

**MEMORANDUM OF UNDERSTANDING
FOR SERVICE COORDINATION
BETWEEN
SANTA BARBARA COUNTY WORKFORCE DEVELOPMENT BOARD
AND
SANTA BARBARA COUNTY AMERICA'S JOB CENTER OF CALIFORNIASM ONE-STOP SYSTEM PARTNERS**

I. Preamble/Purpose of MOU

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the Local Board and the each of the America's Job Center of CaliforniaSM (AJCCSM) One-Stop System partners to establish an agreement concerning the service coordination and operations of the AJCCSM delivery system. The purpose of this MOU is to establish a cooperative working relationship between the AJCCSM One-Stop System partners detailed in the section below and in **Appendix A**, to define their respective roles and responsibilities in achieving the policy objectives. The MOU also serves to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

California's one-stop delivery system, the AJCCSM, is a locally-driven system which develops partnerships and provides programs and services to achieve three main policy objectives established by the California Workforce Development Strategic Plan, which includes the following:

- Foster demand-driven skills attainment
- Enable upward mobility for all Californians
- Align, coordinate, and integrate programs and services

These objectives will be accomplished by ensuring access to high-quality AJCCsSM that provide the full range of services available in the community for all customers seeking the following:

- Looking to find a job;
- Building basic educational and/or occupational skills;
- Earning a postsecondary certificate or degree;
- Obtaining guidance on how to make career choices; and/or
- Seeking to identify and hire skilled workers.

II. Local/Regional Vision Statement, Mission Statement, and Goals

The vision for California's workforce is "Skills Attainment for Upward Mobility and Shared Prosperity." Consistent with WIOA, the three policy objectives below shape the mission of the AJCCSM One-Stop System:

- **Fostering "demand-driven skills attainment"** – Workforce and education programs need to align program content with the state's industry sector needs so as to provide California's employers and businesses with the skilled workforce it needs to compete in the global economy.
- **Enabling upward mobility for all Californians**, including populations with barriers to employment. Workforce and education programs need to be accessible for all Californians and ensure that everyone has access to a marketable set of skills and is able to access the level of education necessary to ensure economic self-sufficiency and security.
- **Aligning, coordinating, and integrating programs and services** to economize limited resources while also providing the right services to clients, based on each client's particular and potentially unique needs so as to facilitate skills-attainment.
- **Enhancing the economic vitality of our diverse community.**

The primary purpose of the AJCCSM One-Stop System and its partnerships is to facilitate access to

workforce services at the local level. It is through the AJCCSM One-Stop system that services will be integrated, resources will be braided and/or leveraged, and supportive services will be provided.

III. Parties to the MOU

The Workforce Development Board of Santa Barbara County (WDB) develops innovative workforce strategies that help businesses, individuals and industries achieve and sustain economic vitality across all communities in Santa Barbara County. The WDB is a public/private partnership created pursuant to the Federal Workforce Innovation and Opportunity Act legislation. The WDB is entering into an agreement with each of the AJCCSM System One-Stop System partners.

The Required AJCCSM System Programs include:

- WIOA Title I Adult , Dislocated Worker, and Youth
- WIOA Title II Adult Education and Literacy
- WIOA Title III Wagner-Peyser (employment services authorized under the Wagner-Peyser Act 29 U.S.C. 49 et seq.: (a) Migrant and seasonal farmworker outreach services, (b) Development and provision of labor market information products and services)
- WIOA Title IV Vocational Rehabilitation
- Carl Perkins Career Technical Education
- Title V Older Americans Act
- Job Corps
- Native American Programs (Section 166)
- Migrant Seasonal Farmworkers (Section 167)
- Jobs for **Veterans** State Grants (JVSG) program authorized under Chapter 2 of Title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)
- Youth Build
- Trade Adjustment Assistance activities authorized under Chapter 2 of Title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)
- Community Services Block Grant
- Housing & Urban Development
- Unemployment Compensation (programs authorized under State unemployment compensation laws (in accordance with applicable Federal law: (1) California Training Benefits, (2) Work Share, (3) Trade Readjustment Allowance, (4) RESEA, PJSA, and IAW workshops)
- Second Chance
- Temporary Assistance for Needy Families/CalWORKs

The name of each AJCCSM One-Stop System partner entity, name of representative(s) and contact information are included in Appendix A for information purposes only, which is incorporated herein by reference. Appendices A entitled "Required One-Stop System Partners," C entitled "AJCC One-Stop Center Map," D entitled "AJCC Program Partners and Services," and E "Glossary" will be updated periodically as appropriate. Doing so will not constitute amending this MOU and will not require that the parties again sign this MOU.

IV. One-Stop System, Services

Comprehensive AJCCSM One-Stop centers are physical locations where jobseekers and employer customers can access the programs, services, and activities of all required AJCCSM One-Stop System partners. These centers serve as access points into the local AJCCSM One-Stop System. The customers to be served are jobseekers, employers, and individuals seeking the services of various AJCCSM One-Stop System partners. Shared customers are those individuals who are eligible for more than one program. Services provided include career services.

Career services, as identified in Sec.134(c)(2) of WIOA, consist of three types: basic career services, individualized career services, and follow-up services. For a more extensive description of these services please see **Appendix B**.

This vision of the AJCCSM One-Stop System is to cultivate an innovative, customer-centric, and supportive environment where professional and knowledgeable AJCCSM One-Stop System staff have the means necessary to seamlessly deliver and provide access to services, mandated under WIOA, to job seekers and employers.

V. Responsibility of AJCCSM One-Stop System Partners

AJCCSM One-Stop System partners agree to:

- Participate in joint planning, plan development, assessment, and modification of activities as appropriate to accomplish the following as appropriate, including, but not limited to:
 - ✓ Continuous partnership building,
 - ✓ Continuous planning in response to state and federal requirements,
 - ✓ Responsiveness to local and economic conditions, including employer needs,
 - ✓ Adherence to common data collection and reporting needs;
- Make the applicable service(s) available to customers through the one-stop delivery system; and
- Participate in the operation of the one-stop system, consistent with the terms of the MOU and requirements of authorized laws.

VI. Funding of Services and Operating Costs

The Workforce Innovation and Opportunity Act, Sections 121(c)(2)(A) and 121(h)(2) require the AJCCSM One-Stop System partners to fund the costs of the one-stop delivery system and infrastructure either by methods agreed upon, or by a State funding mechanism described in the statute. Accordingly, the partners agree to comply with this cost sharing requirement as described below.

- All required partners agree to share in the operating costs of the AJCCSM system either in cash or through in-kind services as appropriate and permitted by statutes, regulations, program allocation guidelines and other authoritative guidance governing their programs.
- Costs will be based on proportionate use and agreed upon methodology, as required by EDD Directive WSD 15-12 as appropriate and permitted by statutes, regulations, program allocation guidelines and other authoritative guidance governing their programs.
- The cost of services, operating cost, and infrastructure costs of the system will be funded by all AJCCSM partners through a separately negotiated cost sharing agreement based on an agreed upon formula or plan as appropriate and permitted by statutes, regulations, program allocation guidelines and other authoritative guidance governing their programs. AJCCSM One-Stop System partners agree to negotiate and implement the cost sharing plan by June 30, 2017.
- AJCCSM One-Stop System partners will ensure that the shared costs are supported by accurate data, the shared costs are consistently applied over time, and the methodology used in determining the shared costs are reflected in a separate Cost Sharing Agreement that will be attached to this MOU.

VII. Methods for Referring Customers

- AJCCSM One-Stop partners co-located at the AJCCSM One-Stop System center(s) commit to referring customers, when appropriate, for services not provided on-site.
- AJCCSM One-Stop System partners commit to make general information regarding AJCCSM programs, services, activities and resources available to all customers as appropriate.
- AJCCSM One-Stop center(s) commit to ensuring a high quality customer service and customer-centered focus by providing courteous and timely intake and referrals by staff trained in customer service.
- AJCCSM One-Stop System partners agree to identify a point of contact for service delivery at each partner program.

- AJCCSM One-Stop System partners commit to referring clients to each other using real-time technology, as appropriate, but not limited to, the following methods:
 - ✓ In Person
 - ✓ Telephone
 - ✓ Email
 - ✓ Electronic Applications

VIII. Access for Individuals with Barriers to Employment

Individuals with barriers to employment are defined pursuant to WIOA Sec. 3(24) and Sec. 166 as members of one or more of the following populations:

- Displaced homemakers.
- Low-income individuals.
- Indians, Alaska Natives, and Native Hawaiians, (as such terms are defined in section 166),
- Individuals with disabilities, including youth who are individuals with disabilities.
- Older individuals (those aged 55 or over as defined in NPRM 680.320(b)(5)).
- Ex-offender.
- Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), or homeless children and youths (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))).
- Youth who are in or have aged out of the foster care system.
- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
- Eligible migrant and seasonal farm workers, as defined in section 167(i).
- Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.).
- Single parents (including single pregnant women).
- Long-term unemployed individuals.
- Such other groups as the Governor involved determines to have barriers to employment.

AJCCSM One-Stop Center partners agree to ensure access and priority for services to individuals with barriers to employment by developing targeted strategies for these populations, including as appropriate, but not limited to:

- Promoting capacity building and professional development for AJCCSM One-Stop System partner staff in order to increase awareness and understanding of serving individuals with barriers to employment and individuals with disabilities.
- Cross-training AJCCSM One-Stop System partner staff in partner programs and services.
- Establishing an evaluation system where clients can provide service feedback.
- Providing access to necessary technology, materials, and equipment.
- Providing information on public transportation.
- Offering priority services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient when providing individualized career services and training services with WIOA adult funds.

Each AJCCSM One-Stop System partner agrees to ensure their policies, procedures, programs, and services are in compliance with the Americans with Disabilities Act of 1990 and its amendments, in order to provide equal access to all customers with disabilities.

IX. Priority for Veterans

AJCCSM One-System partners agree to comply with the statutes, regulations, and guidance applicable to their programs regarding priority for veterans. 38 U.S.C. 4215 requires recipients to provide priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. The

regulations implementing this priority of service can be found at 20 CFR part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Recipients must comply with DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816.

For example, WIOA Section 134(c)(3)(E) establishes a priority requirement with respect to funds allocated to a local area for adult employment and training activities. Under this section, AJCCSM One-Stop center staff responsible for these funds must give priority to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient in the provision of individualized career services. Under WIOA, priority must be provided regardless of the level of funds. Under WIOA the priority also includes individuals who are basic skills deficient as defined in WIOA section 3(5).

Veterans and eligible spouses continue to receive priority of service for all DOL-funded job training programs, which include WIOA programs. However, when programs are statutorily required to provide priority for a particular group of individuals, such as the WIOA priority described above, priority must be provided in the following order:

- i. First, to veterans and eligible spouses who are also included in the groups given statutory priority for WIOA adult formula funds. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA adult formula funds.
- ii. Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.
- iii. Third, to veterans and eligible spouses who are not included in WIOA's priority groups.
- iv. Last, to non-covered persons outside the groups given priority under WIOA.

X. Shared Technology and System Security

WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including client tracking, common case management, reporting, and data collection. To support the use of these tools, each AJCCSM One-Stop System partner agrees to the following:

- Comply with the applicable provisions of WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other appropriate statutes or requirements.
- The principles of common reporting and shared information through electronic mechanisms, including shared technology.
- Commit to share information to the greatest extent allowable under their governing legislation and confidentiality requirements.
- Maintain all records of the AJCCSM One-Stop customers or partners (e.g. applications, eligibility and referral records, or any other individual records related to services provided under this MOU) in the strictest confidence, and use them solely for purposes directly related to such services.
- Develop technological enhancements that allow interfaces of common information needs, as appropriate.
- Understand that system security provisions shall be agreed upon by all partners in compliance with program statutes, regulations, and guidance.

The following measures and internal controls will be applied to ensure system security as appropriate, including but not limited to:

- System administrator or other responsible designated person in authority for a partner’s program shall assign approved passwords.
- Not sharing passwords.
- IT System Controls (such as backup of data, programs, and applications on at regular intervals; maintaining offsite storage of such backups; installing and maintaining current anti-virus and anti-hacking prevention and detection measures; and implementing protocols to promptly contain and address any system breaches or threats).
- Protecting client information as appropriate, by practices including, but not limited to:
 - ✓ Locking computer screens when away from desk;
 - ✓ Keeping documents with identifying client information in locked cabinet or other secure area;
 - ✓ Accessing client information appropriately (when needed for program administration); and
 - ✓ Not discussing client information outside the scope of program administration.

XI. Confidentiality

AJCCSM One-Stop System partners agree to comply with the provisions of WIOA as well as the applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and any other appropriate statutes or requirement in developing policies and procedures to accomplish the following:

- All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.
- No person will publish, disclose use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCCSM One-Stop System applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.
- Each AJCCSM One-Stop System partner agrees to abide by the current confidentiality provisions of the respective statutes to which AJCCSM One-Stop System operators and other AJCCSM One-Stop System partners must adhere, and shall share information necessary for the administration of the program only as allowed under program statutes, regulations, and guidance. The AJCCSM One-Stop System partner, therefore, agrees to share client information necessary for the provision of services such as assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment or program support purposes.
- Client information shall be shared solely for the purpose of enrollment, referral or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.
- Where prohibited by statute, regulations, or authoritative guidance, client information shared will not be re-released.

XII. Non-Discrimination and Equal Opportunity

AJCCSM One-Stop System partners shall not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCCSM One-Stop System applicant due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation or marital status. The AJCCSM One-Stop System agrees to comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990) and related, applicable regulations.

AJCCSM One-Stop System partners will assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibits discrimination on the basis of disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

XIII. Grievances and Complaints Procedure

Each AJCCSM One-Stop System partner agrees to establish and maintain a procedure for grievance and

complaints as outlined in WIOA. The process for handling grievances and complaints is applicable to customers and partners. These procedures will allow the customer or entity filing the complaint to exhaust every administrative level in receiving a fair and complete hearing and resolution of their grievance. The partner further agrees to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

XIV. American’s with Disabilities Act and Amendments Compliance

AJCCSM One-Stop System partners agree to ensure that the policies and procedures as well as the programs and services provided at AJCCSM One-Stop center(s) are in compliance with the Americans with Disabilities Act and its amendments. Additionally, AJCCSM One-Stop System partners agree to fully comply with the provisions of WIOA, Title VII of the civil Rights act of 1964, the Age Decimation Act of 1975, Title IX of the Education Amendments of 1972, 29 CRF Part 37 and all other regulations implementing the aforementioned laws.

XV. Effective Dates and Term of MOU

This MOU shall be binding upon each party effective January 1, 2017 with a term of three years. The MOU will be reviewed not less than once every three years to identify any substantial changes that have occurred.

XVI. Modifications and Revisions

This MOU constitutes the entire agreement between the Workforce Development Board and each of the AJCCSM One-Stop System partners and no oral understanding not incorporated herein shall be binding on any of the parties hereto. This MOU may be modified, altered, or revised, as necessary, by mutual consent of the parties, by the issuance of a written amendment, signed and dated by the Workforce Development Board and the relevant AJCCSM One-Stop System partner(s).

XVII. Termination

The parties understand that implementation of the AJCCSM One-Stop System is dependent on the good faith effort of every partner to work together to improve services to the community. The parties also agree that this is a project where different ways of working together and providing services are being tried. In the event that it becomes necessary for a partner to cease being a part of this MOU, said entity shall notify the Workforce Development Board staff, in writing, 30 days in advance of that intention. In the event that it becomes necessary for the Workforce Development Board to require a partner to cease being a part of this MOU, the Workforce Development Board staff shall notify the partner, in writing, 30 days in advance of that intention.

XVIII. Administrative and Operations Management Sections

License for Use

During the term of this MOU, all partners to this MOU shall have a license to use all of the space of the AJCCSM One-Stop center(s) for the sole purpose of conducting acceptable AJCCSM One-Stop System services as outlined herein.

Supervision/Day to Day Operations

The day-to-day supervision of staff assigned to the AJCCSM One-Stop center(s) will be the responsibility of the site supervisor(s). The original employer of staff assigned to the AJCCSM One-Stop center(s) will continue to set the priorities of its staff. Any change in work assignments or any problems at the worksite will be handled by the site supervisor(s) and the management of the original employer. AJCCSM One-Stop center staff will not be subject to supervision by site supervisor(s) for another AJCCSM One-Stop System partner’s program.

The office hours for the staff at the AJCCSM One-Stop center(s) will be established by the site supervisor(s) and the primary employer. All staff will comply with the holiday schedule of their primary employer and

will provide a copy of their holiday schedule to the operator and host agency at the beginning of each fiscal year.

Disciplinary actions may result in removal of co-located staff from the AJCCsSM and each party will take appropriate action.

Each party shall be solely liable and responsible for providing to, or on behalf of, its employee(s), all legally-required employee benefits. In addition, each party shall be solely responsive and save all other parties harmless from all matters relating to payment of each party's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

Dispute Resolution

The parties agree to try to resolve policy or practice disputes at the lowest level, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective staff employer and the operator, for discussion and resolution.

Press Releases and Communications

All parties shall be included when communicating with the press, television, radio or any other form of media regarding its duties or performance under this MOU. Participation of each party in press/media presentations will be determined by each party's public relations policies. Unless otherwise directed by the other parties, in all communications, each party shall make specific reference to all other parties.

The parties agree, when engaged in AJCCSM One Stop System activities, to utilize as appropriate the AJCCSM logo below developed by the State of California and the Local Board on buildings identified for AJCCSM usage. This also includes letterhead, envelopes, business cards, any written correspondence and fax transmittals.



Hold Harmless/Indemnification/Liability

In accordance with provisions of Section 895.4 of the California Government Code, each party hereby agrees to indemnify, defend and hold harmless all other parties identified in this MOU from and against any and all claims, demands, damages and costs arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. In addition, except for Departments of the State of California which cannot provide for indemnification of court costs and attorney's fees under the indemnification policy of the State of California, all other parties to this MOU agree to indemnify, defend and hold harmless each other from and against all court costs and attorney's fees arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

XIX. Authorization

Pages 9-18 contain signature pages, one entity per page.

Signatures:

In witness thereof, the Santa Barbara County Workforce Development Board executes this MOU.

Signatures for the Santa Barbara County Workforce Development Board
Santa Barbara County Chief Elected Official
Santa Barbara County Workforce Development Board Executive Director

Signature

Date

Name: Peter Adam

Title : Chair, Santa Barbara County Board of Supervisors (Santa Barbara County Chief Elected Official)

Signature

Date

Name: Raymond McDonald

Title: Executive Director, Santa Barbara County Workforce Development Board

Signatures:

In witness thereof, the AJCC One-Stop System Partner executes this MOU.

Signature for WIOA Title I Adult, Dislocated Worker, and Youth
Santa Barbara County Workforce Development Board Executive Director

Signature

Date

Name: Peter Adam

Title : Chair

Organization: Santa Barbara County Board of Supervisors (Santa Barbara County Chief Elected Official)

Signature

Date

Name: Raymond McDonald

Title: Executive Director

Organization: Santa Barbara County Workforce Development Board

Signatures:

In witness thereof, the AJCC One-Stop System Partner executes this MOU.

Signature for Allan Hancock College
Required AJCC One-Stop System Partner for
WIOA Title II Adult Education and Literacy
and
Carl Perkins Career Technical Education

Signature

Name: Michael Black

Title: Vice President Finance and Administration

Organization: Allan Hancock College

Date

Signatures:

In witness thereof, the AJCC One-Stop System Partner executes this MOU.

Signature for Lompoc Adult School, Lompoc Unified School District
Required AJCC One-Stop System Partner for
WIOA Title II Adult Education and Literacy

Signature

Name: Trevor McDonald

Title: Superintendent

Organization: Lompoc Unified School District

Date

Signatures:

In witness thereof, the AJCC One-Stop System Partner executes this MOU.

Signature for Santa Barbara City College
Required AJCC One-Stop System Partner for
WIOA Title II Adult Education and Literacy
and
Carl Perkins Career Technical Education

Signature

Name: Joe Sullivan

Title: Vice President of Business Services

Organization: Santa Barbara City College

Date

Signatures:

In witness thereof, the AJCC One-Stop System Partner executes this MOU.

Signature for State of California Employment Development Department
Required AJCC One-Stop System Partner for
WIOA Title III Wagner-Peyser
(employment services authorized under the Wagner-Peyser Act 29 U.S.C. 49 et seq.:
(a) Migrant and seasonal farmworker outreach services,
(b) Development and provision of labor market information products and services
and
Veterans (Jobs for Veterans State Grants (JVSG)
and
Trade Adjustment Assistance activities authorized under
Chapter 2 of Title II of the Trade Act of 1974
(19 U.S.C. 2271 et seq.)

Signature

Date

Name: Adriana Barbara-Kunhle

Title: Division Chief

Organization: State of California Employment Development Department

Signatures:

In witness thereof, the AJCC One-Stop System Partner executes this MOU.

Signature for State of California Department of Rehabilitation
Required AJCC One-Stop System Partner for
WIOA Title IV Vocational Rehabilitation

Signature

Date

Name: Sarah Asbury

Title: District Administrator

Organization: State of California Department of Rehabilitation

Signatures:

In witness thereof, the AJCC One-Stop System Partner executes this MOU.

Signature for Center for Employment Training
Required AJCC One-Stop System Partner for
Migrant Seasonal Farmworkers (Section 167)

Signature

Date

Name:

Title:

Organization: Center for Employment Training

Signatures:

In witness thereof, the AJCC One-Stop System Partner executes this MOU.

Signature for State of California Employment Development Department
Required AJCC One-Stop System Partner for
Unemployment Compensation

Programs authorized under State unemployment compensation laws

(in accordance with applicable Federal law):

- (1) California Training Benefits,
- (2) Work Share,
- (3) Trade Readjustment Allowance,
- (4) RESEA, PJSA, and IAW workshops

Signature

Date

Name: Augustin Huerta

Title: Employment Program Administrator

Organization: State of California Employment Development Department

Signatures:

In witness thereof, the AJCC One-Stop System Partner executes this MOU.

Signature for Santa Barbara County Department of Social Services
Required AJCC One-Stop System Partner for
Temporary Assistance for Needy Families/CalWORKs

Signature

Date

Name: Daniel Nielson

Title: Director

Organization: Santa Barbara County Department of Social Services

**WIOA MOU Appendix A
Required AJCC One-Stop System Partners**

Required Programs	Responsible Entity	Contact	Phone	Email
WIOA Title 1 Adult, Dislocated Worker, and Youth	Workforce Development Board	Raymond McDonald, Executive Director	805-681-4446	r.mcdonald@sbcsocialserv.org
WIOA Title II Adult Education and Literacy	Allan Hancock College	Michael Black, Vice President Finance and Administration	805-922-6966 ext. 3221	mblack@hancockcollege.edu
WIOA Title II Adult Education and Literacy	Lompoc Adult School, Lompoc Unified School District	Trevor McDonald, Superintendent	805-742-3320	
WIOA Title II Adult Education and Literacy	Santa Barbara City College	Joe Sullivan, Vice President of Business Services	805-965-0581 ext. 2357	SullivanJ@sbcc.edu
WIOA Title III Wagner-Peyser (employment services authorized under the Wagner-Peyser Act 29 U.S.C. 49 et seq.: (a) Migrant and seasonal farmworker outreach services, (b) Development and provision of labor market information products and services)	State of California Employment Development Department	Adriana Barbara-Kuhnle, Division Chief	805-614-1220	Adrianna.Barbara-Kuhnle@edd.ca.gov
Title IV Vocational Rehabilitation	State of California Department of Rehabilitation	Sarah Asbury, District Administrator	805-560-8140	
Carl Perkins Career Technical Education	Allan Hancock College	Michael Black, Vice President Finance and Administration	805-922-6966 ext. 3221	mblack@hancockcollege.edu
Carl Perkins Career Technical Education	Santa Barbara City College	Joe Sullivan, Vice President of Business Services		
Migrant Seasonal Farmworkers (Section 167)	Center for Employment Training			
Veterans (Jobs for Veterans State Grants (JVSG))	State of California Employment Development Department	Adriana Barbara-Kuhnle, Division Chief	805-614-1220	Adrianna.Barbara-Kuhnle@edd.ca.gov
Trade Adjustment Assistance activities authorized under Chapter 2 of Title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)	State of California Employment Development Department	Adriana Barbara-Kuhnle, Division Chief	805-614-1220	Adrianna.Barbara-Kuhnle@edd.ca.gov
Unemployment Compensation (Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law: (1) California Training Benefits, (2) Work Share, (3) Trade Readjustment Allowance, (4) RESEA, PJSA, and IAW workshops)	State of California Employment Development Department	Augustin Huerta, Employment Program Administrator	951-782-3210	agustin.huerta@edd.ca.gov
Temporary Assistance for Needy Families/CalWORKS	County of Santa Barbara Department of Social Services	Daniel Nielson, Director or Ken Jensen, Psy.D., Deputy Director	805-346-7101	d.nielson@sbcsocialserv.org

APPENDIX B: ONE-STOP SYSTEM, SERVICES

One-Stop System

Pursuant to FR Vol. 80 No. 73 Part III Sec. 678.305, a comprehensive one-stop center is a physical location where jobseekers and employer customers can access the programs, services, and activities of all required one-stop partners. The physical location for the AJCC One-Stop center will be established in Santa Maria, which will house the core system partners as identified by the System Map in **APPENDIX C**. The System Map also shows the locations of affiliate sites – these centers serve as access points into the local AJCCSM One-Stop System, but are not required to provide access to every core or partner service. State of California Employment Development Department managed programs will be present and participate in the AJCCSM One-Stop System and co-locate in at least one comprehensive AJCCSM One-Stop center. The facility must meet the State of California's seismic requirements and qualify for America's Disability Act (ADA) certifications.

The customers to be served are jobseekers, employers, and individuals seeking the services of various AJCCSM One-Stop System partners. Shared customers are those individuals who are eligible for more than one program. The services provided by each AJCCSM One-Stop System partner, along with how they are connected to the AJCCSM One-Stop System, are summarized in **APPENDIX D**.

Career Services (FR Vol. 80 No. 73 Part III Sec. 361.430)

Career services, as identified in Sec.134(c)(2) of WIOA, consist of three types: basic career services, individualized career services, and follow-up services.

Shared system services may be commonly provided through the one-stop partner programs to any individual, such as initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, referrals to other one-stop partners, and business services. (NPRM § 678.760 (b))

Basic career services must be made available and, at a minimum, must include the following services, as consistent with allowable program activities and Federal cost principles:

- Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs;
- Outreach, intake (including worker profiling), orientation to information and other services available through the one-stop delivery system;
- Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities including skills gaps), and supportive services needs;
- Labor exchange services, including job search and placement assistance, and, if needed, career counseling, including provision of information on in-demand industry sectors and occupations (as defined in sec. 3(23) of WIOA); information on nontraditional employment; and recruitment and other business services on behalf of employers,

including information and referrals to specialized business services other than those traditionally offered through the one-stop delivery system;

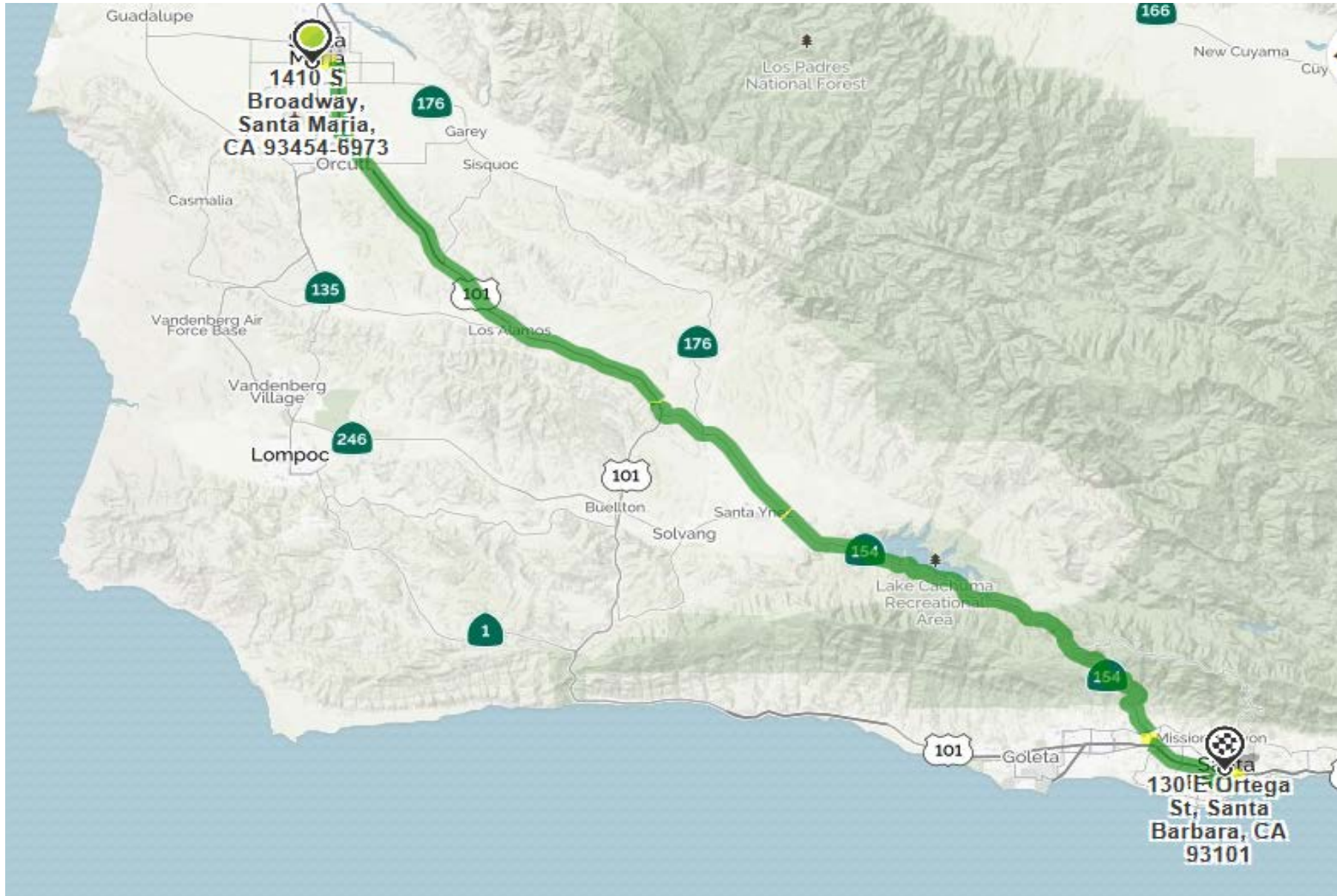
- Provision of referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system and, when appropriate, other workforce development programs;
- Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including job vacancy listings in labor market areas, information on job skills necessary to obtain the vacant jobs listed, and information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs;
- Provision of performance information and program cost information on eligible providers of training services by program and type of providers, such as:
 - ✓ Training
 - ✓ Youth Workforce Activities
 - ✓ Adult Education
 - ✓ Career and Technical Education
 - ✓ Vocational Rehabilitation;
- Provision of information, in usable and understandable formats and languages, about how the local area is performing on local performance accountability measures, as well as any additional performance information relating to the area's one-stop delivery system;
- Provision of information, in usable and understandable formats and languages, relating to the availability of supportive services or assistance, and appropriate referrals to those services and assistance, including: Child care; child support; medical or child health assistance available through the State's Medicaid program and Children's Health Insurance Program; benefits under SNAP; assistance through the earned income tax credit; and assistance under a State program for Temporary Assistance for Needy Families, and other supportive services and transportation provided through that program;
- Provision of information and assistance regarding filing claims for unemployment compensation, by which the one-stop must provide meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation. ("Meaningful assistance" means: Providing assistance on-site using staff who are well-trained in unemployment compensation claims filing and the rights and responsibilities of claimants, or providing assistance by phone or via other technology, as long as the assistance is provided by trained and available staff and within a reasonable time.)
- Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

Individualized career services must be made available if determined to be appropriate in order for an individual to obtain or retain employment. These services include the following services, as consistent with program requirements and Federal cost principles:

- Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include diagnostic testing and use of other assessment tools, and in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
- Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including the list of, and information about, eligible training providers;
- Group counseling;
- Individual counseling;
- Career planning;
- Short-term pre-vocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training;

Appendix C: AJCC One-Stop Center Map

1. AJCC One-Stop Center: 1410 S. Broadway, Santa Maria, CA 93454
2. AJCC Satellite Location: 130 E. Ortega St., Santa Barbara, CA 93101



Appendix D - AJCC Program Partners and Services

	CORE PARTNERS									OTHER REQUIRED PARTNERS					
	Adult	Dislocated Worker	Youth	Adult Ed & Lit	Adult Ed & Lit	Adult Ed & Lit	Wagner-Peyser	Vocational Rehabilitation	TANF	Career/ Technical Education	Career/ Technical Education	Migrant/ Seasonal (Sec 167)	Veterans (JVSC)	Trade Act	Unemployment Insurance
AGENCY:	<i>RFP</i>	<i>RFP</i>	<i>RFP</i>	<i>AHC</i>	<i>LUSD</i>	<i>SBCC</i>	<i>EDD</i>	<i>DOR</i>	<i>DSS</i>	<i>AHC</i>	<i>SBCC</i>	<i>CET</i>	<i>EDD</i>	<i>EDD</i>	<i>EDD</i>
ACCESS:	<i>co-location</i>	<i>co-location</i>					<i>co-location</i>								
Basic Career Services															
Program Eligibility	✓	✓	✓				✓		✓			✓	✓	✓	
Outreach, Intake, Orientation	✓	✓		✓		✓		✓		✓					
Initial Assessment	✓	✓		✓		✓		✓		✓					
Labor Exchange, Job Search Assistance	✓	✓					✓	✓	✓			✓	✓	✓	
Referrals to 1-Stop Partners	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Labor Market Information	✓	✓					✓	✓	✓			✓	✓	✓	
Performance & Cost Info	✓	✓													
Supportive Service Info	✓	✓		✓				✓	✓	✓		✓	✓		
UI Info and Assistance	✓	✓					✓								✓
Financial Aid Information	✓	✓		✓						✓					
Individualized Career Services															
Comprehensive Assessment	✓	✓						✓							
Individual Employment Plan	✓	✓						✓							
Career Plan, Counseling	✓	✓		✓			✓	✓	✓			✓	✓	✓	
Short-Term Prevocational Services*															
Internships, Work Experience	✓	✓		✓				✓	✓	✓	✓				
Out-of-Area Job Search	✓	✓						✓							
Financial Literacy	✓	✓		✓						✓	✓				
English Language Acquisition	✓	✓		✓	✓	✓									
Workforce Preparation	✓	✓		✓	✓	✓		✓		✓	✓				
*includes soft skills and employee training?															

APPENDIX E – GLOSSARY

The following definitions have been provided at the request of the AJCC One-Stop System partners for their convenience and to help in understanding the terms used in the MOU. These definitions have been derived from the WIOA statute, regulations, and State of California Employment Development Department directives. These definitions may be updated, and additional definitions may be added as additional regulations and guidance become available.

America's Job Center of CaliforniaSM (AJCC) – The common identifier used within California for One-Stop centers and the One-Stop system.

Cash Contributions – Cash funds used to cover a partner's proportionate share of the AJCC. Can be paid either directly from the partner or through an interagency transfer on behalf of the partner (Workforce Innovation and Opportunity Act "WIOA" Joint Final Rule. Section 678.720).

Colocated Partners – AJCC partners who have a physical presence within the center, either full time, part time, or intermittent.

Core Partners – Those entities administering Core Programs as defined in WIOA.

Core Program – A program authorized under a core program provision. The term "core program provision" is defined in WIOA Section 3(13), and WIOA Subtitle B, Chapter 1 Section 121(B)(xiii) and (C), and includes the following programs, activities, and services:

- Title I Adult, Dislocated Worker employment and training activities
- Title I Youth workforce investment activities
- Title II Adult Education and Literacy activities
- Wagner-Peyser Act relating to employment services, and
- Title I of the Rehabilitation Act of 1973 relating to vocational rehabilitation services, and
- Programs authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) also known as Temporary Assistance to Needy Families (TANF)

Infrastructure Costs – Non-personnel costs that are necessary for the general operation of each comprehensive AJCC, including: rental of the facilities, utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities), technology to facilitate access to the AJCC (including technology used for the center's planning and outreach activities), and common identifier costs if decided on by the Local Board and AJCC partners (WIOA Joint Final Rule Section 678.700).

In-Kind Contributions – Contributions other than cash to be fairly evaluated, to be further defined in connection with developing the Phase II MOU addressing Shared Resources and Costs.

Non-Cash Contributions – Expenditures made by one partner on behalf of the AJCC or contributions of goods or services contributed by a partner for the center's use. Contributions must be valued consistent with Uniform Guidance (WIOA Joint Final Rule Section 678.720).

Non-Colocated Partners – AJCC partners who do not have a physical presence within the center.

Required AJCC One-Stop Partners – Each entity that carries out a program or activities described in WIOA Subtitle B §121(b)(1)(B) including:

- WIOA Title I Adult, Dislocated Worker, and Youth programs,
- Programs authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.),
- WIOA Title II Adult Education and Literacy activities
- Programs authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.) (other than section 112 or part C of title I of such Act (29 U.S.C. 7321, 741),
- Activities authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.)
- Career and Technical Education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.)
- Activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.),
- Employment and training activities carried out under the community Services Block Grant Act (42 U.S.C. 9901 et seq.),
- Employment and training activities carried out by the Department of Housing and Urban Development,
- Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law),
- Programs authorized under section 212 of the Second Chance Act of 2007 (42 U.S.C. 17532), and
- Programs authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) also known as Temporary Assistance to Needy Families (TANF).

WIOA Subtitle B §121(b)(1)(A) requires these entities to:

- Provide access through the one-stop delivery system to such programs or activities carried out by the entity, including making the career services described in WIOA §134©(2) that are applicable to the program or activities available at the one-stop centers (in addition to any other appropriate locations),
- Use a portion of the funds available for the program and activities to maintain the one-stop centers,
- Enter into a local memorandum of understanding with the local board, relating to the operation of the one-stop system, and
- Participate in the operation of the one-stop system consistent with the terms of the memorandum of understanding, the requirements of WIOA, and the requirements of the Federal laws authorizing the program or activities.

Workforce Innovation and Opportunity Act - The federal law that governs the public workforce development system in the United States, effective July 1, 2015. WIOA was signed into law on July 22, 2014 by President Obama. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Congress passed the Act by a wide bipartisan majority; it is the first legislative reform in 15 years of the public workforce system.