

MEMORANDUM OF UNDERSTANDING FOR THE IDAHO ONE STOP SYSTEM

INTRODUCTION

This Memorandum of Understanding (MOU) is entered into in the spirit of cooperation and collaboration by the Workforce Development Council, hereafter referred to as "the WDC" and the One Stop Delivery System signatory partners, hereafter referred to as "the One Stop partners" or "partners" to describe how their various funding streams and resources will be utilized to better serve their mutual customers, both job seekers and employers, through an integrated system of service delivery operated at comprehensive sites known as Idaho Works Career Centers and satellite sites, called Idaho Works Career Connection sites. It is understood that the development and implementation of these Centers will require mutual trust and teamwork among the One Stop partnering agencies and the WDC, working together to accomplish the shared goals.

PURPOSE

The purpose of this MOU is to establish the framework for operation of the One Stop system in a manner that maximizes services to system customers while making efficient use of public resources.

STRATEGIC VISION FOR THE ONE STOP DELIVERY SYSTEM

The partners to this Agreement agree to support the goals of the Workforce Investment Act of 1998, hereafter referred to as WIA, including:

- Streamlining customer services in the One Stop Delivery System
- Empowering individuals through access to information on programs, services, and outcomes available through the One Stop system
- Universal access to core services for all individuals entering the workforce investment system
- Accountability for performance and customer satisfaction

The partners agree to share accountability for achievement of the Workforce Development Council goals in attachment #1 and commit to the Vision, Guiding Principles and Goals for the One Stop system in attachment #2 to this Agreement.

PARTIES AND PROGRAM SERVICES

The partners, programs and services offered as part of the One Stop system are included as attachments to this MOU.

JOINT RESPONSIBILITIES

Leadership

The WDC will set the vision and goals for the workforce investment system and will assist partners in continuously improving the system. The One Stop partners will be responsible for coordinating delivery of services in the One Stop system. Partners will share joint responsibility for providing leadership in the design and delivery of shared processes or services offered by the partners.

System Integration

The partners will promote system integration to the maximum extent feasible through the cross training of staff, use of common and/or linked information systems and participation in a continuous improvement process designed to improve processes and increase outcomes and customer satisfaction.

Cost Sharing

Partners agree to enter into a cost sharing agreement on an annual basis to support the cost of shared services and jointly occupied facilities. Such agreement shall meet the principle of proportionate responsibility for support of services. Cost allocation among partners shall meet the WIA and its regulations, OMB circulars A-21, A-87, and A-102, state rules and policy guidelines and any local policies regarding cost sharing.

SEPARATE RESPONSIBILITIES

Administrative Management

Grants Management

Each Partner will be responsible for managing funds and activities under their control. Grant administration, including grant management, fiscal activities, evaluation/reporting, and overall coordination activities will be the responsibility of individual Partners.

Compliance

Each partner shall be responsible for ensuring that its activities are in compliance with the WIA, their respective authorizing legislation and all attendant regulations, policies and procedures set forth by the federal or state government or the WDC.

Hold Harmless

Each Partner to this Agreement will assume liability for its actions and the actions of its agents under this agreement. Each Partner shall hold harmless, defend and indemnify all other Partners to this agreement from any and all claims for damages, including costs and attorney fees resulting in whole or in part from the Partner or its agent's activities under the Agreement.

Operational Management

Center Management

The Center Operator is responsible for the day-to-day operation of the identified facility. The Center Operator will coordinate with partners to ensure their staff is scheduled appropriately within the Center, respond to questions of an operational nature and manage the facility. Partners shall be billed for their proportionate share of costs as agreed to in the annual resource sharing agreement or notified that costs are so minimal as to be considered immaterial.

Delivery of Core and Intensive Services

Each Partner shall be responsible for participating in the delivery of core and intensive services as agreed to in attachments to this agreement.

Eligibility

Each Partner shall be independently responsible for determining eligibility for their respective programs. When making an eligibility determination under Title IB of the WIA, the One Stop Operator and other providers of WIA services may, at their discretion, consider the assessment information of other partners regarding an individual's need for intensive or training services.

Staff Management

Each Partner shall be responsible for providing the direct supervision and control of its staff in such matters as selection and hiring decisions, personnel planning and evaluation, salary and benefits and other matters directly pertaining to an employer-employee relationship. Each partner will facilitate cross training opportunities and cooperative staffing arrangements within each One Stop Center and Affiliate site.

TERMS/CONDITIONS

Period of participation

The Partners agree that the terms of this Agreement will take effect as of July 1, 2006 and will continue until such time as any partner or partners, shall modify, extend or terminate this agreement as provided below.

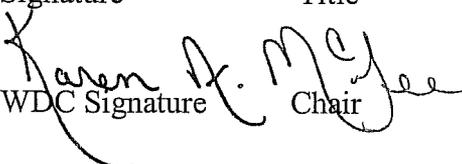
Incorporation of Additional Partners to Agreement

The WDC or Partners may agree to invite other organizations to participate. If such an invitation is issued and accepted, the organization will be considered a partner from the date of its acceptance letter and the review and approval by the WDC. Partners will review the any Cost Sharing Agreements to incorporate any necessary changes to payments for shared costs as a result of the new partner participation.

Withdrawal from or Termination of the Agreement

Any partner to this Agreement may withdraw its participation in the Agreement, in whole or in part, upon giving written notice of at least 30 days, provided that a written explanation of the scope of withdrawal and the reasons for that withdrawal are included in the written notice. In such cases, the Cost Sharing Agreement will be examined by all remaining Partners to assure the continuation of the concept of proportionate cost sharing. This Agreement may be terminated at any time by mutual written consent of all partners. It is understood that the partners will seek to resolve all conflicts in order to avoid termination. The designated representative of each partner will be responsible to coordinate all matters associated with this Agreement for their party, including all written notices.

The Partners to this agreement evidence their acceptance of its terms by their signatures below:

Signature	Title	Agency	Date
			1/08/07
Signature	Title	Agency	Date
ROGER B. MADSEN	DIRECTOR	IDAHO DEPT. OF COMMERCE and LABOR	
Signature	Title	Agency	Date
	Chair		1/08/07
WDC Signature			Date

Attachments

- WDC Goals and Objectives
- WDC Vision, Goals for the One Stop System
- Service Descriptions
- Annual Cost Sharing Agreements

Memorandum of Understanding for the Idaho One Stop System Services offered to participants in the One Stop System

1. One Stop Partner Organization
2. Organization Name: Idaho Division of Vocational Rehabilitation
 Organization Contact: Sue Cook
 Street Address: 650 W State
 City, State ZIP: Boise, ID 83720
 Contact e-mail: scook@vr.idaho.gov
 Contact phone: 208-334-3390

3. Mandatory Programs

The organization named above is responsible as the administrative entity for the oversight of the following programs identified in the Workforce Investment Act as a mandatory One Stop Partner program (check all that apply):

Check all that apply	Name of Program
	Wagner Peyser – Employment Service
	Veterans – DVOP/LVER
	Unemployment Insurance
	Trade Adjustment Assistance
	Worker Opportunity and W2W Tax Credits
	Economic and Community Development ¹
	WIA Adult, Dislocated Worker, Youth
	WIA Job Corps
	WIA Native American
	WIA MSFW
	Title V SCSEP
xxxxxx	Vocational Rehabilitation
	VR for the Blind
	VR Client Assistance
	Adult Basic Education
	Carl Perkins Vocational Education ²
	CSBG Employment & Training ³
	HUD E&T ⁴

4. Optional Programs

¹ State required – information and referral to state and community resources

² Required only if funds are used for non-traditional training or services offered to target groups

³ Required only if funds are used for employment & training

⁴ Required only if funds are used for employment & training

The organization named above is responsible for the following programs designated as “optional” one stop partners and commits to coordinating these services in the One Stop System.

Check all that apply	Name of Program
	TAFI (TANF)
	Food Stamps Employment & Training
	Foster Youth Education and Training
	Workforce Development Training Fund
	Incumbent Worker Revolving Loan Fund
	Correction’s education and transition
	Other: (Name)
	Other: (Name)

5. Services to be offered in the One Stop System

The One Stop partner agrees to the following provisions adopted by the Council:

- Required One Stop partners will make applicable core services available and provide access to other services in at least one physical One Stop Center within each workforce region;
- Partners may utilize any authorized methodology to deliver core services provided the methodology
 - is consistent with the Partner’s authorizing legislation and the WIA;
 - does not require the customer to travel to another location to obtain the core service; and
 - meets minimum standards of accessibility set forth in Section 188(a)(1) of the WIA.

Description of Vocational Rehabilitation Services:

Application – A personal application session with a VR counselor is required in each case opening. This service is provided in each service delivery area within the state.

Outreach, intake, orientation – These services are provided by VR counselors in established VR offices and by appointment at other locations.

Initial Assessment – A personalized initial assessment of an individual with a disability is done by a VR counselor during the first phase of VR involvement. This service is provided either in an established VR office or another location as needed.

Labor Market Information – Labor market information is obtained through the One-Stop computer programs available to VR, through Career Information System (CIS) and other written sources. This service is available through each established VR office.

Career Exploration – This service is provided by a VR counselor and is an essential part of each IDVR case. This service is based on the individual consumer’s aptitudes, abilities and interests. This service is provided either in an established VR office, or at another site, as needed by the consumer.

Job Search Assistance – Job Match/Placement – Personal counselor involvement is provided for these services by VR professionals, as the consumer needs them. Assistance in these areas may also be purchased by IDVR from other professionals. These services are provided in established VR offices as well as other sites as needed by the consumer.

Job Postings – Job postings are available through the Internet. This service is available through the established VR offices.

Referrals – VR will refer each VR eligible individual and those who are not eligible for VR services to other partners who may provide necessary services not available through IDVR. This service is provided through each established VR office.

Transportation – Assistance with the cost of transportation for diagnostic services and in support of an Individual Plan for Employment may be available to a VR client following a Financial Needs Assessment and comprehensive planning by the VR counselor. This service may be provided in established VR office as well as other sites as needed by the consumer.

Financial Aid Information – Financial Aid information is provided to all VR consumers. VR is mandated by law to seek all similar benefits prior to utilizing its own funds. Available resources are therefore fully explored by a VR counselor before VR encumbers its funds. This service is available in established VR offices.

Case Management – VR counselors provide case managers to all VR applicants and VR eligible clients. These services are available in established VR offices as well as other sites as needed by the consumer.

Vocational Rehabilitation - Vocational Rehabilitation services are provided to eligible (i.e. (1) substantial disability, (2) significant vocational impediment, (3) ability to benefit from VR services) consumers based on their need. Services are available in all establish VR offices as well as other sites as needed by the consumer.

Supportive Service Information – VR couns4elors provide some supportive services to eligible clients. Referrals to other needed supportive services are made when such services are necessary. These services are available in established VR offices, as well as other sites as needed by the consumer.

Location and Strategy for Providing Services

- Identify any one stop centers where services will be delivered on a

Full time basis
 XX Part time basis
 Electronically
 Print or other media

One Stop Center	Full time	Contracted to Operator	Part time	Electronic	Print or other media
Please refer to #7 Referral Arrangements.					

Primary Service Location	Region	Access at PSL	Affiliate Center
Coeur d'Alene 2025 W. Park Place, Suite 101 Coeur d'Alene, Idaho 83814 (208) 769-1441	1		X
Lewiston 1118 F Street P.O. Box 1164 Lewiston, Idaho 83501-1986 (208) 799-5070	2		X
Treasure Valley Mental Health & School-Work 3350 Americana Terrace, Suite 210 Boise, Idaho 83706-2502 (208) 334-3650	3		X
Twin Falls 1445 Fillmore, Suite 1102 Twin Falls, Idaho 83301 (208) 736-2156	4		X
Pocatello 1070 Hiline, Suite 200 Pocatello, Idaho 83201-2947 (208) 236-6333	5		X
Idaho Falls 1825 Hoopes Avenue Idaho Falls, Idaho 83404-8018 (208) 525-7149	6		X
Caldwell 3110 E. Cleveland Blvd. #A7 Caldwell, Idaho 83605-4158 (208) 454-7606	7		X
Boise 10200 W. Emerald Street, Suite 101 Boise, Idaho 83704-8780 (208) 327-7411	8		X
Treasure Valley Corrections 3350 Americana Terrace, Suite 210 Boise, Idaho 83706-2502 (208) 334-3650	9		X

6. Cost Sharing

- Part Time or visiting partners

The visiting partner agrees to assume responsibility for a fair share of the common costs of the Center based on a pro-rata share of participants of each partner who use the center. The partner agrees to provide a list of participants enrolled in their program at least once each fiscal period, at a time and in a manner to be agreed upon by partners to this MOU for the purpose of establishing the fair share of common costs. If costs are determined to be immaterial based on the participation of partner participants, no costs will be assigned to the partner. If costs are determined to be material, a separate agreement will be negotiated and affixed as an addendum to this agreement.

7. Referral Arrangements

Each VR region has worked out a process for exchanging referrals with the One Stops and affiliated partners.

Referral exchange is enacted through direct communication, by phone, face-to-face contact or referral forms.

Coeur d'Alene

A VR counselor visits this site one time per week. Referral exchange is enacted through direct communication, a sign up sheet, or by special appointment if necessary.

Additionally, a counselor will meet with a One Stop customer at the C&L site within 15 minutes of notification by C&L staff if necessary.

Sandpoint

C&L and VR are located in the same building. Referral exchange is enacted through direct communication, a sign up sheet, or by special appointment if necessary.

Silver Valley

A VR counselor visits this site one time per week. Referral exchange is enacted through direct communication, a sign up sheet, or by special appointment if necessary.

St Maries

A VR counselor visits this site one time per week. Referral exchange is enacted through direct communication, a sign up sheet, or by special appointment if necessary.

Lewiston

There is regular and ongoing contact between C&L staff and VR. Referral exchange is completed by phone and personal contact with the C&L staff.

A counselor will meet with a One Stop customer at the C&L site within 15 minutes of notification by C&L staff if necessary.

Moscow

Referral exchange is completed by phone and personal contact with the C&L staff.

Orofino

VR and C&L are co- located in this region. Referral exchange is enacted through direct communication.

Grangeville

A VR counselor visits this site one time per week. Referral exchange is enacted through direct communication, a sign up sheet, or by special appointment if necessary.

Boise

A VR counselor visits this site one time per week. Referral exchange is enacted through direct communication, a sign up sheet, or by special appointment if necessary.

Emmett

A VR counselor visits this site one time per week. Referral exchange is enacted through direct communication, a sign up sheet, or by special appointment if necessary.

Meridian

A VR counselor visits this site one time per week. Referral exchange is enacted through direct communication, a sign up sheet, or by special appointment if necessary.

McCall

A VR counselor visits this site three times per month. Referral exchange is enacted through direct communication, a sign up sheet, or by special appointment if necessary.

Mountain Home

A VR counselor visits this site one time per month. Referral exchange is enacted through direct communication, a sign up sheet, or by special appointment if necessary.

Pocatello

Referral exchange is completed by phone and personal contact with the C&L staff. C&L staff provides the customer with a VR information sheet to be completed by the

individual with assistance from the C&L staff if needed, the completed form is faxed to VR and an appointment is set at that time. In the event the C&L customer requests assistance from VR at the One Stop location, VR will send a counselor to that site.

Blackfoot

Referral exchange is completed by phone and personal contact with the C&L staff. C&L staff provides the customer with a VR information sheet to be completed by the individual with assistance from the C&L staff if needed, the completed form is faxed to VR and an appointment is set at that time. In the event the C&L customer requests assistance from VR at the One Stop location, VR will send a counselor to that site.

Twin Falls

If a C&L customer requests a referral to VR, a VR counselor will be on site to meet with that individual within 15 minutes of notification by C&L staff, or if acceptable to the customer, an appointment is set to meet with a VR counselor. There is regular and ongoing contact between C&L staff and VR. Referral exchange is completed by phone and personal contact with the C&L staff.

Blaine Count/ Hailey

A VR counselor visits this site one time per week. Referral exchange is enacted through direct communication, a sign up sheet, or by special appointment if necessary.

Burley/Mini-Cassia

If a C&L customer requests a referral to VR, a VR counselor will be on site to meet with that individual within 15 minutes of notification by C&L staff, or if acceptable to the customer, an appointment is set to meet with a VR counselor. There is regular and ongoing contact between C&L staff and VR. Referral exchange is completed by phone and personal contact with the C&L staff.

Idaho Falls

A VR counselor visits this site one time per week. Referral exchange is enacted through direct communication, a sign up sheet, or by special appointment if necessary.

Rexburg

Referral exchange is completed by phone and personal contact with the C&L staff

Salmon

VR and C&L are located in the same office building. . Referral exchange is enacted through direct communication.

8. Other comments or conditions not listed in the agreement

Idaho Division of Vocational Rehabilitation (VR) shall be independently responsible for determining eligibility for its respective programs.

Idaho Division of Vocational Rehabilitation shall be responsible for providing the direct supervision and control of its staff in such matters as selection and hiring decisions, personnel planning and evaluation, salary and benefits and other matters directly pertaining to an employer-employee relationship.