

# MEMORANDUM OF UNDERSTANDING

between

*Lake County Workforce Development Board*

and

*The Job Center of Lake County Partners*

## I. PARTIES TO MOU (Sec. 121 (c)(1)) (Governor's Guidelines, Section 1, Item (d))

- *Identify the programs covered by the agreement*
- *List the authorized representative of each required core partner and each local partner who shall negotiate and sign the MOU*

Agency Name	Required Program	Authorized Signatory
Lake County Workforce Development	Adult/Dislocated Worker/Youth (Title I Subtitle B)	Jennifer Serino
College of Lake County	Adult Education Family Literacy (Title II)	Arlene Santos-George
IDES	Wagner-Peyser (Title III) - IDES	Calvin Giles
DHS	Vocational Rehabilitation (Title IV) - DHS	Susan Huwe
College of Lake County	Continuing Technical Education (Perkins)	Ali O'Brien
Lake County Workforce Development	Trade Adjustment Assistance (TAA)	Jennifer Serino
IDES	Veterans Job Counseling (LVERs and DVOPs) - IDES	Calvin Giles
CAP	Community Services Block Grant ET	Mary Lockhart-White
IDES	Unemployment Compensation (UI) - IDES	Calvin Giles
Sers	Senior Community Services Employment Program	James Harris
IDES	Trade Readjustment Assistance (TRA) - IDES	Calvin Giles
DHS	Temporary Assistance for Needy Families - DHS	Suzanne Stidham
YCC	YouthBuild (Title I Subtitle D)	Robert Shears
YouthBuild Lake County	YouthBuild (Title I Subtitle D)	Tameka Wilson

<p>II. PURPOSE AND SCOPE OF MOU</p> <ul style="list-style-type: none"> <li><i>Describe the general purpose and scope of the umbrella MOU</i></li> </ul> <p>On July 22, 2014, President Obama signed the Workforce Innovation and Opportunity Act (WIOA)(Pub.L.113-128), comprehensive legislation that reforms and modernizes the public workforce system. It reaffirms the role of the public workforce system, and brings together and enhances several key employment, education, and training programs. WIOA provides resources, services and leadership tools for the workforce system that improves employer engagement and competitiveness for success in the global marketplace by helping individuals find good jobs, retain employment and advance job related skill sets.</p> <p>The Memorandum of Understanding (MOU) is established as a collaborative framework encouraging cooperation, collaboration, communication, policy and technical guidance and governance to assist with the efficient and effective participation in the WIOA implementation in Lake County, Illinois. The partners will collaborate to identify effective services for efficient, consistent customer service delivery. The MOU includes a disclaimer that partners continue to have statutory responsibilities relating to the administration of their respective programs outside of, and not contained in, WIOA. The Memorandum of</p>		

Understanding (MOU) fulfills the WIOA requirement to document and come to agreement for State and local partners for negotiating cost sharing, service access, service delivery and other matters essential to the establishment of effective local workforce development services under WIOA (§678.705).

The MOU will be used as an essential tool for achieving a key goal of WIOA – establishing an integrated and effective local workforce delivery system that produces the skilled workers that businesses in Lake County and regional economies require. The MOU is intended to reflect the shared vision and commitment of the Workforce Development Board and required partners to high-quality workforce development systems and centers, and be consistent with the vision articulated by the Federal government and State, regional and local planning priorities.

### III. VISION FOR THE SYSTEM (Governor’s Guidelines, Section 1, Item 1(b))

- *Describe the shared vision for the local one-stop delivery system (vision must be consistent with federal, state, regional, and local planning priorities as well as the Governor’s Guidelines)*
- *Define what aspects of the vision are currently in place*
- *Outline the steps to be taken and general timeliness for implementing the aspects of the vision that are not currently in place*

The Job Center of Lake County partners agree that the shared vision for the local one-stop delivery system is to promote business driven talent solutions through integrated resources and partnerships to enhance the economic vitality of Lake County. The intent of the MOU is to carefully plan and coordinate services among all federally-funded workforce development programs as necessary to achieve the level of integrated service delivery WIOA envisions. The partners to the MOU will work collaboratively to optimize the quality of services provided with an ongoing focus on sector strategies; enhanced business and employer services; career pathways; access and opportunity for all populations; clear metrics for progress and success; and focus on continuous improvement and innovation.

For the purpose of the MOU, the partners have been working collaboratively to best serve the job seeker and employer customers through streamlined services to business and employer customers and enhancing access and opportunity for all populations.

As part of the Workforce Development Board’s One-Stop Committee, the partners to the MOU will engage in ongoing planning and development for implementing a one-stop system that successfully implements the critical elements of the shared vision. Based on a clear set of metrics to be defined within the next twelve months, the partners will engage in ongoing continuous improvement activities.

### IV. MOU DEVELOPMENT (Governor’s Guidelines, Section 1, Item 11)

- *Describe the process and efforts of the Local Workforce Innovation Board and partners to negotiate the MOU*
- *Explain the process used when consensus is not reached*

For the purpose of the MOU, each partner expressly agrees to participate in good faith negotiations to reach a consensus. An MOU Process was developed and agreed upon by all Job Center partners to discuss, document and negotiate career service delivery and cost sharing arrangements and commitments.

The Workforce Development Board Chair has appointed a business-leader board member to review and moderate the MOU negotiation process and discussions and mediate when consensus is not reached.

V. DESCRIPTION OF COMPREHENSIVE ONE-STOP SERVICES (Sec. 121 (c)(2)(i)) (§678.500(b)(1)) (Governor's Guidelines, Section 1, Item 2)

- *Complete a local service matrix (template attached) explaining local methods of service delivery, which includes:*
  - *Career services to be provided by partner*
  - *Other program services to be provided by partner*
  - *Methods of service delivery for each service provided by partner*
- *Describe in detail the location(s) at which services will be accessible and how services will be coordinated between the operator and partners*

Title I (Adult, Dislocated Worker and Youth) – Job Center of Lake County, Waukegan

Title II (Adult Education) – College of Lake County, Grayslake; Waukegan, and Vernon Hills; Job Center of Lake County, Waukegan

Title III (Wagner-Peyser/ES) – Job Center of Lake County, Waukegan

Title IV (Vocational Rehabilitation) – DRS Field Office, Waukegan

Perkins/Continuing Technical Education – College of Lake County, Grayslake

Trade Adjustment Assistance (TAA) – Job Center of Lake County, Waukegan

IDES/Veterans -- Job Center of Lake County, Waukegan

CSBG (Community Service Block Grant) – CommunityAction Partnership, Waukegan

IDES/UI -- Job Center of Lake County, Waukegan; IDES, Arlington Heights

SCSEP (Older Americans) – SCSEP Waukegan

IDES/Trade Readjustment Assistance -- Job Center of Lake County, Waukegan; IDES, Arlington Heights

IDOC Second Chance -- NA

<p>DHS/TANF – DHS Local Office</p> <p>HUD -- NA</p> <p>IDES/MSFW (Migrant &amp; Seasonal Farmworkers) – N/A</p> <p>Job Corps -- NA</p> <p>National Farmworkers Jobs Program -- NA</p> <p>YouthBuild – YouthBuild Lake County, North Chicago; Youth Conservation Corp, Waukegan</p> <p>For the purpose of the MOU, each partner is listed with the location of the agreed to career services as noted in the attached matrix. Services will be coordinated through onsite delivery, co-location or technology between the Job Center operator and partners.</p>
<p>VI. PROCUREMENT OF ONE-STOP OPERATOR (Governor’s Guidelines, Section 1, Item 5)</p>
<ul style="list-style-type: none"> <li>• <i>Name of the procured one-stop operator (if operator is in place by July 1, 2016)</i></li> <li>• <i>Describe the functions and scope of work of the one-stop operator as defined in the Request for Proposal (if applicable)</i></li> <li>• <i>Assure that the one-stop operator will not perform any of the proscribed functions (§678.620(b))</i></li> </ul> <p><i>Note: One-stop operator designation does not take effect until July 1, 2017 (§678.635)</i></p>
<p>The current One-Stop Operator is a partnership consortium model between Lake County Workforce Development, Illinois Department of Employment Security, and College of Lake County.</p> <p>The one-stop operator, partnership consortium model will coordinate the services and programs delivered through the Job Center of Lake County and system delivery across one-stop partners for the length of the MOU or until such time that the Lake County Workforce Development Board selects a one-stop operator through a competitive procurement process and further defines the functions and scope of work of the one-stop operator.</p> <p>The Lake County Workforce Development Board will adhere to WIOA and final regulations in selecting a one-stop operator through a competitive procurement process. The Lake County Workforce Development Board will follow Lake County Purchasing</p>

<p>policies and develop a Request for Proposal that describes the functions and scope of the one-operator.</p> <p>The partnership consortium, as the one-stop operator, assures it will not perform any of the proscribed functions (S678.620(b)) including: convene the system stakeholders to assist in the development of the local plan; prepare and submit local plans; be responsible for oversight of itself; manage or significantly participate in the competitive selection process for one-stop operators; select or terminate one-stop operators, career services, and youth providers; negotiate local performance accountability measures; and develop and submit budget for activities of the Local Board in the local area.</p>
<p><b>VII. NAME AND LOCATION OF COMPREHENSIVE ONE-STOP CENTER(S)</b> (Governor's Guidelines, Section 1, Item 5)</p>
<ul style="list-style-type: none"> <li>• <i>Provide the name and address of the comprehensive one-stop center(s)</i></li> <li>• <i>Where applicable list the designated affiliated sites or specialized centers</i></li> </ul> <p><i>Note: The information provided in Section VII must match the Illinois Workforce Development System (IWDS) and Illinois workNet listings</i></p>
<p>The MOU covers service delivery and related costs associated with the following comprehensive one-stop center:</p> <p>Job Center of Lake County 1 N. Genesee Street Waukegan, IL 60085</p>
<p><b>VIII. COSTS AND COST SHARING OF SERVICES</b> (Sec. 121 (c)(2)(ii)) (§678.755 and §678.760) (Governor's Guidelines, Section 1, Item 1(c), 7, 8, and 16)</p>

*Following the Governor's Guidelines:*

- *Specify infrastructure costs for all required program partners and describe the agreed upon amount that each partner will contribute using Attachment 8 of the Governor's Guidelines (shared costs must be negotiated on an annual basis)*
- *Specify shared system costs for all required partners and describe the agreed upon amount that each partner will contribute using Attachment 8 of the Governor's Guidelines (shared costs must be negotiated on an annual basis)*
- *Describe the agreed upon method that each partner will contribute as a proportional share of costs to support the services and operations of the local one-stop delivery system*
- *Outline steps the Local Board, chief elected officials, and local partners used to reach consensus on shared costs*
- *Define the period of time in which the shared cost funding agreement is effective (may differ from the duration of the MOU) e.g., July 1, 2016 through June 30, 2017*
- *Indicate whether the budget format represents an interim budget agreement or a final budget agreement*
- *Acknowledge that the agreements are made contingent on the availability of federal funding for each required program*
- *Describe the process to be used between partners to resolve issues during the MOU duration period when consensus cannot be reached specific to infrastructure costs*
- *Describe the procedures that will be used to reconcile budgeted infrastructure costs to actual costs to assure each local partner pays its proportionate share in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*

Infrastructure costs are documented in the budget template. The costs were calculated using the methodology used to calculate the occupancy costs for partners co-located at the Job Center full-time. There are no technology costs attributed to the budget at this time.

Shared system costs are documented in the budget template. The costs were calculated based on WDD staff wages & fringes, partner staff wages & fringes, materials and resources, WDB staff wages & fringes, WDB operations, board member expenses.

FTEs is the agreed upon method that each partner will contribute as a proportional share of costs at this time. The partners reserve the right to reevaluate the FTE methodology based on continuous improvement with collaboration, budget implications and additional guidance received through the final WIOA regs.

Core partners will identify their FTEs based on both co-location and services delivered through technology and partner sites. Required partners FTEs will be based on an agreed upon standard FTE.

Costs were identified by partners, partners agreed to the FTE methodology, costs were distributed based on this methodology. The methodology and the partner's share align with the previous MOU.

The shared cost funding agreement is effective July 1, 2016 through June 30, 2017; and represents a final budget agreement

All partners agree that the cost sharing agreement is agreed upon by all partners based on the availability of federal funding for each required partner.

Partners agree to resolve issues locally to ensure services and collaboration aren't interrupted. The one-stop operator will take the lead in working with partners to address issues.

Core partners agree to meet quarterly to continue to address and resolve any issues around the infrastructure costs.

All partners agree to meet quarterly to address and resolve any issues throughout the MOU.

Lake County Workforce Development will provide a reconcile infrastructure costs every six months to assure each local partner pays its proportionate share in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

The cost associated with infrastructure and delivery of career services are defined by guidance from the Governor's Office and detailed in the attached Cost Sharing Matrix.

IX. REFERRAL PROCESS (Sec. 121 (c)(2)(iii)) (Governor's Guidelines, Section 1, Item 2) (§678.500(b)(3))

- *Describe local operator's role and responsibilities for coordinating referrals among required partners*
- *Identify the entities between whom the referrals occur*
- *Explain the method(s) that will be used to refer participants between programs*
- *Define roles related to referrals*
- *Identify the method of tracking referrals*
- *Describe specific arrangements to assure that individuals with barriers to employment, including individuals with disabilities, can access available services*

Title I (Adult, Dislocated Worker and Youth) -- Individuals can receive and hear about training and employment services by attending an information session, which is scheduled four times a week at our Grayslake and Waukegan locations. Lake County Workforce also receives referrals from partner agencies, and host community job seeker events to outreach to the general community and appeal to job seekers that are in need of training and employment services.

Title II (Adult Education) -- Students can apply to the adult education program online or in person. There is also a phone number for the community to call to inquire about the application and registration process. Currently, there is no formal, written procedure or forms for referring students to external agencies. When students provide information about their needs, program staff provides them with the name of the agency and the telephone number.

Title III (Wagner-Peyser/ES) -- The referral process to our services is mostly on-line. To apply for unemployment benefits, look for work or to obtain labor market information one should visit [www.ides.illinois.gov](http://www.ides.illinois.gov).

Title IV (Vocational Rehabilitation) -- Customers are encouraged to use the online Rehabilitation Services Web Referral to refer themselves or someone else for services. Customers can access the online referral by visiting [www.illinois.gov](http://www.illinois.gov). Customers may also have a referral completed by visiting the Waukegan office and calling the office at 847-244-8474. Once a referral is received the customer is assigned to a counselor and an invitation to attend an orientation session is initiated.

Perkins/Continuing Technical Education -- Currently, there is no formal, written procedure or forms for referring students to external agencies. When students provide information about their needs, counseling/advising staff provides them with the name of the agency and the telephone number.

Trade Adjustment Assistance (TAA) -- The first step to receiving TAA benefits and services is to file a petition on-online or by mail with the U.S. Department of Labor (DOL). Petitions are available online and may also be obtained at various Job Centers. The petitions may be filed by three or more workers in the same firm, an employer, a union official or other duly authorized representative, and a workforce development area. Individuals are referred by companies, laid off employees, workforce areas, state agencies, and agent liable workforce areas located in other states. When a referral takes place Lake County Workforce coordinates with the referral agency on the petition information, TAA status information, and employer information as it pertains to TAA eligibility to begin the TAA enrollment.

IDES/Veterans -- IDES provides veterans priority of service over all other job applicants, actively promotes and develops employment opportunities, and provides placement and vocational guidance services. Veterans can receive services at either the Job Center of Lake County located in Waukegan or the Arlington Heights local office and workNet Center.

CSBG (Community Service Block Grant) -- The referral process to CAP is a direct connection to the agency and the telephone number.

IDES/UI -- The referral process to IDES/UI is mostly on-line. To apply for unemployment benefits, look for work or to obtain labor market information one should visit [www.ides.illinois.gov](http://www.ides.illinois.gov).

SCSEP (Older Americans) -- The referral process to SCSEP is a direct connection to the agency and the telephone number.

IDES/Trade Readjustment Assistance – The referral process to IDES/TRA is a direct connection with an individual.

IDOC Second Chance -- NA

DHS/TANF -- Customers are encouraged to submit an application request on-line ([www.abe.illinois.gov](http://www.abe.illinois.gov)). Application requests can also be submitted via mail, or personally coming into the local office.

HUD -- NA

IDES/MSFW (Migrant & Seasonal Farmworkers) -- NA

Job Corps – Interested individuals must attend an orientation session; orientation sessions are held at the Kenosha County Job Center on the 2nd and 4th Monday of the Month at 11am. For information on Lake County locations and orientation sessions: contact Jana Zeek 414-469-0078

National Farmworkers Jobs Program -- NA

YouthBuild – The referral process to YouthBuild Lake County and YCC is a direct connection with an individual who is available to assist the referral with next steps.

*Note: Local areas need to be as specific as possible when describing the differences in referral methods between partner programs. DOL has expressed concern about this area in the past.*

The Lake County Workforce Development Board has included in the local plan the direction to create a more efficient and effective customer flow through the Job Center in coordination with the procurement of the one-stop operator. The Lake County Workforce Development Board will work with its One-Stop Committee and include in the one-stop operator procurement scope of work, strategies to develop a more prescribed referral method.

The partners recognize and agree that the primary principle of the referral process is to provide integrated and seamless delivery of services to both job seekers and employers and the partners have agreed to refer customers to partner services and programs.

The Job Center of Lake County has a referral process in place that utilizes a direct manual referral mechanism that includes at a minimum, the agency name and phone number.

To ensure referrals are efficient, effective and meaningful, a summary of all program descriptions and requirements will be made available to all partners along with a schedule of partner activities that engages key staff in cross-training and development. The partners are committed to ongoing communication and follow up with referrals being made and received and to this end, each partner will identify the individual(s) to receive referrals and

engage in regularly scheduled meetings to best coordinate and foster the referral process and continuous improvements.

For the purpose of the MOU, the partners agree to a process of self-reporting referrals on a quarterly basis.

The Job Center is structured to ensure that all individuals accessing the services are able to receive a level of service that meets their needs. All individuals are provided information and access to the workshops and trainings delivered through the Job Center and specific instructions on how to register and/or dates and times to attend. All individuals are directed to attend a Job Center Information session to learn more about the services and partner programs.

Individuals with a disability are connected to the Disability Coordinator co-located in the Job Center. Veterans are connected to IDES staff co-located in the Job Center. Individuals needing GED or assessed as limited English and/or basic skills deficient are connected to adult basic education services co-located in the Job Center.

#### **X. PHYSICAL ACCESSIBILITY (Sec. 121 (c)(2)(iv)) (§678.500(b)(4))**

*Assure public accessibility to the comprehensive one-stop center, including:*

- *The comprehensive one-stop center's layout supports a culture of inclusiveness*
- *The location of the comprehensive one-stop center is recognizable in a high-traffic area*
- *Access to public transportation is available within reasonable walking distance*
- *The location of a dedicated parking lot, with parking lot spaces closest to the door marked for individuals with disabilities*

The Job Center's layout supports a culture of inclusiveness in compliance with Section 188 of WIOA, the Americans with Disabilities Act (ADA) of 1990 and all other applicable statutory and regulatory requirements. The Job Center is recognizable in a high-traffic area; and is accessible through public transportation and a reasonable walking distance.

The Job Center has both accessible on-street parking with spaces closest to the door marked for individuals with disabilities as well as access to a parking garage with dedicated parking spaces marked for individuals with disabilities.

#### **XI. PROGRAMMATIC ACCESSIBILITY (Sec. 121 (c)(2)(iv)) (§678.500(b)(4))**

- *Describe how the comprehensive one-stop center provides access to the 13 required career services in the most inclusive and appropriate settings and accommodations for each individual participant, specifically addressing: adults, individuals with disabilities, dislocated workers, youth, and individuals with barriers to employment*
- *Explain how services will be provided using technology in accordance with the "direct linkage" requirement under WIOA*

*Note: Provide as much specificity as possible for each partner program*

The partners to the MOU are committed to ensure all individuals seeking services at the Job Center will be given access to all 13 required career services on site and the opportunity to explore occupations to understand the technical and physical requirements. Accommodations will be made for individuals when necessary. All partners agree that they will not discriminate in their employment practices or services on the basis of gender, age, race, color, creed, religion, national origin, disability or veteran's status, or on the basis of any other classification protected under state or federal law. The partners assure that they have in place policies and procedures to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. The partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues and they are unaware of any claims currently pending against them before any court or administrative body relative to alleged violations of such laws.

Partners, co-located at the Job Center, will cooperate with compliance monitoring that is conducted to ensure that all comprehensive one-stop center, programs, services, technology and materials are accessible and available to all.

Assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive listening devices are available; and an interpreter will be provided "in real time" to any customer with a language barrier.

Direct linkage will be with an actual person provided "on demand" and in "real time" at the Job Center of Lake County or via technology consistent with the "direct linkage" requirement as defined in WIOA (WIOA Section 121(b)(1)(A) and Section 678.305(d) of the draft Notice of Proposed Rulemaking).

## **XII. AMENDMENT PROCEDURES (Sec. 121 (c)(2)(v)) (§678.500(b)(5))**

*Describe amendment procedures, including annual negotiation of infrastructure and shared system costs, including:*

- *The amount of notice a partner agency must provide the other partners to make amendments*
- *The procedures for informing other partners of the pending amendment*
- *The circumstances under which the local partners agree the MOU must be amended*
- *The procedures for terminating the MOU or a specific partner's participation in the MOU*

*NOTE: Make sure to have the latest date changes as amendment dates are established*

All partners to the MOU may request an amendment to the MOU with 60 days written notice. All such requests must be in writing and must be agreed to by all the parties.

Annual negotiations of infrastructure and shared system costs must begin no later than March of each year.

Amendments to the MOU must be in writing, signed and dated and entered into with the same degree of formality as that required for entry into the original MOU. Amendments must be made to the Workforce Development Board and the WDB will notify all partners of the requested amendment and work within the 60 day timeframe to negotiate with all partners.

On an annual basis and tied to the annual negotiations of infrastructure and shared system costs, partners will meet in the month of March to review the costs data and review and agree to the plan set forward to negotiated infrastructure and shared system costs.

The partners agree that the MOU may be amended upon mutual agreement of all partners where the amendment that is consistent with federal, state, or local laws, regulations, rules, plans or policies or for one or more of the following reasons – change in partners; change in one-stop operator, change in physical location, change in allocation methodology, need to renegotiate cost sharing with one or more partners; a partner’s loss of funding.

The MOU may be terminated by any of the partners upon 30 days written notice to the other partners with cause or upon 90 days of written notice to the other partners without cause.

#### XIII. DATA SHARING (Governor’s Guidelines, Section I, Item 6)

- *Describe how core program partners will share data, information, and collaborate to assure that all common primary indicators of performance for the core program partners in the local area will be achieved*
- *Explain how other partners will share data, information and collaborate to assure each partner achieves its performance goals*
- *Provide assurance that Personally Identifiable Information (PII) will be kept confidential*

*NOTE: Partners are encouraged to seek clarification from their respective core partner state agency and/or data staff*

Partners to the MOU agree that data will be shared as allowed by each respective agency in an effort to effectively serve the needs of the individual customers.

As part of the agreed upon referral process, partners agree to a data sharing agreement that complies with federal and state laws and allows data to be shared in relationship to the referral. As part of the agreed upon referral process, partners agree to comply with federal and state laws governing protection of personally identifiable information.

#### XIV. RENEWAL PROVISIONS (Sec. 121(c)(2)(v)) (Governor’s Guidelines, Section 1, Item 12) (§678.500(b)(6))

<p><i>Provide the process and timeline in which MOU will be reviewed, including:</i></p> <ul style="list-style-type: none"> <li><i>Explain the renewal process, which must occur at a minimum of every three years</i></li> <li><i>Describe the required renewal process if substantial changes occur before the three year expiration date</i></li> </ul> <p><i>NOTE: Make sure to have the latest date changes as amendment dates are established</i></p>	
<p>Lake County Workforce Development Board will convene the partners to the MOU within ninety (90) days prior to the end of the MOU to review and negotiate where changes may be needed. As part of the ongoing continuous improvement, the partners will evaluate the effectiveness of the MOU provisions and operations and recommend any modifications necessary for renewal.</p>	
<p>XV. ADDITIONAL LOCAL PROVISIONS (OPTIONAL) (Sec. 121(c)(2)(B))  (§678.500(c))</p>	
<p>Individuals agreeing to and signing the MOU have authority to represent and sign on behalf of their program These individuals signing the Memorandum of Understanding for Career Services and Programs delivery and One-Stop Center Cost Sharing arrangements have been granted authority negotiate and execute the agreement by their respective agencies as indicated on the 'Individuals to Negotiate Local Memorandum of Understandings (MOUs) on behalf of the Required Partners in Lake County, LWIA 1.</p>	
<p>XVI. ADDITIONAL PARTNERS (Sec. 121 (b)(2))</p>	
<p>None at this time.</p>	
<p>XVII. DURATION OF AGREEMENT (Sec. 121(c)(2)(v))  (§678.500(b)(5)) (Governor's Guidelines, Section 1, Item 12)</p>	
<ul style="list-style-type: none"> <li><i>Provide the effective date of the MOU</i></li> <li><i>List the agreed upon expiration date (cannot exceed three years)</i></li> </ul>	
<p>The MOU effective date is July 1, 2016.  Partners have agreed that the MOU is effective through June 30, 2019.</p>	
<p>XVIII. AUTHORITY AND SIGNATURES (§678.500(d)) (Governor's Guidelines, Section 1, Item 9)</p>	
<ul style="list-style-type: none"> <li><i>Include a statement that those signing have authority to represent and sign on behalf of their program</i></li> </ul>	
<p>Individuals agreeing to and signing this MOU have authority to represent and sign on behalf of their program These individuals signing this Memorandum of Understanding for Career Services and Programs delivery and One-Stop Center Cost Sharing arrangements have been granted authority negotiate and execute this agreement by their respective</p>	

agencies as indicated on the 'Individuals to Negotiate Local Memorandum of Understandings (MOUs) on behalf of the Required Partners in Lake County, LWIA 1.

**XIX. ATTACHMENTS**

**LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS** ☒

**INCLUDES:**

- CAREER SERVICES AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)
- OTHER PROGRAMS AND ACTIVITIES AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)
- SERVICE DELIVERY METHOD THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)

**STANDARD BUDGET FOR SHARED COSTS** ☒

**OTHER**

**XX. REQUIRED PARTNER SIGNATURES**

**LOCAL WORKFORCE DEVELOPMENT BOARD CHAIRPERSON**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

**CHIEF ELECTED OFFICIAL**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

**CHIEF ELECTED OFFICIAL**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

**CHIEF ELECTED OFFICIAL**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

**CHIEF ELECTED OFFICIAL**

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Signature

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Printed Name

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Title

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Date

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Organization**CHIEF ELECTED OFFICIAL**

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Signature

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Printed Name

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Title

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Date

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Organization**TITLE IB-WORKFORCE DEVELOPMENT**

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Signature

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Printed Name

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Title

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Date

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Organization**TITLE II-ADULT EDUCATION AND FAMILY LITERACY**

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Signature

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Printed Name

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Title

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Date

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Organization

**ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY, TITLE III-WAGNER-PEYSER**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

**ILLINOIS DEPARTMENT OF HUMAN SERVICES, TITLE IV-VOCATIONAL REHABILITATION**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

**PERKINS/CONTINUING TECHNICAL EDUCATION**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

**TRADE ACT PROGRAM**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

**ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY -  
VETERANS JOB COUNSELING, TRAINING AND PLACEMENT**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

**COMMUNITY SERVICES BLOCK GRANT PROGRAM**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

**ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY - UNEMPLOYMENT INSURANCE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

**SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

**ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY – TRADE READJUSTMENT ACT**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

**ILLINOIS DEPARTMENT OF CORRECTIONS - SECOND CHANCE PROGRAM**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

**ILLINOIS DEPARTMENT OF HUMAN SERVICES - TEMPORARY ASSISTANCE FOR NEEDY FAMILIES**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

**HOUSING AND URBAN DEVELOPMENT - EMPLOYMENT AND TRAINING**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

**MIGRANT AND SEASONAL WORKER - FARMWORKERS PROGRAM**

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Signature

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Printed Name

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Title

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Date

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Organization**JOB CORPS**

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Signature

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Printed Name

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Title

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Date

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Organization**NATIONAL FARMWORKERS JOBS PROGRAM**

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Signature

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Printed Name

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Title

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Date

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Organization**YOUTHBUILD**

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Signature

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Printed Name

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Title

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Date

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Organization

**OTHER**

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Signature

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Printed Name

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Title

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Date

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Organization

**TEMPLATE**  
**LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS**

**CAREER SERVICES AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)**

<b>REQUIRED PARTNERS</b>	<b>Eligibility for Title IB</b>	<b>Outreach, intake, orientation</b>	<b>Skills and supportive service needs assessment</b>	<b>Labor exchange services</b>	<b>Program coordination and referral</b>	<b>Labor market information</b>	<b>Training provider performance and cost information</b>	<b>Performance info for the local area as a whole</b>	<b>Info on the availability of supportive services and referrals</b>	<b>Info and Assistance with UI claims</b>	<b>Assistance establishing eligibility for financial aid</b>	<b>Employment retention services</b>	<b>Follow-up services for Title IB customers</b>
Title IB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Adult Education and Family Literacy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment Programs under Wagner-Peyser	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vocational Rehabilitation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Post-secondary Career and Technical Education under Perkins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trade Adjustment Assistance (TAA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Counseling, Training and Placement Services for Veterans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Services Block Grant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unemployment Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Senior Community Services Employment Program (SCSEP)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trade Readjustment Assistance (TRA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Second Chance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TANF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Housing and Urban Development Employment and Training Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Migrant and Seasonal Farmworkers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Corps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Farmworker Jobs Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
YouthBuild	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**TEMPLATE**  
**LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS**

Other (specify): Youth Conservation Corp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**TEMPLATE**  
**LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS**

**OTHER PROGRAMS AND ACTIVITIES AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)**

REQUIRED PARTNER	OTHER PROGRAMS AND ACTIVITIES PROVIDED
Title IB	Lake County Workforce Development offers a variety of career services such as: initial and comprehensive skills assessment, case management, career counseling, career planning, individualized training and employment plans, work experiences, occupational skills training, on-the-job training, incumbent worker training, services linkage, job search assistance, various job seeker workshops, information on unemployment compensation claims, labor market information, financial aid assistance, supportive services, and integrated education and training through coordinated partners.
Adult Education and Family Literacy	The Adult Basic Education, GED & ESL Division provides educational opportunities to adults in District 532 who lack basic skills in reading, writing, and mathematics or those who need to learn English as a second language, or those who need preparation for the high school equivalency test to prepare them for college or the workforce. The core programs offered are: 1) Adult Basic Education which provides basic reading, general language development, mathematical and life coping skills to adults who have not completed their high school; 2) General Education Development which provides preparation, either in English or Spanish, for adults who have not completed high school for the high equivalency test; 3) English as a Second Language which provides instruction in English speaking, reading, listening, and writing; 4) Bridge and other transition initiatives that provide instruction and support to students seeking college career or degree programs; and 5) job readiness embedded within all curricula.
Employment Programs under Wagner-Peyser	The Illinois Department of Employment Security encourages economic growth and stability in Illinois by providing Employment Services to Illinois residents and employers, analyzing and disseminating essential Labor Market Information, and administering Unemployment Insurance programs. IDES provides employment services programs to connect qualified applicants with employers, Illinois Job Link, a labor exchange system, rapid response assistance to individuals who have been or will soon be laid off,
Vocational Rehabilitation	The Vocational Rehabilitation program is designed to help people with disabilities find and keep jobs. Our goal is to help our customers find quality employment that pays a living wage and offers a chance for advancement. DRS offers specialized VR services for people who are: Blind or Visually Impaired, Deaf or Hard of Hearing, Hispanic or Latino with disabilities. DRS also helps high school students who have disabilities plan for their futures after high school graduation through our Transition and STEP programs. The Work Incentive Planning and Assistance Program helps people who receive SSDI/SSI benefits understand how working will affect their benefits.

**TEMPLATE**  
**LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS**

REQUIRED PARTNER	OTHER PROGRAMS AND ACTIVITIES PROVIDED
	Supported Employment Program (SEP) services eligible people with significant disabilities who want to go to work and need on-going support services to succeed on the job.
Post-secondary Career and Technical Education under Perkins	In Illinois, Perkins IV focuses state and local efforts on continuously improving programs to facilitate the academic achievement of CTE students through the following efforts: strengthening the connections between secondary and postsecondary education; restructuring the way stakeholders – high schools, community colleges, universities, business and parents – work together; and, increasing state and local accountability standards. Several themes are evident in Perkins IV: accountability for results and program improvement at all educational levels; coordination of CTE with the entire P-20 system; integration of academics and CTE; alignment and connections between secondary and postsecondary education, including baccalaureate; involvement of business and industry, and community-based partners.
Trade Adjustment Assistance (TAA)	<p>The Trade Adjustment Assistance Program (TAA) is a federal entitlement program that assists workers who have lost or may lose their jobs as a result of foreign trade including increased imports or a shift in operations to foreign countries. The program seeks to provide workers with opportunities to obtain the skills, credentials, resources and support necessary to become reemployed. Benefits and Services: If a worker is a member of a worker group certified by DOL, that worker may be eligible to receive the following benefits and services:</p> <p>Employment and Case Management Services: Skills assessments, individual employment plans, career counseling, supportive services and information on training, labor markets and more.</p> <p>Training: Vocational, remedial and on-the-job training.</p> <p>Trade Readjustment Allowances (TRA): Income support available in the form of weekly cash payments to workers who are enrolled in full time training programs and have exhausted their unemployment insurance.</p> <p>Job Search and Relocation Allowances: Reimbursement for costs of seeking employment and relocation costs for employment outside of the workers commuting area.</p> <p>Reemployment Trade Adjustment Assistance (RTAA): A wage subsidy for up to two years that is available to reemployed older workers (age 50 and older) which covers a portion of the difference between a worker's new wage and their old wage up to \$50,000.</p> <p>Health Coverage Tax Credit: 72.5% credit if receiving TRA for the costs you pay for health care insurance may be claimed on your federal income taxes.</p>
Job Counseling, Training and Placement Services for Veterans	The Illinois Department of Employment Security encourages economic growth and stability in Illinois by providing Employment Services to Illinois residents and employers, analyzing and disseminating essential Labor Market Information, and administering Unemployment Insurance

**TEMPLATE**  
**LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS**

REQUIRED PARTNER	OTHER PROGRAMS AND ACTIVITIES PROVIDED
	programs. IDES' Veterans' services (employer outreach and to assist veterans with barriers to employment)
Community Services Block Grant	
Unemployment Insurance	The Illinois Department of Employment Security encourages economic growth and stability in Illinois by providing Employment Services to Illinois residents and employers, analyzing and disseminating essential Labor Market Information, and administering Unemployment Insurance programs. IDES administers the unemployment insurance program which provides temporary income to qualified individuals
Senior Community Services Employment Program (SCSEP)	
Trade Readjustment Assistance (TRA)	The Illinois Department of Employment Security encourages economic growth and stability in Illinois by providing Employment Services to Illinois residents and employers, analyzing and disseminating essential Labor Market Information, and administering Unemployment Insurance programs. IDES provides trade readjustment assistance determinations and benefits at the IDES office in Arlington Heights.
Second Chance	NA
TANF	The Department of Human Services provides Temporary Assistance to Needy Families (TANF), Medical assistance and Supplemental Nutritional Assistance Program (SNAP) to eligible customers. Staff assess customer needs and provides referrals to other agencies as necessary, in order to assist families/individuals in obtaining self-sufficiency.
Housing and Urban Development Employment and Training Activities	
Migrant and Seasonal Farmworkers	NA
Job Corps	Job Corps is a free education and training program that helps young people learn a career, earn a high school diploma or GED, and find and keep a good job. For eligible young people at least 16 years of age that qualify as low income, Job Corps provides the all-around skills needed to succeed in a career and in life. Job Corps is a Department of Labor run program that affords youth, 16-24 the opportunity to earn their high school diplomas, if they don't already possess it, as well as, certifications in over 100+ trades that are state and federally accredited. Students who participate in Job Corps choose their education and work at their own pace to complete it. It is a free program, at no cost to the students, and the students actually get paid to attend.

**TEMPLATE**  
**LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS**

REQUIRED PARTNER	OTHER PROGRAMS AND ACTIVITIES PROVIDED
National Farmworker Jobs Program	NA
YouthBuild	
Other (specify): Youth Conservation Corp	The Youth Conservation Corps YouthBuild Program helps opportunity youth (ages 17-24) to become independent and thrive by teaching discipline, education and practical construction/other job skills that will get them into a job or into college, We serve those who are neither studying nor employed. The Youth Conservation Corps also offers a summer youth conservation employment program that employs 48 youth and provides them with paid conservation jobs, college scholarships, and environmental training. This work is done on Lake County Forest Preserve land.

**TEMPLATE**  
**LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS**

**SERVICE DELIVERY METHOD THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)**

REQUIRED PARTNER	Service(s) to be Provided	Onsite Staff	Onsite Contractor	"Direct Linkage" Technology	Specify How Technology Meets "Direct Linkage" Requirement
Title IB	Analysis and use of labor market data to support local economic development	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Business services – interaction with business and economic development representatives	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Analysis and use of labor market data to support local economic development – interaction with business and economic development representatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adult Education and Family Literacy	Student intake	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The services accessed through technology have a direct linkage as defined by an individual being available through a phone number or a work email address.
	Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The services accessed through technology have a direct linkage as defined by an individual being available through a phone number or a work email address.
	Student support services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The services accessed through technology have a direct linkage as defined by an

**TEMPLATE**  
**LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS**

REQUIRED PARTNER	Service(s) to be Provided	Onsite Staff	Onsite Contractor	"Direct Linkage" Technology	Specify How Technology Meets "Direct Linkage" Requirement
					individual being available through a phone number or a work email address.
	Instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The services accessed through technology have a direct linkage as defined by an individual being available through a phone number or a work email address.
	Online instruction – must meet minimum criteria	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The services accessed through technology have a direct linkage as defined by an individual being available through a phone number or a work email address.
Employment Programs under Wagner-Peyser	Labor exchange – job search and posting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The services accessed through technology have a direct linkage as defined by an individual being available through a phone number or a work email address.
	Apprenticeship program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The services accessed through technology have a direct linkage as defined by an individual being available through a phone number or a work email address.
	Re-entry employment services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The services accessed through technology have a direct linkage as defined by an individual being available through a phone number or a work email address.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vocational Rehabilitation	Overview and orientation to vocational rehabilitation services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	The services accessed through technology have a direct linkage as defined by an individual being available through a phone number or a work email address.
	Evaluation and assessment of eligibility for vocational rehabilitation services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The services accessed through technology have a direct linkage as defined by an individual being available through a phone number or a work email address.

**TEMPLATE**  
**LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS**

REQUIRED PARTNER	Service(s) to be Provided	Onsite Staff	Onsite Contractor	"Direct Linkage" Technology	Specify How Technology Meets "Direct Linkage" Requirement
	Vocational rehabilitation guidance and counseling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	The services accessed through technology have a direct linkage as defined by an individual being available through a phone number or a work email address.
	Development of individualized plan for employment, including job placement, vocational training or post-secondary education services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	The services accessed through technology have a direct linkage as defined by an individual being available through a phone number or a work email address.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Post-secondary Career and Technical Education under Perkins	Academic counseling and career advising	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The services accessed through technology have a direct linkage as defined by an individual being available through a phone number or a work email address.
	Resume writing / interview skills	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The services accessed through technology have a direct linkage as defined by an individual being available through a phone number or a work email address.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trade Adjustment Assistance (TAA)	Case management and local delivery of TAA services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	State Merit Staff approval of training, waiver issuance, out of area job search and out of area relocation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The services accessed through technology have a direct linkage as defined by an individual being available through a phone number or a work email address.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**TEMPLATE**  
**LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS**

REQUIRED PARTNER	Service(s) to be Provided	Onsite Staff	Onsite Contractor	"Direct Linkage" Technology	Specify How Technology Meets "Direct Linkage" Requirement
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Job Counseling, Training and Placement Services for Veterans		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Veterans' assistance – job preparation, employer outreach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Community Services Block Grant	Employment and training services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The services accessed through technology have a direct linkage as defined by a named individual with an office email and phone number.
	Employment support services (e.g., uniforms, protective gear, tools)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The services accessed through technology have a direct linkage as defined by a named individual with an office email and phone number.
	Linkages – referrals to other programs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The services accessed through technology have a direct linkage as defined by a named individual with an office email and phone number.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unemployment Insurance	Unemployment insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The services accessed through technology have a direct linkage through a department call center and online application information and technical assistance.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**TEMPLATE**  
**LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS**

REQUIRED PARTNER	Service(s) to be Provided	Onsite Staff	Onsite Contractor	"Direct Linkage" Technology	Specify How Technology Meets "Direct Linkage" Requirement
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Senior Community Services Employment Program (SCSEP)	Outreach activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Professional development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Recruitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Financial assistance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Benefits screening	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Trade Readjustment Assistance (TRA)	Trade Readjustment Assistance determination and benefits	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Second Chance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TANF	Overview of Program Services and Applicants can apply for Cash, SNAP and medical assistance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	The services accessed through technology have a direct linkage as defined by an individual being available through a phone number or a work email address.

**TEMPLATE**  
**LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS**

REQUIRED PARTNER	Service(s) to be Provided	Onsite Staff	Onsite Contractor	"Direct Linkage" Technology	Specify How Technology Meets "Direct Linkage" Requirement
	Evaluation and assessment of potential eligibility for work and training programs offered at the comprehensive one-stop center for the TANF and SNAP population	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	The services accessed through technology have a direct linkage as defined by an individual being available through a phone number or a work email address.
	Evaluate TANF and SNAP customers who may qualify for supportive services such as transportation and child care based on set policy guidelines and verification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	The services accessed through technology have a direct linkage as defined by an individual being available through a phone number or a work email address.
	Develop responsibility and service plan for TANF and SNAP customers who are engaged in workforce development services offered at the comprehensive one-stop center	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	The services accessed through technology have a direct linkage as defined by an individual being available through a phone number or a work email address.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Housing and Urban Development Employment and Training Activities	NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**TEMPLATE**  
**LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS**

REQUIRED PARTNER	Service(s) to be Provided	Onsite Staff	Onsite Contractor	"Direct Linkage" Technology	Specify How Technology Meets "Direct Linkage" Requirement
Migrant and Seasonal Farmworkers	NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Job Corps	NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
National Farmworker Jobs Program	NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
YouthBuild	GED Attainment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Alternative high school	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Construction certifications thru NCCER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Life skills & leadership training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other (Specify): Youth Conservation Corp	GED attainment thru staff and College of Lake County instructor coupled with small class size and individualized instruction.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**TEMPLATE**  
**LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS**

REQUIRED PARTNER	Service(s) to be Provided	Onsite Staff	Onsite Contractor	"Direct Linkage" Technology	Specify How Technology Meets "Direct Linkage" Requirement
	Alternative high school degree with Penn-Foster taught by YCC staff.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Construction certifications thru NCCER combined with hands-on training remodeling homes for low income families	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Hospitality and Maintenance certifications taught by YCC staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Community support conservation projects Life skills training Leadership training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	