

SOUTHERN 14 WORKFORCE INVESTMENT BOARD, INC.

DEAN ROGAN SR, CHAIRMAN

PAM BARBEE, EXECUTIVE DIRECTOR

MEMO

TO: One-Stop Committee
FROM: Pamela Barbee
DATE: February 24, 2026



The One-Stop Committee will meet:

Tuesday February 24, 2026 at 10:00 am

Join Zoom Meeting
<https://us02web.zoom.us/j/85023571182>

Meeting ID: 850 2357 1182
Passcode: 468646

Join instructions
<https://us02web.zoom.us/join/85023571182/invitations?signature=ky0AOlo4ucHV9rlJkVsD9B4SWuB3s-MhNL2TpeO-7To>

The purpose for this meeting is to:

1. To review and accept the PY26 MOU.

MOU Update Summary

Updates to the MOU included updating dates for the upcoming contract, costs, and a few typos that were all corrected. The only addition to the PY 26 MOU is from IDES in Chapter 7 that clarifies how services are provided via direct linkage from the One-Stop Center. Budget updates included an increase in utilities, cleaning, and an increase in wages for reception and the center manager. The budget for the center is set by SIC. The costs are shared between partners, with most partners at the minimum share or .25 FTE. Our area is down a career planner and a career specialist, so our FTE decreased to 6.24 FTE from 7.49 FTE.

LWIA #26 MOU

LOCAL MOU TEMPLATE

MEMORANDUM OF UNDERSTANDING

BETWEEN

SOUTHERN 14 WORKFORCE INVESTMENT BOARD, INC.

AND

THE AGENCIES PROVIDING SERVICES THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S) DELIVERY SYSTEM IN LWIA #26

Pamela Barbee

Individual designated by the Local Board Chair to lead MOU negotiations

pbarbee@sol14lwib.com

Email address

Pamela Barbee

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

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Email address

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	Dean Rogan
Chief Elected Official	Tim Hocking
Chief Elected Official	

Chief Elected Official	
REQUIRED PARTNERS AS PARTIES TO MOU	ENTITY (NOT NEGOTIATOR) ADMINISTERING PROGRAM TYPED NAME¹
Title I: Adult, Dislocated Worker, Youth	Shawnee Development Council Inc. Wabash Area Development, Inc
Title II: Adult Education and Literacy	Illinois Eastern Community College Shawnee Community College Southeastern Illinois Community College
Title III: Employment Programs under Wagner-Peyser	Illinois Department of Employment Security
Title IV: Rehabilitation Services	Illinois Department of Human Services- Department of Rehabilitation Services
Perkins/Post-secondary Career & Technical Education	Illinois Eastern Community College, Shawnee Community College & Southeastern Illinois Community College
Unemployment Insurance	Illinois Department of Employment Security
Job Counseling, Training, Placement Services for Veterans	Illinois Department of Employment Security
Trade Readjustment Assistance (TRA)	Illinois Department of Employment Security
Trade Adjustment Assistance (TAA)	Shawnee Development Council Inc. Wabash Area Development, Inc
Migrant and Seasonal Farmworkers	Illinois Department of Employment Security
Community Services Block Grant (CSBG)	Shawnee Development Council Inc. Wabash Area Development, Inc
Senior Community Services Employment Program (SCSEP)	MERS Goodwill Evansville Goodwill, National Able
TANF	Illinois Department of Human Services- Division of Family and Community Services
Second Chance	N/A
OTHER REQUIRED PROGRAMS OFFERED IN THIS LOCAL AREA AS PARTIES TO MOU	IF MARKED YES, LIST THE ENTITY ADMINISTERING PROGRAM
National Farmworker Jobs Program <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Housing and Urban Development Employment and Training Activities <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Job Corps <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Youth Build <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
ADDITIONAL PARTNERS AS PARTIES TO MOU	ENTITY ADMINISTERING PROGRAM

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

<p>2. DURATION OF AGREEMENT (Sec. 121(c)(2)(v)) (Governor’s Guidelines, Section 1, Item 10) (§ 678.500(b)(5))</p> <ul style="list-style-type: none"> • <i>Provide the effective date of the MOU (not the MOU Amendment).</i> • <i>List the agreed upon expiration date (cannot exceed three years).</i> • <i>Confirm the purpose of the umbrella MOU.</i> <hr style="border-top: 1px dashed black;"/> <p>This MOU describes the commitment of the required partners to provide integrated delivery of federally-funded workforce services in Local Workforce Area (LWIA #26), including services at the comprehensive One-Stop center and satellite offices identified in Section 6 of this MOU.</p> <p>The purpose of this MOU is to define the workforce services WIOA required partners will provide in LWIA #26; the methods partners will use to provide these services and the roles and responsibilities of all partners related to service delivery.</p> <p>The effective date of this agreement is July 1, 2026 and continue through June 30, 2029. The operating budget will be approved each fiscal year. Year one of the operating budget is for the period of July 1, 2026 through June 30, 2027.</p>
<p>3. VISION FOR THE SYSTEM (GOVERNOR’S GUIDELINES, SECTION 1, ITEM 1(B))</p> <ul style="list-style-type: none"> • <i>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).</i> <hr style="border-top: 1px dashed black;"/> <p>The Southern 14 Workforce Investment Board, Inc. and partners enter into this Agreement with the following general objectives, commitment and vision for the MOU and operation of the One-Stop Center(s)</p> <p>1. Implementing the vision for the regional One-Stop delivery system. LWIA #26 and the Partners vision for its One-Stop Center and satellite offices is to have Business-driven talent solutions that integrate education, workforce, and economic development resources across systems. Providing businesses, individuals, and communities with the opportunity to prosper and contribute to growing the area, region, and State's economy. Also, to collaborate with education, workforce, economic development, and partner agencies serving the unique and diverse nature of southern Illinois to provide program participants the ability to pursue a career pathway leading to long-term employment with a family-sustaining wage and assist area businesses to be competitive in a global economy). Due to the rural nature and geographic location, as well as overlapping services of other areas, many of our partners will participate in via direct linkage; The One-Stop Delivery system ensures a continued level of service quality for our shared customers. Partners may use technology such as Zoom, face-to-face computer technologies, candid telephone conversations, or email contact, as well as referrals utilizing our common intake/referral form. Due to the rural nature and the use of technology, a plan to cross-train front line partner staff has been developed and implemented. A Business Services team (of required partners) has been established, meeting regularly to promote long-term economic stability and growth by helping to</p>

address the needs of our business community, as well to ensure the business community is made aware of the services. It views the One-Stop System as a first touchpoint to meet their business needs.

Vision Aspects not currently in place and or ongoing:

Cross-Trained Staff & Operator – The One-Stop Partners acknowledge the need to provide cross-training to all front-line partner staff to make meaningful referrals and have committed to providing regular updates as well as training to ensure that all partner staff is aware of the services and resources available. Additionally, partners have committed to having a minimum of two area-wide front line staff meetings per year. As part of the area’s cross training efforts, at each Business Services team meeting partner’s take turns presenting on an aspect of their programs to the group. Literature and brochures from each partner agency are made available to share with staff as well as participants. Additionally, information received by the Board Office is forwarded to all partners to keep them informed timely of activities and opportunities.

The Business Services Team was established in December of 2017 and continues to make connections to form relationships and partnerships with our business community and focus their efforts collaboratively on delivering practical, comprehensive solutions to expressed business needs.

2. Determine the amount of contribution by each partner for infrastructure and shared system costs to support the regional one-stop delivery system. The One-Stop Operator, LWIA #26 Staff, and Partners will conduct meetings to discuss the infrastructure and shared system to ensure services are provided seamlessly to participants and businesses. A local funding mechanism in Agreement with 20 CFR Subpart E - One-Stop Operating Costs 678.710 in which each Local Partner agrees to contribute to the shared system costs of the local one-stop system. (A state funding mechanism will be used only as a last resort when it is impossible to reach a local agreement).

3. Establish procedures and tracking methods for referrals between partners; The One-Stop Operator, LWIA #26, and Partners will conduct meetings to coordinate the daily activities of the services delivery system and implement the approved policies and directives. Referral coordination is a primary mechanism of coordinating services. The central principle of the referral system is to provide integrated and seamless delivery of services to both job seekers and employers. The One-Stop Operator will ensure that all staff follows referral policies and coordinates referrals with partners.

Initial assessments will be completed with customers by the staff of the One-Stop Center (an Illinois workNet Center) and or partners. Appropriate staff will, in consultation with the customer, determine which of the required partners will provide the career or training services that will best meet the needs of the customer. If specified that another partner can better serve a customer's needs, a referral is to made to the appropriate partner. Customers will be able to learn about the services provided by partners through Illinois WorkNet. This One-Stop virtual portal offers a broad array of information about services to both job seekers and employers and through the center staff. Although a common intake/referral form has been adopted, each partner will use the method of referral required by their agency's program. They will be responsible for reporting the number of referrals and tracking of services provided to their customers quarterly to the Local Workforce Board. The primary principle of the referral system is to provide integrated and seamless delivery of services to both job seekers and employers.

- The partners agree to familiarize themselves with the requirements for participation in each of the required partner's programs.
- To the extent possible, the partners agree to develop materials summarizing their program requirements and to make this accessible to all partners in the comprehensive One-Stop Center.

- To the extent possible, the partners agree to develop and utilize common intake forms until the final rules and regulations have been released.
- The partners agree to refer clients eligible for each other's services to one another for assistance.
- The partners agree to evaluate ways to improve the referral process, including the use of customer satisfaction surveys.
- The partners commit to robust and ongoing communication required for an effective referral process.
- The partners commit to actively follow up on the results of referrals to assure that the resources of the partners are leveraged at an optimal level.

Vision Aspects place and ongoing:

Common Intake and Referral System – The partners have developed a common Intake Referral form that will be used by all partners when referring customers to and from the Center. Center Staff, as well as partner staff located at the Center, have been using the form since December 2017 for those individuals inquiring or receiving services at the Center. This form will be evaluated continually, and improvements will be made based on evaluation outcomes.

4. To assure physical and programmatic accessibility, explicitly addressing adults, individuals with disabilities, dislocated workers, youth, and individuals with barriers to employment. The One-Stop Center will maintain a culture of inclusiveness in compliance with Section 188 of WIOA, the Americans with Disabilities Act (ADA) of 1990, and all other applicable statutory and regulatory requirements. Additionally, the physical characteristics of the facility, both indoor and outdoor, will meet compliance with 29 CFR Part 37, the 2010 or most recent ADA Standards for Accessible Design and the Uniform Federal Accessibility Standards. Services will be available in convenient, high traffic and accessible location taking into account reasonable distance from public transportation and adequate parking (including parking designated for individuals with disabilities), indoor spaces designed in an "equal and meaningful" manner providing access for individuals with disabilities. Additionally, LWIA 26; will enter into a Memorandum of Understanding with its local mandated partners, ensuring that the one-stop delivery system; including one-stop operators, and the one-stop partners, comply with WIOA Sec. 188. If applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 USC 12101 et seq.) Including the physical and programmatic accessibility of facilities, programs, services, technology, and materials for individuals with disabilities. Including providing staff training and support for addressing the needs of individuals with limitations.

Vision Aspects not currently in place:

Implement an Integrated Resource Team (IRT) approach to serving all customers. The One Stop Partners will work toward using an Integrated Resource Team (IRT) approach to serve individuals with disabilities, which brings together public and private sector representatives at the local One-Stop community level to improve communication and collaboration that results in enhanced coordination of services and supports for a job seeker. Members of an IRT work together to identify and strategize how their combined services and resources will benefit and support a job seeker's employment goals. At the same time, the job seeker himself/herself will also have responsibilities to contribute to reaching his/her employment goals.

5. Explain data-sharing methods between partners at the local level to measure the achievement of performance goals. The One-Stop Operator, LWIA #26 Staff, and partners will conduct meetings to establish data-sharing methods between partners using integrated case management systems across applicable core programs that allow data sharing between multiple service providers and programs.

Vision Aspect not currently in place:

Since no common data platform is available at the State level, no formal platform is open at the local level. Information is shared between partners on an individual participant base following each partner agency's privacy guidelines. This is still a concern data is shared as allowable within the constraints of the State agencies.

6. Describe the process by which disputes are to be resolved, and identify how this Agreement may be amended, modified, and renewed.

If the need arises, The One-Stop Operator, LWIA #26 Staff, and Partners will develop new initiatives and improve our delivery system based on changes in the market affecting our customers, to the extent possible within legislative and contract guidelines.

LWIA #26 currently has one comprehensive workNet Center (One-Stop) and nine (9) access point offices, which now offer partner services/referrals to clients. Partner meetings will be held for planning and negotiating the MOU according to the deadline dates on the 'Checklist of Important Dates.'

4. SERVICE INTEGRATION (ILLINOIS SERVICE INTEGRATION: OVERVIEW AND SELF-ASSESSMENT GUIDE)

- *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 Partners came together in a spirit of collaboration to complete the Illinois Service Integration Self-Assessment and as a group we identified three goals to focus on in the next year. First in the area of Job Expectations Communicated to Staff, we agreed to develop a guide to the services that each partner offered and the contact information for each county to receive those services. Second in the area of Service Delivered by Function – Business Services, we decided to focus on the Business Service Team each partner committing to appoint at least one member to the team and to schedule quarterly meetings, as well as develop and maintain a calendar of events in our area that would be shared with all partners. Third, in the area of Communication Across One-Stop Partners, we decided to have a bi-annual in-service training for front line staff to network and learn what each partner agency does, as well as other training of interest to the group.

The first and third goals for the group are an on-going process and while we are all still committed to accomplishing them, we have yet to complete the task. The second goal, however, is an ongoing success the Business Service Team meets quarterly to coordinate efforts to better reach our business community. The calendar is being updated and distributed by the One-Stop Operator. Additionally, the Business Service Team worked with other agencies and local school officials to present a career fair to more than 400 high school Junior and Seniors, 50 local business and three community colleges were on hand to answer questions and direct students on a career path.

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).*

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. Local Partners who participated in these negotiations include representatives of:

- Title I: Adult Dislocated Worker and Youth, Wabash Area Development, Inc & Shawnee Development Council
- Title II: Adult Education and Family Literacy, Illinois Eastern Community College, Southeastern Illinois Community College & Shawnee Community College
- Title III: Employment Programs under Wagner-Peyser, Illinois Department of Employment Security
- Title IV: Rehabilitation Services, Illinois Department of Human Services
- Perkins/Post-Secondary Career & Technical Education, Illinois Eastern Community College, Southeastern Illinois Community College & Shawnee Community College
- Unemployment Insurance, Illinois Department of Employment Security
- Job Counseling, Training, Placement Services for Veterans, Illinois Department of Employment Security
- Trade Readjustment Assistance (TRA), Illinois Department of Employment Security
- Trade Adjustment Assistance (TAA), Wabash Area Development, Inc & Shawnee Development Council,
- Community Services Block Grant (CSBG), Wabash Area Development, Inc & Shawnee Development Council, Senior Community Services Employment Program (SCSEP), Evansville Goodwill, Mers Goodwill & National Able Network
- TANF, Illinois Department of Human Services
- National Farmworker Jobs Program, Illinois Department of Employment Security

LWIA #26 will use a local funding mechanism in agreement with 20 CFR Subpart E - One Stop Operating Costs ~~\$97,715~~^{\$97,715,745} in which each all Local Partners agree to contribute to the shared system costs of the local one-stop system. (A state funding mechanism will be used only as a last resort when it is impossible to reach a local agreement).

In early January, draft budgets are developed using the prior year’s FTE contribution for each required partner. Draft budgets along with Prior year’s approved MOU Template are provided to each required partner for their review. Partners are involved throughout the development and negation process – idea’s are solicited to better improve our Center. Partners are asked specifically to review the FTE contribution and any updates to their individual program or locations prior to the final documents completion. Once review process has been completed Budgets and Templates are again sent to required partners for their final approval and signature, as well as the WIB Board’s One Stop Committee. Prior to State submission, Budget and Template are presented to the full Board for approval.

The Southern 14 Workforce Investment Board, Inc. and all partners shall adhere to the following conflict resolution process for disputes arising out of any provision of this MOU.

The primary principle of the referral system is to provide integrated and seamless delivery of services to both job seekers and employers.

1. The partners agree to familiarize themselves with the requirements for participation in each of the required partners' programs.
2. To the extent possible, the partners agree to develop materials summarizing their program requirements and to make this accessible to all partners in the comprehensive One-Stop center.
3. To the extent possible, the partners agree to develop and utilize common intake forms.
4. The partners agree to refer clients eligible for each other's services to one another for services.
5. The partners agree to evaluate ways to improve the referral process, including the use of customer satisfaction surveys.
6. The partners commit to robust and ongoing communication required for an effective referral process.
7. The partners commit to actively follow up on the results of referrals to assure that the resources of the partners are being leveraged at an optimal level.

PRIMARY ACTIVITY IN NEGOTIATIONS	PLANNED DATE OF COMPLETION (ENDING ON A SPECIFIC CALENDAR DATE AND YEAR)
Via Email – Required Checklist for Local Partner Service Delivery via Direct Linkage sent to all Partners	12/4/2025
Via Email – Direct Linkage Checklist due	12/31/2025
Via Email – Budget Introduction & FTE	1/13/2026
Zoom Meeting – Budget Meeting – All Partners – Revisions	2/3/2026
Via Email – All Budget revisions made sent for review	2/17/2026
Zoom Meeting – Final Budget Review	3/3/2026
Inform LWIB Board of MOU negotiations and draft budget	3/10/2026
Zoom Meeting or Email – Final Budget Approved	4/1/2026
Via Email – Board Chair submits Report of Outcome and Budget	4/15/2026
Zoom Meeting or Email – Changes to MOU template Due	4/28/2026
Via Email – Final MOU Template & Budget & Signature for Approval	5/5/2026
Zoom Meeting – LWIB Committee to review MOU Template & Budget	5/12/2026
In Person & Zoom – LWIA #26 Board Meeting – Approve submission	5/19/2026

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
Illinois workNet Center 1700 College Avenue Carmi, IL 62821 Phone 618-382-8869		

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:*
 - *The agreed-upon plan for holding in-person orientations, workshops, or other group events, including capacity limits for such group events.*
 - *The Resource Room protocol when capacity is reached, and customers wait to access the Resource Room services.*
 - *The agreed-upon staffing plan to designate a program position to direct walk-in customers. The staffing plan must specify that if security personnel are present at the one-stop center, they cannot be responsible for determining which customers require an appointment and which customers can be seen on a walk-in basis. This is a program staff responsibility.*
 - *The agreed-upon messaging, signage, and communications planned to make it explicit to customers which services are available to walk in customer and which require appointments.*
 - *If security personnel are present at the one-stop center(s), the agreed-upon plan to ensure initial staff interaction with the public is within the security personnel’s line of sight, that security personnel are aware of the service area, and the protocol for alerting security if staff need assistance during service delivery.*
 - *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).*
 - *For each program, describe whether services will be made available to walk-in customers, or whether an appointment will be required.*
 - *Describe how each required program’s services are provided in real time in all service locations during all regular business hours.*

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

Partners agree to hold in-person orientations, workshops, or other group events, including capacity limits for such group events. Events are to be scheduled through the One-Stop Operator.

When capacity for the Resource Room is reached, and customers are made to wait to access the Resource Room services they may be redirected to use SIC's computer lab by the One-Stop Operator.

The center provides a receptionist who directs walk-in customers.

No security personnel is present at the One-Stop Center.

This MOU describes the commitment of the required partners to provide integrated delivery of federally-funded workforce services in LWIA #26, including services at the comprehensive one-stop center and satellite offices identified in this section. Each partner expressly agrees to achieve integration of the program and service goals of WIOA.

Due to the rural nature and geographical location, as well as overlapping services of other areas, many of our partners will participate in the One-Stop Delivery system via direct linkage. To insure a continued level of service quality for our shared customers' partners may use technology such as Skype or other face-to-face computer technology, direct telephone conversations, or email contact, as well as referrals utilizing our common intake/referral form.

The role of the One-Stop operator is to coordinate the daily activities of the local service delivery system and implement the State of Illinois and Board approved policies and directives. Referral coordination is a primary mechanism of coordinating services.

The primary principle of the referral system is to provide integrated and seamless delivery of services to both job seekers and employers. The One-Stop Operator ensures LWIA staff follows referral policies and coordinates referrals with partners.

Initial assessments will be completed with customers, utilizing a common intake/referral form, by the staff of the One-Stop Business and Employment Center (an Illinois workNet Center) and/or partners. Appropriate staff will, in consultation with the customer, determine which one of the required partners will provide the career or training services that will best meet the needs of the customer. If established, that a customer's need can be better served by another partner, a referral, via the internet or phone, will be made to the appropriate partner. Customers will be able to learn about the services provided by partners through Illinois workNet. This virtual one-stop portal offers a broad array of information about services to both job seekers and employers, as well as informational brochures provided by the individual partners. A standard intake/referral form will be used at the center and affiliate sites. Each partner will use the method of referral required by their agency's program and will be responsible for reporting the number of referrals and tracking of services provided to their customers quarterly to the Local Workforce Board.

Title I (Adult, Dislocated Worker and Youth) – Basic Career Services such as: Eligibility for Title 1B Outreach intake and orientation; Initial skills assessment; Labor exchange service including job search and placement assistance; Referrals 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 information for the local area as a whole; and Information on supportive services are provided by Title 1B staff co-located at the Center, as well as each county access point. Additionally, Individual Career Services such as, Comprehensive assessments; Individual employment plans; Career planning; Pre-vocational services; Internships and work experience; Workforce preparation;

Financial literacy; Out of area job search; and follow up services are provided by Title 1B staff co-located at the Center.

BASIC SERVICES - Services must be made available and, at a minimum, must include the following services, as consistent with allowable program activities and federal cost principles: Determinations of whether the individual is eligible to receive assistance from the Adult Dislocated Worker, or Youth programs; Outreach, intake (including worker profiling), and orientation to information and other services available through the one-stop delivery system; Initial assessment of skill levels including literacy, numeracy, and English; Labor exchange services, including - (i) Job search and placement assistance, and, when needed by an individual, career counseling, including - (A) Provision of information on in-demand industry sectors and occupations (as defined in sec. 3(23) of WIOA); and (B) Provision of information on nontraditional employment; and (ii) Appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services other than those traditionally offered through the one-stop delivery system; Provision of referrals to and coordination of activities with other programs and services, including programs and services within the One-Stop delivery system and, when appropriate, other workforce development programs; Provision of workforce and labor-market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including - (i) Job vacancy listings in labor market areas; (ii) Information on job skills necessary to obtain the vacant jobs listed; and (iii) Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs. Provision of information of performance, and program cost on eligible providers of training services by program and type of providers; Provision of information, in usable and understandable formats and languages, about how the local area is performing on local performance accountability measures, as well as any additional performance information relating to the area's One-Stop delivery system. Information provided, in usable, understandable formats and languages, referring to the availability of supportive services or assistance, and appropriate referrals to those services and assistance, including child care; child support; medical or child health assistance available through the State's Medicaid program and Children's Health Insurance Program; benefits under SNAP; assistance through the earned income tax credit; and assistance under a State program for Temporary Assistance for Needy Families, and other supportive services and transportation provided through that program; Provision of information and assistance regarding filing claims for unemployment compensation, by which the One-Stop must provide meaningful support to individuals seeking assistance in filing a claim for unemployment compensation. (i) "Meaningful assistance" means:

(A) Assisting on-site using staff who are well-trained in unemployment compensation claims filing and the rights and responsibilities of claimants; or (B) Assisting by phone or via other technology, as long as the assistance is provided by trained and available staff and within a reasonable time. (ii) The costs associated with delivering this assistance may be paid for by the State's unemployment insurance program, or the WIOA Adult or Dislocated Worker programs, or some combination thereof, and assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

INDIVIDUALIZED SERVICES - Services, if determined to be appropriate for an individual to obtain or retain employment; Comprehensive and specialized assessments of the skill levels and service needs of Adults and Dislocated Workers, which may include - (i) Diagnostic testing and use of other assessment tools; and (ii) In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals Development of an individual employment plan, to determine the employment goals, the achievement of relevant objectives, and the proper combination of service for participants to achieve their employment goals, including the list and information about the eligible training providers, group counseling, individualized counseling, and career planning. Short-term pre-vocational services, including the development of learning, communication, and interviewing skills. Also, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized

employment or training. Internships and work experiences that link to careers (as described in § 680.170); Workforce preparation activities; Financial literacy services as described in sec. 129(b)(2)(D) of WIOA; Out-of-area job search assistance and relocation assistance; English language acquisition and integrated education and training programs

See Local Service Matrix for methods of service delivery.

Providing these services are Wabash Area Development, Inc. and Shawnee Development Council, Inc. and are available during regular business hours by on-site staff at housed at the One-Stop Center, as well as Title 1 staff housed at most access points. For those access points without full time Title 1 presence direct linkage is available. Direct Linkage is being offered via phone line.

FTE used in the budget calculation are the actual number of staff paid from WIOA Title 1 funding at both service providers, as well as the Board office.

Referrals, if applicable, will be made to mandated partners utilizing the agreed upon intake form as outlined in section 8

Title II (Adult Education and Literacy) – Title II: Adult Education and Literacy staff are not co-located at the center so Basic Career Services such as, Outreach intake and orientation; Initial skills assessment; Referrals and coordination with other programs; Performance and cost information on providers of education training and workforce services; Information on supportive services; Assistance with non-WIOA financial aid are offered using direct linkage, via a direct phone number, and referrals at both the center and county access points. Additionally, Individual Career Services such as, Comprehensive assessments; Individual employment plans; Career planning; Workforce preparation; Financial literacy; Out of area job search; and English language acquisition are offered using direct linkage and referrals at the center.

BASIC SERVICES - Services must be made available and, at a minimum, must include the following services, as consistent with allowable program activities and federal cost principles: Determinations of whether the individual is eligible to receive assistance from the Adult, Dislocated Worker, or Youth programs; Outreach, intake (including worker profiling), and orientation to information and other services available through the one-stop delivery system; Initial assessment of skill levels including literacy, numeracy, and English; Labor exchange services, including - (i) Job search and placement assistance, and, when needed by an individual, career counseling, including - (A) Provision of information on in-demand industry sectors and occupations (as defined in sec. 3(23) of WIOA); and (B) Provision of information on nontraditional employment; and (ii) Appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services other than those traditionally offered through the one-stop delivery system; Provision of referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system and, when appropriate, other workforce development programs; Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including - (i) Job vacancy listings in labor market areas; (ii) Information on job skills necessary to obtain the vacant jobs listed; and (iii) Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs. Provision of performance information and program cost information on eligible providers of training services by program and type of providers; Provision of information, in usable and understandable formats and languages, about how the local area is performing on local performance accountability measures, as well as any additional performance information relating to the area's One-Stop delivery system; Provision of information, in usable and understandable formats and languages, to the availability of supportive services or assistance. Appropriate referrals to those services and assistance, including child care; child support; medical or child health assistance available through the State's Medicaid program and Children's Health Insurance Program; benefits under SNAP; assistance through the earned income tax credit; and assistance under a State program for Temporary Assistance for

Needy Families, and other supportive services and transportation provided through that program; Provision of information and assistance regarding filing claims for unemployment compensation, by which the One-Stop must provide meaningful support to individuals seeking assistance in filing a claim for unemployment compensation. (i) "Meaningful assistance" means:

(A) Providing assistance on-site using staff who are well-trained in unemployment compensation claims filing and the rights and responsibilities of claimants; or (B) Providing assistance by phone or via other technology, as long as the assistance is provided by trained and available staff and within a reasonable time.

(ii) The costs associated with providing this assistance may be paid for by the State's unemployment insurance program, or the WIOA adult or dislocated worker programs, or some combination thereof; and Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

INDIVIDUALIZED SERVICES - Services, if determined to be appropriate in order for an individual to obtain or retain employment; Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include - (i) Diagnostic testing and use of other assessment tools; and (ii) In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals; Development of an individual employment plan, to determine the employment goals, achievement of appropriate objectives, and proper combination of services for the participant to achieve his or her employment goals, including the list of, and information about, the eligible training providers; group counseling; individualized counseling; career planning; Short-term pre-vocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training; Internships and work experiences that are linked to careers (as described in § 680.170); Workforce preparation activities; Financial literacy services as described in sec. 129(b)(2)(D) of WIOA; Out-of-area job search assistance and relocation assistance; English language acquisition and integrated education and training programs

See Local Service Matrix for methods of service delivery.

Services are available at the Center using technology during regular business hours. The customer will be provided a dedicated phone number of the service provider and access to a One-Stop Center phone line to contact the provider. The provider will make contact with the customer within 24 hours for services. Referrals, if applicable, will be made to mandated partners utilizing the agreed upon intake form as outlined in section 8. The committed number of FTE was developed by the partner based on the prior year's usage to insure that services would be available during regular business hours.

Institutions that server LWIA #26 area are:

Southeastern Illinois College, 3575 College Road, Harrisburg, IL 62946 serves Gallatin, Hardin, Pope, Saline and White counties;

Illinois Eastern Community Colleges (IECC) Frontier Community College 2 Frontier Drive, Fairfield, IL 62837-2601; and Wabash Valley College 2200 College Drive, Mt. Carmel, IL 62863-2699 serve Edwards, Wabash and Wayne counties

Shawnee Community College 8364 Shawnee College Road, Ullin, IL 62992 serves Alexander, Johnson, Massac, Pulaski & Union counties.

IECC uses either ZOOM or Microsoft Teams, direct telephone conversations, or email contact, as well as referrals utilizing our common intake/referral form. Program staff that take part in referrals are the Program Director of Adult Education, Director of Instruction and the Coordinator of ICAPS and Instruction for IECC. The intake form is completed at the time of registration for all students enrolled in the LWIA 26 area, including Wabash valley college, Frontier Community College and outreach sites in Albion, Illinois. The

role of the One-Stop operator is to coordinate the daily activities of the local service delivery system and implement the State of Illinois and Board approved policies and directives. Referral coordination is a primary mechanism of coordinating services.

Programs and services through IECC Adult Education include Initial skills assessment; Referrals and coordination with other programs; Performance and cost information on providers of education training and workforce services; Information on supportive services; Assistance with non-WIOA financial aid are offered using direct linkage and referrals at both the center and county access points. Additionally, Individual Career Services such as, Comprehensive assessments; Individual employment plans; Career planning; Workforce preparation; Financial literacy; Out of area job search; and English language acquisition are offered using direct linkage and referrals at the center. Eligible students can also enroll in the Welding ICAPS (Integrated Career and Academic Preparation System) through IECC.

Services are available during regular business hours of the IECC colleges and by appointment a other times that are needed or requested.

Southeastern Illinois College offers Title II services. Those interested in Adult Ed Services can reach out to Audrey Talbot at 618-252-5400 ext 2329 or at ged@sic.edu. These services can be scheduled for face-to-face meetings with advanced scheduling. In addition to meeting in person, we offer Zoom online meetings and phone meetings upon request.

Title III (Employment Services under Wager-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 .75 Wager-Peyser Title III FTEs daily on a walk-in basis during the business hours of 8:30am-4:30pm at the Carmi Comprehensive One Stop Center.

Title IV (Rehabilitation Services) – Title IV: Rehabilitation Services staff are not co-located at the center so Basic Career Services such as, Outreach intake and orientation; Labor exchange service including job search and placement assistance; Referrals and coordination with other programs are offered using direct linkage and referrals at the center. Individual Career Services such as, Comprehensive assessments; Individual employment plans; Group counseling; Individual counseling; Career planning; Pre-vocational services; Workforce preparation; Out of area job search; and follow up services are offered in the same manner.

DHS-Voc. Rehab. (DRS) assists people with disabilities in preparing for, finding and retaining quality employment. They help individuals who receive SSI or SSDI make informed choices about going to work. Job coaches are provided to help people with developmental disabilities succeed with competitive employment in the community, as well as services to individuals with severe disabilities so they can remain in their own home and live independently as possible. DRS provides services to children and youth with disabilities at three residential schools - Illinois School for Visual Impaired, Illinois School for the Deaf, and Illinois Center for Rehabilitation & Education – Roosevelt, and works with students with disabilities in High School to receive work experiences through the STEP program.

Services are available at the Center using technology. The customer will be provided a dedicated phone number of the service provider and access to a One-Stop Center phone line to contact the provider. The customer will be contacted by the provider within 24 hours for services. The committed number of FTE was developed by the partner based on the prior year's usage to insure that services would be available during regular business hours.

Offices that serve LWIA #26 are:

Anna DRS Office
 Rehabilitation Services
 1000 North Main Street, Willow Hall - Suite A
 Anna, IL 62906
 Phone: (618) 833-5115
 TTY: (888) 460-5140
 Fax: (618) 833-2358

Harrisburg DRS Office
 Rehabilitation Services
 323 South Maple Street, PO Box 348
 Harrisburg, IL 62946
 Phone: (618) 253-7681
 TTY: (888) 460-5123
 Fax: (618) 252-2854

Perkins/Post-Secondary Career and Technical Education – Post-secondary Career and Technical Education under Perkins staff are not co-located at the center so Basic Career Services such as, Outreach intake and orientation; Initial skills assessment; Labor exchange service including job search and placement assistance; Referrals and coordination with other programs; and Assistance with non-WIOA financial aid are offered using direct linkage and referrals at the center.

Perkins/Continuing Technical Education – The Carl D. Perkins grant is a federal grant that is designed to improve the economy by building a stronger career and technical workforce. Perkins provides assistance to students through a variety of means such as advising, counseling, textbook and equipment loans, and other supportive services as outlined by the grant. In order to qualify for Perkins, an individual must be enrolled in a career and technical certificate or degree program with the intent to enter a new occupation or improve skills for their current job, and they must attend at least 12 credit hours during an academic year.

Agencies that provide the Carl D. Perkins Grant in LWIA #26 are: Illinois Eastern Community Colleges (serving the counties of Edwards, Wabash and Wayne); Southeastern Illinois College (serving the counties of Gallatin, Hamilton, Hardin, Pope, Saline and White); Shawnee Community College (serving the counties of Alexander, Johnson, Massac, Pulaski and Union).

*Location that serves Gallatin, Hardin, Pope, Saline and White is Southeastern Illinois College, 3575 College Road, Harrisburg, IL 62946;

*Locations that serve Edwards, Wabash and Wayne counties are Illinois Eastern Community Colleges (IECC) Frontier Community College 2 Frontier Drive, Fairfield, IL 62837-2601; and Wabash Valley College 2200 College Drive, Mt. Carmel, IL 62863-2699

*Location that serves Alexander, Johnson, Massac, Pulaski & Union is Shawnee Community College 8364 Shawnee College Road, Ullin, IL 62992.

Services available at the Center using technology during regular business hours. The customer will be provided a dedicated phone number of the service provider and access to a One-Stop Center phone line to contact the provider. The provider will contact the customer within 24 hours for services. Referrals, if applicable, will be made to mandated partners utilizing the agreed upon intake form as outlined in section 8. The committed number of FTE was developed by the partner based on the prior year's usage to ~~insure~~ensure that services would be available during regular business hours.

Southeastern Illinois College offers Perkins services. Those interested in Perkins programming can call Lori Cox at 618-252-5400 ext 2302 or at lori.cox@sic.edu. These services can be scheduled for face-to-face meetings with advanced scheduling. In addition to meeting in person, we offer Zoom online meetings and phone meetings upon request.

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.

UI services are provided via direct linkage at the Carmi Comprehensive One Stop Center. Direct linkage may be accessed by utilizing the dedicated phone line located in or near the resource room.

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 onsite to veterans without SBE under JSVG program by 0.25 Wagner-Peyser FTEs daily on a walk-in basis during the business hours of 8:30am-4:30pm at the Carmi Comprehensive One Stop Center. Veterans with SBEs will be referred to the DVOP via direct linkage. Direct Linkage is being offered via phone line.

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 via direct linkage at the Carmi Comprehensive One Stop Center. Direct linkage may be accessed by utilizing the dedicated phone line located in or near the resource room.

Trade Adjustment Assistance (TAA) – Basic Career Services such as, Eligibility for Title 1B; Outreach intake and orientation; Initial skills assessment; Labor exchange service including job search and placement assistance; Referrals 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 information for the local area as a whole; and Information on supportive services are provided by Title 1B Staff trained for Trade Adjustment Assistance (TAA) are co-located at the center. Individual Career Services such as, Comprehensive assessments; Individual employment plans; Career planning; Pre-vocational services; Internships and work experience; Workforce preparation; Financial literacy; Out of area job search; and follow up services are provided in the same manner.

Southern 14 Workforce Investment Board, Inc. - WIOA TAA Client services are contracted out to the local service providers as follows: Wabash Area Development, Inc. (serving customers in Edwards, Gallatin, Hamilton, Saline, Wabash, Wayne and White counties); and Shawnee Development Council, Inc. (serving customers in Alexander, Hardin, Johnson, Massac, Pope, Pulaski and Union counties). Referrals, if applicable, will be made to mandated partners utilizing the agreed upon intake form as outlined in section 8. The committed number of FTE was developed by the partner based on the prior year's usage to insure that services would be available during regular business hours. Services are made available through on site staff and via direct linkage.

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 8:30 am-4:30 pm at the Carmi Comprehensive One Stop Center.

National Farmworker Jobs Program (NFJP) – None located in LWIA #26

Community Services Block Grant (CSBG) – Community Services Block Grant (CSBG) staff are not co-located at the center so Basic Career Services such as, Outreach intake and orientation; Initial skills assessment; Referrals and coordination with other programs; and Assistance with non-WIOA financial aid are offered using direct linkage and referrals at the center.

Wabash Area Development, Inc. (serving the counties of Edwards, Gallatin, Hamilton, Saline, Wabash, Wayne, and White); Shawnee Development Council, Inc. (serving the counties of Alexander, Hardin Johnson, Massac, Pope, Pulaski, and Union)

The program provides a wide range of services and activities that 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 comprehensively, the CSBG provider will participate in the One-Stop delivery system by:

- CSBG employment and training dollars are used to pay for tuition for low-income adults to obtain short-term training certificate or a degree that will lead to employment in a high growth career. Short-term training offered through local community colleges in the areas of Truck driver and Certified Nurse Assistant.
- Enrollment into CSBG supportive services, e.g. child care, transportation subsidies, emergency food services, etc., through CSBG-funded staff at the American Job Center, other American Job Center staff (cross-training), or 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 a part-time or intermittent basis from the CSBG provider may be physically present to enroll clients in supportive services or provide services directly.
- CSBG provider staff may cross-train with the workforce staff about supportive services and learn about the American Job Center programs and services from their workforce partners.
- The CSBG provider may coordinate employment and training services or other supportive services activities on-site at the American Job Center.

Services are available at the Center during regular business hours using technology. A dedicated phone number of the service provider and access to a One-Stop Center phone line will be provided to the customer to contact the provider. The provider will contact the customer within 24 hours for services. Referrals, if applicable, will be made to mandated partners utilizing the agreed upon intake form as outlined in section 8. The committed number of FTE was developed by the partner based on the prior year's usage to insure that services would be available during regular business hours.

Senior Community Services Employment Program (SCSEP) – Senior Community Services Employment Program (SCSEP) staff are not co-located at the center so Basic Career Services such as, Outreach intake and orientation; Initial skills assessment; Referrals and coordination with other programs; and Assistance with non-WIOA financial aid are offered using direct linkage which is a dedicated phone number and referrals at the center. Individual Career Services such as, Individual Employment Plans; Career Planning; Pre-Vocational Services; Internships and Work Experience; Workforce Preparation; and Follow Up Services are offered in the same manner.

The Title V Senior Community Service Employment Program is an employment and training program designed to assist income eligible workers age 55 or older to re-enter the job market. Participants receive on-the-job training and upgrading of marketable skills. Work experience is provided through assignment to local not-for-profit organizations. Program staff provide intensive job search assistance after individuals achieve their training objectives. This assistance includes methods of job search, resume writing, application assistance and interview coaching.

Evansville Goodwill, Inc. serves eligible individuals in the counties of Edwards, Hamilton, Wabash, Wayne and White.

MERS Goodwill serves eligible individuals in the counties of Alexander, Hardin, Massac, Pope, Saline and Union.

National Able Network serves eligible individuals in the counties Johnson, Massac and Pulaski

Services are offered at the Center during regular business hours using technology. The customer will be provided a dedicated phone number of the service provider and access to a One-Stop Center phone line to contact the provider. The provider will contact the customer within 24 hours for services. Referrals, if applicable, will be made to mandated partners utilizing the agreed upon intake form as outlined in section 8. The committed number of FTE was developed by the partner based on the prior year's usage to insure that services would be available during regular business hours. For walk in customers to meet with an Employment Specialist with expertise in SCSEP, it is preferred that the meeting is face to face so an appointment must be scheduled.

DHS/TANF – Department of Human Service/ TANF staff are not co-located at the center so Basic Career Services such as, Outreach intake and orientation; Initial skills assessment; Referrals and coordination with other programs; and Assistance with non-WIOA financial aid are offered using direct linkage and referrals at the center. Individual Career Services such as, Comprehensive assessments; Individual employment plans; Career planning; and Workforce preparation are offered in the same manner.

Illinois Department of Human Services serves all 14 counties in LWIA #26. The Division of Family & Community Services (FCS) has local offices across the state. These offices are known as Family Community Resource Centers (FCRCs), and they provide many types of services and information. FCS improves the health and well-being of families and individuals through partnerships and services that build community competence. We work with our customers, providers, and advocates to achieve high standards of service. While SNAP, WIC, cash assistance, and medical programs are the most well-known services, there are many other programs and services offered through the division.

Locations in LWIA #26 DHS-TANF services include:

DHS Family Community Resource Center in Pulaski County-422 South Blance Street, Mounds, IL 62964. Phone: 618-745-9411;

DHS Family Community Resource Center in Massac County, 2301 Metropolis Street, Metropolis, IL 62960 Phone: 618-524-2631.
 DHS Family Community Resource Center in Saline County - 320 Raymond Street, Harrisburg, IL 62946. Phone: 618-253-7161

Services available at the Center during regular business hours using technology. Customers will be provided a dedicated phone number for the service provider and access to a One-Stop Center phone line to contact the provider. The provider will contact the customer within 24 hours for services. The committed number of FTE was developed by the partner based on the prior year’s usage to insure that services would be available during regular business hours. Referrals, if applicable, will be made to mandated partners utilizing the agreed upon intake form as outlined in section 8

IDOC Second Chance – None located in LWIA #26

HUD Employment and Training Activities – None located in LWIA #26

Job Corps – None located in LWIA #26

YouthBuild – None located in LWIA #26

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.

The comprehensive One-Stop center will maintain a culture of inclusiveness in compliance with Section 188 of WIOA, the Americans with Disabilities Act (ADA) of 1990 and all other applicable statutory and regulatory requirements.

Additionally, the physical characteristics of the facility, both indoor and outdoor, meet compliance with 29 CFR Part 37, the 2010 or most recent ADA standards for Accessible Design and the Uniform Federal Accessibility Standards. Services will be available in a convenient, high traffic and accessible location taking into account reasonable distance from public transportation and adequate parking (including parking clearly marked for individuals with disabilities). Indoor space will be designed in an “equal and meaningful” manner providing access for individuals with disabilities.

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 center, 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 678.305(d) of the draft Notice of Proposed Rulemaking). Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style and intelligence or education level. An interpreter will be provided “in real time” to any customer with a language barrier. Additionally, assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive listening devices will be available

Due to the rural nature and size of our area, it is unreasonable that our center could be in a recognizable high-traffic area, have complete access to public transportation or be within reasonable walking distance. Our area consists of 4900 square miles of rural communities – we do, however, have offices in most of our counties that function as access points so that all individuals have access to all partner services. These access points, located in high traffic areas of their respective communities. The One-Stop center is located between Highway 1 and Highway 14 in the Southeastern Illinois College’s Carmi campus. The Health Department is located across the street, a Bank, and shopping is within a block of the facility. Public transportation is offered by RIDES Mass Transit and is available with door to door service. The dedicated parking for those individuals with disabilities is located nearest the door as directed by the Department’s monitoring officer. The designated spaces are striped and signed per requirements. This facility was last monitored by DCEO on October 8, 2025, with no deficiencies reported.

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 includes a dedicated parking lot, with parking lot spaces closest to the door designated for individuals with disabilities.*
 - *The agreed-upon plan for addressing waiting lines outside of the one-stop center entrance.*

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.

Please affirm that facilities are accessible during business hours to customers in accordance with the local area’s security and staffing plan.

This MOU describes the commitment of the required partners to provide integrated delivery of federally-funded workforce services in LWIA #26, including services at the comprehensive one-stop center and satellite offices identified in Section 6 of this MOU.

The purpose of this MOU is to define the workforce services WIOA required partners will provide in LWIA #26; the methods partners will use to provide these services and the roles and responsibilities of all partners related to service delivery.

The purpose of this MOU is to define the workforce services WIOA required partners will provide in LWIA #26; the methods partners will use to provide these services and the roles and responsibilities of all partners related to service delivery.

Additionally, the physical characteristics of the facility, both indoor and outdoor, meet compliance with 29 CFR Part 37, the 2010 or most recent ADA standards for Accessible Design and the Uniform Federal Accessibility Standards. Services will be available in a convenient, high traffic and accessible location taking into account reasonable distance from public transportation and adequate parking (including parking clearly marked for individuals with disabilities). Indoor spaces are designed in an “equal and meaningful” manner providing access for individuals with disabilities.

Partners agree that they will not discriminate in their employment practices or services based on gender, age, race, color, creed, religion, national origin, disability or veteran’s status, or based on any other classification protected under state or federal law. The partners assure they have policies and procedures in place to address these issues. These policies and procedures have been disseminated to their employees and 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 center, 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 678.305(d) of the draft Notice of Proposed Rulemaking). Additionally, staff members will be trained to provide services to all, regardless of the range of abilities, mobility, age, language, learning style, intelligence, or educational 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.

Due to the rural nature and size of our area it is unreasonable that our center could be in a recognizable a high-traffic area, have complete access to public transportation or be within reasonable walking distance. Our area consists of 4900 square miles of rural communities – we do however, have offices in most of our counties that function as access points so that all individuals have access to all partner services. These access points, located in high traffic areas of their respective communities. The One-Stop center is located between Highway 1 and Highway 14 in the Southeastern Illinois College’s Carmi campus. Located across the street is the Health Department is, a Bank and shopping are within a block of the facility. Public transportation offered by RIDES Mass Transit is available with door to door service. There is dedicated parking for those individuals with disabilities located nearest the door as directed by the Department’s monitoring officer. The spaces are striped and signed following Illinois requirements. This facility was last monitored by DCEO on October 15, 2018, with no deficiencies reported

The Center is owned by the current One Stop Operator, Southeastern Illinois College. Closures are at their discretion. Waiting lines outside the center is not a concern that is addressed, as it has never

occurred. So no formal plan is necessary, but in the unlikely event that this occurs, we will establish a waiting queue to ensure individuals will be served in the order they arrive. The sign in sheet for the queue will include a phone number so individuals can return to their automobiles until such time as space becomes available.

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, third-party 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 a budget for activities of the Local WDB in the local area.*

The Southern 14 Workforce Investment Board completed the procurement process in May of 2023 in accordance with the Governors guidance. Southeastern Illinois College was awarded the One-Stop Operator contract in LWIA #26 for PY23 (July 1 2023 to June 30 2024) with three one year options. PY24 (July 1, 2024 to June 30, 2025) was our first option year; PY25 (July 1, 2025, thru June 30, 2026) will be our second option year and PY26 (July 1, 2026 thru June 30, 2027) our third and final option year.

LWIA #26 utilizes the Single Entity model for the One Stop Operator.

Functions and scope of work of the one-stop operator are as follows:

- Goal 1: Support for Educational System Improvement
- Goal 2: Advance Workforce Development
- Goal 3: Meet Employer Workplace Needs
- Goal 4: Enhance Customer Satisfaction

The One-Stop Centers have two primary customers: job seekers and employers. Each Service Center will provide job seekers with training and employment opportunities to become economically self-sufficient with the ability to compete in the global economy. The Service Centers will also offer to the employers a full range of local workforce development-related services, including labor market information, job order listings, job matching and placements, and training and education for the current workforce.

The One-Stop Career Service Centers are full-service locations for the integrated employment and career development system coordinated and structured by the Southern 14 Workforce Investment Board, Inc. The One-Stop Career Service Center and access points offices are available to all individuals (without regard to income or other program eligibility requirements) who are residents of LWIA #26 counties: Alexander, Edwards, Gallatin, Hamilton, Hardin, Johnson, Massac, Pope, Pulaski, Saline, Union, Wabash, Wayne, and White County. All employers of any size and type of organization may utilize the services of the One-Stop Career Service Center system.

The One-Stop operator may not perform the following functions:

- Convene system stakeholders to assist in the development of the local plan
- Prepare and submit local plans (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 Southern 14 Workforce Investment Board, Inc., in partnership with the local Chief Elected Officials, is directly responsible and accountable to the Illinois Department of Commerce and Economic Opportunity for the planning and oversight of all workforce training and services in the workforce development area. The Southern 14 Workforce Investment Board, Inc. ensures effective outcomes consistent with statewide goals and objectives, through contractor performance, which, meets and exceeds standards approved by the DCEO.

Scope of Work - SERVICES TO BE PROVIDED AND COORDINATED BY ILLINOIS WORKNET CENTER PROVIDERS

The scope of the One-Stop Career Service Centers will be broad and inclusive. The system must be of maximum service by providing easier access to a wide array of services to job seekers and employers. The One-Stop Career Service Centers emphasize the utilization of partnerships as a means of providing cost-effective measures to serve more customers. This customer-centered approach focuses on increasing customer access to all services while ensuring efficient and unduplicated use of resources. The partners and supporting members of the One-Stop Career Service Centers should possess the following characteristics:

- Barrier-free customer access through either the One-Stop Career Service Centers or Access Point Centers;
- Formal referral mechanisms between agencies;
- Inter-agency communications;
- Centralized and unduplicated service delivery;
- Joint agency planning and implementation;
- Shared use of common areas and facilities;
- Shared program information and services;
- Innovative strategies for improved customer access to services; and
- Uniform intake, initial assessment, and career development forms

The One Stop Operator Cost (OSO) is a shared expense by all parties to the MOU. One Stop Operator presents an invoice of the actual costs of the center, which includes the OSO costs, to Southern 14Workforce

Investment Board each quarter. All partners are invoiced their share of the actual costs incurred in accordance with the agreed upon budget – based on FTE submitted and approved by the partners. The total budgeted cost for the OSO for the period of July 1, 2026 through June 30, 2027 is \$23.113 and is based on the cost of the Center’s Manager.

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 12 of the original MOU Template.

The role of the operator is to coordinate the daily activities of the local service delivery system and implement State of Illinois and Board approved policies and directives. Referral coordination is a primary mechanism of coordinating services.

The primary principle of the referral system is to provide integrated and seamless delivery of services to both job seekers and employers. The One Stop Operator ensures LWIA staff follows referral policies and coordinates referrals with partners.

Initial assessments will be completed with customers by staff of the One-Stop Business and Employment Center, (an Illinois workNet Center) and/or partners. Appropriate staff will, in consultation with the customer, determine which one of the required partners will provide the career or training services that will best meet the needs of the customer. If it is determined that a customer’s need can be better served by another partner, a referral will be made to the appropriate partner. Customers will be able to learn about the services provided by partners through Illinois workNet, the virtual one-stop portal that offers a broad array of information about services to both job seekers and employers.

A common referral (intake) form was approved by the partners that will be utilized by One Stop Center, and Title 1 staff to track center referrals. However, each partner will use the method of referral required by their agency’s program and will be responsible for reporting the number of referrals and tracking of services provided to their customers on a quarterly basis to the Local Workforce Board.

Title I (Adult, Dislocated Worker and Youth) – The partners agree to familiarize themselves with requirements for participation in each of the required partners programs. To the extent possible, the partners agree to develop materials summarizing their program requirements and to make this accessible to all partners in the comprehensive one-stop (workNet) center. To the extent possible, the partners agree to develop and utilize common intake forms. The partners agree to refer clients eligible for each other’s services to one another for services. The partners agree to evaluate ways to improve the referral process, including the use of customer satisfaction surveys. The partners commit to ongoing communication

required for an effective referral process. The partners commit to actively follow up on the results of referrals and to assure that resources of the partners are being leveraged at an optimal level

Title II (Adult Education and Family Literacy) – The partners agree to familiarize themselves with requirements for participation in each of the required partners programs. To the extent possible, the partners agree to develop materials summarizing their program requirements and to make this accessible to all partners in the comprehensive one-stop (workNet) center. To the extent possible, the partners agree to develop and utilize common intake forms. The partners agree to refer clients eligible for each other's services to one another for services. The partners agree to evaluate ways to improve the referral process, including the use of customer satisfaction surveys. The partners commit to ongoing communication required for an effective referral process. The partners commit to actively follow up on the results of referrals and to assure that resources of the partners are being leveraged at an optimal level.

Title III (Employment Services under Wager-Peyser) – The partners agree to familiarize themselves with requirements for participation in each of the required partners programs. To the extent possible, the partners agree to develop materials summarizing their program requirements and to make this accessible to all partners in the comprehensive one-stop (workNet) center. To the extent possible, the partners agree to develop and utilize common intake forms. The partners agree to refer clients eligible for each other's services to one another for services. The partners agree to evaluate ways to improve the referral process, including the use of customer satisfaction surveys. The partners commit to ongoing communication required for an effective referral process. The partners commit to actively follow up on the results of referrals and to assure that resources of the partners are being leveraged at an optimal level.

Title IV (Rehabilitation Services) – The partners agree to familiarize themselves with requirements for participation in each of the required partners programs. To the extent possible, the partners agree to develop materials summarizing their program requirements and to make this accessible to all partners in the comprehensive one-stop (workNet) center. To the extent possible, the partners agree to develop and utilize common intake forms. The partners agree to refer clients eligible for each other's services to one another for services. The partners agree to evaluate ways to improve the referral process, including the use of customer satisfaction surveys. The partners commit to ongoing communication required for an effective referral process. The partners commit to actively follow up on the results of referrals and to assure that resources of the partners are being leveraged at an optimal level.

Perkins/Post-Secondary Career and Technical Education – The partners agree to familiarize themselves with requirements for participation in each of the required partners programs. To the extent possible, the partners agree to develop materials summarizing their program requirements and to make this accessible to all partners in the comprehensive one-stop (workNet) center. To the extent possible, the partners agree to develop and utilize common intake forms. The partners agree to refer clients eligible for each other's services to one another for services. The partners agree to evaluate ways to improve the referral process, including the use of customer satisfaction surveys. The partners commit to ongoing communication required for an effective referral process. The partners commit to actively follow up on the results of referrals and to assure that resources of the partners are being leveraged at an optimal level.

IDES/Unemployment Insurance (UI) – The partners agree to familiarize themselves with requirements for participation in each of the required partners programs. To the extent possible, the partners agree to develop materials summarizing their program requirements and to make this accessible to all partners in the comprehensive one-stop (workNet) center. To the extent possible, the partners agree to develop and utilize common intake forms. The partners agree to refer clients eligible for each other's services to one another for services. The partners agree to evaluate ways to improve the referral process, including the use of customer satisfaction surveys. The partners commit to ongoing communication required for an

effective referral process. The partners commit to actively follow up on the results of referrals and to assure that resources of the partners are being leveraged at an optimal level.

IDES/Job Counseling, Training and Placement Services for Veterans – The partners agree to familiarize themselves with requirements for participation in each of the required partners' programs. To the extent possible, the partners agree to develop materials summarizing their program requirements and to make this accessible to all partners in the comprehensive one-stop (workNet) center. To the extent possible, the partners agree to develop and utilize common intake forms. The partners agree to refer clients eligible for each other's services to one another for services. The partners agree to evaluate ways to improve the referral process, including the use of customer satisfaction surveys. The partners commit to ongoing communication required for an effective referral process. The partners commit to actively follow up on the results of referrals and to assure that resources of the partners are being leveraged at an optimal level.

IDES/Trade Readjustment Assistance – The partners agree to familiarize themselves with requirements for participation in each of the required partners' programs. To the extent possible, the partners agree to develop materials summarizing their program requirements and to make this accessible to all partners in the comprehensive one-stop (workNet) center. To the extent possible, the partners agree to develop and utilize common intake forms. The partners agree to refer clients eligible for each other's services to one another for services. The partners agree to evaluate ways to improve the referral process, including the use of customer satisfaction surveys. The partners commit to ongoing communication required for an effective referral process. The partners commit to actively follow up on the results of referrals and to assure that resources of the partners are being leveraged at an optimal level.

Trade Adjustment Assistance (TAA) – The partners agree to familiarize themselves with requirements for participation in each of the required partners' programs. To the extent possible, the partners agree to develop materials summarizing their program requirements and to make this accessible to all partners in the comprehensive one-stop (workNet) center. To the extent possible, the partners agree to develop and utilize common intake forms. The partners agree to refer clients eligible for each other's services to one another for services. The partners agree to evaluate ways to improve the referral process, including the use of customer satisfaction surveys. The partners commit to ongoing communication required for an effective referral process. The partners commit to actively follow up on the results of referrals and to assure that resources of the partners are being leveraged at an optimal level.

IDES/ Migrant & Seasonal Farmworkers (MSFW) – The partners agree to familiarize themselves with requirements for participation in each of the required partners' programs. To the extent possible, the partners agree to develop materials summarizing their program requirements and to make this accessible to all partners in the comprehensive one-stop (workNet) center. To the extent possible, the partners agree to develop and utilize common intake forms. The partners agree to refer clients eligible for each other's services to one another for services. The partners agree to evaluate ways to improve the referral process, including the use of customer satisfaction surveys. The partners commit to ongoing communication required for an effective referral process. The partners commit to actively follow up on the results of referrals and to assure that resources of the partners are being leveraged at an optimal level.

National Farmworker Jobs Program (NFJP) – None located in LWIA #26

Community Service Block Grant (CSBG) – The partners agree to familiarize themselves with requirements for participation in each of the required partners' programs. To the extent possible, the partners agree to develop materials summarizing their program requirements and to make this accessible to all partners in the comprehensive one-stop (workNet) center. To the extent possible, the partners agree to develop and utilize common intake forms. The partners agree to refer clients eligible for each other's

services to one another for services. The partners agree to evaluate ways to improve the referral process, including the use of customer satisfaction surveys. The partners commit to ongoing communication required for an effective referral process. The partners commit to actively follow up on the results of referrals and to assure that resources of the partners are being leveraged at an optimal level.

Senior Community Services Employment Program (SCSEP) – The partners agree to familiarize themselves with requirements for participation in each of the required partners’ programs. To the extent possible, the partners agree to develop materials summarizing their program requirements and to make this accessible to all partners in the comprehensive one-stop (workNet) center. To the extent possible, the partners agree to develop and utilize common intake forms. The partners agree to refer clients eligible for each other's services to one another for services. The partners agree to evaluate ways to improve the referral process, including the use of customer satisfaction surveys. The partners commit to ongoing communication required for an effective referral process. The partners commit to actively follow up on the results of referrals and to assure that resources of the partners are being leveraged at an optimal level.

DHS/TANF – The partners agree to familiarize themselves with requirements for participation in each of the required partners’ programs. To the extent possible, the partners agree to develop materials summarizing their program requirements and to make this accessible to all partners in the comprehensive one-stop (workNet) center. To the extent possible, the partners agree to develop and utilize common intake forms. The partners agree to refer clients eligible for each other's services to one another for services. The partners agree to evaluate ways to improve the referral process, including the use of customer satisfaction surveys. The partners commit to ongoing communication required for an effective referral process. The partners commit to actively follow up on the results of referrals and to assure that resources of the partners are being leveraged at an optimal level.

IDOC Second Chance – None located in LWIA #26

HUD Employment and Training Activities – None located in LWIA #26

Job Corps – None located in LWIA #26

YouthBuild – None located in LWIA #26

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.

Partners agree to a data-sharing agreement that allows each program to comply with the federal laws governing it, and that will be used to improve mutual referrals and communication.

Partners agree to comply with federal and state laws governing the protection of personally identifiable information.

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.

All partners in LWIA #26 agree to share data to the fullest extent possible through agreements and practices that allow each program to comply with the state and federal laws governing it to protect personally identifiable information while working toward greater integration of services across programs. Partners will share the number of customers served and program performance to ensure that all common primary performance indicators are achieved. The implementation of an integrated technology-enabled intake and case management information system for programs will be implemented as soon as the following practical guidance from the State of Illinois Department of Innovation Technology. Until a data system solution is applied, the partners agree to pursue other means of securely sharing information relevant to improved outcomes for customers and businesses. Examples of such practices are included below. Where statewide data-sharing agreements exist, agencies that can sign onto those agreements will do so. Recognizing that such agreements are not always going to be the proper protocol, a common Release of Information form is being developed collaboratively for use by all partners to share appropriate information, allowing coordinated and/or integrated service delivery to individuals and businesses.

Example 1: Title II Adult Literacy and the Perkins Post-Secondary Career and Technical Education programs are at [] Illinois Eastern Community College, Shawnee Community College and Southeastern Community College respectively and share a common client database within their institutions. Hence, students move from non-credit to credit programs seamlessly. Each of the Adult Education providers follow FERPA (Family Educational Rights and Privacy Act) federal requirements to ensure that student data is confidential. All employees (as a requirement of their employment) are trained in FERPA rules and sign that they will follow FERPA regulations of data access and use. All new employees sign these, and continuing employees are trained. They must update their commitment to following FERPA regularly to have access to information needed to perform their duties at the college.

This will allow staff to share necessary and appropriate information while still guaranteeing that Personal Identifiable Information is kept confidential unless authorized by the customer under state and federal laws.

Example 2: Wabash Area Development, Inc. and Shawnee Development Council, Inc. provide Workforce network-related unemployment counselors in Youth, Adult, Dislocated Worker, as well as Trade. Confidential information regarding a client's academic progress (only after the client signs an agreement), allowing confidential information to be shared with other relevant program staff in the Workforce network. Information is shared on an as need basis so that the counselors can provide integrated cross-program services for the client, including academic planning established with students, tracking of transcripts or other documentation of student continued progress, and helping clients obtain reimbursement for courses, books, fees, etc

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 MOU budget 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 plus 10% Variance (if applicable)
Commerce	Title IB - Adult, Youth, & Dis. Workers	<u>62,609</u>	<u>6,260.89</u>	<u>68,870</u>
	TAA	<u>2,507</u>	<u>250.67</u>	<u>2,757</u>
	CSBG	<u>2,508</u>	<u>250.77</u>	<u>2,758</u>
IDES	Title III - Wagner-Peyser	<u>7,523</u>	<u>752.30</u>	<u>8,275</u>
	Title III - MSFW	<u>2,508</u>	<u>250.77</u>	<u>2,758</u>
	Veterans Services	<u>2,508</u>	<u>250.77</u>	<u>2,758</u>
	UI Comp Programs	<u>2,508</u>	<u>250.77</u>	<u>2,758</u>
	TRA	<u>2,508</u>	<u>250.77</u>	<u>2,758</u>
ICCB	Title II - Adult Education	<u>2,508</u>	<u>250.77</u>	<u>2,758</u>
	Career & Tech Ed - Perkins	<u>2,508</u>	<u>250.77</u>	<u>2,758</u>
DHS	Title IV - Vocational Rehab	<u>2,508</u>	<u>250.77</u>	<u>2,758</u>
	TANF - DHS	<u>2,508</u>	<u>250.77</u>	<u>2,758</u>
Aging	SCSEP	<u>2,508</u>	<u>250.77</u>	<u>2,758</u>
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 as 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).

The partners agree to share proportionately in the costs of the local One-Stop delivery system. These costs include shared system costs for service delivery and infrastructure costs associated with the comprehensive One-Stop center(s) identified in Section VII.

Shared System Costs are non-infrastructure costs to which required program partners must contribute. The agreements made are contingent upon the availability of Federal funding for each required program. These shared costs may include the cost of shared services authorized for an individual participant, such as intake and assessment costs, as well as shared costs of local board functions. In Area #26 cost associated with the One-Stop operator is included in the shared delivery costs and are listed under the Resource Room Materials and Staffing. This budgeted cost reflects the Centers' portion of salary for the One-Stop Receptionist and the One-Stop Center Manager. Both positions are shared with Southeastern Illinois College (One-Stop Operator), so only a part of the salary is allocated to the shared system cost budget.

The One-Stop Operator costs listed in the approved center budget are those costs associated with the Center's portion of the management of the center and consist of the One-Stop Manager (Campus Director's) salary and fringe.

In-kind contributions to shared system costs are permissible only if the In-Kind results in replacing an actual cost and has been agreed upon by all partners in advance.

Infrastructure costs are non-personnel costs that are necessary for the general operation of a comprehensive One-Stop center, including the rental costs of facilities, the costs of utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities) and technology to facilitate access to the one-stop center, including the centers planning and outreach activities.

These costs will be negotiated annually, and this funding agreement is in effect for July 1, 202~~6~~⁵, through June 30, 202~~7~~⁶.

By January 15, the One-Stop Operator will submit a proposed budget containing the shared as well as the infrastructure costs, based on the prior year's actual expenses, to the Board Office fiscal staff. The Board Office fiscal staff will review the proposed budget and add any board costs based on the prior year's expenses. Each Partner will be sent a copy of the completed proposed budget for review and asked to insert their organization's FTE, again based on the prior year's efforts, to be included in the proposed budget. Budgets with FTE included will be returned to Board fiscal staff who will review the FTEs submitted by the required partners to insure that they meet the .25 minimum then compile the submissions to develop a final proposed budget. A One-Stop Partner meeting will be scheduled before the end of January to discuss any issues and come to a consensus of the proposed budget. The proposed budget at this point agreed upon by each Partner will be sent to the Local Board's One-Stop Operations Committee members for review and comment, before presentation to full Board for review and approval.

Per the Governor's Guidelines, the local comprehensive One-Stop center infrastructure costs and local One-Stop delivery system costs to be shared among all required partners as defined in the Standard Budget Format for Shared Costs (Appendix Item 6 of the Governor's Guidelines).

The allocation of costs among the required partners was based on the following method (select one):

X-Full-time equivalents as encouraged by the Governor's Guidelines

In the case of a dispute, all partners agree to comply with the Illinois Workforce Innovation Board's (IWIB) Conflict Resolution Procedure for Memoranda of Understanding to resolve their differences. However, nothing in this Article or MOU shall require the partners to submit a thirty (30) day cancelation of this entire MOU to conflict resolution or binding arbitration. The Southern 14 Workforce Investment Board, Inc. and all partners shall adhere to the following conflict resolution process for disputes arising out of any provision of this MOU.

The primary principle of the referral system is to provide integrated and seamless delivery of services to both job seekers and employers.

1. The partners agree to familiarize themselves with the requirements for participation in each of the required partners' programs.
2. To the extent possible, the partners agree to develop materials summarizing their program requirements and to make this accessible to all partners in the comprehensive One-Stop center.
3. To the extent possible, the partners agree to develop and utilize common intake forms.
4. The partners agree to refer clients eligible for each other's services to one another for services.
5. The partners agree to evaluate ways to improve the referral process, including the use of customer satisfaction surveys.
6. The partners commit to robust and ongoing communication required for an effective referral process.
7. The partners commit to actively follow up on the results of referrals to assure that the resources of the partners are being leveraged at an optimal level.

This MOU is contingent upon and subject to the availability of federal funds of each required Partner. 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.

The budget submitted with this agreement represents a final budget agreement.

Each Partner will contribute as a proportionate share of costs to support the services and operations of the local one-stop delivery system based on the FTE provided by the Partner and agreed upon by all partners in the budget process outlined above.

This statement is included to affirm that the above description was utilized to reach a consensus of the Partners for the PY2~~65~~ (July 1, 202~~65~~ – June 30, 202~~76~~) final MOU budget.

Steps the Southern 14 LWIB, CLEOs and One Stop Partners will take to resolve issues during the term of the MOU when consensus cannot be reached specific to infrastructure costs.

1. When disputes arise during the term of the MOU, the partners will work together in good faith with a neutral convener to identify the nature of the dispute and attempt to identify ways in which the dispute can be resolved.
2. The outcome of the dispute will be reported to the Southern 14 LWIB.

3. If the dispute cannot be resolved among the local partners the Southern 14 LWIB members and member of the CLEOs, the dispute will be forwarded to the State of Illinois STAT member for further guidance.

4. In the case of a dispute, all partners agree to comply with the Illinois Workforce Innovation Board's (IWIB) Conflict Resolution Procedure for Memoranda of Understanding to resolve their differences. However, nothing in this Article or MOU shall require the partners to submit a thirty (30) day cancelation of this entire MOU to conflict resolution or binding arbitration. The Southern 14 LWIB and all partners shall adhere to the following conflict resolution process for disputes arising out of any provision of this MOU.

Procedure to Reconcile Budgets:

The partners agree to share proportionately in the costs of the local One-Stop delivery system. These costs include shared system costs for service delivery and infrastructure costs associated with the comprehensive one-stop center(s).

Shared System Costs are non-infrastructure costs to which required program partners must contribute. These shared costs may include the cost of shared services authorized for an individual participant, such as intake and assessment costs, as well as shared costs of local board functions. In-kind contributions to shared system costs are only permissible if the in-kind replaces an actual cost and is agreed upon by the partners in advance.

Infrastructure Costs are non-personnel costs that are necessary for the general operation of a comprehensive one-stop center, including the rental costs of facilities, the costs of utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities). At a minimum, partner costs will be reconciled quarterly and or as required by DOL and DCEO.

The administrative entity for the Southern 14 LWIB will provide quarterly statements to the One-Stop Committee of actual infrastructure and system costs that have occurred and are included in the MOU and invoice partners quarterly for their fair share of the actual costs.

Each Partner's method of contribution is a cash reimbursement for their portion of the shared infrastructure cost, as well as their portion of the shared delivery system cost, unless an in-kind arrangement has been approved in advance following the above-outlined procedure.

Cross-training will be done on a limited bases within the constraints of each agency. All partner staff will have a working knowledge of services offered by all agencies and be responsible for making referrals.

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 are 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.

EXAMPLE:

All amendments will involve the following process:

1. The Parties seeking an amendment will submit a written request to the Southern 14 Workforce Investment Board, Inc. 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 Southern 14 Workforce Investment Board, Inc. will notify the remaining parties of the intent to amend. It will provide each remaining party thirty (30) days from the date of the notice (unless another time frame is specified in the notification) to review the anticipated changes and to submit a response to the Southern 14 Workforce Investment Board, Inc. 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 Southern 14 Workforce Investment Board, Inc. within the specified timeframe.

Southern 14 Workforce Investment Board, Inc. will review the listed questions/concerns and will issue a response within fifteen (15) days of receipt of the list. If Southern 14 Workforce Investment Board, Inc. 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.

Authorized representatives of the affected partners will sign the final approved amendment draft, then submitted to Southern 14 Workforce Investment Board, Inc. for the final signature.

Southern 14 Workforce Investment Board, Inc. will distribute copies of the fully executed amendment to all Parties.

The Southern 14 Workforce Investment Board complies with the procurement process in accordance with the Governors guidance utilizing a request for proposal. Once requests are received the One Stop Committee of the LWIA #26 Board evaluates the submissions and makes recommendations to the full board. Once approved Board awards contract for the One Stop Operator, which includes three additional one year options.

To exercise the remaining options the One Stop Operator is required to submit a draft budget for the next fiscal year to the Board Office prior to January 15. The information from this budget is used to compile the draft budget that is circulated to each partner for approval.

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

This MOU is contingent upon and subject to the availability of federal funds of each required partner. 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.

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

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 MOU template contains the names of core and required partners who are required to sign the MOU. 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	
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**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)
Title I: Adult, Dislocated Worker, Youth	<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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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"/>						
Title III: Employment Programs under Wagner-Peyser	<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 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
Unemployment Insurance	<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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>										
Job Counseling, Training and Placement Services for Veterans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>											
Trade Readjustment Allowance (TRA)	<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 type="checkbox"/>												
Trade Adjustment Assistance (TAA)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>													
Migrant and Seasonal Farmworkers	<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"/>														
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"/>													

**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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																
Senior Community Services Employment Program (SCSEP)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>															
TANF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>													
Housing and Urban Development Employment and Training Activities (HUD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>													
Job Corps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>													
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"/>													
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"/>													
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"/>													
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"/>													

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

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

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

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

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

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

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

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

REQUIRED PARTNER	OTHER PROGRAMS AND ACTIVITIES PROVIDED
Title I (Adult, Dislocated Worker, Youth)	All services required under WIOA Title 1B.
Title II: Adult Education and Literacy	<p>(1) Assist adults to become literate and obtain the knowledge and skills necessary for employment and economic self-sufficiency;</p> <p>(2) Assist adults who are parents or family members to obtain the education and skills that are necessary to becoming full partners in the educational development of their children; and lead to sustainable improvements in the economic opportunities for their family;</p> <p>(3) Assist adults in attaining a secondary school diploma and in the transition to postsecondary education and training, including through career pathways; and</p> <p>(4) Assist immigrants and other individuals who are English language learners in improving their reading, writing, speaking, comprehension skills in English; mathematics skills; and acquiring an understanding of the American system of Government, individual freedom, and the responsibilities of citizenship.</p>
Title III: Employment Programs under Wagner-Peyser	All services required under Title II (Wagner-Peyser/Employment Services) will be provided on site. Including Hiring events and Workshops.
Title IV: Rehabilitation Services	<ul style="list-style-type: none"> •Child Care Resource & Referral - information for parents looking for quality child care; and for child care providers •Comprehensive Community-Based Youth Services - provides crisis assistance to youth, 11 to 17 years of age, who have run away from home or have been kicked out of their homes. •Developmental Disability Services - provide information, assessment & referral regarding developmental disabilities. •Domestic Violence Victim Services - provide free and confidential services to help domestic violence victims attain safety and self-sufficiency, and to promote violence prevention through education and outreach. •Early Intervention - assessment of children age 0-3 for developmental delays •Family Case Management - coordinates health and social services in order to promote healthy pregnancy and child development •Family Community Resource Center (Family & Community Services) - "one-stop" centers for cash & medical assistance, food stamps, and job services •Family Planning - provides medical, social and educational services related to the avoidance, achievement, timing and spacing of pregnancy. •Mental Health - information, assessment & referral regarding mental health and mental illness

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

REQUIRED PARTNER	OTHER PROGRAMS AND ACTIVITIES PROVIDED
	<ul style="list-style-type: none"> •Partner Abuse Intervention Services - DHS protocol-approved programs for perpetrators of intimate partner violence. •Residential School - residential education and outreach programs for children with disabilities •State Psychiatric Hospital - for children, adolescents and adults who need publicly-funded inpatient treatment •Women, Infants and Children (WIC) - provides nutritious foods, education, counseling and support for pregnant women, new mothers, infants and children up to age 5
Post-secondary Career and Technical Education under Perkins	<ol style="list-style-type: none"> 1. Preparation for employment, vocational training, support services. 2. Veteran's assistance with financial aid, admissions, placement testing and support services. 3. Special populations assistance with financial aid, admissions, placement testing and support services. 4. Rapid Response Meetings - Host Site. 5. Academic Counseling/Career Advisement. 6. Resume Writing/Interview Skills. 7. Time Management and Financial Management Skills. 8. Academic Support - Tutoring 9. Economic Assistance - textbook and equipment loans. 10. Mentoring. 11. Career Exploration and Academic Advisement. 12. ACT WorkKeys testing for graduating students (Career & Technical Education and GED)
Unemployment Insurance	All services required under the Unemployment Insurance program through IDES will be provided via direct linkage, including Claim maintenance, General questions and Claims filing
Job Counseling, Training and Placement Services for Veterans	All services required under the Unemployment Insurance program through IDES will be provided via direct linkage, including Claim maintenance, General questions and Claims filing
Trade Readjustment Allowance (TRA)	All services required un the Trade Readjustment Assistance (TRA) program through IDES will be provided via direct linkage, including Claims maintenance and General questions
Trade Adjustment Assistance (TAA)	All services required under Trade Adjustment Assistance.
Migrant and Seasonal Farmworkers	All services required through the Migrant and Seasonal Farmworkers program through IDES will be provided on site, including Hiring events and Workshops.
National Farmworker Jobs Program	N/A
Community Services Block Grant (CSBG)	All services required under the Community Services Block Grant Program.

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

REQUIRED PARTNER	OTHER PROGRAMS AND ACTIVITIES PROVIDED
Senior Community Services Employment Program (SCSEP)	The Senior Community Service Employment Program (SCSEP) is a community service and work based training program for older workers. The program provides subsidized service-based training for low-income persons 55 or older who are unemployed and have poor employment prospects
TANF	While SNAP, WIC, cash assistance, and medical programs are the services that are most well-known, there are many other programs and services offered through the division such as Aid to the Aged, Blind or Disabled (AABD); Application for Benefits Eligibility (ABE); Child Care Assistance Program (CCAP); Cash ; Comprehensive Community-Based Youth Services (CCBYS); Domestic Violence - Victim Services; Early Intervention; EarnFare; Earned Income Tax Credit (EITC); Emergency Food; Emergency & Transitional Housing; Family Case Management; Family Planning; Farmers' Market Nutrition Program; Funeral and Burial Benefits; Healthy Child Care Illinois; Healthy Families Illinois; Homeless Prevention Program; Homeless Youth; Juvenile Accountability Block Grant (JABG); Juvenile Detention Assistance Initiative (JDAI); Juvenile Justice; Juvenile Justice Councils; Juvenile Justice Transportation; Illinois Link - Illinois Link Card Information or Managing Your Illinois Link Account; Medical Assistance Programs; Newborn Hearing Screening; Parents Care and Share; Partner Abuse Intervention Program; Perinatal Depression; Redeploy Illinois; Release Upon Request; School Health; Sexual Assault Prevention; SNAP - Supplemental Nutrition Assistance Program; Supportive Housing for Homeless Persons; Teen REACH; Temporary Assistance for Needy Families (TANF); Women, Infant and Children (WIC).
Second Chance	N/A
Housing and Urban Development Employment and Training Activities	N/A
Job Corps	N/A
YouthBuild	N/A

IDES NON-DISCLOSURE AGREEMENT

Attachment to LWIA #26 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, 2026 and ending on June 30, 2029, for the One-Stop Center located in Illinois Local Workforce Area #26 (“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 administrating 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.

LWIA #26 MOU

	PY21 Budget	PY22 Budget	PY23 Budget	PY24 Budget	PY25 Budget	PY26 Budget	Increase (Decrease)	% of Total Budget	Notes
Lease Costs (all inclusive)	32,000	38,000	42,000	45,000	47,000	49,820	2,820		Increase due to utilities cost increase
Cleaning			1,132	1,200	866	1,000	134		Provided by Contract
OneStop Reception	17,340	18,432	18,707	11,738	16,089	17,181	1,092		\$14,840 Wages & 2,341 Fringe
OneStop Operator Cost	11,560	13,357	13,844	21,462	21,645	23,113	1,468		One Stop Manager - \$19,964 Wages & 3,149 Fringe
Resource Room Supplies	1,000	1,000	2,317	2,500	1,300	1,000	(300)		
OneStop Operator Budget	61,900	70,789	78,000	81,900	86,900	92,114	5,214	94.3%	
Salary & Fringe Board Staff	2,978	2,978	3,963	4,172	5,161	4,315	(846)		MOU Budget is 4.3% of Total Area Budget
Board Meeting Costs	179	179	133	185	86	106	20		
Audit Costs	147	147	360	348	257	425	168		
Error & Omissions Insurance	153	153	333	278	307	255	(52)		
Board Costs Total	3,457	3,457	4,788	4,983	5,811	5,101	(710)	5.2%	
Business Services	500	500	500	500	500	500	0		
Total Service Intergration	500	500	500	500	500	500	0	0.5%	
Total Shared Costs	65,857	74,746	83,288	87,383	93,211	97,715	4,504		Budget Increase of 5%
Infrastructure Costs	32,500	38,500	43,132	46,200	47,866	50,820	2,954	52.0%	
Delivery Costs	33,357	36,246	40,156	41,183	45,345	46,895	1,550	48.0%	
Total Shared Costs	65,857	74,746	83,288	87,383	93,211	97,715	4,504		
Total FTE	15.50	14.50	12.50	10.15	10.99	9.74	(1)		
Infrastructure Costs Per FTE	2,097	2,655	3,451	4,552	4,356	5,217	861		
Delivery Costs Per FTE	2,152	2,500	3,212	4,058	4,126	4,814	687		
Total Shared Costs per FTE	4,249	5,155	6,663	8,609	8,482	10,031	1,548		

LWIA #26	PY21 Budget	PY22 Budget	PY23 Budget	PY24 Budget	PY25 Budget	PY26 Budget	Increase (Decrease)	% of Total Budget	10% Variance	Appendix K
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Title 1B Adult, Youth & Dislocated		48,783	55,367	59,968	57,280	63,526	62,609	(917)	64.1%	68,870	6,260.89	
WADI (Edwards, Gallatin, Hamilton, Saline, Wabash, Wayne & White)	37.5%	18,050	20,486	22,248	21,480	23,724	23,478					
SDC (Alexander, Hardin, Johnson, Massac, Pope, Pulaski & Union)	37.5%	18,050	20,486	22,248	21,480	23,724	23,478					
So14 Board	25.0%		14,396	15,472	14,320	16,079	15,652					
Trade		1,220	1,384	1,666	2,122	2,120	2,507	386	2.6%	2,757	250.67	
Southern 14	100.0%	1,220	1,384	1,666	2,122	2,120	2,507					
CSBG		1,220	1,384	1,666	2,152	2,120	2,508	387	2.6%	2,758	250.77	
WADI (Edwards, Gallatin, Hamilton, Saline, Wabash, Wayne & White)	50.0%	610	692	833	1,076	1,060	1,254					
SDC (Alexander, Hardin, Johnson, Massac, Pope, Pulaski & Union)	50.0%	610	692	833	1,076	1,060	1,254					
Title III-Wagner Peyser		3,659	4,153	4,997	6,457	6,361	7,523	1,162	7.7%	8,275	752.30	
Veterns Services		1,220	1,384	1,666	2,152	2,120	2,508	387	2.6%	2,758	250.77	
UI Comp Programs		1,220	1,384	1,666	2,152	2,120	2,508	387	2.6%	2,758	250.77	
TRA		1,220	1,384	1,666	2,152	2,120	2,508	387	2.6%	2,758	250.77	
Title III-MSFW		1,220	1,384	1,666	2,152	2,120	2,508	387	2.6%	2,758	250.77	
IDES	100.0%	8,537	9,689	11,660	15,066	14,843	17,554	2,711	18.0%		1,484.25	
Title II-Adult Education		1,220	1,384	1,666	2,152	2,120	2,508	387	2.6%	2,758	250.77	
SIC (Gallatin, Hamilton, Hardin, Saline & White)	35.7%	436	494	595	769	757	896	138	0.9%		89.56	
SCC (Alexander, Johnson, Massac, Pope, Pulaski & Union)	42.9%	523	593	714	922	909	1,075					
IECC (Edwards, Wayne, Wabash)	21.4%	261	297	357	461	454	537					
Career & Tech Ed-Perkins		1,220	1,384	1,666	2,152	2,120	2,508	387	2.6%	2,758	250.77	
SIC (Gallatin, Hamilton, Hardin, Saline & White)	35.7%	436	494	595	769	757	896					
SCC (Alexander, Johnson, Massac, Pope, Pulaski & Union)	42.9%	523	593	714	922	909	320					
IECC (Edwards, Wayne, Wabash)	21.4%	261	297	357	461	454	114					
Title IV Vocational Rehab.		1,220	1,384	1,666	2,152	2,120	2,508	387	2.6%	2,758	250.77	
DHS	100.0%	1,220	1,384	1,666	2,152	2,120	2,508					
TANF		1,220	1,384	1,666	2,152	2,120	2,508	387	2.6%	2,758	250.77	
DORS	100.0%	1,220	1,384	1,666	2,152	2,120	2,508					
Aging-SCEP		1,220	1,384	1,666	2,152	2,120	2,508	387	2.6%	2,758	250.77	
National Able (Johnson, Massac, & Pulaski)	27.3%	333	378	454	587	578	684					

Evansville Goodwill (Edwards, Hamilton, Wabash, Wayne, & White)	36.4%	443	503	606	783	771	912					
MERS Goodwill (Hardin, Pope, Saline, & Union)	36.4%	443	503	606	783	771	912					
		65,857	74,746	83,288	87,383	93,211	97,715	4,643		107,036	9,321.10	0

LWIA #26 - FTE		PY21 Budget	PY22 Budget	PY23 Budget	PY24 Budget	PY25 Budget	PY26 Budget	Increase (Decrease)		Onsite	Direct Linkage	Total FTE	
Title 1B Adult, Youth & Dislocated		12.00	11.00	9.00	6.65	7.49	6.24	(1.25)		0.35	5.89	6.24	64.07%
Trade		0.25	0.25	0.25	0.25	0.25	0.25	(0.00)		0.25	0.00	0.25	2.57%
CSBG		0.25	0.25	0.25	0.25	0.25	0.25	0.00			0.25	0.25	2.57%
Title III-Wagner Peyser		0.75	0.75	0.75	0.75	0.75	0.75	0.00		0.75		0.75	7.70%
Veterns Services		0.25	0.25	0.25	0.25	0.25	0.25	0.00			0.25	0.25	2.57%
UI Comp Programs		0.25	0.25	0.25	0.25	0.25	0.25	0.00			0.25	0.25	2.57%
TRA		0.25	0.25	0.25	0.25	0.25	0.25	0.00			0.25	0.25	2.57%
Title III-MSFW		0.25	0.25	0.25	0.25	0.25	0.25	0.00			0.25	0.25	2.57%
		1.75	1.75	1.75	1.75	1.75	1.75	0.00		0.75	1.00	1.75	
Title II-Adult Education		0.25	0.25	0.25	0.25	0.25	0.25	0.00			0.25	0.25	2.57%
Career & Tech Ed-Perkins		0.25	0.25	0.25	0.25	0.25	0.25	0.00			0.25	0.25	2.57%
Title IV Vocational Rehab.		0.25	0.25	0.25	0.25	0.25	0.25	0.00			0.25	0.25	2.57%
TANF		0.25	0.25	0.25	0.25	0.25	0.25	0.00			0.25	0.25	2.57%
Aging-SCEP		0.25	0.25	0.25	0.25	0.25	0.25	0.00			0.25	0.25	2.57%
		15.50	14.50	12.50	10.15	10.99	9.74	(1.25)		1.35	8.39	9.74	100.00%

Title 1 & Trade		12.25	11.25	9.25	6.90	7.74	6.49		66.6%
IDES Programs		1.75	1.75	1.75	1.75	1.75	1.75		18.0%
All Others		1.50	1.50	1.50	1.50	1.50	1.50		15.4%
		15.50	14.50	12.50	10.15	10.99	9.74		