

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

Mass Workforce Issuance

100 DCS 14.186

☐ Policy

☒ Information

To: Chief Elected Officials
Workforce Development Board Chairs
Workforce Development Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: March 31, 2017

Subject: Memorandum of Understanding (MOU) Part I – Overview & Development Webinar

Purpose: To notify Local Workforce Development Boards, One-Stop Career Center Operators and other local workforce partners of the WorkforceGPS webinar: [*Memorandum of Understanding \(MOU\) Part I: Overview & Development*](#) on Wednesday, April 26th from 3:00pm – 4:30pm.

Background: WIOA Sec. 121 (c)(1) requires the Local Board, with the agreement of the Chief Elected Official (CEO), to develop and enter into an MOU between the Local Board and the One-Stop Partners, consistent with WIOA Sec. 121 (c)(2), concerning the operation of the one-stop delivery system in a local area.

20 CFR 678.500 addresses the question: “What is the Memorandum of Understanding for the one-stop delivery system and what must be included in the Memorandum of Understanding?” This webinar will bring this information to life and more. This includes:

- Information regarding the MOU development process, including negotiation strategies,
- A review of the MOU purpose, key elements, and potential modifications,
- A discussion with local area representatives on their MOU process, and
- Showcasing of a Sample MOU document.

This is the first of two technical assistance webinars on the topic of Memorandums of Understanding. Part II, entitled Local vs. State Funding Mechanisms, will take place in May. For more information, you may also refer to [TEGL 16-16, One-Stop Operations Guidance for the American Job Center Network](#).

A WorkforceGPS account is required for registration. WorkforceGPS is the next generation, device-friendly website for peer-to-peer connection and resources. Click [here](#) to create a free account.

Action

Requested: Please share the information with staff and partners as appropriate.