**To**: Required Partners under WIOA

**From**: Illinois’ WIOA Interagency Technical Assistance Team

**Subject**: Guidance RE: the June 30, 2019 deadline for submittal of Final MOU Amendments and One-Stop Operating Budgets

**Date**: April 12, 2019

**Updated PY 2019 MOU Amendment Cover Page & Template**

To remain in alignment with Illinois Comptroller’s Office specifications regarding submittal of PY 2019 MOU Amendments and final budgets, two template documents have been updated for PY 2019. These templates must be used for the submittal of PY 2019 MOU Amendments and one-stop operating budgets by June 30, 2019. As a reminder, all MOU Amendments and budgets must be sent to the Illinois Department of Employment Security in advance of final submission. IDES Legal requests a two-week period for review.

1. **MOU Cover Page for Submittal of MOU Amendments and One-Stop Operating Budgets**

- This updated template may be found as Appendix H to the Governor’s Guidelines – Revision 3 [here, available for download](https://archive.illinoisworknet.com/WIOA/Resources/Pages/Public-Documents.aspx).

Please note that MOU signature pages are now included as part of the cover page template.

1. **PY19 MOU Amendment Template – Updated April 12, 2019**

- This updated template may be found as Appendix J to the Governor’s Guidelines – Revision 3 [here, available for download](https://archive.illinoisworknet.com/WIOA/Resources/Pages/Public-Documents.aspx).

- Two versions of the MOU Amendment must be submitted:

1. A version in tracked changes or highlighted changes for State MOU review.

2. A version with all changes accepted. The Comptroller’s Office will not accept documents in tracked changes.

Please contact Cameron Sweatman at [camerons@kebcpa.com](mailto:camerons@kebcpa.com) or (217) 789-0960 with any questions on submittal instructions.