**Draft Memo to Required Partners**

**to Provide Guidance for PY 2019 MOU/Budget Negotiations and National Able**

**To**: Required Partners under WIOA

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

**Subject**: Guidance RE: the April 15, 2019 deadline for Report of Outcomes for PY 2019 negotiations

**Date**: April 12, 2019

April 15, 2019 marks a deadline for required partners under WIOA to complete negotiations for MOU amendments and annual budgets that take effect July 1, 2019. This guidance is to remind required partners of the material that is due on April 15, 2019 and the manner in which it should be submitted and to give an update about the WIOA Interagency Technical Assistance Team’s activity regarding the participation of required partners in PY 2019 negotiations.

1. The Governor’s Guidelines – Revision 3 issued in November 2018 establish April 15, 2019 as the date by which the following must be submitted to the WIOA Interagency Technical Assistance Team:
   1. “Report of Outcomes” (Appendix G) to indicate whether agreement was reached on local MOU and annual budget negotiations in the local area. This includes any waiver requests and rationale agreed upon by all required partners in the local area.
      1. The Report of Outcomes with any applicable waiver requests must be signed by the Local Workforce Innovation Board Chair and all Chief Elected Officials (CEOs) in the local area.
   2. A preliminary annual budget using the One-stop Operating Budget Spreadsheet, which contains the annual Infrastructure Agreement for each required partner’s commitments for PY 2019.
   3. A “Required Checklist for Local Partner Service Delivery via Direct Linkage” (Appendix I) for each required partner that plans to use direct linkage technology to deliver services through the comprehensive one-stop center in a local area. (One checklist is completed per partner using direct linkage technology per local area.)
2. Submit the signed Report of Outcomes, preliminary One-Stop Operating Budget and any applicable direct linkage checklists to the following:

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1. If any required partner does not agree to the MOU amendments or One-Stop Operating Budget/Infrastructure Funding Agreement by April 15, 2019, then the local workforce board chair and CEO indicate on the Report of Outcomes form that agreement has not been reached, listing the program partner name and the reason for non-agreement.
   1. The Report of Outcomes is intended to help identify where the Interagency Technical Assistance Team can provide support through a remediation process to expedite agreement. The Report of Outcomes does not result in punitive actions.
   2. The Interagency Technical Assistance Team will identify where a State-level Remediation Team will be convened to help required partners avoid impasse on the MOU and/or Infrastructure Funding Agreement. This State-level remediation will begin in May 2019 so that agreement can be reached by the deadline of June 30, 2019.
   3. Any local workforce areas in which required partners cannot reach agreement on the PY 2019 MOU or One-stop Operating Budget / Infrastructure Agreement by June 30, 2019 will be reported to the U.S. Secretary of Labor and the head of any other relevant Federal agency as required in 20 CFR Part 678.510(c)(2). The State Infrastructure Funding Mechanism will then be applied by the Governor of Illinois, as described in Section 3 of the Governor’s Guidelines – Revision 3.
2. The Interagency Technical Assistance Team has been in ongoing communications with National Able, a State and Federal grantee of the SCSEP program, regarding its obligations as a required partner in all local workforce areas where the provider has designated participant “slots.” Good faith efforts continue to find a resolution that will ensure National Able meets its obligations as a required partner and shared costs are allocated in proportion to the benefit received by each required partner for PY 2019.