

SOUTHERN 14 WORKFORCE INVESTMENT BOARD, INC.

DEAN ROGAN SR, CHAIRMAN

PAM BARBEE, EXECUTIVE DIRECTOR

MEMO

TO: One-Stop Committee
FROM: Pamela Barbee
DATE: August 31, 2026



The One-Stop Committee will meet via email:

Monday August 31, 2026

The purpose for this meeting is to:

1. To review and accept the PY26 MOU Revisions.



**WIOA INTERAGENCY TECHNICAL ASSISTANCE TEAM
Determinations**

The WIOA Interagency Technical Assistance Team has made the following determinations related to the MOU pertaining to LWIA 26:

Please revise all signature pages that use any acronyms and abbreviations to, instead, spell out each official title. The inclusion of acronyms or abbreviations may prevent the ultimate approval of the MOU by the Illinois Comptroller, resulting in possible payment delays.

The MOU Effective Through June 30, 2027 is:	
☐	Approved
☒	Approved with technical changes required
☐	Approval pending

Required Modifications

Required Revisions to the Memorandum of Understanding		
<i>Page # of MOU</i>	<i>Citation of Required Content</i>	<i>Required Revisions</i>
Required Revisions in the MOU effective through June 30, 2027:		
17	(Sec. 121 (c)(2)(i)) (Governor's Guidelines, Section 1, Items 8(e)-(g)) (§ 678.500(b)(1))	For TAA, identify the specific approved technology used to provide direct linkage.
10-20	(Sec. 121 (c)(2)(i)) (Governor's Guidelines, Section 1, Items 8(e)-(g)) (§ 678.500(b)(1))	Expand the narrative to explain how the receptionist and any other messaging, signage, or communications make it clear which services accept walk-ins and which require appointments.

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 ensure 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.

Deleted: insure

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.

To clearly distinguish between walk-in and appointment based services we have created a cohesive system across the physical space, staff communications, and also materials provided. As customers enter the building they are greeted with visual cues highlighting services. These are color coded as green for walk in services and blue for appointment only services. 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. The receptionist will review the intake form with the customer and will notify the customer of services that are accepting walk-ins and which require appointments as well. The informational wall that includes pamphlets from each partner program will be provided to the customer based off of customer needs. 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

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 utilizing a dedicated phone number, Zoom or Teams meeting.

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