

November 19, 2025



DRAFT MOU Guidance for Program Year 2026

OVERVIEW



Reminders

Program Year 2026 DRAFT MOU Guidance

Timeline of Upcoming MOU Activities

WIOA Frequently Asked Questions:

<https://www.illinoisworknet.com/WIOA/Resources/Pages/Advisory-Group-FAQ.aspx>



Program Year 2026 MOU and Budget Negotiation Reminders

Reminders: MOUs and Budget Negotiations



MOUs:

- ☐ Serve as a tool to achieve integration
- ☐ Reflect a shared vision and commitment of local workforce innovation boards (LWIBs)
- ☐ Document each required partner's commitments to service delivery
- ☐ Demonstrate negotiations were in good faith by individuals with authority to commit financial and programmatic resources

MOU negotiated every 3 years

Shared costs negotiated annually

Reminders: MOUs and Budget Negotiations (continued)



- PY 2026 MOU negotiations run January 1, 2026 – May 31, 2026
- PY 2026 MOUs take effect July 1, 2026
- PY 2026 runs July 1, 2026 – June 30, 2027 (**State Fiscal Year 2027**)
- PY 2026 marks the first year of a new term of the local MOU
- WIOA requires MOUs to be renewed at least every three years with this new term being from July 2026 – June 2029
- Annual amendments are required to update MOU budgets and partner commitments (FTEs, service delivery, cost sharing)

Reminders: MOUs and Budget Negotiations (continued)



Decisions reflected in the MOU:

1. Services that can be accessed in the local one-stop delivery system
2. Locations where services are made available
3. Each program partner's method of delivering services
4. Role of one-stop center operators
5. Coordination of referrals
6. Partner commitments to operationalize Service Integration Action Plans
7. Partner commitments to share in infrastructure costs and local service delivery system costs (annually)



DRAFT MOU Guidance for Program Year 2026

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MOU Guidance to the Governor's Guidelines will be issued in December 2025 specific to PY26 MOU negotiations that start in January 2026.

- | | |
|--|--|
| 1. MOU Template (no new items added from PY 2025) | 4. Budget Spreadsheet Assistance |
| 2. MOU Narrative Assistance | 5. Best Practices |
| 3. Appendix I - Required Checklist for Local Partner Service Delivery via Direct Linkage | 6. Final MOU Submittal Date |
| | 7. Requirements for electronic signatures and other Signature Guidance |

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1. MOU Template (no new items added from PY2025)
2. MOU Narrative Assistance

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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:
 - *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).*
 - *Describe how each required program's services are provided in real time in all service locations during all regular business hours.*

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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 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.*
- *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, 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.*

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Attachment H – Cover Page for MOU Submittal

- MOU Cover Page should not be included with the MOU Narrative for Program Year 2026
- MOU Cover Page will be completed and included with the MOU Narrative for the second and third years of the MOU Cycle (PY2027 & 2028)

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3. Appendix I - Required Checklist for Local Partner Service Delivery via Direct Linkage

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4. Budget Spreadsheet Assistance

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OSO Contract Start	7/1/2022
OSO Contract End	6/30/2026
Total FTEs	
Partner FTEs	
Partner % of Total FTEs	
<i>(Manually adjust Row 25 values as needed if not all p</i>	
The .25 Total FTE is a formula placeholder	
NOTE: ALL COSTS FOR THE ONE STOP OPERATOR ARE	
► ...	D.2-OSO Costs-Center 1 FTEs-Center

Shared Cost Category		Total Annual Budget	Partner Responsible for Payment (Payee)
Part 1: One-Stop Center SHARED INFRASTRUCTURE COSTS			
Methodology Used - FTE Staffing		<input checked="" type="checkbox"/>	
If Other Methodology Used Define & Uncheck FTE box			
Facilities Costs	\$	95,967.91	
Lease Cost	\$	50,000.00	IDES
Facility Maintenance			
Property and Casualty Insurance			
Security Services	\$	30,000.00	IDES
Cleaning Services / Janitorial	\$	10,000.00	IDES

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75	One-Stop Operator Costs Specific to This Center	
76	Select the One-Stop Operator Model from the drop-down menu in Cell B76	OSO Model: Single Entity
77	One-Stop Operator (if costs allocated among all partners for each center, with the correlating contribution entered in Rows 89 - 91, as applicable)	\$ -
78	OR	

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81	Total, Shared One Stop Delivery System Costs	\$ 143,046.00		\$ 38,430.72	\$ 2,584.61	\$ 12,584.61
82	Delivery System Costs per FTE	\$ 15,894.00				
83						
84	Less Cash Contribution (specific to this center)	\$ 59,350.27		20,930.72	2,584.61	2,584.61
85	Less Non-Cash Contribution (specific to this center)	\$ -				
86	Less In-Kind Staffing (specific to this center)	\$ 33,695.72		7,500.00		
87						
88	<i>One-Stop Operator Contributions</i>					
89	Less Cash Contribution	\$ -			-	
90	Less Non-Cash Contribution	\$ -				
91	Less In-Kind Staff Contribution	\$ 50,000.00		10,000.00		10,000.00
92	Sub-Total - One-Stop Operator Contributions	\$ 50,000.00		10,000.00	-	10,000.00
93						
94	Less Third-Party In-Kind Contributions (specific to this center)	\$ -				
95	Total Contributions (specific to this center)	\$ 143,045.99		\$ 38,430.72	\$ 2,584.61	\$ 12,584.61
96	Balance	\$ 0.01		\$ 0.00	\$ 0.00	\$ 0.00

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22	Notes on one-stop operator:
23	
24	
25	
26	
27	
28	

▶ ...

A-Total FTEs All Centers

B-Total Shared Costs All Ctrs

B.2-OSO Costs All Ctrs

C-FTEs-Center 1

D-Shared Costs-Center 1

Accessibility: Investigate

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		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			
	TAA			
	CSBG			
IDES	Title III - Wagner-Peyser			
	Title III - MSFW			
	Veterans Services			
	UI Comp Programs			
	TRA			
ICCB	Title II - Adult Education			
	Career & Tech Ed - Perkins			
DHS	Title IV - Vocational Rehab			
	TANF - DHS			
Aging	SCSEP			
DOC	Second Chance			
HUD				

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5. Best Practices

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Best practice with clear documentation of contributions

- Ensure all in-kind and non-cash contributions are fully negotiated, documented, and agreed upon by all partners for transparency and audit readiness

Best practice for submitting MOU Narrative

- Share MOU drafts in Word with *track changes* enabled to streamline partner feedback and expedite fiscal/legal reviews

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6. Final MOU Submittal Due Date is May 29, 2026
7. Requirements for Using Electronic Signatures and other Signature Guidance

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REQUIRED PARTNER SIGNATURES

LOCAL WORKFORCE INNOVATION BOARD CHAIR

<div></div> Signature	<div></div> Printed Name
<div></div> Title	<div></div> Date
<div></div> Organization	

If submitting an electronic signature, check the box below. Failure to do so will result in a rejection of the signature page.

☐ By checking this box, I affirm that I have followed the protocol for submitting an electronic signature as described in the Governor's Guidelines to State and Local Program Partners Negotiating Costs and Services Under the Workforce Innovation and Opportunity Act (WIOA) of 2014 and any supplemental guidance for negotiating annual costs and services under WIOA.



Timeline of Program Year 2026 Activities

PY 2026 MOU Activity Timeline



Activity	Proposed Date
Supplemental Guidance for PY26 MOU negotiations issued	December 2025
PY 2026 Pre-Program Year Planning form due	December 31, 2025
PY 2026 Report of Outcomes Due (with preliminary budget and any waiver requests)	April 15, 2026
PY 2026 Final MOU and Budgets due	May 29, 2026
LWIAs make any needed changes to MOUs and Budgets (based on TA Team feedback)	September 2026
Final reviews are completed, and are uploaded to the IL workNet portal	October 2026

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

Feedback



- Distribution of the final guidance will include:
 - PY 2026 Guidance for MOU and Budget Negotiations
- Final Guidance WIOA Wednesday Webinar:
 - December 17, 2025 - 1:00pm to 2:30pm

Please provide feedback by December 1, 2025

QUESTIONS ON PY26 DRAFT MOU GUIDANCE?

Contact Information



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