Partner Agreement

BETWEEN

NORTHEAST INDIANA WORKS

AND

REQUIRED ONE STOP PARTNERS

Edmond O'Neal
Individual designated by the Local Board Chair to lead MOU negotiations

eoneal@neinworks.org
Email Address

Edmond O'Neal
Impartial individual designated by the Local Board Chair to lead annual budget negotiations

eoneal@neinworks.org
Email Address

1. REQUIRED PARTNERS

- List the required partner providing services in the local area.
- List the partner agency providing services of each required partner.

Note: Rather than collecting all chief elected official signatures, the name and signature of only the Regional Chief Elected Official (RCEO) is acceptable so long as the local area has a fully executed chief elected officials' agreement outlining this responsibility.

PARTIES TO MOU	TYPED NAME
Local Workforce Development Board (WDB) Chair	Keith Davis
Regional Chief Elected Official (see note above)	Richard E. Beck, Jr.
REQUIRED PARTNERS AS PARTIES TO MOU	**ENTITY ADMINISTERING PROGRAM TYPED NAME[1]**
Title I: Adult, Dislocated Worker and Youth	Northeast Indiana Works
Title II: Adult Education and Literacy	Fort Wayne Community Schools, Impact Institute, Learn More Center, The Literacy Alliance Inc., Marion Community Schools
Title III: Employment Programs under Wagner-Peyser	Indiana Department of Workforce Development
Title IV: Vocational Rehabilitation Services	Indiana *Family & Social Services Administration*
Perkins/Post-secondary Career & Technical Education	Ivy Tech Community
Unemployment Insurance	Indiana Department of Workforce Development
Job Counseling, Training, Placement Services for Veterans	Indiana Department of Workforce Development

[1] Insert only the name(s) of the program(s) in this space. The names of individual negotiators are not needed.

PARTIES TO MOU		TYPED NAME
Trade Adjustment Assistance (TAA)		Indiana Department of Workforce Development
Migrant and Seasonal Farmworkers		Indiana Department of Workforce Development
Community Services Block Grant (CSBG)		N/A
Senior Community Services Employment Program (SCSEP)		Community & Family Services, National Able, and Catholic Charities Fort Wayne
TANF		Indiana *Family & Social Services Administration*
Second Chance		N/A
OTHER REQUIRED PROGRAMS OFFERED IN THIS LOCAL AREA AS PARTIES TO MOU		**IF MARKED YES, LIST THE ENTITY ADMINISTERING PROGRAM**
National Farmworker Jobs Program	☒ Yes ☐No	Proteus, Inc.
Housing and Urban Development Employment and Training Activities	☐Yes ☒No	
Job Corps	☒Yes ☐No	*Management and Training Corp*
Youth Build	☒Yes ☐No	*Fort Wayne Housing Authority*
ADDITIONAL PARTNERS AS PARTIES TO MOU		**ENTITY ADMINISTERING PROGRAM**

2. PURPOSE AND SCOPE OF MOU

This Memorandum of Understanding (MOU) communicates the agreement developed and executed between ***Northeast Indiana Works, hereinafter referred to as NEINW***, with agreement of (***Chief Elected Official)*** and the (***NEINW Partners)***, relating to the operation of America Job Center services in the local workforce area. Northeast Indiana Works will act as the convener of MOU negotiations and together with ***One-Stop Career Center partners*** will shape how local America Job Center services are delivered. This MOU defines the roles and responsibilities of the ***One-Stop Career Center partners*** to operationalize the delivery of services necessary to produce the best possible outcomes for shared customers – youth, job seekers and businesses. The MOU may include other provisions agreed to by all parties that are consistent with all Partner programs, services and activities authorizing statutes and regulations. The mission of the Northeast Indiana's system of resources serving communities and developing workforce skills needed in tomorrow's economy.

3. VISION FOR THE SYSTEM

Northeast Indiana Works operate and staff America Job career centers; oversee state and federally supported adult education programs and two youth-oriented career development

programs; fund and manage employer-focused training programs to enhance the skills of existing workers; and help facilitate community-based career pathway initiatives.

a. NEINW's vision is to empower the current and future northeast Indiana workforce with targeted training opportunities that prepare participants for high-demand, high-wage jobs.

b. NEINW's mission is to develop strategy that establishes and directs a results-oriented workforce development and business service system for Northeast Indiana through:

i. Gathering and utilizing labor market information

ii. Designing a regional workforce system that meets the needs of business

iii. Partnerships with economic development and education

iv. Assisting workers to transition from one industry to another and into new careers

v. Assisting workers with barriers to employment

The goals of the One-Stop Career Center partners are to ensure the workforce boards strategies and plans are coordinated and connected by driving to the following goals:

- Partner Commitment
- Workforce Investment
- Program(s) Advocacy
- Community Engagement

4. MOU DEVELOPMENT

NEINW in collaboration with the required partners in the physical offices and within the one-stop system, provided the information and negotiated shared funding of service locations and supplies. The workforce board staff worked with the one-stop operator and partners to gather program descriptions, referral processes, and services provided. The following procedure was utilized as will be the case for subsequent renewals:

Notification of Parties
NEINW (or designee) must notify all Parties in writing that it is necessary to renew and execute the MOU and provide all applicable policies and preceding MOU documents, as applicable.

Kickoff Meeting
NEINW (or designee) is responsible for convening all required and optional American Job Center Partners to formally kick-off negotiations, and to ensure that, at a minimum, all American Job Center Partners from all counties within the NEINW WDA are appropriately represented. The kickoff meeting should take place within four (4) weeks of notification as it must be hosted in a timely manner to allow for all steps to be conducted in good faith and in an open and transparent environment.

At the kickoff meeting, the NEINW (or designee) must provide a detailed review of all relevant documents, facts, and information and ensure all Parties have sufficient time to ask questions or voice concerns and are fully aware of expectations and the overall process.

Negotiations

Over the course of the four (4) weeks following the formal kickoff meeting, Partners must submit all relevant documents to the NEINW (or designee) to begin the drafting of the MOU. During this time frame, additional formal or informal meetings (informational and negotiation sessions) may take place, so long as they are conducted in an open and transparent manner, with pertinent information provided to all Parties.

Draft MOU

Within six (6) weeks of the kickoff meeting, NEINW (or designee) must email a complete draft of the MOU to all Parties.

Review and Comment

Within three (3) weeks of receipt of the draft MOU, all Parties must review and return feedback to NEINW (or designee). It is advised that each Party also use this time to allow their respective Legal Departments to review the MOU for legal sufficiency. It is the responsibility of the NEINW (or designee) to ensure all American Job Center Partners to the MOU are aware of the comments and revisions that are needed.

Finalized Draft

NEINW (or designee) must circulate the finalized MOU and secure Partner signatures within four (4) weeks of receipt of feedback. The WIOA MOU will be considered fully executed once all signatories have reviewed and signed, and a signed copy has been returned to all Parties. If determined that a Partner is unwilling to sign the MOU, then NEINW (or designee) must ensure that the dispute resolution process is followed.

Each application for financial assistance, under Title I of WIOA, as defined in § 38.4, must include the following assurance:

(i) As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the grant applicant assures that it has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the award of federal financial assistance:

(A) Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I financially assisted program or activity;

(B) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;

(C) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

(D) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
(E) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

(ii) The grant applicant also assures that, as a recipient of WIOA Title I financial assistance, it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. The grant applicant will also comply with equal opportunity assurance requirements as outlined in 29 CFR Part 38.25. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

5. NAME AND LOCATION OF ONE-STOP CENTER(S)

Comprehensive WorkOne Northeast Career Centers

Center Location	Hours of Operation	Contact Information
Allen County WorkOne 201 E. Rudisill Blvd., Suite 102 Fort Wayne, IN 46806	Monday, Tuesday, Wednesday & Friday 8:00am - 4:30pm Thursday 10:00am - 4:30pm	Phone: 260.745.3555 Fax: 260.745.7757
DeKalb County WorkOne 936 W. 15th St., Suite 100 Auburn, IN 46706	Monday, Tuesday, Wednesday & Friday 8:00am - 4:30pm Thursday 10:00am -4:30pm	Phone: 260.925.0124 Fax: 260.925.5118
Grant County WorkOne 850 N. Miller Ave. Marion, IN 46952	Monday, Tuesday, Wednesday & Friday 8:00am - 4:30pm Thursday 10:00am - 4:30pm	Phone: 765.668.8911 Fax: 765.662.7499

Affiliate WorkOne Northeast Career Centers

Center Location	Hours of Operation	Contact Information
Adams County MERIT Center 1109 Dayton St. Room 6 Decatur, IN 46733	Wednesday 8:00am - 4:30pm	Phone: 260.301.5610 Fax: 765.662.7499
Huntington County Huntington Co. Community Learning Center 2201 N. Jefferson St. Huntington, IN 46750	Monday & Wednesday 8:00am - 4:30pm Thursday 10:00am - 4:30pm	Phone: 260.356.2858 Fax: 765.662.7499

LaGrange County North Pointe Plaza 848 North Detroit St. LaGrange, IN 46761	Wednesday 8:00am - 4:30pm	Phone: 260.499.4835 Fax: 260.925.5118
Noble County 1607 Dowling St., Suite B3 Kendallville, IN 46755 **Co-located with the IMPACT Institute*	Monday & Wednesday 8:00am - 4:30pm Thursday 10:00am - 4:30pm	Phone: 260.599.1000 Fax: 260.925.5118
Steuben County 907 S. Wayne St., Suite 200 Angola, IN 46703 **Co-located with Easterseals RISE*	Tuesday & Friday 8:00am - 4:30pm	Phone: 260.624.2004 Fax: 260.925.5118
Wabash County Wabash County Community Learning Center 277 North Thorne St. Wabash, IN 46992	Tuesday 8:00am - 4:30pm	Phone: 260.563.8421 Fax: 765.662.7499
Wells County Commerce & Visitors Centre 211 Water St., Suite B Bluffton, IN 46714	Friday 8:00am - 4:30pm	Phone: 260.824.0855 Fax: 765.662.7499
Whitley County Marshall Community Center 107 N. Walnut St., Room A22 Columbia City, IN 46725	Tuesday & Friday 8:00am – 4:30pm	Phone: 260.248.8611 Fax: 260.925.5118

6. DESCRIPTION OF COMPREHENSIVE ONE-STOP SERVICES

WIOA requires at least one comprehensive physical center in each local workforce development area. Northeast Indiana has three (3) comprehensive sites in the workforce service area. A comprehensive one-stop center is a physical location where job seeker and employer customers can access the programs, services and activities of all required one-stop partners. The comprehensive one-stop center must provide: career services, access to training services, access to any employment and training activities carried out under sec. 134(d) of WIOA, access to programs and activities carried out by one-stop partners listed in WIOA regulations, including the Employment Service program authorized under the Wagner-Peyser Act, and workforce and labor market information.

Access to partner programs is defined as having a program staff member physically present at the one-stop center, having a staff member from a different partner program physically present at the

one-stop center appropriately trained to provide information to customers about the programs, services, and activities available through partner programs, or making available a direct linkage through technology to program staff who can provide meaningful information or services. A ''direct linkage'' means providing direct connection at the one-stop center, within a reasonable time, by phone or through a real-time Web-based communication to a program staff member who can provide program information or services to the customer. All comprehensive one-stop centers must be physically and programmatically accessible to individuals with disabilities, as described in 29 CFR part 38, the implementing regulations of WIOA section 188. WIOA also allows for affiliate one-stop centers in each local workforce development area. An affiliated site, or affiliate one-stop center, is a site that makes available to job seeker and employer customers one or more of the one-stop partners' programs, services, and activities. Northeast Indiana Works maintains eight (8) affiliate sites. An affiliated site does not need to provide access to every required one-stop partner program. The frequency of program staff's physical presence in the affiliated site will be determined at the local level. Affiliated sites are access points in addition to the comprehensive one-stop center(s) in each local area. If used by local areas as a part of the service delivery strategy, affiliate sites must be implemented in a manner that supplements and enhances customer access to services. All affiliated sites must be physically and programmatically accessible to individuals with disabilities, as described in 29 CFR part 38, the implementing regulations of WIOA section 188. The following are introduction of services and eligibility for each of the WIOA partners.

Title I (Adult, Dislocated Worker and Youth)

WIOA Title I Adult and Dislocated Worker funding streams pay for career services and training services. Career services cover a broad range of activities, including initial and comprehensive assessment of skills, providing information about careers and the local labor market, job search assistance, development of an individual employment plan, career counseling, internships and work experiences linked to careers, financial literacy, English language acquisition and Integrated Education and Training, filing for unemployment compensation, and assistance in establishing eligibility for federal and state financial aid. Training services include occupational skills training, on-the-job training, incumbent worker training, transitional jobs, and adult education and literacy provided concurrently or in combination with other training services. Support services may also be available to assist individuals participating in career and training services.

To qualify for participation, a person must meet the general eligibility requirements for WIOA Adult and Dislocated Worker outlined below:
Eighteen (18) years or older;
U.S. citizenship or eligibility to work; and
Selective Service Registrant (if applicable).

As identified in WIOA Section 134(c)(3)(E), with respect to individualized career services and training services funded with WIOA adult funds, priority of service must be given to recipients of public assistance, other low-income individuals, or individuals who are basic-skills deficient.

As identified in WIOA Section 3(15), a dislocated worker is someone who lost her/his job through no fault of their own.

Out-of-School Youth Programming through WIOA overseen by Northeast Indiana Works and operated by Brightpoint serving the counties of Lagrange, Steuben, Noble, DeKalb, Whitley, Allen, Wabash, Huntington, Wells, Adams and Grant. The Be SomeOne Now program provides education and paid employment opportunities that will lead to vocational success and provides paid work experiences with guided pathways leading to long-term jobs.

Basic Eligibility:

- Didn't finish high school/dropped out
- Parent or pregnant
- In foster care or aged out
- Have a disability or had an IEP in high school
- Involved in justice system (like probation)
- English language learner and low income
- Low education skills and low income

Youth In-School Programming through WIOA Title 1 is the Jobs for America's Graduate (JAG) program overseen by Northeast Indiana Works and operated by Brightpoint, serving the counties of Allen, DeKalb, Huntington, LaGrange, Noble, Steuben, Wabash, and Whitley.
JAG is a workforce preparation program serving high school juniors and seniors. JAG helps students complete a high school diploma or high school equivalency (HSE) requirements through training, mentoring and placement services. JAG prepares young people for employment or post-secondary training/education after high school. This program keeps young people in school through graduation and provides work-based learning experiences that will lead to career advancement opportunities and a more rewarding future. JAG carefully selects qualified students for the program through an advisory committee composed of high school faculty, administrators, school counselors and the JAG program manager.

Participating high schools:

DeKalb	Impact Institute	Manchester
Huntington North	New Haven	North Side
Columbia City	Snider	South Side
Northrop	Wabash	
Wayne	Heritage	

Basic Eligibility

- Household income is a factor; however, it won't disqualify candidates.
- Applicant must be a junior or senior in high school.
- Applicant must attend a participating high school.

Title II (Adult Education and Literacy)
Adult Education and Literacy (AEL) assists adults to achieve proficiency in literacy and obtain the knowledge and skills for employment and economic self-sufficiency. Workers and job seekers have

access to basic-skills instruction relevant to employment through the one-stop delivery system. Education is provided in the context of industry-specific needs that involve employers and is integrated with occupational skills training to achieve the best outcomes for participants. Programs use career pathways, integrated education and training, and workforce preparation activities as hallmarks of excellent work-relevant instruction.

English Language Learning (ELL) may also be a part of these programs and assist immigrants and English learners in improving their English and math proficiency and understanding of the rights and responsibilities of citizenship. English learners have access to services to help them achieve competence in reading, writing, speaking, and understanding English. These competencies allow them to obtain secondary school credentials and succeed in further education and training. Immigrants acquire an understanding of what it means to be a citizen and to participate in civic responsibilities. Programs are designed to provide high-quality math instruction, evidence-based English language instruction and civics education that is responsive to, and respectful of, the diversity of immigrants and English learners.

Adult Education and Literacy Programs in EGR 3

Fort Wayne Community Schools (FWCS) Continuing Education Program

The program offers regular high school credit courses to adults who wish to receive a high school diploma, a HSE-equivalent diploma, or, individuals with a high school credit or HSE diploma who require math or English refresher courses. FWCS Continuing Education is an official test center for the administration of the Indiana High School Equivalency Assessment TASC (Test Assessing Secondary Completion). FWCS also provides the following programs and opportunities:

- Neighborhood Connection- Take an enrichment class and broaden your knowledge.
- Next Level Jobs Approved Provider – Earn a High Value Technical Certificate.
- Certification programs in CNA, CCMA, Patient Access, Welding, CDL and more.
- Expectant Mothers Program for women ages 16 and above.
- English language Learning program- Providing English classes for free to non-English speakers. Classes are offered at Anthis and are open to all. (18 and over.)
- English Language Learners High School
- Collaborations with Parkview, INAEYC, Sabert & Nisco (ELL classes for employees, CDA & RMA completion for professionals.)

Impact Institute

Impact Institute is an adult education program that works with the community to supply services in six different counties. We work with preparation for the High School Equivalent, High School Equivalent Testing, English Language Acquisition, College Preparation, Workforce Readiness, and Training certifications.

Learn More Center

The Learn More Center seeks to eliminate illiteracy, encourage educational attainment, and advance employability through its programs. Students who work with staff and volunteer tutors strengthen

math and language skills, develop skills for job advancement, gain confidence, and become lifelong learners. All services are free to students, making the Learn More Center accessible to those most in need. Donations are crucial to the sustainability of the Learn More Center. Support for the Learn More Center comes from a mixture of private donations, foundation grants, and workforce development assistance.

The Literacy Alliance, Inc.
The Literacy Alliance strives to end illiteracy by teaching adults through learning centers, literacy programs, and tutoring services that empower individuals to succeed at work, at home, and in the community. Service offered are pre-HSE preparation, HSE examinations and tutoring.

Marion Community Schools
Marion Regional Career Center provides classes for adults who need an HSE diploma and more. These classes are free and open to people ages 16 and older who are not currently enrolled in high school. (Students younger than 18 must complete an exit interview with the school they most recently attended.) For people who want to improve their math, reading and writing skills, and complete their high school degree, this program might be a good fit.

Services offered:

- HSE diploma courses
- Language classes for ELL
- Job and career preparation assistance
- College readiness refresher courses

Title III (Employment Services under Wager-Peyser)
Services are available to any jobseeker, regardless of employment status. Veterans receive priority and disabled veterans receive the highest priority. Any employer seeking workers is eligible for employer services. Services include job search and placement assistance for jobseekers; recruitment services and special technical services for employers; re-employment services for unemployment insurance claimants; labor exchange services for workers who have received notice of permanent or impending layoff; referrals and financial aid application assistance for training and educational resources and programs; and the development and provision of labor market and occupational information.

Title IV (Vocational Rehabilitation Services)
VR is a state program that assists people with disabilities to get services that help them prepare to obtain and maintain employment. Once an individual is found eligible for the VR program, the individual and the VR counselor develop an Individualized Plan for Employment (IPE). The IPE will contain the employment outcome goals based on the individual's unique abilities, interests, strengths, priorities and concerns. The IPE will also list the services to be provided and who will provide the services, along with times frames and methods used to evaluate progress.
Services provided, if determined appropriate, may include but are not limited to:

- Diagnostic testing and assessment to determine eligibility for VR services.

- Vocational counseling and guidance.
- Job-related services, including job search and placement assistance; vocational, on-the-job and other training services; treatment for physical, mental and emotional impairments that are considered a substantial impediment to employment; transition services for students to help make the transition from school to work; and rehabilitation technology, including telecommunications, sensory and other assistive devices and aids.
- Placement assistance and follow-up, supported employment, and limited post-employment services may be provided. This is determined on a case-by-case basis.

Perkins/Post-Secondary Career and Technical Education

The Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) is a principal source of federal funding to states for the improvement of secondary and post-secondary Career and Technical Education (CTE) programs across the nation. The purpose of the act is to develop more fully the academic, career and technical skills of secondary and post-secondary students who elect to enroll in CTE programs. Ivy Tech Community College is the Perkins/Post-Secondary Career and Technical Education Provider.

Ivy Tech Community College (Fort Wayne)

The mission of the Office of Admissions is to recruit and admit a diverse student population from our community; to provide support and open communication to students; to ensure that they successfully navigate the enrollment process; to promote awareness of programs, resources and opportunities at Ivy Tech Community College; and to assist students so that the enrollment process is accessible, inclusive and encouraging.

Unemployment Insurance (UI)

Unemployment insurance is a financial benefit provided to individuals who have lost employment through no fault of their own. To apply for unemployment benefits, individuals must go to Uplink Claimant Self-Service, the online system for unemployment insurance claims. For individuals without internet access, they can utilize resources available at WorkOne comprehensive offices. Individuals will be required to report:

- Last employer's name, mailing address and phone number
- Dates of employment
- Individual’s address, social security number and phone number

Job Counseling, Training and Placement Services for Veterans

Indiana is committed to providing priority of service to veterans at WorkOne. Each comprehensive WorkOne center has an onsite veterans’ representative to assist with employment needs. Services include:

- Orientation to WorkOne programs and services
- Information on veterans’ rights and employment benefits
- Assistance transitioning into civilian employment
- Occupational skills assessments
- Direct referrals to jobs

- Assistance looking for a job, developing a resume and preparing for an interview
- Referral to other federal, state and local agencies
- Introduction to training incentives and grants
- Guidance finding vocational training
- One-on-one career counseling

Local Veteran Employment Representatives (LVERs) and Disabled Veteran Outreach Program Specialists (DVOPs) are based in the comprehensive WorkOne centers listed on page 4 and are dedicated to helping veterans and eligible spouses receive all the services they may need.

Veterans services in the WorkOne offices are designed to assist veterans and/or eligible spouses find and secure suitable employment and make the transition from the military to the civilian workforce.

Basic Eligibility:

- Any individual who served more than 180 days on active duty (not for Reserves or National Guard training).
- Any individual who served on active duty and was released because of a service-connected illness or injury. (Does not have to meet the 180-day rule.)
- Any individual who was in the National Guard or Reserves and was called to active duty during a war or in a campaign or expedition for which a campaign badge is authorized. (Examples are Panama, Grenada, Haiti, Beirut, Persian Gulf, Desert Shield or Desert Storm. Veterans are not required to have served in that area.)

Trade Adjustment Assistance (TAA)

The TAA program was created to provide benefits and support to workers who become unemployed due to the impact of international trade. The TAA program seeks to provide U.S. workers who are adversely affected by trade with the opportunity to obtain the skills, resources and support they need to become reemployed. An adverse effect includes a job loss or threat of job loss.

If you are a member of a worker group certified by the U.S. Department of Labor and are determined to be individually eligible by your local WorkOne center, you may be eligible to receive the following benefits and services:

Employment and Case Management Services:

- Skill assessments
- Career counseling
- Supportive services
- Information on training
- Up to 130 weeks of full-time training for qualified applicants

Trade Readjustment Allowance:

- Income support may be possible for eligible workers enrolled in full-time training.

- Reemployment Trade Adjustment Assistance: A wage subsidy for up to two years that is available to workers 50 or older who get reemployed at a reduced salary.
- Job Search Allowance: Reimbursements for costs of a job search outside your local area.
- Relocation Allowance: Reimbursements for costs of relocating to a job outside your local area.

Migrant & Seasonal Farmworkers (MSFW)

DWD is committed to serving migrant and seasonal farmworkers who are seeking work and skill enhancements. Job-related information and assistance are available to farmworkers at any WorkOne center. Services available to workers include job search, job referral and placement, referral to training and skill-building activities.

A DWD Outreach Specialist reaches out and contacts MSFWs who are not being reached by the normal intake activities conducted by the WorkOne centers. The outreach specialist explains to MSFWs at their working, living or gathering areas, by means of written and oral presentations either spontaneous or recorded, in a language readily understood by them, the following: the services available at the WorkOne centers, which includes the availability of referrals to training, supportive services and career services, as well as specific employment opportunities, and other related services; information on the Employment Service(ES) Complaint System; information about other organizations serving MSFWs in the area; and a basic summary of farmworker rights, including farmworker rights with respect to the terms and conditions of employment. The outreach specialist encourages the MSFWs to go to the WorkOne centers to obtain the full range of employment and training services. If an MSFW cannot or does not wish to visit a WorkOne center, the outreach worker must offer to provide the following: assistance in the preparation of applications for employment services; assistance in obtaining referral(s) to current and future employment opportunities; assistance in the preparation of either ES or employment-related law complaints; referral of complaints to the ES office complaint specialist or ES office manager; and referral to supportive services and/or career services in which the individual or a family member may be interested.

National Farmworker Jobs Program (NFJP)

NFJP grantees partner with American Job Centers (WorkOnes) and to support a comprehensive system that seamlessly provides integrated services that are accessible to farmworkers and their families. To realize an enhanced coordination among programs, NFJP grantees may partner with American Job Centers and other WIOA programs to:

- Leverage the program as part of a career pathway strategy for program participants co-enrolled in NFJP.
- Refer NFJP participants to WIOA adult and youth formula programs if they need more intensive support around specific program elements.
- Leverage, and refer NFJP participants to, the VR program to assist farmworkers with disabilities.
- Refer NFJP participants to the Senior Community Service Employment program for aging farmworkers.
- Refer NFJP participants to Veterans for State Grant operators for farmworkers identified as veterans.

- Refer NFJP participants to TANF programs for continued support for farmworker family nutrition.
- Coordinate resources to ensure customer-centered service delivery for all customers, including individuals who are English language learners and individuals who are facing substantial cultural barriers.
- Leverage, and refer NFJP participants to, Health and Human Services Head Start programs co-located in American Job Centers to promote school readiness for farmworker children by supporting their educational development.

Proteus, Inc. is the NFJP provider. The goal of NFJP is to train seasonal or migrant farmworkers to help them obtain full time jobs with benefits. Through NFJP, Proteus provides the services and financial assistance that can remove the barriers to help the farmworkers – as well as those who have worked in a nursery, greenhouse or winery – qualify for better jobs and enjoy a higher standard of living. Eligible participants may receive tuition assistance, books and materials, and training compensation for the hours spent in the classroom advancing their skills. Popular short-term programs clients choose from include: welding, nursing, Commercial Driver's License (CDL) classes, diesel mechanics, auto body and wind energy.

Community Service Block Grant (CSBG)
CSBG provides assistance to states and local communities working through a network of community action agencies and other neighborhood-based organizations for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient. Currently, there are no CSBG-funded employment and training programs operated in Region 3.

Senior Community Services Employment Program (SCSEP)
Created in 1965, SCSEP is the nation's oldest program to help low-income, unemployed individuals aged 55+ find work. For older adults who still want to be involved in the workplace, it can be tough to find jobs. SCSEP is a community service and work-based job training program for older Americans. Authorized by the Older Americans Act, the program provides training for low-income, unemployed older Americans and supportive services that allow them to participate in the training.

SCSEP participants gain work experience in a variety of community service activities at local non-profit and public facilities, including schools, hospitals, day-care centers and senior centers. The program provides more than 40 million community service hours to public and nonprofit agencies, allowing them to enhance and provide needed services. These sites are referred to as "host agencies." Participants work an average of 20 hours a week and are paid the highest of federal, state or local minimum wage, or the comparable wage for similar employment. This training serves as a bridge to unsubsidized employment opportunities for participants. Catholic Charities, Community & Family Services, and National Able Network operate SCSEP programs in Region 3.

Eligibility Requirements:
55 years old or older.

Have total includable family income less than 125% of the Federal Poverty Limit (Social Security Disability is always considered $0).
Unemployed and are looking for a permanent part-time or full-time unsubsidized job. SCSEP is not a job. It is a training program.
Have been in the SCSEP program for more than 48 months. The four-year time limit is cumulative and includes any participation.
Are not "job ready" (applicants who do not need more education or training to perform work that is available in his or her labor market do not qualify).

Division of Family Resources (DFR)/Temporary Assistance for Needy Families (TANF)
TANF is a program that provides cash assistance and supportive services to assist families with children younger than 18, helping them achieve economic self-sufficiency. Eligible children are living with their parent(s) or relative, such as a grandparent, aunt, uncle etc.; meet specific nonfinancial criteria; and whose countable family monthly income meets income guidelines. The applicant or recipient must provide the DFR with accurate and complete information regarding the child(ren), parent(s) and all other household members whose income and needs are to be assessed in order to determine eligibility.

Individuals must provide Social Security numbers and meet state residency, citizenship/ immigration status, employment and child support assignment requirements. As a condition of eligibility for TANF, adult applicants deemed mandatory for IMPACT are required to attend applicant job search orientation and complete 20 days of applicant job search activities. Failure to complete the applicant job search program without good cause will result in the denial of the application for cash assistance. The applicant or recipient is responsible to report any changes in circumstances to DFR within 10 days of the date the changes occurred.

Supplemental Nutrition Assistance Program (SNAP)
SNAP provides food assistance to low- and no-income people and families living in the United States. It is a federal aid program administered by the Food and Nutrition Service of the U.S. Department of Agriculture (USDA); distribution of benefits occurs at the state level. In Indiana, the Family and Social Services Administration (FSSA) is responsible for ensuring federal regulations are initially implemented and consistently applied in each county. For SNAP clients between the ages of 18 and 49 who are not disabled and do not have children or other dependents, benefits are limited to three months in a 36-month period.

To help clients qualify for jobs and become self-sufficient, FSSA offers employment and training services to any SNAP recipient at no cost to the recipient. These services include job search, job readiness and job placement assistance. Additional services such as transportation to training or job interviews, as well as appropriate clothing needed for work, are also available.

Indiana Manpower and Comprehensive Training (IMPACT)

IMPACT provides services designed to help recipients of SNAP and TANF achieve economic self-sufficiency through education, training, job search and job placement activities. From the time they apply for assistance, employment services are available, and individuals are asked to begin their job search. For those not able to find a job right away, additional activities are provided after assessing the person's strengths and needs. A case manager works with the individual to develop an individualized Self-Sufficiency Plan for employment. The plan outlines the steps required for the client to become self-sufficient. In addition to job search, the activities could include job readiness activities or an unpaid community work experience with a community or social service agency. In addition to a work activity, appropriate basic education classes might be included in the Self-Sufficiency Plan. The plan could also include limited supportive services, such as transportation reimbursement. Contact your local office for details regarding supportive service categories.

Job Search – includes telephoning employers, completing job applications, providing resumes, going to interviews, following up on job contacts, job placement services, and job-seeking skills training, such as interviewing skills.

Job Readiness – includes activities that prepare a participant for work, such as job coping skills and understanding general workplace expectations. Services may also include family life skills.

Unsubsidized Employment – work for which wages, salaries, commissions or profits are not subsidized by state or federal programs.

Community Work Experience Program (CWEP) – unpaid work experience, preferably in a non-profit agency, to gain practical work experience.

Educational (Academic) – high school, HSE preparation, Adult Basic Education (ABE), and English Language Learning (ELL). Priority is given to academic training if the client is younger than 20 and has not completed high school or its equivalent.

Second Chance

The Second Chance Act (SCA) supports state, local, and tribal governments and nonprofit organizations in their work to reduce recidivism and improve outcomes for people returning from state and federal prisons, local jails, and juvenile facilities. SCA legislation authorizes federal grants for vital programs and systems reform aimed at improving the reentry process. The U.S. Department of Justice's Office of Justice Programs (OJP) funds and administers the Second Chance Act grants. Currently, there are no Second Change Act funded programs in Northeast Indiana Region 3.

HUD Employment and Training Activities

Currently, there are no HUD-funded employment and training programs operated in Region 3.

Job Corps

Job Corps is a no-cost education and vocational training program administered by the U.S. Department of Labor that helps young people ages 16-24 improve the quality of their lives by empowering them to get great jobs and become independent. Job Corps helps young people from

disadvantaged backgrounds complete their high school education and trains them for meaningful careers so they can get a good start in the working world. Job Corps gives its students the opportunity to realize their full potential, gain new vocational and academic skills, and become mature, responsible and productive adults. Participants in the program are provided room and board while they work towards learning a trade, which can last up to two years. The program also helps students in completing their education and gaining employment. Participants are paid a monthly allowance, which varies depending on how long they remain in the program. Job Corps also provides career counseling and transition support to its graduates. Graduates receive transitional support services, including help locating housing, child care and transportation, for up to 21 months after they leave the program. Job Corp maintains a regional administration office in Fort Wayne.

YouthBuild

YouthBuild is a discretionary grant program that serves youth who are high school dropouts or those who have dropped out and subsequently re-enrolled. YouthBuild participants also must be one of the following: member of a low-income family, in foster care, an offender, an individual with a disability, the child of a current or formerly incarcerated parent, or a migrant youth.

YouthBuild combines academics to support secondary diploma or equivalency receipt for participants with hands-on occupational skills training in construction resulting in industry-recognized credentialing. The program also includes a strong emphasis on leadership development, community service and soft-skills competencies. Youth Build is provided by Fort Wayne Housing Authority.

Local Service Matrix

See Attachment B for the Local service matrix for how each partner is delivering services.

7. PROCUREMENT OF ONE-STOP OPERATOR

The One-Stop Operator for Northeast Indiana Works is Gus Linde Consulting. The following are the responsibilities and functions of the One-Stop Operator:

NEINW defines the role of the One-Stop Operator as an entity that will coordinate the service delivery of participating (both required and locally identified) one-stop partners. This coordination shall, at a minimum, include the following responsibilities:

- Establish linkages between all one-stop partners to review mission and value alignment.
- Interview partner stakeholders to determine their priority for commitments in service coordination.
- Facilitate conversations on performance tracking between partners.
- Convene meetings to explore redundant processes that can be streamlined for better efficiencies.
- Develop and assist in execution and maintenance of Memorandum of Understanding or other required documents that comply with partner funding requirements, delivery models and metrics to track objectives.
- Work with NEINW staff to conduct meetings with stakeholders to negotiate service delivery commitments.

- Serve as needed by NEINW staff as a facilitator between required one-stop partners to operationalize agreed program coordination.
- Participate in NEINW community or stakeholder strategic meetings related to partners' service.
- Seek funding opportunities in support of NEINW and its One-Stop partners.

One-Stop Operator Deliverables

Gus Linde Consulting as the One Stop Operator, and in collaboration with NEINW, will:

- Facilitate the development and maintenance of the required one-stop memorandum of understanding as described in WIOA Section 121 to include, but not limited to:
- Drive the vision of advocacy for a region that maintains a cooperative, productive and prosperous social service community.
- Communicate the mission that Northeast Indiana's system of resources serving communities and developing skills needed in tomorrow's economy.
- Document the objectives, delivery model, service offerings, referral processes and funding streams of all required partners participating in northeast Indiana.
- Participate as needed in NEINW community or stakeholder strategic meetings relating to program delivery needs and design, and ensure connections are created to operational delivery of identified strategies
- Partner Commitment
- Workforce Investment
- Program(s) Advocacy
- Community Engagement
- Evaluate and identify opportunities for virtual access points.
- Assist in the coordination of cross-training of partner staff.
- Evaluate and work in collaboration with NEINW and partner grant opportunities, including but not limited to encouraging and coordinating partner support and/or participation.
- Produce a quarterly scorecard of partner performance. The One-Stop Operator will meet with NEINW leadership team to suggest recommendations for service delivery improvements.
- Convene one-stop required partners 4 times per year (approximately quarterly). Include and expand nonrequired partners with the coordination and agreement of NEINW. Meetings should include program knowledge, networking, strategic goal setting, and community engagement.
- Meet individually with one-stop partners twice a year to evaluate needs and goals, build affiliation and commitment, enhance access and referrals across the system, and seek additional system feedback.
- Assist with WIOA federal and state performance management.
- Identify and assist with fundraising opportunities.
- Other operational tasks as assigned.

The one-stop operator will not perform any of the proscribed functions (20 CFR 678.620(b)), specifically: Convene system stakeholders to assist in the development of the local plan; prepare and submit local plans (as required under sec. 107 of WIOA); be responsible for oversight of itself; manage or significantly participate in the competitive selection process for one-stop operators; select or terminate one-stop operators, career services, and youth providers; negotiate local performance accountability measures; or develop and submit budget for activities of the Local WDB in the local area.

8. REFERRAL PROCESS

NEINW's one-stop operator maintains and updates a One Stop Partner Directory (Matrix). In the matrix, it provides the most current service matrix, program descriptions and direct link contacts to all the required partners and some optional local resources.

Attachment D provides the short format of the directory and current partner information. Additionally the full directory also includes program descriptions as provided in section 6 of this MOU. The referral process is reviewed regularly and updated to partners as changes occur with contacts or programming.

One Stop office staff (comprehensive and affiliate) have regular staff development meetings. One Stop partners are regularly invited and provide information about their programs and current offerings. This provides partners cursory information about programs, services and activities to provide to clients.

In the comprehensive one stop office, all physically present partners make direct referrals to all partners in the office. Programs that are not physically housed connect clients by the other two other methods identified 20 cfr 678.305 (d) or as appropriate to an affiliate office. Through the staff development meetings, staff are armed with the information to provide to clients about the programs, services, and activies of partner programs. More commonly, staff from all partners use the contacts in the partner directory to make a direct linkage. This is typically in the form of calling with the client, or by using web-based systems (IN211.org, FindHelp.org, etc).

Partners that are not located in a one stop location, are provided the partner directory to inform clients of the partners service and activity offerings. The non co-located partners are provided the contact information for the other programs in the partner directory.

9. PHYSICAL ACCESSIBILITY

Accessibility to the services provided by the American Job Centers and all Partner agencies is essential to meeting the requirements and goals of Northeast Indiana Works. Job seekers and businesses must be able to access all information relevant to them via visits to physical locations as well as in virtual spaces, regardless of gender, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law.

One-stop centers will maintain a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, will meet the latest standards of accessible design. Services will be available in a convenient, high traffic, and accessible location, taking into account reasonable distance from public transportation and adequate parking (including parking clearly marked for individuals with disabilities). Indoor space will be designed in an “equal and meaningful” manner providing access for individuals with disabilities.

The Northeast Indiana WDB will ensure that job seekers and businesses have access to the same information online as they do in a physical facility. Information must be clearly marked and compliant with Section 508 of the U.S. Department of Health and Human Services code. Partners will comply with the Plain Writing Act of 2010; the law that requires that federal agencies use "clear Government communication that the public can understand and use" and all information kept virtually will be updated regularly to ensure dissemination of correct information. Partners should either have their own web presence via a website and/or the use of social media.

Communications access, for purposes of this MOU, means that individuals with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities. All Partners agree that they will provide accommodations for individuals who have communication challenges, including but not limited to individuals who are deaf and hard of hearing, individuals with vision impairments, and individuals with speech-language impairments.

10. PROGRAMMATIC ACCESSIBLITY

All Partners agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran’s status, or on the basis of any other classification protected under state or federal law. Partners must assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues. All Partners will cooperate with compliance monitoring that is conducted at the Local level to ensure that all American Job Center programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level. An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen-reading software programs and assistive listening devices are available to ensure physical and programmatic accessibility within the American Job Center network.

11. COSTS AND COST SHARING OF SERVICES

		Partner's Total Cash Contribution	Dollar Amount of 20% Variance from Total Cash Contribution displayed as Partner's Total Cash Contribution
Commerce	Title IB - Adult, Youth, & Dis. Workers	$328,058.51	$65,611.70
	TAA	$37,556.21	$7,511.24
	CSBG	$0	$0
DWD	Title III - Wagner-Peyser	$148,412.46	$29,682.49
	Title III - MSFW	$0	$0
	Veterans Services	$59,904.09	$11,980.82
	UI Comp Programs	$0	$0
DWD/DOE	Title II - Adult Education	$0	$0
	Career & Tech Ed - Perkins	$0	$0
FSSA	Title IV - Vocational Rehab	$11,127.79	$2,225.56
	TANF - DHS	$0	$0
Aging	SCSEP	$0	$0
DOC	Second Chance	$0	$0
HUD		$0	$0
Title IC - Job Corp		$11,031.35	$2,206.27
Title ID - National Farmworkers		$0	$0
Title ID - YouthBuild		$0	$0
subtotal		**$594,090.41**	**$119,218.08**
Adjudication		$298.15	$59.63
Next Level Jobs-ETG and/or WRG		$18,718.10	$3,743.62
RESEA		$86,445.37	$17,289.07
DWG Diasaster and/or Employment Recovery		$3,743.62	$748.72
subtotal		**$109,205.24**	**$21,841.05**
Total		**$705,295.65**	**$141,059.13**

12. AMENDMENT PROCEDURES

Amendment Process

- **Notification**
  When a Partner wishes to modify the MOU, the Partner must first provide written notification to all signatories of the existing MOU and outline the proposed modification(s).
- **Discussion/Negotiation**
  Upon notification, Northeast Indiana Works (or designee) must ensure that discussions and negotiations related to the proposed modification take place with Partners in a timely manner and as appropriate. Depending upon the type of modification, this can be accomplished through email communications of all the Parties. If the proposed modification is extensive and is met with opposition, Northeast Indiana Works (or designee) may need to call a meeting of the Parties to resolve the issue. Upon agreement of all Parties, a modification will be processed.
  If the modification involves substitution of a party that will not impact any of the terms of the agreement, it can be accomplished by the original party and the new party entering into an MOU that includes Northeast Indiana Works, wherein the new party assumes all of the rights and obligations of the original party. Upon execution, Northeast Indiana Works (or designee) presents the agreement as a proposed modification to the MOU, and the remaining steps are followed. If determined that a Partner is unwilling to agree to the MOU modification, Northeast Indiana Works (or designee) must ensure that the process in the Dispute Resolution followed.

- **Signatures**
  Northeast Indiana Works (or designee) must immediately circulate the MOU modification and secure Partner signatures within four (4) weeks. The modified MOU will be considered fully executed once all signatories have been reviewed and signed.
  The modification may be signed in counterparts, meaning each signatory can sign a separate document as long as Northeast Indiana Works (or designee) acquires signatures of each party and provides a complete copy of the modification with each party's signature to all the other Parties.

Dispute Resolution

The following section details the dispute resolution process designed for use by the Partners when unable to successfully reach an agreement necessary to execute the MOU. A disagreement is considered to have reached the level of dispute resolution when an issue arises out of the development and negotiation of an MOU that is not easily coming to a point of resolution. It is the responsibility of Northeast Indiana Works (or designee) to coordinate the MOU dispute resolution to ensure that issues are being resolved appropriately. Any party to the MOU may seek resolution under this process.

1. All Parties are advised to actively participate in Local negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally.

2. Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send a notification to the XYZ Local WDB Chair (or designee) and all Parties to the MOU regarding the conflict within 108 business days.

3. Northeast Indiana Works (or designee) shall place the dispute on the agenda of a special meeting of the Local WDB's Executive Committee. The Executive Committee shall attempt to

mediate and resolve the dispute. Disputes shall be resolved by a 2/3 majority consent of the Executive Committee members present.

4.The decision of the Executive Committee shall be final and binding unless such a decision is in contradiction of applicable State and Federal laws or regulations governing the Partner agencies.

5.The right of appeal no longer exists when a decision is final. Additionally, final decisions will not be precedent-setting or binding on future conflict resolutions unless they are officially stated in this procedure.

6.The Executive Committee must provide a written response and dated summary of the proposed resolution to all Parties to the MOU.

7. Northeast Indiana Works (or designee) will contact the petitioner and the appropriate Parties to verify that all are in agreement with the proposed resolution.

Termination Process

This MOU will remain in effect until the end date specified in the Effective Period below, unless:

- All Parties mutually agree to terminate this MOU prior to the end date.
- Federal oversight agencies charged with the administration of WIOA are unable to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this MOU succeeding the first fiscal period. Any party unable to perform pursuant to MOU due to lack of funding shall notify the other Parties as soon as the party has knowledge that funds may be unavailable for the continuation of activities under this MOU.
- WIOA is repealed or superseded by subsequent federal law.
- Local area designation is changed under WIOA.
- A party breaches any provision of this MOU and such breach is not cured within thirty (30) days[15] after receiving written notice from the Northeast Indiana Works Local WDB Chair (or designee) specifying such breach in reasonable detail. In such event, the non-breaching party(s) shall have the right to terminate this MOU by giving written notice thereof to the party in breach, upon which termination will go into effect immediately.
- In the event of termination, the Parties to the MOU must convene within thirty (30) days[16] after the breach of the MOU to discuss the formation of the successor MOU. At that time, allocated costs must be addressed.
- Any party may request to terminate its inclusion in this MOU by following the modification process identified in the Modification Process section above.
- All Parties agree that this MOU shall be reviewed and renewed not less than once every 3-year period to ensure appropriate funding and delivery of services.

13. RENEWAL PROVISIONS

Every three years, Northeast Indiana Works will initiate the following process to renew the provision of the MOU.

Notification of Parties

Northeast Indiana Works (or designee) must notify all Parties in writing that it is necessary to renew and execute the MOU and provide all applicable policies and preceding MOU documents, as applicable.

Kickoff Meeting
Northeast Indiana Works (or designee) is responsible for convening all required and optional American Job Center Partners to formally kick-off negotiations, and to ensure that, at a minimum, all American Job Center Partners from all counties within the Northeast Indiana Works WDA are appropriately represented. The kickoff meeting should take place within four (4) weeks of notification as it must be hosted in a timely manner to allow for all steps to be conducted in good faith and in an open and transparent environment.

At the kickoff meeting, the Northeast Indiana Works (or designee) must provide a detailed review of all relevant documents, facts, and information and ensure all Parties have sufficient time to ask questions or voice concerns and are fully aware of expectations and the overall process.

Negotiations
Over the course of the four (4) weeks following the formal kickoff meeting, Partners must submit all relevant documents to the Northeast Indiana Works (or designee) to begin the drafting of the MOU. During this time frame, additional formal or informal meetings (informational and negotiation sessions) may take place, so long as they are conducted in an open and transparent manner, with pertinent information provided to all Parties.

Draft MOU
Within six (6) weeks of the kickoff meeting, Northeast Indiana Works (or designee) must email a complete draft of the MOU to all Parties.

Review and Comment
Within three (3) weeks of receipt of the draft MOU, all Parties must review and return feedback to Northeast Indiana (or designee). It is advised that each Party also use this time to allow their respective Legal Departments to review the MOU for legal sufficiency. It is the responsibility of the XYZ Local WDB Chair (or designee) to ensure all American Job Center Partners to the MOU are aware of the comments and revisions that are needed.

Finalized Draft
Northeast Indiana Works (or designee) must circulate the finalized MOU and secure Partner signatures within four (4) weeks of receipt of feedback. The WIOA MOU will be considered fully executed once all signatories have reviewed and signed, and a signed copy has been returned to all Parties. If determined that a Partner is unwilling to sign the MOU, then Northeast Indiana Works (or designee) must ensure that the dispute resolution process is followed.

14. ADDITIONAL REQUIRED OR LOCAL PROVISIONS

Non-Discrimination and Equal Opportunity

All Parties to this MOU certify that they prohibit, and will continue to prohibit, discrimination, and they certify that no person, otherwise qualified, is denied employment, services, or other benefits on the basis of: (i) political or religious opinion or affiliation, marital status, sexual orientation, gender, gender identification and/or expression, race, color, creed, or national origin; (ii) sex or age, except when age or sex constitutes a bona fide occupational qualification; or (iii) the physical or mental disability of a qualified individual with a disability.

The Parties specifically agree that they will comply with Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule December 2, 2016), the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the Non-traditional Employment for Women Act of 1991, titles VI and VII of the Civil Rights of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1967, as amended, title IX of the Education Amendments of 1972, as amended, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37 and 38.

Drug and Alcohol-free Workplace

All Parties to this MOU certify they will comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR part 182 which require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment under 2 CFR part 180, as adopted by the U.S. Department of Education at 2 CFR 3485, and the U.S. Department of Labor regulations at 29 CFR part 94.

Certification regarding Lobbying

All Parties shall comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. Section1352), 29 C.F.R. Part 93, and 34 CFR part 82, as well as the requirements in the Uniform Guidance at 2 CFR 200.450. The Parties shall not lobby federal entities using federal funds and will disclose lobbying activities as required by law and regulations.

Priority of Service

All Parties certify that they will adhere to all statutes, regulations, policies, and plans regarding priority of service, including, but not limited to, priority of service for veterans and their eligible spouses, and priority of service for the WIOA title I Adult program, as required by 38 U.S.C. sec. 4215 and its implementing regulations and guidance, and WIOA sec. 134(c)(3)(E) and its implementing regulations and guidance. Partners will target recruitment of special populations that receive a focus for services under WIOA, such as individuals with disabilities, low-income individuals, basic skills deficient youth, and English language learners.

15. ADDITIONAL PARTNERS

No additional partners are included.

16. DURATION OF AGREEMENT

This MOU is entered into on July 1, 2022.. This MOU will become effective as of the date of signing by the final signatory below and must terminate on June 30, 2025.

17. AUTHORITY AND SIGNATURES

See Signatures in Attachment A

18. ATTACHMENTS

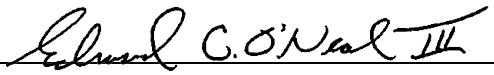
ATTACHMENT A –- SIGNATURES PAGE
ATTACHMENT B -- LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

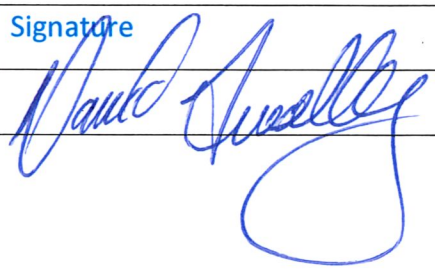
ATTACHMNET C -- ONE-STOP OPERATING BUDGET SPREADSHEET FOR PY19 (EXCEL FILE)

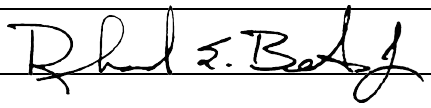
ATTACHMENT D -- One Stop Directory (Referral Contacts)

Attachment A

Signatures Page

By signing my name below, I certify that I am authorized to represent and sign on behalf my program under WIOA. I have read the above information and all my questions have been discussed and answered satisfactorily. I understand this Memorandum of Understanding represents an agreement to partner and cooperate with the parties identified. The budgets contained in the Infrastructure and Additional cost funding agreements will be used to enter into forma contracts, as appropriate.		
Title I: Adult, Dislocated Worker and Youth	Northeast Indiana Works	
Print Name	Signature	Date
Edmond C. O'Neal III		7/29/2022

By signing my name below, I certify that I am authorized to represent and sign on behalf my program under WIOA. I have read the above information and all my questions have been discussed and answered satisfactorily. I understand this Memorandum of Understanding represents an agreement to partner and cooperate with the parties identified. The budgets contained in the Infrastructure and Additional cost funding agreements will be used to enter into forma contracts, as appropriate.		
TANF	Indiana Family & Social Services Administration	
Print Name	Signature	Date
David Smalley		7/19/2022

By signing my name below, I certify that I am authorized to represent and sign on behalf my program under WIOA. I have read the above information and all my questions have been discussed and answered satisfactorily. I understand this Memorandum of Understanding represents an agreement to partner and cooperate with the parties identified. The budgets contained in the Infrastructure and Additional cost funding agreements will be used to enter into forma contracts, as appropriate.		
Regional Chief Elected Official	Allen County Commissioner	
Print Name	Signature	Date
Richard E. Beck, Jr.		7/29/2022

Attachment B

Basic Career Service	State Required Partners and Method(s) of Career Service Delivery																			
	Title I – WIOA (Adult, DW, Youth)	Title II (Adult Education & Literacy) FT. Wayne Community Schools	Title II (Adult Education & Literacy0 Impact Institute	Title II (Adult Education & Literacy) The Literacy Alliance	Title II (Adult Education & Literacy) Learn More Center	Wagner-Peyser	Migrant & Seasonal Farmworker Programs	UI	Indian and Native American Programs	Perkins/Post-secondary CTE Programs	JVSG	SCSEP	Second Chance Act Re-entry E.O.	TAA	TANF	CSBG E&T	Job Corps	VR	HUD	Youthbuild
Eligibility for Title I-B Participants	1	2	2	2	3	1	1	n/a	n/a	2	1	3	n/a	1	3	n/a	1	2	n/a	2
Outreach, intake, and orientation	1	2	2	2	4	1	1	n/a	n/a	2	1	3	n/a	1	3	n/a	1	2	n/a	2
Skills and supportive service needs assessment	1	2	2	2	4	1	1	n/a	n/a	2	1	3	n/a	1	3	n/a	1	2	n/a	2
Labor Exchange services	1	3	3	3	3	1	1	n/a	n/a	3	1	3	n/a	1	3	n/a	1	3	n/a	3
Program coordination and referral	1	2	2	2	2	1	1	n/a	n/a	2	1	3	n/a	1	3	n/a	1	2	n/a	2

Basic Career Service	State Required Partners and Method(s) of Career Service Delivery																			
	Title I – WIOA (Adult, DW, Youth)	Title II (Adult Education & Literacy) FT. Wayne Community Schools	Title II (Adult Education & Literacy0 Impact Institute	Title II (Adult Education & Literacy) The Literacy Alliance	Title II (Adult Education & Literacy) Learn More Center	Wagner-Peyser	Migrant & Seasonal Farmworker Programs	UI	Indian and Native American Programs	Perkins/Post-secondary CTE Programs	JVSG	SCSEP	Second Chance Act Re-entry E.O.	TAA	TANF	CSBG E&T	Job Corps	VR	HUD	Youthbuild
Labor market information	1	3	3	3	3	1	1	n/a	n/a	3	1	3	n/a	1	3	n/a	1	3	n/a	3
Training provider performance and cost information	1	2	2	2	2	1	1	n/a	n/a	2	1	3	n/a	1	3	n/a	1	3	n/a	2
Performance information for the local area as a whole	1	2	2	2	2	1	1	n/a	n/a	2	1	3	n/a	1	3	n/a	1	3	n/a	2
Information about the availability of supportive services and referral to these services	1	2	2	2	2	1	1	n/a	n/a	2	1	3	n/a	1	3	n/a	1	2	n/a	2

Basic Career Service	State Required Partners and Method(s) of Career Service Delivery																			
	Title I – WIOA (Adult, DW, Youth)	Title II (Adult Education & Literacy) FT. Wayne Community Schools	Title II (Adult Education & Literacy0 Impact Institute	Title II (Adult Education & Literacy) The Literacy Alliance	Title II (Adult Education & Literacy) Learn More Center	Wagner-Peyser	Migrant & Seasonal Farmworker Programs	UI	Indian and Native American Programs	Perkins/Post-secondary CTE Programs	JVSG	SCSEP	Second Chance Act Re-entry E.O.	TAA	TANF	CSBG E&T	Job Corps	VR	HUD	Youthbuild
Information & assistance with UI claims	1	n/a	n/a	n/a	n/a	1	1	3	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Assistance establishing eligibility for financial aid	1	4	4	4	1	1	1	n/a	n/a	2	1	3	n/a	1	3	n/a	n/a	3	n/a	2
Employment retention services	1	n/a	n/a	n/a	n/a	1	1	n/a	n/a	2	1	3	n/a	1	3	n/a	n/a	3	n/a	2
Follow-up services for Title I-B participants	1	n/a	n/a	n/a	n/a	n/a	1	n/a	n/a	n/a	1	3	n/a	1	3	n/a	n/a	3	n/a	2

Service Methods:

1. Onsite Staff Available at all times during regular business hours
2. Onsite Staff as needed
3. Technology

4. Onsite Service Provider

n/a – Not applicable to the partner

Individualized and Follow-Up Career Services																			
Partner Providing Service	Title I – WIOA (Adult, DW, Youth)	Title II (Adult Education & Literacy) FT. Wayne Community Schools	Title II (Adult Education & Literacy0 Impact Institute	Title II (Adult Education & Literacy) The Literacy Alliance	Title II (Adult Education & Literacy) Learn More Center	Wagner-Peyser	Migrant & Seasonal Farmworker Programs	UI	Indian and Native American Programs	Perkins/Post-secondary CTE Programs	JVSG	SCSEP	Second Chance Act Re-entry E.O.	TAA	TANF	CSBG E&T	Job Corps	VR	HUD	Youthbuild
Comprehensive and specialized assessments	1	2	2	2	2	1	1	n/a	n/a	2	1	2	n/a	1	3	n/a	n/a	3	n/a	2
Development of individual employment plan	1	2	2	2	2	1	1	n/a	n/a	2	1	2	n/a	1	3	n/a	n/a	3	n/a	2
Group counseling	1	2	2	2	2	1	1	n/a	n/a	2	1	2	n/a	1	3	n/a	n/a	3	n/a	2
Individual counseling	1	2	2	2	2	1	1	n/a	n/a	2	1	2	n/a	1	3	n/a	n/a	3	n/a	2
Career planning	1	2	2	2	2	1	1	n/a	n/a	2	1	2	n/a	1	3	n/a	n/a	3	n/a	2
Short-term vocational services	1	2	2	2	2	1	1	n/a	n/a	2	1	2	n/a	1	3	n/a	n/a	3	n/a	2
Internships and work experience	1	2	2	2	2	1	1	n/a	n/a	2	1	2	n/a	1	3	n/a	n/a	3	n/a	2
Workforce preparation activities	1	2	2	2	2	1	1	n/a	n/a	n/a	1	2	n/a	1	3	n/a	n/a	3	n/a	2

Financial literacy services	1	n/a	n/a	n/a	n/a	1	1	n/a	n/a	2	1	2	n/a	1	3	n/a	n/a	3	n/a	2
Out-of-area job search assistance	2	n/a	n/a	n/a	n/a	2	2	n/a	n/a	2	2	2	n/a	1	3	n/a	n/a	3	n/a	n/a
English language acquisition	n/a	1	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Follow-up services for participants in Adult and DW programs	1	n/a	n/a	n/a	n/a	1	1	n/a	n/a	n/a	1	2	n/a	1	3	n/a	n/a	3	n/a	2
Other local career service (specify)		ABE HSD HSE ESL	ABE HSD HSE ESL	ABE HSE IET's	ABE HSE															
Other (specify)																				
Other (specify)																				
Other (specify)																				
Other (specify)																				

Service Methods:

1. Onsite Staff Available at all times during regular business hours
2. Onsite Staff as needed
3. Technology
4. Onsite Service Provider

n/a – Not applicable to the partner

Attachment C

One-Stop Operating Budget (excel file)

Attachment D –Directory of Partners

Direct Linkage Quick Contacts

General Information	Direct Linkage Information Customer Information
Adult/Dislocated Worker	WorkOne Northeast Cindy Neal www.neinworks.org Assistance may be obtained in person or by phone through a WorkOne office. Contact information is listed on pages 4-6. Customers should be instructed to call or go to the WorkOne Center of their choosing. Customers can ask for Cindy. Basic information, such as center hours, workshop offerings, and special events may be accessed via www.neinworks.org.
Adult Education & Learning	FWCS Continuing Education Program Patrick Boles Program Manager Phone: 260.467.1064 Email: pat.boles@fwcs.k12.in.us
Adult Education & Learning	IMPACT Institute Caroline Foster Assistant Adult Education Director Phone: 260.343.2163 Email: cfoster@impactinstitute.net www.impactinstitute.net

Adult Education & Learning	Learn More Center Cynthia Johnson Director of Adult Programs Phone: 260.982.6138 Email: cynthia@learnmorecenter.org
Adult Education & Learning	Literacy Alliance Melinda Haines Director of Adult Programs Office: 260.426.7323 Phone: 260.423.0002 Email: Melinda.haines@fwliteracyalliance.org info@fwliteracyalliance.org www.fwliteracyalliance.org
Adult Education & Learning	Marion Community Schools Jenalee Veenkant Student Community Specialist, Marion Regional Career Center Email: jveenkant@marion.k12.in.us Phone: 765.667.7875
In-School Youth	Brightpoint Rachel Bryant Email: RachelBryant@mybrightpoint.org Phone: 260.423.3546, ext. 287 https://mybrightpoint.org/index.php/get-help/children-youth/jag-youth-program/
Job Corps	Job Corps Sandra Logan Outreach & Admissions Counselor Atterbury & IndyPendence Email: logan.sandra@jobcorps.org www.Recruiting.jobcorps.gov

	www.Mifuturo.jobcorps.gov
Migrant and Seasonal Farmworker Program	Proteus, Inc. Jesusa Riveria Phone: 574.413.8020 Email: jesusar@proteusinc.net
Out-of-School Youth	Brightpoint Rachel Bryant Email: RachelBryant@mybrightpoint.org Phone: 260.423.3546, ext. 287
Post-Secondary Career and Technical Education	Ivy Tech Contact the admissions office to schedule a visit today at 260.480.4268, Option 3 You can also chat with us live at **IvyTech.edu/chat**. Or you can call our Answer Center at 888.IVY.LINE (888.489.5463) from 7:00 a.m. to 1:00 a.m. EST, seven days a week.
Senior Community Service Employment Program (SCSEP)	Amy Caldwell SCSEP Director acaldwell@comfam.org *(Grant Co. only)*
Senior Community Service Employment Program (SCSEP)	National Able Network 1575 Adler Circle Court, Suite 2 Portage, Indiana 46368 Phone: 219.221.0764

Senior Community Service Employment Program (SCSEP)	Catholic Charities Aaron Roberts SCSEP Director Phone: 260.422.5625 ext. 237 Email: aroberts@ccfwsb.org
Supplemental Nutrition Assistance Program (SNAP) & Temporary Assistance for Needy Families (TANF)	Call Center Number: 1.800.403.0864
Trade Adjustment Assistance (TAA)	WorkOne Northeast Cindy Neal www.neinworks.org Customers should be instructed to go to the WorkOne center of their choosing to receive services. Phone calls should be directed to the local WorkOne office as identified on pages 4-6. Basic information, such as center hours, workshop offerings and special events may be accessed via www.neinworks.org.
Unemployment Insurance Compensation	Benefit Call Center Hours and Phone Number: Phone: 1.800.891.6499 Monday-Friday: 8:00 a.m. to 4:30 p.m. (EST) Saturday – Sunday: Closed http://www.in.gov/dwd/2334.htm
Veterans Employment Services	WorkOne Northeast Cindy Neal www.neinworks.org Customers should be instructed to go to the WorkOne center of their choosing to receive services. Phone calls should be directed to the local WorkOne office as identified on pages 4-6. Basic information, such as center hours, workshop offerings and special events may be accessed via www.neinworks.org.
Vocational Rehabilitation	Vocational Rehabilitation Services:

	Allen, DeKalb, LaGrange, Noble, Steuben & Whitley Toll Free: 1.877.715.5292 (V/VRS/711) Grant, Huntington, Wabash Toll Free: 1.877.876.2866 (V/VRS/711) Adams, Wells Toll Free: 1.877.847.9890 (V/VRS/711)
Wagner-Peyser	WorkOne Northeast Cindy Neal www.neinworks.org Customers should be instructed to go to the WorkOne center of their choosing to receive services. Phone calls should be directed to the local WorkOne office as identified on pages 4-6. Basic information, such as center hours, workshop offerings and special events may be accessed via www.neinworks.org.
YouthBuild	YouthBuild Fort Wayne Fort Wayne Housing Authority 260.267.9300