



MASSACHUSETTS  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
JOINT PARTNER COMMUNICATION

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**WIOA Joint Partner Communication 03.2018**

**Policy**    **Information**

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**To:** Chief Elected Officials  
Workforce Development Board Chairs  
Workforce Development Board Directors  
WIOA Title I Administrators  
Career Center Directors  
WIOA Title I Fiscal Officers  
DCS Operations Managers  
Adult Education Providers  
Massachusetts Rehabilitation Offices and Providers  
Massachusetts Commission for the Blind Offices and Providers  
Senior Community Service Employment Program (SCSEP) Providers  
Dept. of Transitional Assistance Offices and providers of SNAP and TANF services

**From:** Jennifer James, Undersecretary,  
*Executive Office of Labor and Workforce Development*  
Alice Sweeney, Director  
*Department of Career Services*  
Richard Jeffers, Director  
*Department of Unemployment Assistance*  
Toni Wolf, Commissioner  
*Massachusetts Rehabilitation Commission*  
Paul Saner, Commissioner  
*Massachusetts Commission for the Blind*  
Jolanta Conway, State ABE Director  
*Department of Elementary and Secondary Ed, Adult and Community Learning Services*  
Olga Yulikova, Senior Community Service Employment Manager  
*Executive Office of Elder Affairs*  
Jeffrey McCue, Commissioner  
*Department of Transitional Assistance*

**Date:** June 1, 2018

**Subject:** Joint Partner Local Umbrella Memorandum of Understanding (MOU) – Guidance for “Refreshed” MOU

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**Purpose:** This document provides guidance for Local Workforce Development Boards (Local Boards), WIOA Required Partners (OSCC Partners) and other stakeholders (as locally defined) regarding the development and submission of the “refreshed” WIOA Joint Partner Local Umbrella MOU.

**Background:** In accordance with WIOA Regulations 20 CFR § 678.500, the local Umbrella MOU, a product of local discussion and negotiation, is an agreement developed and executed between the Local Board and the OSCC Partners relating to the operation of the one-stop service delivery system in the local area.

The state level MOU found within the WIOA Massachusetts Combined State Plan reflects agreement for the WIOA State Partners to guide the establishment of local area MOUs.

Local Boards and OSCC Partners comprised an “MOU Team” that met consistently over the course of a year to discuss integrated service delivery strategies for their respective constituents as well as how those service strategies will be operationalized at the Career Centers. Each of the 16 Local Boards submitted a local “umbrella” MOU to DCS effective July 1, 2017.

On July 31, 2017, the WIOA State Partners reviewed each of the 16 local area Umbrella MOUs to ensure the presence of integrated service delivery strategies for shared customers and business. On November 3, 2017, the Local Boards were provided with feedback from the WIOA State Partners on areas of capacity building towards a strengthened MOU.

[WIOA Joint Partner Communication 02.2017](#) issued on December 27, 2017 provided instruction for local Boards to convene their Partners to continue development of the MOU leading toward a “refreshed” MOU due on or before June 30, 2018.

**Policy:** Local Boards shall convene their Partners to continue the development of the local umbrella MOU leading towards a “refreshed” MOU ensuring they are responding, at a minimum to the feedback provided on November 3, 2017 and any new opportunities or partnerships developed during the course of FY18.

Local Boards should re-evaluate and update local MOUs for the following:

- Methods of integrated service delivery for shared customers and co-location agreements.

- Staff development and cross training agreements.

Please refer to Attachment A for additional information required.

Attachment A (Question 1) requests a synopsis of the updates reflective in the refreshed MOU.

Attachment A (Question 2) also requests any recommendations/suggestions for adjustments to shared and infrastructure funding needed to support integrated service delivery for shared customers at the OSCCs. Responses to Question 2 will be reviewed by DCS and Partner staff as the FY2019 Interagency Service Agreements are planned.

**Action  
Required:**

Please send a scanned copy of the fully executed “refreshed” Joint Partner Local Umbrella MOU along with the attached MOU Submittal Form (Attachment A) to Lisa Caissie at [Lisa.J.Caissie@MassMail.State.MA.US](mailto:Lisa.J.Caissie@MassMail.State.MA.US) on or before June 30, 2018.

**Effective:** Immediately

**Inquiries:** For general questions about this joint communication, please email all question to [PolicyQA@massmail.state.ma.us](mailto:PolicyQA@massmail.state.ma.us). Please include the issuance number with your inquiry.

**Attachments:**

- A. WIOA Local Umbrella MOU Submittal Form