Adult Education
Memorandum of Understanding (MOU) Requirements

All MOUs must contain the following six requirements.

1. **Description/Access to Services:** A description of the access and delivery of services to be provided through the one-stop system, including the manner in which services will be coordinated and delivered through the system. (34CFR §463.500(1), WIOA, Subtitle B, Chapter 1 §121(c)(2)(A)(I))
   a. At least one comprehensive workforce center in each local area.
      i. What services?
      ii. Which services?
      iii. Frequency of program staff's physical presence?
   b. Accessible through electronic means in a manner that improves efficiency, coordination and quality.

2. **Infrastructure Funding Agreement:** An agreement on funding the cost of the services and the operating cost of the system (34CFR §463.500(2)(i), 34CFR §463.755, 34CFR §463.720, WIOA, Subtitle B, Chapter 1 §121(c)(2)(A)(ii))
   a. The period of time in which the infrastructure funding agreement is effective. This may be a different time period than the duration of the MOU but must include the current project year.
   b. Identification of an infrastructure and shared services budget.
   c. Identification of all one-stop partners, chief elected officials, and the LWDB participating in the infrastructure funding arrangement.
   d. Steps the LWDB, chief elected officials, and one stop partners use to reach consensus of an assurance that the local area followed the guidance for the State funding process.
   e. Description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached.
   f. Description of the periodic modification and review process to ensure equitable benefit among one-stop partners.
   g. Funding of the shared services and operating cost of the one-stop delivery system.
   h. Document third-party in-kind contributions made by non-partners to supplement the operation of the system.

3. **Referrals**: Methods for referring individuals between the one-stop operators and partners for appropriate services and activities. (34CFR §463.500(3), WIOA, Subtitle B, Chapter 1 §121(c)(2)(iii))

4. **Assurances:** Methods to ensure that the needs of workers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the one-stop delivery system. (34CFR §463.500(4)(6), WIOA, Subtitle B, Chapter 1 §121(c)(2)(A)(iv))
   a. Includes the statement, "The duly authorized agent of the recipient agrees to satisfy the requirements of 34CFR §361.505 and 34CFR §361.720."
   b. Includes assurances that the MOU will be reviewed, and if substantial changes have occurred, renewed, not less than once every 3-year period to ensure appropriate funding and delivery of services.

    c.   Includes other provisions agreed to by the parties that are consistent with WIOA title 1, the authorizing statutes and regulations of on-stop partner programs, and the WIOA regulations.

    d.   Includes provisions for a one-stop partner to appeal to the State regarding infrastructure costs, using the process described in 34CFR §463.750, that result in a change to the one-stop partner's infrastructure cost contributions, the MOU must be updated to reflect the final- one-stop partner infrastructure cost contributions.

5. **Term:** The duration in which the MOU is effective must at least include the current project year 7/1/20 -6/30/21. (34CFR §463.500(5)(6)(d), WIOA, Subtitle B, Chapter 1 §121(c)(2)(A)(v))

6. **Signatories:** Includes the signatures of the LWDB, one-stop partners, the chief elected officials (authorized representative of each partner program). (34CFR §463.500(5)(6)(d), WIOA, Subtitle B, Chapter 1 §121(c)(2)(A)(v)) *The MOU must be updated every 3 years to reflect any changes to the signatory official of the Board, one-stop partners, and chief elected officials, or one-stop infrastructure funding.*

If you have any questions, please contact your program manager.

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