

 <b>POLICY</b>	<b>POLICY NAME:</b> Memorandum of Understanding and Resource Sharing Guidance <b>Policy Number:</b> 15-004 <b>Date of Issue:</b> December 17, 2014 <b>Effective Date:</b> July 1, 2015
	<b>For more info contact:</b> <b>Linda Prewitt or Lori Collins</b> <b>Applies /Of Interest To:</b> All Kentucky Career Center partners

<b>Subject</b>	<i>Memorandum of Understanding and Resource Sharing document templates.</i>
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<b>Purpose</b>	<i>To issue templates for the Local Workforce Development Boards to execute an agreement with Kentucky Career Center (KCC) partners regarding the policies and processes of service delivery in each of the KCCs.</i>
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<b>Background</b>	<i>Under the Workforce Innovation and Opportunity Act, a Memorandum of Understanding must be developed. The local board, with the agreement of the chief elected official, shall develop and enter into a memorandum of understanding between the local board and the one-stop partners, concerning the operation of the one-stop delivery system in the local area.</i>
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<b>Policy</b>	<i>The Local Workforce Development Board shall develop a Memorandum of Understanding, with the agreement of the chief elected official, an agreement between the local board and the Kentucky Career Center partners concerning the operation of the KCC system. The attached Memorandum of Understanding template will be utilized to develop the agreement along with all required attachments.</i>
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<b>Procedural Guidance</b>	<i>Local Workforce Development Boards should meet with partners to discuss and define the services to be provided by KCC, funding of services and operating costs, referral methods between partners, duration of the MOU and procedures for amending the MOU. The MOU must include the Resource Sharing Agreement describing how funding of the infrastructure costs of the KCC will be managed and details regarding the "fair share" costs of each partner. Templates and attachments may be downloaded from the "Team of Experts" website at <a href="http://kentuckycareercenter.ky.gov/Policy/Default.aspx">http://kentuckycareercenter.ky.gov/Policy/Default.aspx</a>. Included in the downloadable documents is a PowerPoint detailing step-by-step instructions.</i>
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<b>Required Action</b>	<i>Local Workforce Development Boards should download all MOU forms and templates and prepare a draft MOU developed through partner MOU meetings. Upon final approval by the local board, the final document must be signed by all partners to the agreement with the exception of the Department of Workforce Investment agencies. The final document should be sent to OET by June 5, 2015, whereby, OET will sign and obtain signatures from OVR and OFB.</i>
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	<i>Upon a completed and executed MOU document, OET will send to the local board.</i>
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<b>Supersedes/ Replaces</b>	<i>New</i>
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<b>Other References</b>	<i>WIOA Section121(c)</i>
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<b>Technology Implications</b>	<i>None</i>
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