of the operators. In the case of a perceived imminent, immediate threat, such as an active shooter, the ¾ approval rule is not required.

These activities will ensure a well-run and responsive One-Stop Center that meets the needs of the local economy. It will also ensure that the Center meets the Illinois Workforce Innovation Board criteria for being certified, and that all customers of the Center receive high-quality services.

In accordance with (678.625): appropriate firewalls and internal controls within the operator-service provider entity, as well as specific policies and procedures at the Local WDB level regarding oversight, monitoring, and evaluation of performance will be developed on behalf of the Regional Planning Commission who will serve as part of the One Stop Operator Consortium and Title 1B grant recipient/fiscal agent and on behalf of Parkland College who will serve as part of the One Stop Operator Consortium and the youth service provider. The firewalls conform to the specifications in (679.430) for demonstrating internal controls and preventing conflicts of interest.

The OSO will send invoices QUARTERLY for ACTUAL expenses to ALL partners and the payment is due within thirty (30) days of the invoice date. Reconciliation on any outstanding invoices will happen a minimum of twice a year, once in December and then in June. Each partner, required or voluntary, contributes cash to the cost of the operator. The cost of the OSO for 2022-2023 is \$107,556.00.

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

- Describe the local one-stop operator’s role and responsibilities for coordinating referrals among required partners (§678.500(b)(3)).
- Complete the Referral System matrix included on page 11 of this MOU Template.

A system-wide referral process has been developed and all MOU partners agree to commit staff to assist in the tracking and sharing of data. The process includes an independent online referral system that allows all partners to access the site. The site will be password protected and allow roles/permissions to be assigned based on position within each agency. The system will provide partner staff with access to a dashboard allowing staff to monitor progress for all referrals initiated and received for their agency. The dashboard allows staff to update case notes, outcomes, and email the referred individual. All data will populate real time reports that will be discussed with all partners, necessary Boards or committees, and/or State agencies. The One Stop Operators will remain informed of the progress, successes, and challenges of all initiated referrals. The Operators will also assist in the accountability and continuous

improvement process by identifying any gaps in services and strengthen services when needed. The Operators will also utilize this system to identify success stories and highlight strong partnerships and collaboration.

The online referral system will issue each partner agency management staff with access that will allow for staff management. The staff management system will allow managers/administrators with the ability to set up frontline staff accounts, assign referrals, and monitor the timeliness of partner response, most importantly ensuring that all referrals received are served. To initiate a referral, partner staff will complete all necessary fields to complete the form. The system allows for a Rapid Referral or a Full Referral. The Rapid Referral required fields include: full name, address, city, state, county, email and phone number, veteran status, the reason for referral, and the partner(s) to whom the referral is being sent. The Full Referral includes the information included in the Rapid Referral as well as various questions about their level of education and goals. This system is only designed for live interaction (in-person or phone conversation) when assisting individuals wanting to be connected to the valuable resources our system provides. Once submitted, a copy of the completed referral form will be sent to the individual, the initiating agency contact, the agency referred to contact, and to the One Stop Consultant. This will assist in making sure that the individual “does not fall through the cracks.” The partner management and the OSO Consultant will begin tracking the progress of the individual through our referral system. The goal is to track individuals through employment and/or completion of services, but we will also be tracking no shows and unsuccessful candidates to help with strengthening our system. Reports including the total number of referrals in the system, the number of referrals initiated by each partner, as well as the number of referrals sent to each partner will be updated in real time. Additional reports will be created based on the needs of the partners and their governing boards.

A strong referral process is essential in serving the customers visiting all five centers. The staff will use our referral system to ensure that the individual receives information and services in a timely manner so that they are able to make a well informed decision on their next steps to success.

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

- *Describe how core program partners will share data and information and will collaborate to assure that all common primary indicators of performance for the core program partners in the local area will be collectively achieved.*

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

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

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

All Partners in LWIA 17 agree to share data to the fullest extent possible through agreements and practices that allows each program to comply with the 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-enable 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:

- IMC currently collects and will share the following: Quarterly aggregate data about 1) demographics such as numbers of seasonal farmworkers, migrant seasonal farmworkers, adults, youth, gender, ages, ethnicity, etc.; 2) numbers of participants served in career services, training services and related assistance; 3) numbers of co-enrollments in NFJP and Title IB career and/or training services; and 4) numbers of customer referrals to/from IMC and One-Stop.

-Adult Education and Family Literacy collects and will share aggregate data on the following: Age, Sex, Ethnicity, Enrollment by category: Adult Basic Education - below 9th grade reading, Adult Secondary Education – above 9th grade reading, ESL, Employment status at intake, self-identified barriers to employment, career interest, enrollment & persistence data. We will also share fiscal data on Title II funds available in LWIA#17, as well as census data of the annual need for ADED services in LWIA #17 (David Ault Report – distributed to ADED providers annually in October). We will also share feedback/minutes from Area Planning Council Meetings.

- DHS-Division of Rehabilitation Services Title IV- The Workforce Innovation and Opportunity Act (WIOA) made changes to the VR data reporting system for vocational rehabilitation to make it more comparable to data reported by other programs in the workforce system. Beginning July 1, 2017, the DRS Case Management System was revised to allow for the collection of specific VR data for WIOA compliance. DHS-DRS local office Rehabilitation Services Supervisor (RSS) will provide a data report to the Workforce Board (LWIB 17) & to the One Stop Center Partners monthly which will include common primary indicators. The data will be in an approved & acceptable format; DHS Confidentiality Policy & HIPAA requirements will be strictly followed. The data will be shared for the purpose of identifying commonalities, improving integration of services, sharing resources, and enhancing both the internal & external referral process.

- Title I currently provides monthly reports to the Local Workforce Innovation Board and will begin sharing data to the One Stop Center partners. Data consists of planned vs actual customer numbers, standing on required WIOA performance measures, target population summaries, which include client demographics and barriers, and business services.

-HACC YouthBuild program can share data on how many youths are successfully completing basic and occupational skills training and how it impacts their employability in the job market here in Champaign. The YouthBuild Program also can provide information and data around hands on job training program success rates.

- HACC/Local Self-Sufficiency Program currently keeps track of all clients referred to LSS due to unemployment or underemployment. Information about job fairs and trainings obtained from workNet are shared with these clients and they are also referred to workNet for employment services. The number of referrals can be shared.

The One-stop operator will be responsible for collecting data from all required partners and compiling it into a report for review by partners as well as the board. Partners will utilize this data to increase service integration amongst programs.

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.

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

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

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

1. *Affirm in the narrative that required partners negotiated infrastructure and shared local service delivery system costs specific to the applicable program year for both comprehensive one-stop centers and any affiliate or specialized centers designated by the local workforce board.*
2. *Clearly identify in the narrative the time period for which the Infrastructure Funding Agreement is effective; e.g., July 1, 20XX through June 30, 20XX.*
3. *Specify in the narrative whether the budget submitted represents an interim or final budget agreement.*
4. *Describe in the narrative the agreed-upon method that each partner will contribute as a proportionate share of costs to support the services and operations of the local service delivery system.*
5. *Affirm in the narrative that each required partner meets the minimum FTE commitment of .25 FTEs in each comprehensive one-stop center and each designated affiliate site.*
 - a. *If all required partners agree for a partner to commit to less than .25 FTE, then the local board may submit a waiver using the waiver request form included in the Report of Outcomes template (Appendix G of the Governor’s Guidelines – Revision 4).*
6. *Describe in the narrative whether and which staff will be cross-trained to provide services on behalf of another required partner.*
 - b. *For each required partner providing cross-trained staff to deliver services on behalf of another partner, confirm how the contributing partner’s shared cost allocations will be reduced in correlation with the number of FTEs that will be cross-trained to provide another partner’s programs.*
7. *Please describe the invoicing process and any special deadlines for determining actual costs for each partner included in this MOU (Please note that CSBG’s grant cycle requires the partner to pay all actual costs within 30 days of the partner’s 12/31 invoicing deadline and within 30 days of its 6/30 invoicing deadline each program year).*

Using the table provided below, include the following additional financial information for each required program partner:

1. *Each required program partner’s total cash contribution toward its proportionate share of infrastructure and local service delivery system costs; and*
2. *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 (if applicable)	Partner's Total Cash Contribution <u>plus</u> 10% Variance (if applicable)
Commerce	Title IB - Adult, Youth, & Dis. Workers			
	TAA			
	CSBG			
IDES	Title III - Wagner-Peyser			
	Title III - MSFW			
	Veterans Services			
	UI Comp Programs			
	TRA			
ICCB	Title II - Adult Education			
	Career & Tech Ed - Perkins			
DHS	Title IV - Vocational Rehab			
	TANF - DHS			
Aging	SCSEP			
DOC	Second Chance			
HUD				
Title IC - Job Corp				
Title ID - National Farmworkers				
Title ID - YouthBuild				
Other 1				
Other 2				
Other 3				
Other 4				

In accordance with the State Finance Act (30 ILCS 105/30), this MOU is contingent upon and subject to the availability of funds. A State Agency Partner may terminate or suspend this MOU, in whole or in part, without penalty or further payment being required, if (i) the funds to which this

MOU commits a State Agency Partner have not been appropriated or otherwise made available to the State Agency Partner by the State or the Federal funding source, (ii) the Governor or a State Agency Partner reserves funds, or (iii) the Governor or a State Agency Partner determines that funds will not or may not be available for payment. The State Agency Partner shall provide notice, in writing, to the other Partners of any such funding failure and its election to terminate or suspend this MOU as soon as practicable. Any suspension or termination pursuant to this paragraph will be effective upon the date of written notice unless otherwise indicated.

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

To identify the agreed-upon amount that each partner will contribute toward infrastructure and shared system costs to operate the comprehensive One-Stop and affiliate centers, please refer to Appendix item 8 (budget spreadsheet). The infrastructure and shared system will be negotiated on an annual basis.

The time period for which the shared cost funding agreement is effective is July 1, 2022 through June 30, 2023. The budget submitted represents a final budget agreement. Each partner negotiated their contribution towards the cost of the budget using the FTE method. Each required partner meets the minimum FTE commitment of .25 in the comprehensive one-stop center as well as satellite centers (as agreed to by partners). The budget dictating the cost of the agreed-upon FTE for each partner. At this time, no staff will be cross-trained to provide services on behalf of another partner.

The attached budget represents the local comprehensive center in Champaign as well a 4 other satellite centers. Tab B represents the costs for all centers. The total costs for all centers is \$347,168

\$251,160 will be contributed in cash contributions based on the following:

Title 1(Champaign County Regional Planning Commission) is responsible for a total of \$50,810
 TAA(Champaign County Regional Planning Commission) is responsible for a total of \$8,041,
 CSBG(Champaign County Regional Planning Commission is responsible for a total of \$4854, The
 Illinois Department of Employment Security is responsible for a total of \$66,114, Title II(Parkland
 College Adult Education) is responsible for a total of \$14561 (including Urbana), Perkins(Parkland
 College) is responsible for a total of \$4854, Title IV(Illinois Department of Human Services-Division
 of Rehabilitation Services) is responsible for \$77659, TANF(Illinois Department of Human Service) is
 responsible for a total of \$4854, SCSEP(National Able Network) is responsible for a total of
 \$4854 HUD-Champaign County Housing Authority(LSS) is responsible for a total of \$4854, Title
 ID(Illinois Migrant Council is responsible for a total of \$4854, and YouthBuild(Champaign County
 Housing Authority) is responsible for \$4854 in cash contributions towards the costs for the centers.

\$67674 will be contributed in non-cash contributions based on the following: Title I/TAA, \$53,381, is currently the only partner located in the 4-satellite centers (Monticello, Paxton, Watseka and Tuscola) and covers all cost, which includes lease, utilities, technology, and equipment costs therefore they are given credit through less non-cash and IDES will contribute \$14293 in non-cash for their share of resource room and meeting rooms in the Mattis Ave. office.

\$28333 will be contributed in Non-cash staffing based on the following: Title I/TAA, \$11667, program share for resource room coverage and IDES, \$16,666.65, program share for resource room coverage.

The local board selected Dean Rose as the impartial person on behalf of the LWIB and region. Partners were provided a copy of the interim budget that was agreed upon last year for review. The 1st meeting was held January 27, 2022. The meeting was facilitated by Brian Hensgen and Dean Rose.

Infrastructure cost and systems costs were reviewed with noted adjustments suggested to be added and/or omitted. The 2nd meeting was held on February 24, 2022. A new revised copy of the budget was sent out previously before the meeting for review. During this meeting partners discussed additional needs for the One Stop. Research was to be done regarding costs or remaining assistive technology items needed and brought back to the group for discussion. It was decided to add in costs for the safety committee. The last meeting was held March 24, 2022. The revised costs were discussed with additional items to consider. A Report of Outcomes was sent to the DCEO on April 15, 2022 outlining that consensus was reached.

Please see Amendment Procedures for a description of the process to resolve issues during the term of the MOU.

Procedure to reconcile the budget is as follows: The One Stop Operator's lead agency Champaign County Regional Planning Commission will track all costs associated with the One Stop Center. Partners will be billed at the end of the quarter on actual costs occurred in the center. Cost will be reviewed semi-annually and if any amounts are overpaid by a partner they will be credited or refunded. Any amounts underpaid by a partner will be billed to the partner.

This MOU is contingent upon and subject to the availability of funds. A State agency partner may terminate or suspend this MOU, in whole or in part, without penalty or further payment being required, if (i) 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.

Agreements are made contingent on the availability of Federal funding for each required program.

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

- *Describe the procedures for amending the MOU with an annual one-stop operating budget with Infrastructure Funding Agreement.*
- *Describe the procedures for amending the MOU any time substantial changes have occurred before the MOU’s three-year expiration date.*

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

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

1. The addition or removal of a partner from this MOU.
2. Removal or addition of program responsibilities for any partner that administers more than one federal program.
3. A change in the One-Stop operator or a change in the physical location of the comprehensive One-Stop center.
4. A change in the services, service delivery methods currently utilized, referral methods, or methods to allocate costs.

5. The need to renegotiate a partner’s proportionate share of costs based on changes in the method of service delivery or program or funding changes that affect a partner’s continued ability to meet its shared cost obligations.

All amendments will involve the following process:

1. The Parties seeking an amendment will submit a written request to the Workforce Innovations Board of East Central Illinois that includes:

- The requesting party’s name.
- The reason(s) for the amendment request.
- Each Article and Section of this MOU that will require revision.
- The desired date for the amendment to be effective.
- The signature of the requesting party’s authorized representative.

If the request is approved, the Workforce Innovations Board of East Central Illinois will notify the remaining parties of the intent to amend and will provide each remaining party thirty (30) days from the date of the notice (unless another time frame is specified in the notice) to review the anticipated changes and to submit a response to the Workforce Innovations Board of East Central Illinois. Failure by a party to respond within the prescribed timeframe will be deemed that party’s approval of the proposed changes.

In the event that a remaining party has questions and/or concerns regarding the proposed amendment, the party must list its questions and/or concerns in writing and submit the list to Workforce Innovations Board of East Central Illinois within the specified timeframe.

The Workforce Innovations Board of East Central Illinois will review the listed questions/concerns and will issue a response within fifteen (15) days of receipt of the list. If the Workforce Innovations Board of East Central Illinois deems it necessary, the listed questions/concerns will be sent to all other parties and/or a meeting with all parties will be scheduled to discuss the proposed changes and to achieve consensus on a final amendment draft.

The final, approved amendment draft will be signed by authorized representatives of the affected partners, then submitted to Workforce Innovations Board of East Central Illinois for the final signature. The Workforce Innovations Board of East Central Illinois will distribute copies of the fully executed amendment to all parties.

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

Title II Adult Education costs are shared between two local providers, Parkland Adult Education and Urbana Adult Education. Both agencies were involved and negotiated the MOU costs, but only Parkland Adult Education is a part of the OSO Consortium as they occupy physical space at the Center.

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

None at this time

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

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

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

18. ATTACHMENTS

Each Party acknowledges and agrees that the Attachments listed in this Section are attached hereto and incorporated into this MOU. Further, each Party acknowledges and agrees that by signing this MOU it agrees to be bound by the terms and conditions of the 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

CURRENT ONE-STOP OPERATOR AGREEMENT

OTHER

**TEMPLATE
REFERRAL SYSTEM MATRIX**

REFERRAL BETWEEN PARTNERS

Instructions: Please indicate all partners to which each partner will make referrals

REQUIRED PARTNERS	Title I: Adult Dislocated	Title II: Adult Ed	Title III: W-P	Title IV: Rehab. Services	Post-secondary CTE under Perkins	UI	Veterans Services	TRA	TAA	MSFW	NFJP	CSBG	SCSEP	TANF	Second Chance	HUD	Job Corps	YouthBuild	Other (specify)	Other (specify)	Other (specify)	Other (specify)
Title I: Adult Dislocated Worker, Youth	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 II: Adult Education and Literacy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title III: Employment Programs under Wagner-Peyser	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post-secondary Career and Technical Education under Perkins	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unemployment Insurance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Counseling, Training and Placement Services for Veterans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trade Readjustment Allowance (TRA)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>
Trade Adjustment Assistance (TAA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Migrant and Seasonal Farmworkers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**TEMPLATE
REFERRAL SYSTEM MATRIX**

REFERRAL BETWEEN PARTNERS

Instructions: Please indicate all partners to which each partner will make referrals

REQUIRED PARTNERS	Title I: Adult Dislocated	Title II: Adult Ed	Title III: W-P	Title IV: Rehab Services	Post-secondary CTE under Perkins	UI	Veterans Services	TRA	TAA	MSFW	NFJP	CSBG	SCSEP	TANF	Second Chance	HUD	Job Corps	YouthBuild	Other (specify)	Other (specify)	Other (specify)
Community Services Block Grant (CSBG)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Senior Community Services Employment Program (SCSEP)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TANF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Second Chance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing and Urban Development Employment and Training Activities (HUD)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>
Job Corps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
YouthBuild	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS
CAREER SERVICES AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)

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

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

BASIC CAREER SERVICES												
	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, 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	
REQUIRED PARTNERS												
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"/>	
Job Corps	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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												
	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
REQUIRED PARTNERS												
Title I: Adult, Dislocated Worker, Youth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Title II: Adult Education and Literacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title IV: Rehabilitation Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post-secondary Career and Technical Education under Perkins	<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"/>
Unemployment Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Counseling, Training and Placement Services for Veterans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

INDIVIDUALIZED AND FOLLOW-UP CAREER SERVICES												
REQUIRED PARTNERS	Comprehensive and specialized assessments	Development of an individual employment plan	Group counseling	Individual counseling	Career planning	Short-term pre-vocational services	Internships and work experience	Workforce preparation activities	Financial literacy services	Out-of-area job search assistance	English language acquisition	Follow-up services for participants in adult and dislocated worker programs
Trade Readjustment Allowance (TRA)	<input 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"/>	<input type="checkbox"/>	<input 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 checked="" 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 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"/>
Senior Community Services Employment Program (SCSEP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TANF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Second Chance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing and Urban Development Employment and Training Activities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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)	Analysis and use of LMI to support economic development, business services, career counseling for Title IB clients, case management for Title IB clients, training services for Title IB clients.
Title II: Adult Education and Literacy	Adult education and literacy student intake, assessment, student support services, literacy instruction
Title III: Employment Programs under Wagner-Peyser	Hiring events; workshops
Title IV: Rehabilitation Services	Overview and orientation to vocational rehabilitation services, evaluation and assessment of eligibility for vocational rehabilitation services, guidance and counseling, development of individualized plan for employment.
Post-secondary Career and Technical Education under Perkins	Postsecondary Perkins academic counseling and career advising
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)	Case management and local delivery of TAA services
Migrant and Seasonal Farmworkers	Hiring events; workshops
National Farmworker Jobs Program	Related assistance for eligible MSFW
Community Services Block Grant (CSBG)	Case management, career exploration, counseling, supportive services, and linkages-referrals to other programs-
Senior Community Services Employment Program (SCSEP)	Career services for senior community
TANF	Job retention, services, preparation for employment, support services
Second Chance	
Housing and Urban Development Employment and Training Activities	Case Management and Partner Advocacy
YouthBuild	Basic education and/or High school diploma attainment; career training; case management

IDES NON-DISCLOSURE AGREEMENT

Attachment to LWIA #17 MOU

The **Illinois Department of Employment Security (“IDES”)** agrees to share confidential information, as defined below, with each One-Stop Partner (**“RECIPIENT”**) pursuant to the Memorandum of Understanding, effective on July 1, 2022 and ending on June 30, 2025, for the One-Stop Center located in Illinois Local Workforce Area #17(“MOU”), solely for the limited purpose and to the extent as set forth in this IDES Non-Disclosure Agreement (“Agreement”). IDES and the RECIPIENT are collectively referred to as the “Parties” and individually as a “Party.” This Agreement is made by and between IDES and each RECIPIENT and as such this Agreement is separately and individually enforceable against each RECIPIENT.

1. MOU. RECIPIENT acknowledges and agrees that by signing the MOU it agrees to be bound by the terms and conditions of this Agreement, which are attached to and incorporated into the MOU. RECIPIENT’s execution of the MOU is a prerequisite for receiving any confidential information under this Agreement. In the event of conflict, this Agreement shall prevail over the MOU
2. One-Stop Partner. RECIPIENT affirms and acknowledges that it is a One-Stop Partner, as defined by the Workforce Innovation and Opportunity Act of 2014, as amended, (WIOA). RECIPIENT affirms and acknowledges that, except as otherwise provided herein, it will remain a Party to this Agreement as long as it continues to administer at least one federally funded employment, training or education program at an Illinois One-Stop Center, as defined by WIOA.
3. Term and Termination. The term of this Agreement shall begin upon the date of full execution of the MOU and shall end upon the termination of the MOU. Notwithstanding any other provision to the contrary, IDES may immediately terminate or cancel this Agreement and cease providing confidential information if RECIPIENT fails to adhere to any provision set forth in this Agreement. RECIPIENT agrees that its responsibilities and duties under this Agreement, including but not limited to its obligations regarding confidentiality and data security, shall remain in effect following the termination of this Agreement.
4. Confidential Information.
 - a) For purposes of this Agreement, “confidential information” means all data and information in whatever form produced, prepared, observed, or received under this Agreement to the extent such information is confidential within the meaning of any governing law, regulation, or directive, including, without limitation, the Illinois statute codified at 820 ILCS 405/1900 (“Section 1900”).
 - b) RECIPIENT agrees to comply with applicable laws, materials, regulations and all other state and federal requirements with respect to the protection of privacy, security and dissemination of the confidential information, including Section 1900; which is incorporated by reference into this Agreement. Protection from unauthorized use and/or disclosure specifically includes storage in a place physically secure from access by unauthorized persons, maintaining information in electronic formats such as magnetic tapes, discs, or on servers in such a way that unauthorized persons cannot obtain the information by any means, destroying all confidential information in the manner directed

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.

IDES NON-DISCLOSURE AGREEMENT

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

REQUIRED PARTNER SIGNATURES

CHIEF ELECTED OFFICIAL

Debbie Smith
Signature

Debbie Smith
Printed Name

Chair
Title

April 17, 2023
Date

Ford County
Organization