

**ADDITIONAL GUIDANCE TO SUPPORT LOCAL DECISION MAKING
ABOUT AMERICAN JOB CENTERS DURING THE COVID-19 PANDEMIC**

Notice: The WIOA Interagency Technical Assistance (TA) Team continues to seek input and track challenges, needs and potential solutions for guidance during the Illinois workforce system's response to the COVID-19 pandemic.

This notice is to issue two additional forms of guidance in response to input from required partners at the State and local levels about current challenges. The guidance is for Local Workforce Innovation Boards (LWIBs) and required partners to support local decision making about the safety, security and clear expectations in American Job Centers during the pandemic or other emergencies.

Two sets of guidance are issued with this notice:

1. **Guidance for Minimal Disruption of Services in American Job Centers.** This guidance is intended to support decision making about the need to temporarily close all or portions of an American Job Center (AJC) for safety or other reasons. The guidance encourages required partners in each AJC to continue to be flexible and to communicate in advance so that emergency closure or partial closure of a center is coordinated to the extent possible and that any disruption of services is minimal.
2. **Guidance for Conducting PY 2019 Reconciliation of Shared Costs.** This guidance is intended to support conducting periodic reconciliation in conversations with partners about actual costs incurred that are specific to the COVID-19 pandemic during the last quarter of Program Year (PY) 2019. Additional guidance will be issued at a later date specific to periodic reconciliation in PY 2020, which starts July 1, 2020.

Note: The Interagency Teams are not requiring MOU Amendments to the PY 2019 or PY 2020 MOUs at this time. The PY 2019 annual budget and MOU may need to be amended based if the reconciliation of budgeted to actual costs indicates the variance exceeds a threshold established in the [Handbook for Conducting Periodic Reconciliation](#) (p. 8, No. 2).

As described in both sets of guidance issued with this notice, the Interagency TA Team highly encourages required partners to jointly discuss whether and how partners in the AJC will share in unplanned costs specific to the pandemic. If partners agree to share costs specific to the pandemic, then partners should develop a mutually agreed-upon method of tracking the amount owed for any additional shared costs, as applicable. **If applicable, partners shall reach agreement before invoicing and payment can be approved by authorizing agencies or organizations.**

Both sets of guidance supplement the "[Guidance for Procuring PPE and Reopening American Job Centers](#)" issued by the Interagency TA Team on May 29, 2020.

Inquiries: Please continue to submit any questions through the Frequently Asked Questions (FAQ) page of the WIOA Implementation site at the following link:

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

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Or contact Mitch Parrish at KEB at mitchp@kebcpa.com and copy wioaplan@illinoisworknet.com.

Additional resources are available at the dedicated webpage, WIOA Implementation During COVID-19, located at: <https://www.illinoisworknet.com/WIOA/Pages/covid.aspx>.