

December 11, 2019

<https://www.illinoisworknet.com/WIOA/Resources/Pages/Public-Documents.aspx>



Advance Release of the Governor's Guidelines – Revision 4

NOTICE OF ADVANCE RELEASE

This advance release of “GOVERNOR’S GUIDELINES TO STATE AND LOCAL PROGRAM PARTNERS NEGOTIATING COSTS AND SERVICES UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT OF 2014 – REVISION 4” is being made available to State and local partners pending final approval for formal issuance. Because no significant changes are anticipated before final issuance at this time, local workforce innovation boards and local required partners are strongly encouraged to initiate all activities required to fulfill the requirements specified in the Governor’s Guidelines in recognition of the limited time available for negotiation of shared costs and other matters for PY 2020 WIOA programs.

Webinar Overview



1. Background
2. How feedback was incorporated into the Governor's Guidelines
3. Other revisions
4. Other resources within the Guidelines
5. Timeline
6. Action required

Background of the Governor's Guidelines



Governor's Guidelines Revisions:

- Original Version issued in 2015
- **Revision 1** (March 2016) when DOL delayed the effective date of infrastructure costs
- **Revision 2** (December 2016) when DOL issued guidance for negotiating infrastructure costs
- **Revision 3** (November 2018) to bring all guidance into one place
- **Revision 4** (November 2019) to streamline and clarify guidance for new PY 2020 MOUs

Supplemental Guidance:

- PY 2016 to provide an alternative timeline for MOU/budget negotiations
- PY 2017 to explain Illinois' approach for affiliate and specialized centers
- PY 2018 to incorporate federal guidance about periodic reconciliation and affiliate centers

Background of Revision 4



- Annual survey seeking feedback about PY 2019 negotiations
- Analysis of past MOUs and required revisions
- Consultation with the IWIB Executive Committee and service integration work groups

86% responded that the MOU Template is clear

- Comments suggested reducing redundancies, streamlining required content and clarifying the required content

Background of Revision 4 (continued)



- Where can the Governor's Guidelines be streamlined?
- Where can the guidance be clearer in what is really needed to:
 1. Comply with regulations, and
 2. Help partners be specific in the commitments needed to deliver services?
- How can the guidance be more user-friendly to help make the MOU a realistic document to operationalize plans and commitments?

How Feedback was Incorporated into the Governor's Guidelines – Revision 4

Based on feedback received during and after the October 16, 2019 WIOA webinar

FAQ: Are all partners aware?

Q: Are all partners aware that they are to participate in good faith negotiations?

A: Through indicating on the Pre-Program Year Planning Form, local areas can ensure the State is aware of any staff or partner programs new to the WIOA implementation process in Illinois that would benefit from a WIOA orientation.

6. **Requirement to conduct good faith negotiations:** All individuals participating in the development and negotiation of local MOUs will negotiate as equals and in good faith to reach agreement and to bring about a unified vision for the local one-stop deliver system. This includes participating in required partner meetings from the beginning of each negotiation period and addressing issues or requests for changes during each step of the *development* and *approval* of the MOU and one-stop operating budget.

**Governor's Guidelines – Revision 4
Section 1(6), page 5**

PRE-PROGRAM YEAR PLANNING FORM FOR LWIA _____

PROGRAM YEAR 20 _____

In preparation for annual MOU and budget negotiations each program year, it is important to begin planning each fall to meet various WIOA benchmarks and deadlines. To help ensure each local area is in the best position to fulfill all WIOA requirements related to submission of MOUs and one-stop operating budgets within the allotted timeframe for the upcoming program year, please complete and submit the following form to CWD-wioaplan@ad.siu.edu by December 31.

Included at the bottom of this form is a waiver request section that must be completed if the local workforce innovation board seeks a waiver from a specific provision of the Governor’s Guidelines – Revision 4. If no waiver requests are known by December 31, then local areas should request any applicable waivers with the April 15 submittal of the preliminary budget and MOU negotiation Report of Outcomes.

For technical assistance in completing this form, please contact Mike Baker at Michael.Baker@illinois.gov. Additionally:

1. To ensure all required partners in the local area are aware of the submitted contents of this form, the form must be circulated to all required partners. Please indicate here the date by which the preliminary budget will be shared with all required partners: Click or tap to enter a date.
2. Please identify the lead negotiator for the MOU negotiations in your LWIA.
 Enter name here
 Enter email here
 Enter phone number here
 Enter organization name here
3. Please identify the impartial budget negotiator in your LWIA. **If the local workforce board chair and required partners in the local area determine that the individual(s) designated by the local workforce board chair to lead annual budget negotiations is not impartial, please complete and submit a waiver request as provided at the bottom of this form and as described in Section 4 of the Governor’s Guidelines – Revision 4.**
 Enter name here
 Enter email here
 Enter phone number here
 Enter organization name here
4. Please identify the individual responsible for conducting periodic reconciliation of budgeted to actual costs in your LWIA.
 Enter name here

Enter email here
 Enter phone number here
 Enter phone number here

5. Please identify the frequency at which reconciliation of budgeted to actual costs will occur in your local area (must occur at least semi-annually).
 Click or tap here to enter text.
6. Using the fillable table below, please submit the proposed schedule for Program Year MOU and Budget Negotiations, in alignment with the general timeline provided in Appendix A of the Governor’s Guidelines – Revision 4 (Use only the rows needed to fully describe your specific negotiations schedule). Please include:
 - a. Title of the meeting;
 - b. What is to be discussed and/or decided in accordance with the timeline below;
 - c. Whether the meeting is slotted to be in-person or over the phone; and
 - d. The week and year of the planned date of completion of task.

PRIMARY ACTIVITY IN NEGOTIATIONS	PLANNED DATE OF COMPLETION (WEEK ENDING ON A SPECIFIC CALENDAR DATE AND YEAR)
Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date
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Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date
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Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date

7. Please select this checkbox if there is a partner agency or individual new to the MOU negotiations process in your local that would benefit from a WIOA orientation.



Pre-Program Year Planning Form, Appendix C

Due December 31 each year

APPENDIX C

SERVICE LOCATIONS

1. Please list all designated comprehensive one-stop centers, designated affiliate sites or designated specialized centers, as well as non-designated connection (access) sites in the local area. The information provided in this section must match the Illinois workNet listings.

COSCs	DESIGNATED AFFILIATE SITES	DESIGNATED SPECIALIZED CENTERS	NON-DESIGNATED CONNECTION (ACCESS) SITES
Click or tap here to enter text.			
Click or tap here to enter text.			
Click or tap here to enter text.			
Click or tap here to enter text.			
Click or tap here to enter text.			
Click or tap here to enter text.			
Click or tap here to enter text.			

APPENDIX C

WAIVER REQUESTS

- Described below is a request to be waived from specific provisions of the Governor's Guidelines – Revision 4, as agreed upon by all required partners in the local area.

Please describe the waiver request(s) below, including:

- o The specific requirement (including relevant citations of the Governor's Guidelines – Revision 4) the local area is requesting be waived for the current program year MOU and budget negotiations, and
- o Rationale for the State not holding the local area responsible for compliance with the specific requirement as described in the Governor's Guidelines – Revision 4.

Requirement (including applicable citation(s) to specific provisions of the Governor's Guidelines)	Rationale and Description of Negative Consequences or Impact in the Absence of a Waiver
1.	
2.	
3.	



Pre-Program Year Planning Form, Appendix C (Continued)

FAQ – What access sites need to be listed?



Q: Should non-designated service connection (access) sites be listed in Section 6: “Name and Location of All Service Locations” of the MOU Template?

A: No. Non-designated connection (access) sites are only required to be listed in the Pre-Program Year Planning Form (Appendix C to the Governor’s Guidelines – Revision 4).

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
]]	[

**MOU Template
Section 6, pages 3-4**

FAQ: Who is responsible for cross-training?

Q: Who is responsible for overseeing the negotiations process regarding formal cross-training arrangements and fulfillment of these commitments?

A: The Governor's Guidelines provide that the one-stop operator may be a source for cross-trained staff. Ultimately, the successful cross-training of partner staff to provide services is up to the partners involved.

SECTION 1	NEGOTIATION OF LOCAL MOUS
	<p>with requirements specified in 20 CFR Parts 678.620, 678.625 and 678.630 and in Illinois State policy.</p> <ul style="list-style-type: none"><li data-bbox="1691 611 2466 715">i. The MOU must also affirm that the one-stop operator will not perform any of the prohibited roles to avoid a conflict of interest.<li data-bbox="1691 715 2466 861">ii. The local workforce board chair may elect to designate the one-stop operator as a resource required partners can access to provide staff who can be cross-trained to provide services on behalf of a required partner.<ul style="list-style-type: none"><li data-bbox="1786 861 2466 1006">1. If this action is taken, then the MOU must also describe the basis for determining each participating partner's contribution toward the cost of the one-stop operator staff who is cross-trained.

**Governor's Guidelines – Revision 4
Section 1, 8(j)(ii), page 10**

FAQ: Who is responsible?



Q: Can the State require a local area to provide a call-in option for MOU and budget negotiations to avoid potential scheduling conflicts?

A: Final Rules specify that the MOU is a product of good-faith negotiations, but there is no stipulation on how these meetings must occur. The scheduling of meetings is up to local discretion, ensuring all partners have ample opportunity to participate.

FAQ: What functions can the one-stop operator not perform?

Q: What are the proscribed functions the one-stop operator may not perform?

A: See MOU Template Section 10 and 20 CFR §678.620. The local area must affirm that none of the proscribed functions will be performed by marking the checkboxes.

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

- Name the procured one-stop operator and identify the agreed upon one-stop operator model used 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.
- Assure that the one-stop operator will not perform any of the proscribed functions (§ 678.620(b)) to avoid a conflict of interest.

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

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

MOU Template, Section 10, page 6

FAQ: One-stop operator model



Q: Does the one-stop operator model selected by the local area (i.e., consortium, single entity) affect the activities that are prohibited from being performed by the one-stop operator?

A: No. The prohibited functions of the one-stop operator apply regardless of the type of model selected by the local area.

FAQ: Do accessibility requirements apply to all service locations?



Q: Do physical and programmatic accessibility apply to all service locations or just designated service sites?

A: Physical and programmatic accessibility requirements under WIOA ((Sec. 121 (c)(2)(iv)) do apply to all service locations, regardless of designation status. The MOU focuses on designated comprehensive one-stop centers, affiliate sites and specialized centers; therefore, only the physical and programmatic accessibility of designated service locations are required to be described in the MOU narrative.

FAQ: Under what circumstances are acronyms prohibited?



Q: Under what circumstances are abbreviations and acronyms prohibited in the MOU?

A:

- All signature pages, as required by the Office of the Illinois Comptroller for purposes of using the MOU as a contract for payment, cannot use abbreviations or acronyms.
- Any abbreviations or acronyms used in any other section of the MOU, such as Section 1: “Parties to the MOU,” must be accurate and up to date.

FAQ: When are new signatures required?



Q: When revising the MOU for a specific program year after its initial submission to the State, does the submittal of the revised MOU require new signatures from required partners?

A: No. The letter from the LWIB Chair to the individual designated by the Governor (included as Appendix L) affirms that all parties to the MOU and the LWIB have agreed to the revisions included in the submitted revised MOU.

The letter from the LWIB Chair be submitted within 5 days of the LWIB meeting immediately following the submission of revisions.

VIA ELECTRONIC MAIL

[Date]

[Individual designated by the Governor]
Manager – Strategic Planning & Innovation
Illinois Department of Commerce and Economic Opportunity
500 E. Monroe St.
Springfield IL 62701

Dear [Individual designated by the Governor], on behalf of the WIOA Interagency Technical Assistance Team:

The revisions to the [select document type] for Program Year [enter program year] here enclosed have been reviewed and approved by the Local Workforce Innovation Board of Local Workforce Innovation Area [#] and all parties to the MOU.

Attached is a detailed report specifying the required revisions addressed and the location of the revisions in the [select document type] submitted [select date revised MOU was submitted by local area to wioaplans-mous@illinoisworknet.com].

Mr./Ms. _____
[Appropriate Title for the Local Workforce Board Chair]
Address Line 1
Address Line 2
Address Line 3

Sincerely,

[Local Board Chair Signature]

[Printed Name]
ON BEHALF OF THE LWIA [#] LOCAL WORKFORCE INNOVATION BOARD

cc: [Chief Elected Official(s)]
[Local Board Staff]

Other Improvements Made to the Governor's Guidelines Narrative

To the Governor's Guidelines – Revision 4 narrative

Revisions to Narrative



Page 9: Section 1 for Negotiating MOUs

- Referral methods must be more specific

- i. **Identification of referral methods:** Required partners will negotiate and describe in the MOU specific methods to refer participants between the one-stop operator and the required partners in the local area. These methods must detail the customer's needs, identify the services to meet those needs, and establish a communications protocol for tracking referrals between required partners. The referral process must ensure universal access for individuals with barriers to employment, including individuals with disabilities, can access available services.

**Governor's Guidelines – Revision 4
Section 1, 8(i), page 9**

Revisions to Narrative



Page 15: Section 2 for Negotiating Shared Costs

- ❑ All required partners must commit a minimum of .25 FTE

Example: .25 FTE is about 10 hours in a 40-hour work week

- ❑ But a waiver can be requested (see clarified guidance)

ANNUAL NEGOTIATION OF LOCAL SHARED COSTS	
i.	If all required partners agree to allow a partner to commit less than a .25 FTE, and the local board chair concurs, the local board chair 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).

Governor's Guidelines – Revision 4
Section 2, (13)(b)(i), page 15

Revisions to Narrative



Page 26: Section 5 for Annual Submission Requirements/Amendments

- Clarify that the “MOU Cover Page” is required only in years when the MOU is amended

SECTION 5	ANNUAL SUBMISSION REQUIREMENTS / AMENDMENT PROCEDURES
	29. MOU amendments: Any time a local area amends an MOU, the LWIB chair and CEOs will submit the amended sections of the MOU and new signatures to the State. Amendments must be made annually to incorporate the one-stop operating budget and may be made at other times as determined locally. The submission will be made to the individual designated annually by the Governor.

**Governor’s Guidelines – Revision 4
Section 5, (29), page 126**

Revisions to Narrative



Page 29: Section 7 for Periodic Reconciliation

- ❑ Specify CSBG's grant cycle
- ❑ Document any required partner's special invoicing deadlines in the MOU

PERIODIC RECONCILIATION OF SHARED COSTS

- ii. The CSBG required partner's grant cycle requires the partner to pay all actual costs, as indicated during the negotiation process, for the first half of the program year (July through December) within 30 days of the December 31 invoicing deadline. All actual costs for the second half of the program year (January through June) must be paid within 30 days of the June 30 invoicing deadline.

1. If there are any other partners identified during the negotiations process as having special invoicing deadlines, please specify this information in the MOU.

**Governor's Guidelines – Revision 4
Section 7, (35)(a)(ii)(1), page 29**

Revisions to Narrative



Page 37: Glossary

- New definition of service integration
- New definition of situational partner

16. Service integration	A combination of strategies to align and simplify access to one-stop center services and supports for employers, job seekers, and system customers with the goal of providing the best experience possible. Service integration may occur across entities delivering specific services or programs, across time as customer needs change, or both.
17. Shared one-stop delivery system costs	Additional, non-infrastructure, costs all required one-stop partners are required to pay to support the local service delivery system. 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.
18. Situational partner	Program partners that must make services available in comprehensive one-stop centers and share in the cost of maintaining the one-stop delivery system as agreed upon in the Memorandum of Understanding (MOU) when there is a designated provider of the program's services in the local area. Situational partners are not required to be a party to the MOU in each of the 22 local areas. The four situational partners in Illinois follow: <ul style="list-style-type: none">• National Farmworkers Jobs Program (NFJP)• Housing and Urban Development Employment and Training Activities (HUD ETA)• Job Corps.• YouthBuild

Updated State-Level Career Service Matrices



APPENDIX F

STATE-LEVEL CAREER SERVICE MATRICES TO BE USED AS A RESOURCE FOR LOCAL NEGOTIATIONS

Pages 49-52

- ☐ Verified State agency partner expectations of what services their programs will offer in all local areas, as applicable

BASIC CAREER SERVICE	STATE REQUIRED PARTNERS AND METHOD(S) OF SERVICE DELIVERY ⁵											
	CSBG ⁶ (not included)	DHS – TANF	DHS – Rehab Services	ICCB – Adult Ed and Literacy	ICCB – Perkins	IDoA – SCSEP	Title IB	IDES – W-P ⁷	IDES – UI	IDES – Job Counseling ⁸	IDES – Migrant	IDES – TRA
1. Eligibility for Title I-B participants							X					
2. Outreach, intake and orientation		X	X	X	X	X	X	X	X	X	X	X
3. Skills and supportive service needs assessment		X	X	X		X	X					
4. Labor exchange services		X	X			X	X	X		X	X	
5. Program coordination and referral		X	X	X	X	X	X	X	X	X	X	X

⁵ HUD Employment and Training, Job Corps and YouthBuild are required programs but are not reflected in this matrix, as they apply in only some local areas.
⁶ The specific career services offered locally through 36 Community Action Agencies in Illinois are determined based on a community needs assessment each agency undertakes. It is common for different CSBG services to be available in different local areas based on the community needs discovered during the needs assessment. Even though a standard set of CSBG career services is not shown on this statewide WIOA career service matrix, each local CSBG partner still has all required partner obligations, including the obligation to provide career services in all comprehensive one-stop centers. The local CSBG partner is expected to be at the table in each local area to negotiate the specific career services that will be available, consistent with the configuration of CSBG services in each local area.
⁷ TEGL 3-15: Section 5. Career services provided by Wagner-Peyser staff states, “All of the Basic Career Services must be made available by WP staff in coordination with other one-stop center partners.” Career Services 1. through 11. on the WIOA Service Matrix – Career Services are Basic Career Services.
⁸ Veteran must retain a significant barrier to employment to be considered eligible for services.

Other Revisions Made to the MOU Template for PY 2020

Appendix J to the Governor's Guidelines – Revision 4

Revisions to MOU Template



Summary Approach to Revisions

- Combined MOU sections when the content was similar
- Replaced general language with more specific requirements
- Removed required content that was redundant to local plans
- Added checkboxes instead of repetitive paragraphs for referrals

New Items on Service Integration

- New Section 4 of the MOU Template to document how the Service Integration Action Plan and strategies will be operationalized
- Refined language in other sections

Revisions to MOU Template



New Section 4: Service Integration

- ❑ The MOU operationalizes how required partners will implement strategies described in the Service Integration Action Plan
- ❑ Links to the Service Integration Overview and Self-Assessment Guide

4. SERVICE INTEGRATION ([Illinois Service Integration: Overview and Self-Assessment Guide](#))

- *Identify steps that required partners will take within the term of this MOU to implement the strategies described in the Service Integration Action Plan.*

**MOU Template
Section 4, page 3**

Revisions to MOU Template



Updated Section 5: MOU Development

Document that partners reviewed and approved commitments about:

- service delivery methods,
- service locations
- shared costs

5. MOU DEVELOPMENT (Governor's Guidelines, Section 1, Items 3-8)
<ul style="list-style-type: none">• Fully describe the process and efforts of the Local Workforce Innovation Board and required partners to negotiate the MOU.• Explain the process to be used if consensus on the MOU is not reached by partners.• To demonstrate the engagement of required partners and the Local Workforce Innovation Board, describe the process to review both draft and final commitments to:<ul style="list-style-type: none">○ service delivery methods,○ service locations, and○ shared costs.
]

**MOU Template
Section 5, page 3**

Revisions to MOU Template



Updated Section 7: Description of One-Stop Services

Describe:

- How the committed number of FTEs will allow services to be available during all regular business hours
- How each partner will staff the FTE commitment

<p>7. DESCRIPTION OF COMPREHENSIVE ONE-STOP SERVICES (Sec. 121 (c)(2)(i)) (Governor's Guidelines, Section 1, Items 8(e)-(g)) (§ 678.500(b)(1))</p> <ul style="list-style-type: none">• <u>Complete a local service matrix provided as Appendix F. This appendix must be updated annually (the State-level service matrix provided in Appendix F is intended to serve as a reference for local negotiations).</u>• <u>In the spaces provided below:</u><ul style="list-style-type: none">○ <i>For each partner, describe how the committed number of FTEs will allow services to be made available during all business hours, including capacity or training of onsite staff, use of contractors and use of direct linkage³ (as described in each partner's corresponding Direct Linkage Checklist). If there are multiple providers of a program's services, please describe each provider's method of service delivery.</i>○ <i>Please describe how each partner will ensure services are provided in real time in all service locations during all regular business hours given the number of FTEs committed.</i>

**MOU Template
Section 7, page 4**

Revisions to MOU Template



Updated Section 9: Physical Accessibility

Affirm by clicking the checkbox

- 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.

**MOU Template
Section 9, page 6**

Revisions to MOU Template



Updated Section 11: Referral Process

- New Referral System Matrix
- Method of making referrals
- Method of tracking referrals
- One-stop operator's role for coordinating referrals

11. REFERRAL PROCESS (Sec. 121 (c)(2)(iii)) (Governor's Guidelines, Section 1, Item 8(i)) (§678.500(b)(3)-(4))
<ul style="list-style-type: none">• <i>In the spaces provided below, address all of the following:</i><ul style="list-style-type: none">○ <i>Identify the method of making referrals for each partner.</i>○ <i>Identify the method of tracking referrals.</i>○ <i>In the introductory paragraph of this section, describe the local one-stop operator's role and responsibilities for coordinating referrals among required partners (§678.500(b)(3)).</i> <p><i>Please complete the Referral System matrix included on page 11 of this MOU Template.</i></p>

**MOU Template
Section 11, page 6**

New: Referral System Matrix

**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	NEP	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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title II: Adult Education and Literacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title III: Employment Programs under Wagner-Peyser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title IV: Rehabilitation Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trade Readjustment 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"/>	<input type="checkbox"/>	<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Migrant and Seasonal Farmworkers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Replaces the MOU narrative of describing each partner's referral to other partners.

Revisions to MOU Template

Updated Section 12: Shared Data and Information

- Two new checkboxes
- Only partners with separate data sharing agreements with IDES have access to wage records
- Personally Identifiable Information will be kept confidential

12. SHARED DATA AND INFORMATION (Governor's Guidelines, Section I, Item 8(k))
<ul style="list-style-type: none">• 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.• Outline the service integration strategies and steps that will be taken to implement those strategies for simplifying service delivery and customers' access to services. <p><i>NOTE: Partners are encouraged to seek clarification from their respective core partner state agency and/or data staff.</i></p>
<ul style="list-style-type: none"><input type="checkbox"/> 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.<input type="checkbox"/> Please affirm that participants' Personally Identifiable Information (PII) will be kept confidential.

MOU Template
Section 12, page 7

Revisions to MOU Template



MOU Signature pages

- Spell out the names of agencies, titles, required partner programs and organizations.
- Do not use abbreviations or acronyms on MOU signature pages.
- Do not include with your submission any blank signature pages of partners not included as a party to the MOU in your local area.
- When submitting MOU Amendments, all signature pages should immediately follow the submitted cover page.

Signature Pages

On the WIOA Implementation Portal

<https://www.illinoisworknet.com/WIOA/Resources/Pages/Public-Documents.aspx>

State-level Review Process



Guidance about State Review and Submittal Requirements

- After MOUs/annual budgets are submitted to the State
- State-level review team reviews for completeness, compliance and program-specific observations
- Required revisions issued
- Required revisions due within 30 calendar days along with a letter from Board Chair affirming that required revisions have been accepted by all parties
- Public notice not required – encouraged to make available for public viewing

Forms to Support Negotiations



Updated Content

Electronic, fillable forms are available for download on the WIOA Implementation Portal.

Appendices C, G, H, I, J, K, L

New Template: Local Board Revision Response Letter

Details

1. Pre-Program Year Planning Form
2. MOU Template
3. One-Stop Operating Budget Spreadsheet
4. Report of Outcomes
5. Required Checklist for Local Partner Service Delivery via Direct Linkage
6. Cover Page for Submittal of MOU Amendments and Annual One-Stop Operating Budgets
7. **Local Board Revision Response Letter Template**

On the WIOA Implementation Portal

<https://www.illinoisworknet.com/WIOA/Resources/Pages/Public-Documents.aspx>

Other Resources Available



In Revision 4

1. Timelines
2. Glossary
3. Examples of shared costs
4. Requirements for the State Funding Mechanism and Local Funding Mechanism

Timeline for Negotiations

Annual Timeline	Activity
November	<ul style="list-style-type: none"> State legal and fiscal staff identify any provisions to add to the MOU Template
December	<ul style="list-style-type: none"> MOU/budget negotiators gather essential information Fillable templates and forms provided by the State Pre-Program Year Planning Form due
January	<ul style="list-style-type: none"> Start negotiations
April 15	<ul style="list-style-type: none"> Negotiations end → Report of Outcomes due Draft one-stop operating budget spreadsheets due
May 1	<ul style="list-style-type: none"> Remediation period begins for any local areas not yet in agreement
May 31	<ul style="list-style-type: none"> State gives feedback on draft budgets Local areas at impasse are identified
June 15	<ul style="list-style-type: none"> State Infrastructure Cost Mechanism applied to areas at impasse
June 30	<ul style="list-style-type: none"> Final MOUs due Areas at impasse reported to applicable Federal agencies
Fall	<ul style="list-style-type: none"> State-level review of MOUs/budgets → Identifies required revisions due in 30 days

Action Required



- Complete the Pre-Program Year Planning Form as soon as possible
- Circulate the completed form to required partners for review
- Submit the final form by December 31, 2019

Questions?

Watch for updated frequently asked questions (FAQ) on the WIOA Implementation Portal

Thank you