

**MEMORANDUM OF UNDERSTANDING  
FOR SERVICE COORDINATION AND COST SHARING  
BETWEEN  
SANTA BARBARA COUNTY WORKFORCE DEVELOPMENT BOARD  
AND  
SANTA BARBARA COUNTY AMERICA'S JOB CENTER OF CALIFORNIA<sup>SM</sup> ONE-STOP SYSTEM PARTNERS**

**I. Preamble/Purpose of MOU**

The purpose of this MOU is to establish a cooperative working relationship between the AJCC<sup>SM</sup> 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 AJCC<sup>SM</sup>, 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 AJCCs<sup>SM</sup> 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 four policy objectives below shape the mission of the AJCC<sup>SM</sup> 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 AJCC<sup>SM</sup> One-Stop System and its partnerships is to facilitate access to workforce services at the local level. It is through the AJCC<sup>SM</sup> 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 AJCC<sup>SM</sup> System One-Stop System partners.

The Required AJCC<sup>SM</sup> System Programs include:

- WIOA Title I Adult , Dislocated Worker, and Youth
- WIOA Title II Adult Education and Literacy
- WIOA Title III Wagner-Peyser
- 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)
- Veterans
- Youth Build
- Trade Adjustment Assistance Act
- Community Services Block Grant
- Housing & Urban Development
- Unemployment Compensation
- 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,” B entitled “AJCC, One-Stop System Services,” C entitled “AJCC One-Stop Center Map,” D entitled “AJCC Program Partners and Services,” E “Glossary,” F “Budgets for Infrastructure Funding Agreements and Other System Costs,” and G – “Cost Reconciliation” 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 AJCC<sup>SM</sup> One-Stop centers are physical locations where jobseekers and employer customers can access the programs, services, and activities of all required AJCC<sup>SM</sup> One-Stop System partners. These centers serve as access points into the local AJCC<sup>SM</sup> One-Stop System. The customers to be served are jobseekers, employers, and individuals seeking the services of various AJCC<sup>SM</sup> One-Stop System partners. Shared customers are those individuals who are eligible for more than one program.

Affiliate AJCC<sup>SM</sup> One-Stop centers are physical locations where job seekers and employers can access the programs, services, and activities of one or more AJCC partners. An Affiliate AJCC is not required to provide access to all partner programs.

*Specialized AJCC<sup>SM</sup>* One-Stop centers are physical locations associated with either a comprehensive or affiliate AJCC that addresses specific needs of dislocated workers, youth, key industry sectors, or clusters.

Services offered include three types of career services authorized under WIOA (basic career services, individualized career services, follow-up services) as well as training services and services provided to employers. For a more extensive description of these services please see **Appendix B**.

This vision of the AJCC<sup>SM</sup> One-Stop System is to cultivate an innovative, customer-centric, and supportive environment where professional and knowledgeable AJCC<sup>SM</sup> 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 AJCC<sup>SM</sup> One-Stop System Partners**

AJCC<sup>SM</sup> 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;
- Participate in the operation of the one-stop system, consistent with the terms of the MOU and requirements of authorized laws.
- Participate in capacity building and staff development activities in order to ensure that all partner and staff are adequately cross-trained.

**VI. Funding of Services and Operating Costs**

The Workforce Innovation and Opportunity Act, Sections 121(c)(2)(A) and 121(h)(2) require the AJCCs<sup>SM</sup> 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.

**Funding Responsibilities of AJCC<sup>SM</sup> One-Stop System Colocated and Non-colocated Partners**

Pursuant to State of California Employment Development Department (EDD) and California Workforce Development Board (CWDB) directive WSD18-12, only AJCC<sup>SM</sup> partners who are physically colocated in the AJCCs<sup>SM</sup> One-Stop centers (full-time or part-time) must contribute their proportionate share towards infrastructure costs.

AJCC<sup>SM</sup> partners that must physically colocate in the comprehensive AJCC<sup>SM</sup> One-Stop center include:

- WIOA Title I Adult and Dislocated Worker Programs; and
- WIOA Title III Wagner-Peyser (employment services authorized under the Wagner-Peyser Act 29 U.S.C. 49 et seq.)

Pursuant to WSD18-12, currently there is not a statewide tracking system that can provide accurate and reliable data for allocating the benefit received by AJCCs<sup>SM</sup> One-Stop System non-colocated partners, such as the number of referrals to and from the AJCCs<sup>SM</sup>, and/or usage of AJCCs<sup>SM</sup> based and usage of the AJCCs<sup>SM</sup>. In order to remain in compliance with federal Uniform Guidance cost allocability rules, the requirement to contribute to AJCC<sup>SM</sup> One-Stop center infrastructure costs at this time only applies to those partners who are physically located at AJCC<sup>SM</sup> One-Stop center(s).

The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all AJCC<sup>SM</sup> One-Stop System non-colocated partners who are receiving benefit from the AJCCs<sup>SM</sup> One-Stop centers will also be required to contribute their proportionate share towards infrastructure costs. ***Consequently, this MOU includes an assurance from all AJCC<sup>SM</sup> One-Stop System non-colocated partners that they agree to pay their proportionate shares of infrastructure costs once sufficient data are available, and to renegotiate this agreement to include each partner's proportionate share of contributions toward infrastructure costs.***

Pursuant to WSD18-12, however, it is important to note that AJCC<sup>SM</sup> One-Stop System non-colocated partners are still required to contribute to other system costs based on their proportionate share of applicable career services.

	Must sign both budget agreements	Must contribute to infrastructure costs	Must contribute to other system costs, including applicable career services
Partner who is colocated	Yes	Yes	Yes
Partner who is non-colocated	Yes	No	Yes

Pursuant to State of California Employment Development Department (EDD) Directive WSD18-12, an infrastructure cost sharing agreement must be in place at the local level or the state funding mechanism will be triggered and the Governor and the Superintendent of Public Instruction (SPI) must then determine the required infrastructure contributions of each AJCC<sup>SM</sup> One-Stop System partner. The AJCC<sup>SM</sup> One-Stop System partners acknowledge that the advantages of establishing self-negotiated, successful cost sharing agreement under the local funding mechanism, as described by EDD in WDB 18-12, including the following:

- Local autonomy – Under the local funding mechanism, decisions remain at the local level which ensures that cost sharing agreements will be tailored to each Local Area’s unique needs.
- Stronger regional partnerships – The more each partner can have a direct say in the local negotiations, the stronger the partnerships will be.
- No caps on partner contributions – Under the state funding mechanism, specific caps are set on the amount and percent of each partner’s funds that may be contributed. However, under the local funding mechanism there are no caps.
- Flexibility on funds used – Title I programs are allowed to use program funds to pay their proportionate share of the infrastructure costs when negotiating under the local funding mechanism. If the state funding mechanism is triggered, Title I programs may be required to pay their proportionate share only out of administrative costs.

#### **Cost Allocation Methodology**

The cost allocation methodology chosen to charge each colocated partner for infrastructure costs in proportion to its use of the AJCC<sup>SM</sup> One-Stop center(s) and the benefit received, in accordance with Uniform Guidance is as follows:

- Consistent with the current lease(s) between the colocated partners, rental of facilities and some or all utility costs are allocated based on square foot occupied and may be prorated for part-time use based on the amount of time used;
- Consistent with current practice, some or all utility costs, equipment costs and technology costs are paid by each partner using the utility, equipment and technology.

Infrastructure costs, and other system costs that include Applicable Career Services for each of the required AJCC<sup>SM</sup> System Partners, are set forth in **Appendix F**.

#### **Cost Allocation Reconciliations**

The estimated proportionate share of costs for each partner is based on budgeted expectations. Until the actual costs are known, and the usage and benefits are calculated, each partner’s true proportionate share of cost will be unknown. Therefore, all AJCC<sup>SM</sup> System partners, regardless of the type, must be reconciled on a regular basis, comparing expenses incurred to relative benefits received. The reconciliation process is necessary in order to ensure that the proportionate share each partner program is contributing remains consistent with the cost methodology, is up to date, and in compliance with the terms of this MOU. See **Appendix G** for the reconciliation schedule that identifies who will be responsible for the reconciliation,

and includes the names and/or titles of partners who will be approving the reconciliation. The reconciliation schedules may be updated and revised from time to time as needed. ***Doing so will not constitute amending this MOU and will not require that the parties again sign this MOU.***

**VII. Methods for Referring Customers**

- AJCC<sup>SM</sup> One-Stop partners co-located at the AJCC<sup>SM</sup> One-Stop System center(s) commit to referring customers, when appropriate, for services not provided on-site.
- AJCC<sup>SM</sup> One-Stop System partners commit to make general information regarding AJCC<sup>SM</sup> programs, services, activities and resources available to all customers as appropriate.
- AJCC<sup>SM</sup> 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.
- AJCC<sup>SM</sup> One-Stop System partners agree to identify a point of contact for service delivery at each partner program.
- AJCC<sup>SM</sup> 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.

AJCC<sup>SM</sup> 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 AJCC<sup>SM</sup> 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 AJCC<sup>SM</sup> 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.

When providing individualized career services and training services with WIOA Title I Adult Program funds, AJCC<sup>SM</sup> One-Stop Center partners agree to offer priority for such services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient.

See **Appendix C** for a system map that identifies the location of every comprehensive, affiliate, and specialized AJCC<sup>SM</sup> center within Santa Barbara County.

Each AJCC<sup>SM</sup> 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**

AJCC<sup>SM</sup> 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 [www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL10-09.pdf](http://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL10-09.pdf).

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, AJCC<sup>SM</sup> 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 a manner consistent with the corresponding statutory priority. For example, for WIOA adult formula funds priority is as follows:

- 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.
- 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 AJCC<sup>SM</sup> 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 AJCC<sup>SM</sup> 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**

AJCC<sup>SM</sup> 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 AJCC<sup>SM</sup> One-Stop System applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.
- Each AJCC<sup>SM</sup> One-Stop System partner agrees to abide by the current confidentiality provisions of the respective statutes to which AJCC<sup>SM</sup> One-Stop System operators and other AJCC<sup>SM</sup> 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 AJCC<sup>SM</sup> 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**

AJCC<sup>SM</sup> One-Stop System partners shall not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC<sup>SM</sup> One-Stop System applicant due to race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, ancestry, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation or marital status. The AJCC<sup>SM</sup> One-Stop System agrees to comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990) and related, applicable regulations.

AJCC<sup>SM</sup> 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 AJCC<sup>SM</sup> 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**

AJCC<sup>SM</sup> One-Stop System partners agree to ensure that the policies and procedures as well as the programs and services provided at AJCC<sup>SM</sup> One-Stop center(s) are in compliance with the Americans with Disabilities Act and its amendments. Additionally, AJCC<sup>SM</sup> 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 CFR 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 as of the later of the date of signature or July 1, 2025 with the term of the MOU ending on June 30, 2028 as required by WSD18-12. The MOU will be reviewed not less than once every three years to identify any substantial changes that have occurred.

The IFA budgets must be reviewed annually and updated if there are substantial changes. The IFA budgets are located in **Appendix F**, and may change to accomplish any required updating. ***Doing so will not constitute amending this MOU and will not require that the parties again sign this MOU.***

## **XVI. Modifications and Revisions**

This MOU constitutes the entire agreement between the Workforce Development Board and each of the AJCC<sup>SM</sup> 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 AJCC<sup>SM</sup> One-Stop System partner(s).



## **XVII. Termination**

The parties understand that implementation of the AJCC<sup>SM</sup> 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 AJCC<sup>SM</sup> One-Stop center(s) for the sole purpose of conducting acceptable AJCC<sup>SM</sup> One-Stop System services as outlined herein.

### **Supervision/Day to Day Operations**

The day-to-day supervision of staff assigned to the AJCC<sup>SM</sup> One-Stop center(s) will be the responsibility of the site supervisor(s). The original employer of staff assigned to the AJCC<sup>SM</sup> 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. AJCC<sup>SM</sup> One-Stop center staff will not be subject to supervision by site supervisor(s) for another AJCC<sup>SM</sup> One-Stop System partner's program.

The office hours for the staff at the AJCC<sup>SM</sup> 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 AJCCs<sup>SM</sup> 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 AJCC<sup>SM</sup> One Stop System activities, to utilize as appropriate the AJCC<sup>SM</sup> logo below developed by the State of California and the Local Board on buildings identified for AJCC<sup>SM</sup> 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**


The following signature pages designate one entity per page.

Signatures:

In witness thereof, the partner executes this MOU as a colocated partner.

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: Laura Capps	
Title: Chair (Santa Barbara County Chief Elected Official)	
Organization: Santa Barbara County Board of Supervisors	

 _____ Signature	_____ 6/30/2025 Date
Name: Luis Servin	
Title: Executive Director	
Organization: Santa Barbara County Workforce Development Board	

Signatures:

In witness thereof, the AJCC One-Stop System Partner executes this MOU as a colocated partner.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name: Laura Capps

Title: Chair (Santa Barbara County Chief Elected Official)

Organization: Santa Barbara County Board of Supervisors



\_\_\_\_\_  
6/30/2025

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name: Luis Servin

Title: Executive Director

Organization: Santa Barbara County Workforce Development Board

Signatures:


In witness thereof, the AJCC One-Stop System Partner executes this MOU as non-colocated partner.

The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-colocated partners who are receiving benefit from the AJCCs<sup>SM</sup> will also be required to contribute their proportionate share towards infrastructure costs. Consequently, this MOU for Cost Sharing must include an assurance from all non-colocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available.

Accordingly, by signing below, this non-colocated partner agrees that when data are available to determine the AJCC<sup>SM</sup> benefit to this partner, this infrastructure cost sharing agreement will be renegotiated to include this partner's proportionate share of contributions toward infrastructure costs.

Signature for WIOA Title I Youth Program  
Santa Barbara County Workforce Development Board Executive Director

_____ Signature Name: Laura Capps Title: Chair (Santa Barbara County Chief Elected Official) Organization: Santa Barbara County Board of Supervisors	_____ Date
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 _____ Signature Name: Luis Servin Title: Executive Director Organization: Santa Barbara County Workforce Development Board	_____ 6/30/2025 Date
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Signatures:

In witness thereof, the AJCC One-Stop System Partner executes this MOU as a non-colocated partner.

The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-colocated partners who are receiving benefit from the AJCCs<sup>SM</sup> will also be required to contribute their proportionate share towards infrastructure costs. Consequently, this MOU for Cost Sharing must include an assurance from all non-colocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available.

Accordingly, by signing below, this non-colocated partner agrees that when data are available to determine the AJCC<sup>SM</sup> benefit to this partner, this infrastructure cost sharing agreement will be renegotiated to include this partner's proportionate share of contributions toward infrastructure costs.

Signature for Lompoc Adult School & Career Center  
Required AJCC One-Stop System Partner for  
WIOA Title II Adult Education and Literacy

  
Signature

  
Date

Name: Brian Jaramillo

Title: Assistant Superintendent, Education Services

Organization: Lompoc Unified School District/Lompoc Adult School & Career Center

Signatures:

In witness thereof, the AJCC One-Stop System Partner executes this MOU as a non-colocated partner.

The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-colocated partners who are receiving benefit from the AJCCs<sup>SM</sup> will also be required to contribute their proportionate share towards infrastructure costs. Consequently, this MOU for Cost Sharing must include an assurance from all non-colocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available.

Accordingly, by signing below, this non-colocated partner agrees that when data are available to determine the AJCC<sup>SM</sup> benefit to this partner, this infrastructure cost sharing agreement will be renegotiated to include this partner's proportionate share of contributions toward infrastructure costs.

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

 6.27.25  
Signature Date

Name: Carola Smith


Title: Assistant Superintendent/Vice President Santa Barbara City College School of Extended Learning

Organization: Santa Barbara City College

Signatures:

In witness thereof, the AJCC One-Stop System Partner executes this MOU as a colocated partner.

Signature for State of California Employment Development Department  
Required AJCC One-Stop System Partner for  
WIOA Title III Wagner-Peyser  
and  
Veterans (Jobs for Veterans State Grants (JVSG))  
and  
Trade Adjustment Assistance Act activities



Signature

Cesar A. Valladares

Deputy Division Chief

Los Angeles/Coastal Workforce Services Division

Workforce Services Branch

State of California Employment Development Department

6/30/2025  
Date



Signatures:

In witness thereof, the AJCC One-Stop System Partner executes this MOU as a non-colocated partner.

The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-colocated partners who are receiving benefit from the AJCCs<sup>SM</sup> will also be required to contribute their proportionate share towards infrastructure costs. Consequently, this MOU for Cost Sharing must include an assurance from all non-colocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available.

Accordingly, by signing below, this non-colocated partner agrees that when data are available to determine the AJCC<sup>SM</sup> benefit to this partner, this infrastructure cost sharing agreement will be renegotiated to include this partner's proportionate share of contributions toward infrastructure costs.

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

*Brian Winic*

06/30/2025

Signature

Date

Name: Brian Winic, MS

Title: Regional Director

Organization: State of California Department of Rehabilitation

Signatures:

In witness thereof, the AJCC One-Stop System Partner executes this MOU as a non-colocated partner.

The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-colocated partners who are receiving benefit from the AJCCs<sup>SM</sup> will also be required to contribute their proportionate share towards infrastructure costs. Consequently, this MOU for Cost Sharing must include an assurance from all non-colocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available.

Accordingly, by signing below, this non-colocated partner agrees that when data are available to determine the AJCC<sup>SM</sup> benefit to this partner, this infrastructure cost sharing agreement will be renegotiated to include this partner's proportionate share of contributions toward infrastructure costs.

Signature for Allan Hancock College  
Required AJCC One-Stop System Partner for  
Carl Perkins Career Technical Education



6/27/2025

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name: Dennis Curran

Title: Asst Supt/VP of Finance & Administration

Organization: Allan Hancock College

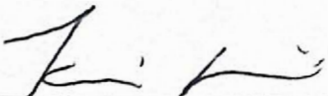
Signatures:

In witness thereof, the AJCC One-Stop System Partner executes this MOU as a non-colocated partner.

The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-colocated partners who are receiving benefit from the AJCCs<sup>SM</sup> will also be required to contribute their proportionate share towards infrastructure costs. Consequently, this MOU for Cost Sharing must include an assurance from all non-colocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available.

Accordingly, by signing below, this non-colocated partner agrees that when data are available to determine the AJCC<sup>SM</sup> benefit to this partner, this infrastructure cost sharing agreement will be renegotiated to include this partner's proportionate share of contributions toward infrastructure costs.

Signature for  
Asociacion Nacional Pro Personas Mayores (ANPPM);  
National Association for Hispanic Elderly  
Required AJCC One-Stop System Partner for  
Title V Older Americans Act  
Senior Community Service Employment Program

  
\_\_\_\_\_  
Signature

8/1/2025  
Date

Name: Frederick Bielke

Title: President

Organization: Asociacion Nacional Pro Personas Mayores (ANPPM);

National Association for Hispanic Elderly

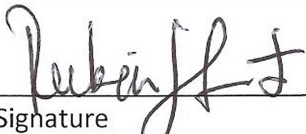
Signatures:

In witness thereof, the AJCC One-Stop System Partner executes this MOU as a non-colocated partner.

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Accordingly, by signing below, this non-colocated partner agrees that when data are available to determine the AJCC<sup>SM</sup> benefit to this partner, this infrastructure cost sharing agreement will be renegotiated to include this partner's proportionate share of contributions toward infrastructure costs.

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

  
\_\_\_\_\_  
Signature

Name: Ruben Solorio

Title: President/Chief Executive Officer

Organization: Center for Employment Training

6/30/25  
\_\_\_\_\_  
Date

**Signatures:**

In witness thereof, the AJCC One-Stop System Partner executes this MOU as a non-colocated partner.

The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-colocated partners who are receiving benefit from the AJCCs<sup>SM</sup> will also be required to contribute their proportionate share towards infrastructure costs. Consequently, this MOU for Cost Sharing must include an assurance from all non-colocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available.

Accordingly, by signing below, this non-colocated partner agrees that when data are available to determine the AJCC<sup>SM</sup> benefit to this partner, this infrastructure cost sharing agreement will be renegotiated to include this partner's proportionate share of contributions toward infrastructure costs.

Signature for SER-Jobs For Progress, Inc.  
Required AJCC One-Stop System Partner for  
Migrant Seasonal Farmworkers (Section 167)



Signature

Date

Name: Veronica Dominguez

Title: Project Director

Organization: SER-Jobs For Progress, Inc.

Signatures:

In witness thereof, the AJCC One-Stop System Partner executes this MOU as non-colocated partner.

The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-colocated partners who are receiving benefit from the AJCCs<sup>SM</sup> will also be required to contribute their proportionate share towards infrastructure costs. Consequently, this MOU for Cost Sharing must include an assurance from all non-colocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available.

Accordingly, by signing below, this non-colocated partner agrees that when data are available to determine the AJCC<sup>SM</sup> benefit to this partner, this infrastructure cost sharing agreement will be renegotiated to include this partner's proportionate share of contributions toward infrastructure costs.

Signature for WIOA Title I National Farmworkers Jobs Program  
Santa Barbara County Workforce Development Board Executive Director  
Migrant Seasonal Farmworkers (Section 167)

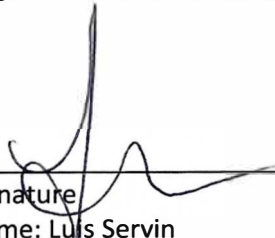
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name: Laura Capps

Title: Chair (Santa Barbara County Chief Elected Official)

Organization: Santa Barbara County Board of Supervisors

  
\_\_\_\_\_  
Signature

8/14/25  
Date

Name: Luis Servin

Title: Executive Director

Organization: Santa Barbara County Workforce Development Board

Signatures:

In witness thereof, the AJCC One-Stop System Partner executes this MOU as a non-colocated partner.

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

*Veronica Cook*

*06/30/25*

Signature

Date

Name: Veronica Cook

Title: Employment Development Administrator (EDA)

Organization: State of California Employment Development Department



Signatures:

In witness thereof, the AJCC One-Stop System Partner executes this MOU as a non-colocated partner.

The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-colocated partners who are receiving benefit from the AJCCs<sup>SM</sup> will also be required to contribute their proportionate share towards infrastructure costs. Consequently, this MOU for Cost Sharing must include an assurance from all non-colocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available.

Accordingly, by signing below, this non-colocated partner agrees that when data are available to determine the AJCC<sup>SM</sup> benefit to this partner, this infrastructure cost sharing agreement will be renegotiated to include this partner's proportionate share of contributions toward infrastructure costs.

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



Appendix A - Required One-Stop System Partners					
Required Programs	Colocated? Yes or No	Responsible Entity	Contact	Phone	Email
WIOA Title 1 Adult and Dislocated Worker	Y	Workforce Development Board	Luis Servin, Executive Director	(805) 614-1543	<a href="mailto:lservin@countyofsb.org">lservin@countyofsb.org</a>
WIOA Title 1 Youth	N	Workforce Development Board	Luis Servin, Executive Director	(805) 614-1543	<a href="mailto:lservin@countyofsb.org">lservin@countyofsb.org</a>
WIOA Title II Adult Education and Literacy	N	Lompoc Adult School and Career Center	Elaine Webber, M.Ed., Principal	(805) 742-3100	<a href="mailto:webber.elaine@lusd.org">webber.elaine@lusd.org</a>
			Brian Jaramillo (signatory)		<a href="mailto:jaramillo.brian@lusd.org">jaramillo.brian@lusd.org</a>
WIOA Title II Adult Education and Literacy	N	Santa Barbara City College	Carola Smith, Assistant Superintendent/Vice President Santa Barbara City College School of Extended Learning	(805) 965-0581 ext 8284	<a href="mailto:csmith@pipeline.sbcc.edu">csmith@pipeline.sbcc.edu</a>
WIOA Title III Wagner-Peyser (employment services authorized under the Wagner-Peyser Act 29 U.S.C. 49 et seq.: (1) Migrant and seasonal farmworker outreach services, (2) Development and provision of labor market information products and services), (3) Trade Readjustment Allowance, (4) RESEA, PJSA, and IAW workshops)	Y	State of California Employment Development Department	Cesar A. Valladares, Deputy Division Chief, Los Angeles/Coastal Workforce Services Division, Workforce Services Branch	(213) 440-5291 Cell	<a href="mailto:cesar.valladares@edd.ca.gov">cesar.valladares@edd.ca.gov</a>
Title IV Vocational Rehabilitation	N	State of California Department of Rehabilitation	Brian Winic, Regional Director	(805) 560-8139	<a href="mailto:bwinic@dor.ca.gov">bwinic@dor.ca.gov</a>
Carl Perkins Career Technical Education	N	Allan Hancock College	Thomas J. Lamica, Dean Academic Affairs	(805) 922-6966 ext3261 (616) 238-3990 Cell	<a href="mailto:ericd.smith@hancockcollege.edu">ericd.smith@hancockcollege.edu</a>
Carl Perkins Career Technical Education	N	Santa Barbara City College	Carola Smith, Assistant Superintendent/Vice President Santa Barbara City College School of Extended Learning	(805) 965-0581 ext 8284	<a href="mailto:csmith@pipeline.sbcc.edu">csmith@pipeline.sbcc.edu</a>
Title V Older Americans Act (Senior Community Service Employment Program)	N	Asociacion Nacional Pro Personas Mayores (ANPPM); National Association for Hispanic Elderly	Maria Reyes, Project Coordinator	(805) 240-7771	<a href="mailto:anppmox@verizon.net">anppmox@verizon.net</a>
			Frederick Bielke, President/CEO(signatory)	(626) 564-1988	<a href="mailto:fbielke@nafhe.org">fbielke@nafhe.org</a>
Migrant Seasonal Farmworkers (Section 167)	N	Center for Employment Training	Pascal Do, Chief Operations Officer	(408) 534-5413	<a href="mailto:pdo@cetweb.edu">pdo@cetweb.edu</a>
			Ruben Solorio, President/CEO (signatory)	(408) 287-7924	<a href="mailto:rsolorio@cetweb.edu">rsolorio@cetweb.edu</a>
Migrant Seasonal Farmworkers (Section 167)	N	SER - Jobs for Progress, Inc.	Veronica Dominguez, Project Director	(805)310-5770	<a href="mailto:veronicadominguez@sercalifornia.org">veronicadominguez@sercalifornia.org</a>

Appendix A - Required One-Stop System Partners (cont.)					
Migrant Seasonal Farmworkers (Section 167) - NFJP	N	Workforce Development Board	Luis Servin, Executive Director	(805) 614-1543	<a href="mailto:lservin@countyofsb.org">lservin@countyofsb.org</a>
Veterans (Jobs for Veterans State Grants (JVSG))	Y	State of California Employment Development Department	Cesar A. Valladares, Deputy Division Chief, Los Angeles/Coastal Workforce Services Division, Workforce Svcs Branch	213-440-5291 Cell	<a href="mailto:cesar.valladares@edd.ca.gov">cesar.valladares@edd.ca.gov</a>
Trade Adjustment Assistance activities authorized under Chapter 2 of Title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)	Y	State of California Employment Development			
Unemployment Compensation (Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law: (1) California Training Benefits, (2) Work Share	N	State of California Employment Development Department	Natasha Gillyard, Division Chief - Unemployment Insurance Northern Operations Division	(951)255-0333	<a href="mailto:Natasha.Gillyard@edd.ca.gov">Natasha.Gillyard@edd.ca.gov</a>
			Veronica Cook, Employment Development Administrator (signatory)	(909)522-0604	<a href="mailto:Veronica.Cook@edd.ca.gov">Veronica.Cook@edd.ca.gov</a>
Temporary Assistance for Needy Families/CalWORKs	N	County of Santa Barbara Department of Social Services	Daniel Nielson, Director	805-346-7101	<a href="mailto:dnielso@countyofsb.org">dnielso@countyofsb.org</a>

## APPENDIX B: AJCC<sup>SM</sup> ONE-STOP SYSTEM, SERVICES

### One-Stop System

Pursuant to WIOA Joint Final Rule Section 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 comprehensive AJCC One-Stop center is in Santa Maria, which houses the following core system partners administering the following programs:

- 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.

See the System Map in **APPENDIX C** for the location of the AJCC<sup>SM</sup> One-Stop centers. The System Map also shows the locations of affiliate sites – these centers serve as access points into the local AJCC<sup>SM</sup> One-Stop System, but are not required to provide access to every core or partner service.

State of California Employment Development Department managed programs are present and participate in the AJCC<sup>SM</sup> One-Stop System and co-locate in at least one comprehensive AJCC<sup>SM</sup> 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 served are jobseekers, employers, and individuals seeking the services of various AJCC<sup>SM</sup> One-Stop System partners. Shared customers are those individuals who are eligible for more than one program. The services provided by each AJCC<sup>SM</sup> One-Stop System partner, along with how they are connected to the AJCC<sup>SM</sup> One-Stop System, are summarized in **APPENDIX D**.

**Career Services** (See Sec.134(c)(2) of WIOA, and U.S. Department of Labor Employment and Training Administration, Training and Employment Guidance Letter No. 16-16, issued January 18, 2017.) Career services 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** (20 CFR 678.430(a), 34 CFR 361.430(a), and 34 CFR 463.430(a))

At a minimum, all of the basic career services described in WIOA secs. 134(c)(2)(A)(i)-(xi), and 20 CFR 678.430(a), 34 CFR 361.430(a), and 34 CFR 463.430(a), must be provided in each local area through the one-stop delivery system. Basic career services, at a minimum, include the following services:

- Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs, including co-enrollment among these programs;
- Outreach, intake (including identification through the state's Worker Profiling and Reemployment Services system of Unemployment Insurance (UI) claimants likely to exhaust benefits), and orientation to information and other services available through the one-stop delivery system. For the TANF program, States must provide individuals with the opportunity to initiate an application for TANF assistance and non-assistance benefits and services which could be implemented through the provision of paper application forms or links to the application Web site;

- Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service needs;
- Labor exchange services, including—
  - Job search and placement assistance, and, when needed by an individual, career counseling, including the provision of—
    - information on in-demand industry sectors and occupations;
    - information on nontraditional employment;
    - information from career profiles and interest inventories; and
- Referrals to, and coordination of activities with, other programs and services, including those within the American Job Center network and, when appropriate, other workforce development programs;
- Workforce and labor market employment information, including 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;
  - Information relating to local occupations in-demand; and the earnings, skill requirements, and opportunities for advancement for occupations in demand;
- Provision of performance information and program cost information on eligible providers of training services by program and type of providers and workforce services by program and type of providers;
- 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 American Job Center network;
- 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; housing counseling and assistance services sponsored through HUD2 ; and assistance under a State program for TANF, and other supportive services and transportation provided through other programs or agencies;
- Assistance in establishing eligibility for financial aid assistance for training and education programs not provided under WIOA; and
- Provision of information and assistance regarding filing claims under UI programs, including meaningful assistance to individuals seeking assistance in filing a claim—
  - Meaningful assistance," as described in Unemployment Insurance Program Letter (UIPL) 20-15 and 20 CFR 678.430, 34 CFR 361.430, and 34 CFR 463.430, means providing assistance as follows:
    - Only merit staff (State government employees) may, in person at one-stop centers or remotely, answer questions, provide advice, or make decisions that could affect claimants' UI eligibility. However, other one-stop staff may assist in claims by acceptance of information from claimants.
    - If an individual in a one-stop center is referred to a telephone for UI claims assistance, it must be a phone line dedicated to serving one-stop customers in a timely manner. Individuals must not simply be referred to a general information/dial-in line with the state UI agency contact center where the individual is placed into a 2 HUD Approved Housing Counseling

Agencies, <http://www.hud.gov/offices/hsg/sfh/hcc/hcs.cfm> 15 phone queue along with all other claimants in the State. If the assistance is provided remotely using technology, it must be a technology that enables trained staff to provide the assistance. Examples of technology that enables remote assistance include live Web chat applications, video conference applications, or other similar technology.

- The costs associated in providing meaningful assistance may be paid for by the State's UI program, the WIOA Adult or Dislocated Worker programs, the Wagner-Peyser Act ES, or some combination of these programs.
- For purposes of the VR program, basic career services may encompass some of the activities authorized under 34 CFR 361.48(b), which must be provided under an individualized plan for employment for an eligible individual w

**Individualized career services:**

- 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, achievement objectives, and the 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, which involves two or more participants addressing certain issues, problems, or situations that may be shared by the group members;
- Individual counseling, which is a one-on-one session that may go into greater detail for a participant regarding certain issues, problems, or situations;
- Career planning (e.g. case management, see WIOA sec. 3(8));
- 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;
- Internships and work experiences (including transitional jobs) that are linked to careers;
- Workforce preparation activities (see 34 CFR 463.34);
- Financial literacy services available through the WIOA title I youth program as described in WIOA sec. 129(b)(2)(D) and 20 CFR part 681, including:
  - Supporting the ability of participants to create household budgets, initiate savings plans, and make informed financial decisions about education, retirement, home ownership, wealth building, or other savings goals;
  - Supporting the ability to manage spending, credit, and debt, including credit card debt, effectively;
- Out-of-area job search assistance and relocation assistance; and
- English language acquisition programs (see 34 CFR 463.31) and integrated education and training programs (see 34 CFR 463.35).

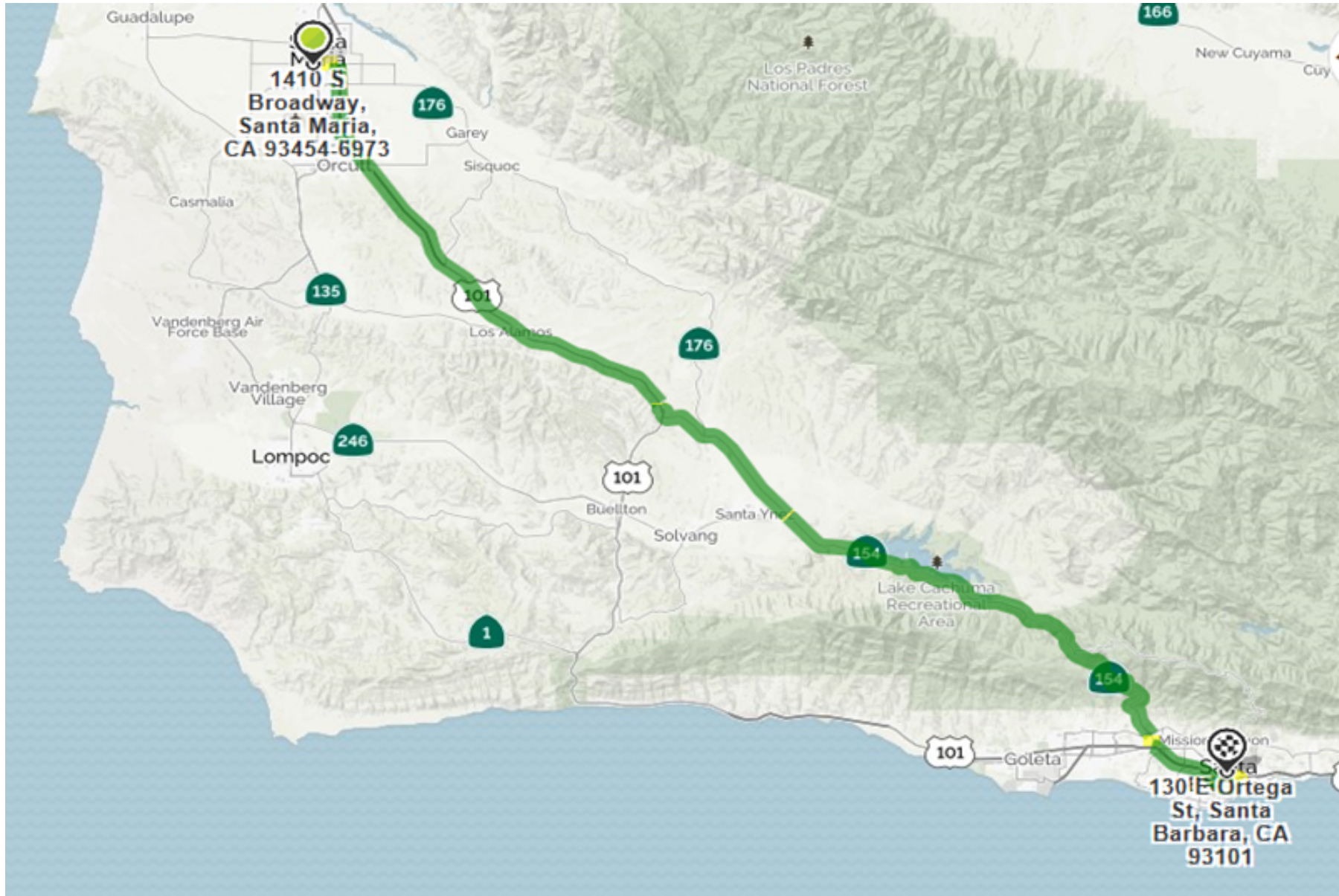
For purposes of the Vocational Rehabilitation (VR) program and similar to basic career services, individualized career services may encompass some of the activities authorized under 34 CFR 361.48(b), which must be provided under an individualized plan for

employment for an eligible individual with a disability (e.g., vocational rehabilitation counseling and guidance, vocational and other training services, and rehabilitation technology).

**Follow-up Career Services** (20 CFR 678.430(c), 34 CFR 361.430(c), and 34 CFR 463.430(c)) Follow-up services are provided, as appropriate, for Adult and Dislocated Worker program participants who are placed in unsubsidized employment, for up to 12 months after the first day of employment. For purposes of the VR program, follow-up career services are similar to post-employment services, as defined in 34 CFR 361.5(c)(42), and are provided subsequent to an individual with a disability achieving an employment outcome. Post-employment services, under the VR program, are necessary in assisting an individual with a disability in maintaining, regaining, or advancing in employment, consistent with the individual's unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

## Appendix C: AJCC One-Stop Center Map

1. Comprehensive AJCC One-Stop Center: 1410 S. Broadway, Santa Maria, CA 93454
2. Affiliate AJCC 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	Wagner-Peyser	Vocational Rehabilitation	TANF	Career/ Technical Education	Career/ Technical Education	Title V Older Americans Act	Migrant/ Seasonal (Sec 167)	Migrant/ Seasonal (Sec 167)	Veterans (JVSG)	Trade Act	Unemployment Insurance
REQUIRED PARTNER	SBCWDB	SBCWDB	SBCWDB	SBCC	LAS&CC	EDD	DOR	DSS	AHC	SBCC	ANPPM **	CET	SER	EDD	EDD	EDD
ACCESS:	co-location	co-location				co-location								co-location	co-location	co-location
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 Asistance	✓	✓	✓			✓		✓						✓	✓	✓
Financial Aid Information	✓	✓	✓		✓				✓			✓				
Individualized Career Services																
Comprehensive Assessment	✓	✓	✓				✓					✓			✓	
Individual Employment Plan	✓	✓					✓					✓		✓	✓	
Career Plan, Counseling	✓	✓	✓			✓	✓	✓				✓		✓	✓	
Short-Tem 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 one 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 California SM (AJCC)*** – The common identifier used within California for One-Stop centers, the One-Stop system, and access points to WIOA affiliated programs and services. Page 3 of 20 Applicable Career Services – Services identified in WIOA Section 134(c)(2), that are delivered by the AJCC required partners as authorized under their programs. They consist of three categories: basic career services, individualized career services, and follow up services (WIOA Joint Final Rule Section 678.425).

***Comprehensive AJCC*** – An AJCC location where job seekers and employers can access the programs, services, and activities of all required AJCC partners with at least one Title I staff person physically present (WIOA Joint Final Rule Section 678.305).

***Affiliate AJCC*** – An AJCC location where job seekers and employers can access the programs, services, and activities of one or more AJCC partners. An Affiliate AJCC is not required to provide access to all partner programs (WIOA Joint Final Rule Section 678.310).

***Specialized AJCC*** – An AJCC location associated with either a comprehensive or affiliate AJCC that addresses specific needs of dislocated workers, youth, key industry sectors, or clusters (WIOA Joint Final Rule Section 678.300[d][3]).

***Infrastructure Costs*** – Non-personnel costs that are necessary for the general operation of each 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).

***Network of AJCCs*** – A collection of AJCCs located within a Local Area. As an alternative to developing separate budgets for each AJCC, Local Areas may instead develop a cross-center infrastructure budget that details the infrastructure costs aggregated across the network of AJCCs and across colocated partners.

***Other System Costs*** – Other costs that are agreed upon by the Local Board and all AJCC partners. The other system costs budget must include a line item for applicable career services. The budget may also include the cost of other shared services commonly provided by AJCC partners to any individual such as initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet needs, referrals to other AJCC partners, and business services. Shared operating costs may also include shared costs related to the Local Board's functions. This could include costs associated with the AJCC operator, policy and oversight of AJCC partnerships and effectiveness, etc. (WIOA Joint Final Rule Section 678.760).

***Proportionate Share*** – The share of each partner program's infrastructure costs based upon its proportionate use of the AJCC, if benefit is received from that use (WIOA Joint Final Rule Preamble page 55907).

**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)

**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.

**Colocated Partners** – AJCC partners who have a physical presence within the center, either fulltime or part-time.

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

**Cash Contributions** – Cash funds used to cover a partner’s proportionate share of the AJCC. They can be paid either directly from the partner or through an interagency transfer on behalf of the partner (WIOA Joint Final Rule Section 678.720).

**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).

**Third Party In-Kind Contributions** – Contributions by a non-AJCC partner to support the AJCC in general, not a specific partner; or contributions by a non-AJCC partner to an AJCC partner to support its proportionate share of the infrastructure costs. Unrestricted contributions that support the AJCC in general would lower the total amount of infrastructure costs prior to proportionate division whereas restricted contributions can be used by the intended partner(s) to lower their share of the infrastructure costs (WIOA Joint Final Rule Section 678.720).

**Local Funding Mechanism** – An IFA negotiated by the Local Boards with all AJCC partners for each AJCC (WIOA Joint Final Rule Section 678.715).

**State Funding Mechanism (SFM)** – An IFA established by the Governor and the Superintendent of Public Instruction (SPI) that is triggered if a Local Board is unable to secure an agreed upon and signed IFA from all AJCC required partners by the annual deadline (WIOA Joint Final Rule Section 678.730).

- 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.

APPENDIX F (Page 1) - Infrastructure Funding Agreement Budget (to be reconciled with actual costs and payments by WIOA Accountant Quarterly)			
Comprehensive AJCC One-Stop Center Located At: 1410 S Broadway # A, Santa Maria, CA 93454			
Co-located Entity	Santa Barbara County Workforce Development Board	State of California Employment Development Department	Total
Required AJCC Program Partner	WIOA Title I Adult and Dislocated Worker Programs Operated by ResCare	WIOA Title III Wagner-Peyser	
		and Veterans (Jobs for Veterans State Grants (JVSG))	
		and Trade Adjustment Assistance Act activities	
		and Unemployment Compensation Programs	
Total Square Footage - Comprehensive AJCC One-Stop Center Located At: 1410 S Broadway # A, Santa Maria, CA 93454	2,567	4,759	7,326
% of Square Footage	35%	65%	100%
Annual Rent (Includes Utilities)	\$ 93,807	\$ 173,873	\$ 267,680
ADA Accessibility Budget	In connection with EDD renewing the sublease effective November 1, 2024, the landlord performed extensive ADA upgrades at the Comprehensive AJCC One-Stop Center in Santa Maria, and this location is in full ADA compliance. Santa Barbara County Department of Social Services (SBCDSS) is the fiscal agent for WIOA Title I funds, leases the space and charges lease costs to WIOA programs that includes ADA costs. EDD subleases from SBCWDB, with the ADA costs included in the sublease charges.		
Total Lease Cost	\$ 93,807	\$ 173,873	\$ 267,680
Equipment and Technology	Each entity separately pays for equipment and technology (computers, printers, etc.) Equipment and technology currently in use was purchased in prior years. There is currently no need to replace either equipment or technology. This budget will be updated should plans be made to replace either equipment or technology.		

**APPENDIX F (Page 2) - Infrastructure Funding Agreement Budget - (to be reconciled with actual costs and payments by WIOA Accountant Quarterly)**

**Affiliate AJCC One-Stop Center Located At 130 E. Ortega Street, Santa Barbara, CA 93101**

<b>Co-located Entity</b>	<b>Santa Barbara County Workforce Development Board</b>	<b>State of California Employment Development Department</b>	<b>Total</b>
<b>Required AJCC Program Partner</b>	WIOA Title I Adult and Dislocated Worker Programs	WIOA Title III Wagner-Peyser	
		and Veterans (Jobs for Veterans State Grants (JVSG))	
		and Trade Adjustment Assistance Act activities	
		and Unemployment Compensation Programs	
Square Footage - Affiliate AJCC One-Stop Center Located At: 130 Ortega Street, Santa Barbara, CA 93101	<b>3,404</b>	<b>5,596</b>	<b>9,000</b>
Annual Rate per Square Foot (actual rent for SBCWDB, opportunity cost rent for EDD)	<b>14.16</b>	<b>n/a</b>	
% of Square Footage	<b>38%</b>	<b>62%</b>	<b>100%</b>
Rent (Includes Electric, Gas, Sewer, Trash Removal, Water, Janitorial Services, Repairs and Maintenance)	\$ 48,201	\$ 91,326	\$ 139,527
ADA Accessibility Budget	Santa Barbara County Department of Social Services (SBCDSS) is the fiscal agent for WIOA Title I funds, leases the space for SBCWDB and WIOA Title I Adult/DW programs from EDD. SBCWDB charges lease costs to SBCWDB in the indirect cost rate that includes ADA costs. EDD includes any ADA costs included with the lease charges.		
<b>Total Lease Cost</b>	<b>\$ 48,201</b>	<b>\$ 91,326</b>	<b>\$ 139,527</b>
<b>Percentage of Total Lease Cost</b>	<b>35%</b>	<b>65%</b>	<b>100%</b>
<b>Equipment and Technology</b>	Each entity separately pays for equipment and technology (computers, printers, etc.) Equipment and technology currently in use was purchased in prior years. There is currently no need to replace either equipment or technology. This budget will be updated should plans be made to replace either equipment or technology.		

**APPENDIX F (Page 3) - Other System Costs (Applicable Career Services)**

<b>Responsible Entity</b>	<b>Required Programs</b>	<b>Basic Services</b>	<b>Individualized Services</b>	<b>Basic and Individualized Services (Breakout Not Available)</b>	<b>Career Services Costs</b>
Santa Barbara County Workforce Development Board	WIOA Title I Adult, Dislocated Worker, and Youth Program			1,835,500.00	\$ 1,835,500
Allan Hancock College	WIOA Title II Adult Education and Literacy			-	-
	Carl Perkins Career Technical Education			665,067.00	\$ 665,067
Santa Barbara City College	WIOA Title II Adult Education and Literacy			189,731.00	
	Carl Perkins Career Technical Education			786,194.00	
State of California Employment Development Department	WIOA Title III Wagner-Peyser and LMI, and	860,625.00	151,875.00		\$ 1,012,500
	Veterans (Jobs for Veterans State Grants (JVSG), and	199,034.00	35,124.00		\$ 234,158
	Trade Adjustment Assistance Act activities	9,113.00	1,609.00		\$ 10,722
State of California Employment Development Department	Unemployment Compensation	55,565.00			\$ 55,565
State of California Department of Rehabilitation	Title IV Vocational Rehabilitation	683,099.44	2,732,397.76		\$ 3,415,497
Asociacion Nacional Pro Personas Mayores (ANPPM); National Association for Hispanic Elderly	Title V Older Americans Act (Senior Community Service Employment Program)			181,020.00	\$ 181,020
Center for Employment Training	Migrant Seasonal Farmworkers (Section 167)			700,972.00	\$ 700,972
Temporary Assistance for Needy Families/CalWORKs	County of Santa Barbara Department of Social Services	1,807,436.44	6,249,412.00		8,056,848
<b>Total Career Services Costs</b>		\$ 3,614,873	\$ 9,170,418	\$ 3,201,539	\$ 15,986,830

## APPENDIX G: AJCC COST-SHARING QUATERLY RECONCILIATION SCHEDULE

### *Description of the Reconciliation Process*

1. Compilation of Actual Costs (Step 1) – DSS Fiscal Staff  
*Within ten (10) calendar days after each quarter-end*, Department of Social Services fiscal staff export line-item expenditures from the County’s financial system, reconcile them against partner usage logs, and populate the “Quarterly Reconciliation Worksheet.”
2. Program Verification (Step 2) – WDB Deputy Director  
 By Day 15, the WDB Deputy Director, reviews variances, confirms cost-allocation methodology, and annotates any necessary journal entries or partner adjustment invoices.
3. Management & Fiscal Approvals (Step 3)
  - Program approval: WDB Executive Director, Luis Servin, confirms programmatic reasonableness of shared costs.
  - Fiscal approval: Department of Social Services (DSS) Cost Analyst II, Dylan Tekautz and/or DSS Chief Financial Officer (CFO), A.J. Quinovea, reviews calculations, for final fiscal certification.
4. Partner Notification & Adjustments (Step 4)  
*Within five (5) business days of CFO sign-off*, the final worksheet is:
  - E-mailed to the Employment Development Department (EDD)—our sole collocated partner—for informational purposes.
  - Filed in the WDB fiscal drive and uploaded to the shared AJCC compliance folder.
  - Any debit/credit adjustments are applied to the next quarterly invoice cycle.
5. Record Retention & Audit Trail  
 All reconciliation documents, approval e-mails, and adjustment entries are retained for at least three (3) years after the end of the program year (longer if an audit or litigation is pending), in accordance with WIOA § 185 and 2 CFR 200.334.

This quarterly cycle ensures timely comparison of planned vs. actual costs, maintains fiscal integrity, and allows partners to react promptly to material variances while meeting WSD 18-12 monitoring expectations.

### *Quarterly Reconciliation Schedule*

<b>Quarter</b>	<b>Cut-off Date for Actual Costs</b>	<b>Step 1 – Fiscal Review(DSS Staff)</b>	<b>Step 2 – Program Verification(Deputy Director)</b>	<b>Step 3 – Approvals</b>	<b>Step 4 – Partner Notification / Adjustments</b>
<i>Q1(Jul 1 – Sep 30)</i>	Sep 30	Collect expenses & usage reports by Oct 10	Validate allocations & enter variances by Oct 15	<ul style="list-style-type: none"> <li>• WDB Executive Director sign-off by Oct 20.</li> <li>• DSS Cost Analyst II/CFO review by Oct 30</li> </ul>	Send summary to EDD and file in fiscal records by Nov 5
<i>Q2(Oct 1 – Dec 31)</i>	Dec 31	Jan 10	Jan 15	Exec Dir Jan 20, Cost Analyst/ CFO Jan 30	Notify EDD / file by Feb 5
<i>Q3(Jan 1 – Mar 31)</i>	Mar 31	Apr 10	Apr 15	Exec Dir Jan 20, Cost Analyst/ CFO Jan 30	Notify / file by May 5
<i>Q4(Apr 1 – Jun 30)</i>	Jun 30	Jul 10	Jul 15	Exec Dir Jan 20, Cost Analyst/ CFO Jan 30	Notify / file by Aug 5