

Attachment B
 Adult Community Learning Services
 Individual WIOA Partner ISA Summaries

A. Funding provided through the ISA shall be used in the following manner:

The infrastructure cost should be distributed to the MassHire Workforce Boards using the methodology that is based on the FY18 total number of adult education students enrolled in the adult education programs in the local workforce area. These funds are to support the infrastructure costs at the MassHire Career Centers(MCCs).

MWB	2018 Enrollments	% of Enrollments (State)	FY19 Allocation of \$150,000 Based on Enrollments
Berkshire County	374	2%	\$2,999.04
Boston	4,532	24%	\$36,341.28
Bristol	939	5%	\$7,529.67
Brockton Area	737	4%	\$5,909.87
Cape and Islands	660	4%	\$5,292.42
Central Mass	1,221	7%	\$9,790.98
Franklin/Hampshire	661	4%	\$5,300.44
Greater Lowell	905	5%	\$7,257.03
Greater New Bedford	877	5%	\$7,032.50
Hampden County	1,404	8%	\$11,258.42
Merrimack Valley	1,269	7%	\$10,175.88
Metro North	2,135	11%	\$17,120.18
North Central Mass	532	3%	\$4,266.01
North Shore	545	3%	\$4,370.26
Metro Southwest	1,344	7%	\$10,777.29
South Shore	571	3%	\$4,578.74
State	18,706	100%	\$150,000.00

B. Responsibilities of State Partners (MDCS and MRC):

a. Responsibilities of MDCS

1. Distribute and manage funds provided under this ISA to support the coordinated efforts at the MCCs to ensure job-driven career and service pathways for shared ACLS and MDCS customers, as well as the general operation of the MCCs consistent with WIOA sec. 121(h), sec. 121(i), WIOA Regulations 20 CFR 678, and Subpart E 20CFR 700 -760 which requires that MCC partners contribute jointly to fund infrastructure costs, and use a portion of the funds available to support the programs, activities and services operated through a local comprehensive MCC.
2. Ensure infrastructure funds are in accordance with Federal costs principles and uniform guidance and are allowable, reasonable, necessary, and allocable.
3. Provide ACLS a quarterly report of funds expenditures.

b. Responsibilities of ACLS

1. ACLS will provide infrastructure funds to MDCS under this ISA as required by WIOA sec. 121(h), sec. 121(i), WIOA Regulations 20 CFR 678, and Subpart E 20 CFR 700-760 in order to contribute infrastructure funds for the general operation of the MCCs.
2. To ensure infrastructure funds are in accordance with Federal costs principles and uniform guidance and are allowable, reasonable, necessary, and allocable.
3. ACLS infrastructure funds will be reviewed periodically and reconciled against actual costs incurred and adjusted as needed.
4. ACLS support AE programs to offer out stationing services (AE staff located at a MCC) at designated MCCs in all 16 workforce areas to support the intake and referral process as well as inform cross-training of staff.

Out stationed staff:

- Schedule and maintain posted hours at their assigned MCC.
- Develop and monitor two-way referral systems, processes, and procedures with MCC staff.
- Maintain accurate records of customer intakes, assessments, referrals, and other services provided.
- Connect eligible AE students looking for employment or training to

MCCs.

- Schedule appointments for MCC customers seeking ABE services on the day(s) ABE out stationed staff are on-site.
 - Train MCC staff on AE program intake, assessment, and referral procedures.
 - Take MCC walk-in customers and phone calls when on-site.
 - Disseminate information about MCC services to regional ABE programs (e.g. making presentations at ABE programs, organizing informational trips to MCCs, hosting webinars, emailing information to ABE programs about MCC events and services.)
 - Provide accurate and comprehensive information about MCC services.
 - Maintain up-to-date knowledge of all MCC services.
5. ACLS infrastructure funding is determined at the state level and provided to the local areas through standing contracts with MDCS (see funding methodology section 2.A.)
 6. ACLS program staff will negotiate the use of infrastructure funds to support the general operations of the MCCs necessary to support integrated services for AE students and shared customers, including the use of infrastructure funds for:
 - Use of Space;
 - Utilities and maintenance;
 - Equipment (including assessment related products and assistive technology for individuals with disabilities); and
 - Technology to facilitate access to the one-stop center, including technology used for the center's planning and outreach activities.

c. **Responsibilities of Regional/Local Partners (MCCs and regional offices):**

1. Work together to implement the local area umbrella MOU for each region.
2. Provide AE out stationed staff a physical location at the MCC.
3. Support the partnership between ACLS regional offices and MCCs (roles, responsibilities, customer referrals, joint programming at both offices, etc.).
4. Articulate the "career pathway" models for ABE students, based on available resources that can be supported by the WIOA funded partners in the region (e.g. MCC, MRC, MCB, etc.) included in the above-referenced WIOA umbrella MOU.

5. Provide services, materials, and programming in languages other than English, and in alternative and accessible formats, as needed.
6. Design targeted job support and search programs for ABE students containing customized elements and services, subject to available resources, including but not limited to: recruitment of office consumers, cohort models, career pathway maps/service flowcharts, skills assessment, support, coaching, job placement and post-placement support.
7. Work jointly to identify and address ABE student barriers to accessing MCC resources, such as transportation, accessible workstations, limited English, childcare and/or other issues identified by the client.

d. Responsibilities of MassHire Career Centers (MCCs)

1. Provide the integrated service delivery for ABE students as described in the local area umbrella MOU.
2. Provide training, as needed, to AE students regarding services and resources offered by MCC and its community partners.
3. Provide training, as needed, to AE students on eligibility, employment outcomes and other requirements of MCC programs.
4. Refer appropriate MCC customers to the local AE offices following mutually agreed upon referral protocols.
5. Provide physical location to the AE out stationed staff and integrate this staff within the MCC team.