



WIOA INTERAGENCY TECHNICAL ASSISTANCE TEAM

VIA ELECTRONIC MAIL

May 6, 2022

UPDATE ON MOU SIGNATURE GUIDANCE FOR PY 2022

The WIOA Interagency Technical Assistance (TA) Team issues the following update regarding signatures on final, agreed-upon memoranda of understanding (MOUs) and one-stop operating budgets that take effect July 1, 2022 (Program Year (PY) 2022 / State Fiscal Year 2023).

The Office of the Illinois Comptroller accepts MOUs as a contract for payment between State agencies and other required partners under WIOA. Because the MOU is the vehicle through which funds are exchanged, the Comptroller's Office has specific requirements for signatures to be accepted and payment remitted. These signature requirements are outlined in the "[Governor's Guideline—Revision 4](#)," Section 1(8)(p) on pages 11-12.

1. Signatures must be legible.
2. Scanned documents must be dark enough to ensure legibility.
3. Stamped signatures must be accompanied by the full name and title affixing the stamped signature.
4. Acronyms in the required programs or agency is prohibited on all signature pages.

The Office of the Illinois Comptroller will accept electronic signatures if all listed criteria above have been met.

Final and fully executed MOUs and one-stop operating budgets are required to be submitted to the State by June 30, 2022.

Note that the WIOA Interagency TA Team is in the process of reviewing the PY 2022 preliminary MOU budgets. The TA Team's review process will result in feedback to each local workforce area by the week of May 23, 2022. Local areas may wish to account for receiving this feedback in your plan for obtaining physical signatures.

It is acceptable if required partners in your local workforce area have already obtained physical signatures on a final MOU and one-stop operating budget for PY 2022. In the case that the Interagency TA Team's feedback about preliminary budgets results in material changes to the agreed-upon budget, then the Local Workforce Innovation Board (LWIB) Chair can obtain affirmation of the required revisions from all parties to the MOU in lieu of obtaining new signatures. The LWIB Chair would then submit a letter to Mike Baker as the individual designated by the Governor to affirm that all parties to the MOU affirm the revised MOU and/or one-stop operating budget.



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Additional guidance regarding the acceptance of changes to a revised MOU or budget is available on the “[Frequently Asked Questions](#)” page of the WIOA Implementation portal.

Inquiries: Please direct any questions to Mitch Parrish at KEB at Mitchp@kebcpa.com and copy wioaplan@illinoisworknet.com.