

**Guidance for Program Year 2023 MOU Negotiations
Under WIOA**

**Issued
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Guidance for Program Year 2023 MOU Negotiations Under WIOA

<p>Purpose of the PY 2023 Guidance</p>	<p>This annual guidance is issued to support negotiations of memoranda of understanding (MOUs) between required partners under the federal Workforce Innovation and Opportunity Act (WIOA) of 2014. Per WIOA, the MOU must reflect each required program partner’s human and financial commitments to make their services accessible and to share in the cost of operating the local workforce delivery system. This includes the required Infrastructure Funding Agreements to operate the physical comprehensive one-stop centers, affiliate centers and specialized centers within a local workforce area.</p> <p>This annual guidance applies to MOU negotiations that will occur between January 2023 and June 2023, resulting in an MOU that takes effect July 1, 2023 (Program Year 2023 / State Fiscal Year 2022).</p> <p>This annual guidance supplements—and does not change—the current, overarching, authoritative “Governor’s Guidelines to State and Local Program Partners Negotiating Costs and Services under WIOA.”</p>
<p>Notices for Future MOU Negotiations</p>	<p>WIOA requires that MOUs must be negotiated at least every three years. The guidance issues the following notices:</p> <ol style="list-style-type: none"> 1. Program Year (PY) 2023 will mark the first year in a new term and will replace the MOUs originally negotiated in 2019. 2. This guidance for PY 2023 MOU negotiations includes technical changes to the MOU Template. 3. However, additional, more substantive changes may be required in future years of the MOU term given the numerous, systemic efforts related to equity, access and service integration. These systemic efforts will continue through 2023 and culminate with a renewed vision and strategies in Illinois’ WIOA State Plan that takes effect in 2024. <p>(Continues on the next page)</p>

	<p>Groups such as the Governor’s Commission on Workforce Equity and Access, the IWIB Equity Task Force, the IWIB Service Integration Work Group, the IWIB Business Engagement Committee, Digital Equity Act advocates, National Skills Coalition and others are currently developing recommendations and resources to support systemwide changes that can inform more comprehensive MOU guidance and behavioral changes in future years.</p> <p>Program Year 2023 creates an opportunity for two-way communication to work toward removing barriers to service integration while ensuring compliance with WIOA regulations. This approach is to ensure that expectations are clear before a new MOU Template requires new content and operational commitments.</p> <p>Therefore, the PY 2023 technical changes are designed to help streamline portions of the MOU Template and test new concepts for feedback that would inform the development of guidance for PY 2024 MOUs and after.</p>
<p>Guidance Specific to PY 2023 MOUs</p>	<ol style="list-style-type: none"> <li data-bbox="475 951 1432 1150">1. Service Integration Action Plans. The MOU Template is updated to acknowledge that as local Service Integration Action Plans are updated, any changes regarding commitments by partners must be incorporated into the MOU and/or future MOU amendments. <li data-bbox="475 1150 1432 1514">2. Conflict resolution. The MOU Template is updated so that partners outline in the MOU narrative a process and roles for conflict resolution in operations at any time, not just during the annual MOU negotiation period. The new content should specify roles and authority of each entity in decision-making when conflicts arise (e.g., leaseholders, one-stop operators, local workforce board, state program administrators and local program administrators). <li data-bbox="475 1514 1432 1675">3. MOU Template clarifications. The MOU Template is updated to streamline and clarify the narrative that complements the Career Service Matrices and Referral Matrices. <li data-bbox="475 1675 1432 1877">4. Commitments to assess the customer experience. The MOU Template includes a new item of required content to describe specific human and financial commitments to coordinate the customer experience through a physical or virtual front door (e.g., investing in career navigators and customer advocates, cross-

	<p>training program staff, participating in professional development, investing in more accessible technology).</p> <ul style="list-style-type: none"> a) The narrative can acknowledge that while the commitment is made in the PY 2023 MOU, the implementation of those commitments will take multiple years and may need additional technical support or professional development to fully implement. b) This content is subject to feedback to consider in future MOU guidance and the Regional and Local Plan guidance.
<p>PY 2023 MOU and Budget Timeline Guidance</p>	<p>5. Current One-Stop Operator Agreement Attachment. The MOU Template now requires the LWIA’s current one-stop operator (OSO) agreement to be attached to the final MOU submittal. Submitting the actual OSO agreement will help expediate the State-level review process of final MOUs and one-stop operating budget, both of which reference the OSO agreement.</p> <p>6. Final MOU and Budget Submittal Due Date Changes to May 31. Local board chairs and CEOs must submit a signed MOU and one-stop operating budget by May 31, 2023 (formerly June 30 each year). This updated timeline is necessary to comply with signature requirements by the Illinois Office of the Comptroller (IOC) and to ensure issues are addressed prior to the effective date of July 1, 2023.</p>
<p>PY 2023 Signature Guidance</p>	<p>7. Requirements for using electronic signatures. The Illinois Office of the Comptroller (IOC) has modified its procedures to allow for the submission of contract and grant obligation related documents containing electronic signatures as defined by the Electronic Commerce Security Act (5 ILCS 175). The Interagency Technical Assistance Team, which reviews and approves MOUs, recommends that local workforce areas and required program partners continue to provide physical wet signatures in PY 2022. The submission of physical wet signatures ensures that processes and payments will not be delayed.</p> <p>Requirements for using electronic signatures:</p> <ul style="list-style-type: none"> a) Complete and submit a new SCO-470 Contract Signature Authorization Form which has been updated to include an electronic signature sample on the Specimen Signature (field #5). <ul style="list-style-type: none"> i. The Agency Head approval signature on the Contract Signature Authorization Form (line 8), must be in

	<p>wet ink, regardless of the type of signature supplied on the specimen signature line (line 5).</p> <ul style="list-style-type: none"> b) Check the box next to “Specimen signature is electronic.” c) Designees must also submit a new Contract Signature authorization Form to use for the documents. <ul style="list-style-type: none"> i. The electronic designee signature must incorporate both the Agency Head signature and his/her authorized designee signature <p>8. The IOC does not require a specific electronic signature format. The selection and format of electronic signatures is the agency’s decision but must comply with the requirements of the Electronic Commerce Security Act. By submitting an agency-approved Contract Signature Authorization Form, the agency is certifying that it has adequate processes and written procedures governing its use of electronic signatures, ensuring compliance with the Act.</p> <p>9. This guidance is effective on April 1, 2021, for documents executed on or after April 1, 2021, provided the agency’s new Contract Authorization Form is on file with the IOC. Documents electronically signed prior to April 1 will require email approval in accordance with Accounting Bulletin 235 and Accounting Bulletin 236.</p> <p>10. IOC encourages agencies to utilize electronic submission for contracts, grants, and obligations-related documents signed electronically. Prior to electronic submission of documents, agencies must sign a Memorandum of Understanding with IOC and submit test documents to IOC to verify that the documents submitted are in an acceptable format. Electronic document requirements include the following: <ul style="list-style-type: none"> a) Optical character recognition (OCR) b) Maximum file size of 25 MB c) 200 dpi minimum </p>	
<p>Summary Timeline for PY 2023 MOU Submittals</p>	<p>December 31, 2022</p>	<p>Deadline to submit the “Pre-Program Year Planning Form” to outline work plans for PY 2023 negotiations</p>
	<p>January 2023</p>	<p>PY 2023 MOU negotiations begin</p>

	April 15, 2023	Deadline to submit the “Report of Outcomes” and a draft one-stop operating budget as a status report to the WIOA Interagency TA Team
	May 31, 2023	Deadline to submit final, agreed-upon MOUs
	July 1, 2023	PY 2023 MOUs take effect
Effective date	This guidance is effective as of the date of issuance. This guidance will be updated as needed.	
Contact Information	Any questions about this Supplemental Guidance should be directed to the WIOA Interagency Technical Assistance (TA) Team or the primary contact for each required program partner. Questions may be emailed to wioaplan@illinoisworknet.com .	
Attachments	<p>In conjunction with this PY 2023 MOU guidance, the following documents are available for download on the WIOA Implementation Portal and the WIOA ePolicy Manual and specific to PY 2023.</p> <ol style="list-style-type: none"> 1. Appendix J – MOU Template for PY 2023 2. Appendix K – One-Stop Operating Budget Spreadsheet for PY 2023 (unchanged for PY 2023) <p>All other forms issued as part of the Governor’s Guidelines – Revision 4 remain unchanged and active and available for download. Examples include:</p> <ul style="list-style-type: none"> • Appendix I – Required Checklist for Local Partner Service Delivery via Direct Linkage • Appendix L – Local Board Revision Response Letter Template • Signature Pages for Submittal of MOUs and One-stop Operating Budgets 	