



MASSACHUSETTS
WORKFORCE INNOVATION AND OPPORTUNITY ACT
JOINT PARTNER COMMUNICATION

WIOA Joint Partner Communication 01.2016

Policy **Information**

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
SCSEP Providers
Department 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
Robert Cunningham, Director, Department of Unemployment Assurance
Nicky Osborne, Commissioner, Massachusetts Rehabilitation Commission
Paul Saner, Commissioner, Massachusetts Commission for the Blind
Jolanta Conway, State ABE Director, Department of Elementary and Secondary Education, Adult and Community Learning Services
Olga Yulikova, Senior Community Service Employment Manager, Senior Community Service Employment Program
Jeffrey McCue, Commissioner, Department of Transitional Assistance

Date: June 7, 2016

Subject: **Local Interim Memorandum of Understanding (MOU)**

Purpose: To provide guidance to Local Workforce Boards and WIOA Required Core Partners regarding the development and submission of the Local WIOA Interim Memorandum of Understanding (MOU) for Fiscal Year 2017 (July 1, 2016 – June 30, 2017).

This policy is the first issuance in a series of policy issuances that will guide the development of a local comprehensive MOU that is focused on integrated service pathways for individuals. This first policy is to announce a short-term step to put in place an interim MOU that covers FY2017.

Background: WIOA law, at section 121(c)(1) states: “The Local Board, with the agreement of the Chief Elected Official, shall develop and enter into a memorandum of understanding (between the local board and the one-stop partners) concerning the partnerships and integration of services within the local area.”

Required One-Stop Career Center Core Partners that are defined under the Workforce Innovation and Opportunity Act (WIOA) and included within the Massachusetts Combined State Plan are: WIOA Title I (Adult, Dislocated Worker, Youth); Title II (Adult Education and Family Literacy); Title III (Wagner Peyser/Employment Service); Title IV (Vocational Rehabilitation); Temporary Assistance to Needy Families (TANF); Supplemental Nutrition Assistance Program (SNAP); Unemployment Insurance (UI); Trade Adjustment Assistance (TAA); Jobs for Veterans State Grant (JVSG) and Senior Community Service Employment Program (SCSEP).

WIOA regulations are currently posted as proposed rules – (*Notice of Proposed Rulemaking*) - final regulations are scheduled to be released during the month of June 2016.

Federal guidance, issued on January 28, 2016 by the US Departments of Labor and Education suspended the WIOA requirements for local funding agreements for One-Stop Career Center infrastructure costs until Fiscal Year 2018 (July 1, 2017). State guidance on shared costs and required WIOA infrastructure costs will be addressed in the joint partner policy on the comprehensive umbrella MOU covering FY2018 – FY2020. That policy will be issued following release of the final WIOA regulations.

In addition, the forthcoming joint partner policy will include guidance on inclusion of Required Core Partners and Non- Required Partners for FY2018 local MOU negotiations.

Policy: In consideration of the above factors, the State WIOA Required Core Partners have determined that the Local Boards in agreement with the Chief Elected Officials (CEO) will enter into an *interim* Memorandum of Understanding (MOU) with One-Stop Career Centers and local Core Partner representatives

(agency staff) to establish intentions and working teams that will lead to a comprehensive “umbrella” MOU for each region.

The State WIOA Required Core Partners agreed through the State MOU that agency staff of Core Partners will be identified to participate in the development of the Local MOU. Each local Workforce Development Board will engage the WIOA Required Core Partners to discuss participation on the local area MOU team. Between July 1, 2016 and June 16, 2017, each local area will develop a comprehensive umbrella MOU guided by the release of the second policy.

The local MOU team will sign the interim MOU outlined in this policy guidance to identify leadership within the local area and demonstrate commitment to the process.

State WIOA Required Core Partner agencies have identified local MOU participants as follows:

- **Department of Career Services (DCS):** 20 CFR 683.710 (a) establishes DCS as the designated State Workforce Agency (SWA) responsible for Wagner-Peyser Act funding. As such, DCS designates Local Area DCS Operations Managers to represent DCS in local negotiations related to Wagner Peyser and Jobs for Veterans State Grant (JVSG) funding and will have signatory authority of behalf of the agency.

Exception: In the four workforce areas that do not have assigned DCS Operations Managers, DCS will provide the Local Board a contact to participate in local negotiations who will have signatory authority on behalf of the agency.

DCS is also the grant recipient for WIOA Title I funding (Adult, Dislocated Worker and Youth) and Trade Adjustment Act (TAA) funding. However, as these funds are operationalized locally, DCS authorizes the Local Boards, in agreement with the Chief Elected Officials (CEO) to identify the local provider of WIOA Title I services as signatory.

- **Department of Unemployment Assistance (DUA):** DUA Director Robert T. Cunningham or his designee will represent DUA in local negotiations related to the UI program who will have signatory authority of behalf of the agency.
- **Massachusetts Rehabilitation Commission (MRC):** MRC designates MRC Area Directors to represent MRC at local MOU negotiations meetings who will have signatory authority for local area MOUs on behalf of the agency with review and approval by the Assistant Commissioner, Deputy Commissioner, and Commissioner.
- **Massachusetts Commission for the Blind (MCB):** MCB designates MCB Regional Directors to represent MCB in local negotiations related to the Title IV

(Vocational Rehabilitation) program for legally blind persons who will have signatory authority of behalf of the agency.

- **Adult Community and Learning Services (ACLS):** Adult and Community Learning Services Unit, Department of Elementary and Secondary Education (DESE): ACLS designates DESE funded ABE program directors to participate in local MOU negotiations related to the Title II (Adult Education and Literacy) programs and the programs' authorized signatories will sign the MOU on behalf of ACLS.

Exception: In the Boston workforce area, all DESE funded program directors are invited to participate in local negotiations, however ACLS will provide the Local Board with a list of program directors who will represent ABE in that region; these programs' authorized signatories will sign on behalf of ACLS.

- **Senior Community Service Employment Program (SCSEP):** Senior Community Service Employment Program: Executive Office of Elder Affairs designates regional national and state sub grantees to represent SCSEP in local negotiations related to the Title V, Older Americans Act program for SCSEP who will have signatory authority on behalf of the agency. Please see the attached list for all counties.
- **Department of Transitional Assistance:** TBA

A list of individuals to represent each WIOA required partner for each region is included in Attachment B.

Local Board

Action

Required: The Local Board will convene WIOA Required Core Partners and other stakeholders (as defined locally) to sign the interim local MOU (Attachment A) and discuss intentions and a process to negotiate and execute a local "umbrella" Memorandum of Understanding over the course of FY17. A scanned copy of the fully executed interim local MOU Agreement (Attachment A) must be returned to Lisa Caissie at Lisa.J.Caissie@MassMail.State.MA.US on or **before June 30, 2016**.

Note: If, in advance of state guidance, the local board executed a Local Interim MOU that conceptually covers all of the requirements as specified in the state Local Interim MOU Policy and is reflective of the Governor and Secretary's vision, priorities and strategies as described in the MA Combined State Plan, then it may serve as the local Interim MOU for FY17.

**Partner
Action**

Required: The representatives of the WIOA Required Core Partners will engage with the local Board and support the region efforts to execute the interim MOU and to participate in the development of comprehensive “umbrella” MOUs that focus on person-centric, customer centered pathways that integrate supports and services across WIOA partner resources.

Effective: Immediately

Inquiries: For general questions about this joint communication, please email all questions to PolicyQA@massmail.state.ma.us.

For specific questions related to the partner agency please use the following contact information:

Department of Career Services: Sacha.Stadhard@Massmail.state.ma.us
Department of Unemployment Assurance: DUASecretary@detma.org
Massachusetts Rehabilitation Commission: William.noone@mrc.state.ma.us
Massachusetts Commission for the Blind: John.Oliveira@massmail.state.ma.us
Department of Elementary and Secondary Education, Adult and Community Learning Services: localMOU@doe.mass.edu
Senior Community Service Employment Program: olga.yulikova@state.ma.us
Department of Transitional Assistance:

References:

- WIOA (Pub. L. Section 121(c)(1))
- 20 CFR 678.500-678-510

Attachment A: MA Workforce Innovation and Opportunity Act (WIOA) Interim Memorandum of Understanding Agreement

B: WIOA Partner Matrix of Signatories in Each Local Area