



## **The Workforce Connection Board and Chief Elected Officials**

### **The Workforce Connection, Inc.**

Local Workforce Innovation Board

Serving Boone, Stephenson, and Winnebago Counties

**Meeting Date:** Tuesday, December 3, 2024

**Time:** 8:00 am to 9:30 am

**Location:** Chicago Rockford International Airport, 60 Airport Drive, Rockford, Illinois

**RSVP to:** [coysti@theworkforceconnection.org](mailto:coysti@theworkforceconnection.org) or 815-395-6676

### **Mission Statement**

The Workforce Connection is committed to providing a workforce that meets the needs of the business community now and in the future.

### **AGENDA**

#### **1. Call to Order**

- TWC Board
- Chief Elected Officials

Michelle Cassaro, TWC Board Chair  
Mayor Thomas McNamara, CEO Chair

#### **2. Roll Call**

- TWC Board
- Chief Elected Officials

#### **3. Approval of Meeting Minutes - TWC Board & CEO Action Item (Voice Vote)**

- a. TWC Board Meeting Minutes – 09/10/2024
- b. CEO Meeting Minutes – 09/10/2024

Michelle Cassaro, TWC Board Chair  
Mayor Thomas McNamara, CEO Chair

#### **4. Approval of CEO Consent Agenda with Agenda Items from the 9-10-24 Board & CEO Meeting - CEO Action Item (Voice Vote)**

Mayor Thomas McNamara, CEO Chair

- a) Approval of 06/04/2024 Meeting Minutes
- b) Approval of Board Slate of Officers
- c) Approval of ITA Policy Modification
- d) Approval of Training Provider/Program Approvals and Re-Approvals

#### **5. Approval of the PY2024 MOU Required Revisions - TWC Board & CEO Action Item (Roll Call Vote)**

Dr. Gina Caronna, President & CEO

#### **6. Approval of Travel Policy Modification - TWC Board & CEO Action Item (Voice Vote)**

Dr. Gina Caronna

**7. Finance**

Paul Nolley, Finance Committee Chair

- Finance Report
- Community Foundation – 09/30/24 Update

**8. Performance Negotiation Recognition**

Dr. Gina Caronna

**9. Illinois Workforce Partnership Awards**

Courtney Geiger

**10. Board Chair's Remarks**

Michelle Cassaro

**11. President & CEO's Remarks**

Dr. Gina Caronna

**12. Member Comments**

**13. Board Member Engagement Opportunities**

Dr. Gina Caronna

**14. Public Comment**

**15. Adjournment**

**Please stay after the meeting for a tour of AAR (transportation will be provided).**

*The Workforce Connection Board is an Equal Opportunity Employer/Program.*

*A sign language interpreter, alternative format materials, or infrared assistive listening devices will be made available with 72-hour notice. Additional reasonable accommodations will be made available upon request.*

*In accordance with the Illinois Open Meeting Act, The Workforce Connection Board may enter into a meeting session closed to the public to discuss issues identified as appropriate for a closed session.*



## Board and CEO Meeting Minutes

**The Workforce Connection Board,**

**Workforce Board for Boone, Winnebago, and Stephenson Counties**

**Meeting: September 10, 2024**

**Time: 8:00am**

**Location: NIU Conference Center 8500 E. State St. Rockford**

Attendee Name	Organization	Status	Arrived
Bernsten, Ben	Goodwill of Northern IL	X	
Bloomquist, Scott	Boone/Winn Regional Off of Ed	Absent	
Brown, Karen	Highland Community College	X	
Cagnoni, Todd	City of Rockford	X	
Carter, Len	Freeport Hospital	Absent	
Cassaro, Michelle	Chicago Rockford Airport	X	
Chiarelli, Joe	Board Chairman – Winn Co	X	
Crandall, Kathy	Crandall Stats & Sensors	X	
Dunn, Michael	Region 1 Planning Council	X	
Fahrenwald, Jeff	SupplyCore	X	
Fettes, Pamela	Growth Dimensions of Belvidere	X	
Fischer, Suzanne	OSF Healthcare System	Absent	
Gaulrapp, George	ComEd	Absent	
Grayewski, Jeremy	Berner Food & Beverage	X	
Guirl, Robert	Community Member	Absent	
Harle, Greg	Plumbers & Pipefitters Local	X	
Helms, Scott	Board Chair – Stephenson Cty	Absent	
Hill, Sheila Dr	Hill & Hill Enterprises	X	
Hulsebus, Brant Dr	Hulsebus Rockford Chiropractic	X	
Krupke, Mark	IL DHS-Div of Rehab Svcs	X	
Machajewski, Kris	YWCA NW IL Literacy Council	X	
McNamara, Thomas Mayor	City of Rockford	X	
Montalbano, Matt	RBC Wealth Management	X	
Nolley, Paul	Project First Rate	X	
Nord, Amy	Belvidere Chamber of Commerce	Absent	
Ott, Amy	Boylan Catholic High School	X	
Pirages, James	AGHL Law Office	X	
Primus, Troy	AAR Corp	Absent	
Proctor, Jamie	Americold Logistics LLC	Absent	
Riley, Rodney	Board Chairman – Boone Co	Absent	
Ross, Dan	Community Foundation of N IL	X	
Rotello, Frank	Alpha Controls & Services LLC	X	
Salazar, Max	Collins Aerospace	X	
Schwebke, Casey	Swebco Manufacturing	Absent	
Spearman, Howard	Rock Valley College	X	

Stewart, Amanda	Hughes Resources	Absent	
Wagner, Tricia	Rock Valley College	X	
Wells, Todd	Bourn & Koch, LLC	X	
Williams, Mark	Greater Freeport	Absent	
Zeal, Jeff	IL Dept of Employment Security	X	
Andrews, Paul	Goodwill of Northern IL	X	
Duckett, Ted	IL Dept of Employment Security	Absent	
Geiger, Courtney	Goodwill of Northern IL	X	
McDonald, Karyn	Workforce Connection-Elevate Prog	Absent	
Sims, Tabitha	Rock Valley College	X	
Story, Jessica	Goodwill of Northern IL	X	
Potter, Cassandra	Goodwill of Northern IL	X	
Spain, Mark	Goodwill of Northern IL	X	
Taira, Logan	IL Dept of Employment Security	X	
Caronna, Gina Dr	The Workforce Connection	X	
Brown, Floydell	The Workforce Connection	X	
Busto, Anibal	The Workforce Connection	X	
Cornelius, Cathy	The Workforce Connection	X	
Jaquez, Berenice	The Workforce Connection	X	
Huntress, Tina	The Workforce Connection	Absent	
Oysti, Chris	The Workforce Connection	X	
Rabe, Joan	The Workforce Connection	X	
White, Dan	The Workforce Connection	X	
Anderson, Travis	UW Health Northern Illinois	X	
Dougherty, Tabatha	CEANCI	X	
Guerro, Isaac	R1 Planning	X	
Mead, Beth	CEANCI	X	
Rotello, Zachary	Alpha Controls & Services LLC	X	
Shukla, Deepshikha	Rockford University	X	
Sykaluk, Andrea	R1 Planning	X	

**1. Call to Order**

- TWC Board at 8:07
- Chief Elected Officials

**Michelle Cassaro, TWC Board Chair**  
**Mayor Thomas McNamara, CEO Chair**

**2. Roll Call**

- TWC Board – Quorum present
- Chief Elected Officials – No quorum present

**3. Approval of Meeting Minutes**

- TWC Board Meeting Minutes – 6/4/2024  
 Motion to accept: Greg Harle 2<sup>nd</sup> Jeff Fahrenwald
- CEO Meeting Minutes – 6/4/2024

**Michelle Cassaro, TWC Board Chair**  
**Mayor Thomas McNamara, CEO Chair**

- 4. Board Member Recognition** **Dr. Gina Caronna, President/CEO**  
New TWCBoard Staff Employees:  
Anibal Bustos – Quality Jobs Specialist  
Floydell Brown – Apprenticeship Specialist  
IL Dept of Employment Security: Logan Taira  
Board Member Recognition:  
Kris Machajewski - YWCA NW IL Literacy Council  
Karen Brown – 10 years of service as an officer  
Amy Ott – 12 years of service as an officer  
Frank Rotello –12 years of service as an officer and Board Member
- 5. Approval of Board Slate of Officers** **Pamela Lopez-Fettes**  
Starting October 1: Michelle Cassaro – Board Chair  
Todd Wells – Board Vice Chair  
Paul Nolley – Secretary/Treasurer  
Pam Fettes motioned to accept the Board of Officers, Greg Harle 2<sup>nd</sup>
- 6. Approval of ITA Policy Modification** **Dr. Gina Caronna**  
Date that Policy started July 1, 2024  
Amy Ott motion to approve, Karen Brown 2<sup>nd</sup>
- 7. Approval of Training Provider/Program Approvals and Re-Approvals** **Chris Oysti**  
Board Members Abstaining Karen Brown Highland Community College, Howard Spearman Rock Valley College and Tricia Wagner Rock Valley Collee  
  
Jim Pirages motioned to approve, Jeff Fahrenwald 2<sup>nd</sup>
- 8. Regional & Local Plan Approval with Technical Changes** **Dr. Gina Caronna**  
Corrections that were needed to the Regional & Local Plan  
Michelle Cassaro and Mayor McNamara to sign
- 9. Equal Opportunity Methods of Administration Revision** **Cathy Cornelius**  
Technical updates only were made to the document, with no changes made to the procedures.
- 10. Annual Report** **Dr. Gina Caronna**  
Chris Oysti, Thank you for a wonderful job pulling the report together.
- 11. Finance Report** **Karen Brown, Finance Committee Chair**  
Dan White presented:  
Financial Report – June 30, 2024  
Community Foundation Update – June 30, 2024
- 12. Keynote Address** **Travis Anderson, President & CEO, UW Health Northern Illinois**
- 13. Board Chair’s Remarks** **Michelle Cassaro**  
Wonderful Annual Report – Please note pages 10, 11 & 12 show the impact our work is making to the community. Also, pages 14 & 15 show the Success Stories  
  
Thank you to Amy and Karen for your years serving as officers and Kris for serving on the Board

Best wishes to Frank on your retirement

**14. Member Comments**

None

**15. Public Comments**

None

**16. Adjournment**

Amy Ott motioned to adjourn the meeting, Todd Wells 2<sup>nd</sup>. Meeting adjourned at 9:05.

**Distributions:** Action Form – Slate of Officers Approval  
Action Form – Approval of 2016-500-03 Individual Training Account Policy  
Policy Number 2016-500-03, Change 3  
Red Line Policy Number 2016-500-03, Change 3  
Action Form – Approval of Training Provider/Program Approvals/Re-approvals  
Training Program Approvals/Re-Approvals  
LWIB Chair and CEO’s Formal Revision Approval Letter Template  
Confirmation of Required Revisions Made  
Chapter 1: Economic and Workforce Analysis  
Chapter 2: Strategies for Service Integration  
Chapter 3: Vision, Goals and Implementation Strategies  
Chapter 4: Operating Systems and Policies  
Chapter 5: Performance Goals and Evaluation  
Chapter 6: Technical Requirements and Assurances  
Boone, Winnebago and Stephenson Counties Local Workforce Area  
LWIA #3  
Workforce Innovation & Opportunity Act  
Equal Opportunity  
Methods of Administration  
Redline - Boone, Winnebago and Stephenson Counties Local Workforce Area  
LWIA #3  
Workforce Innovation & Opportunity Act  
Equal Opportunity  
Methods of Administration  
June 2024 Finance Report Summary  
Expenditures by Grant/Funding Stream  
TWC Expenditures by Funding Stream  
TWC Expenditures by Categories  
TWC Personnel & Operating Expenses  
Unrestricted Fund – Statement of Activities  
Budget & Spending Comparisons Last 10 Years  
Quarterly Statement of Fund Activity





**Chief Elected Officials 12-3-24 Consent Agenda**  
**The Workforce Connection, Inc.**  
Local Workforce Innovation Board  
Serving Boone, Stephenson, and Stephenson Counties

**Background:** On September 10, 2024, at The Workforce Connection Board and Chief Elected Officials (CEO) meeting, a quorum of the CEOs was not met. Therefore, this Consent Agenda lists the agenda items from the September 10, 2024 meeting that the CEOs need to vote on at the December 3, 2024 meeting. Documents related to these CEO Consent Agenda items are included.

1. **Approval of Consent Agenda - CEO Action Item (Voice Vote)** Mayor Thomas McNamara, CEO Chair
  - a) **Approval of 06/04/2024 Meeting Minutes**
  - b) **Approval of Board Slate of Officers**
  - c) **Approval of ITA Policy Modification**
  - d) **Approval of Training Provider/Program Approvals and Re-Approvals**



**Board and CEO Meeting  
Minutes**

**The Workforce Connection Board,  
Workforce Board for Boone, Winnebago, and Stephenson Counties**

**Meeting: June 4, 2024**  
**Time: 8:00am**  
**Location: Region 1 Planning Council, 127 N. Wyman St. Suite 100, Rockford, IL**

Attendee Name	Organization	Status	Arrived
Bernsten, Ben	Goodwill of Northern IL	Absent	
Bloomquist, Scott	Boone/Winn Regional Off of Ed	X	
Brown, Karen	Highland Community College	X	
Cagnoni, Todd	City of Rockford	Absent	
Carter, Len	Freeport Hospital	X	
Cassaro, Michelle	Chicago Rockford Airport	X	
Chiarelli, Joe	Board Chairman – Winn County	X	
Crandall, Kathy	Crandall Stats & Sensors	X	
Dunn, Michael	Region 1 Planning Council	X	
Fahrenwald, Jeff	SupplyCore	X	
Fettes, Pamela	Growth Dimensions of Belvidere	X	
Fischer, Suzanne	OSF Healthcare System	Absent	
Gaulrapp, George	ComEd	Absent	
Grayewski, Jeremy	Berner Food & Beverage	X	
Guirl, Robert	Community Member	X	
Harle, Greg	Plumbers & Pipefitters Local	X	
Helms, Scott	Board Chair – Stephenson County	X	
Hill, Sheila Dr	Hill & Hill Enterprises	X	
Hulsebus, Brant Dr	Hulsebus Rockford Chiropractic	X	
Krupke, Mark	IL DHS-Div of Rehab Svcs	Absent	
Machajewski, Kris	YWCA NW IL Literacy Council	X	
McNamara, Thomas Mayor	City of Rockford	X	
Montalbano, Matt	RBC Wealth Management	X	
Nolley, Paul	Project First Rate	X	
Nord, Amy	Belvidere Chamber of Commerce	X	
Ott, Amy	Boylan Catholic High School	X	
Pirages, James	AGHL Law Office	X	
Primus, Troy	AAR Corp	Absent	
Proctor, Jamie	Americold Logistics LLC	Absent	
Riley, Rodney	Board Chairman – Boone County	X	
Ross, Dan	Community Foundation of N IL	X	
Rotello, Frank	Alpha Controls & Services LLC	Absent	
Salazar, Max	Collins Aerospace	Absent	
Schwebke, Casey	Swebco Manufacturing	X	
Spearman, Howard	Rock Valley College	Absent	

Stewart, Amanda	Hughes Resources	Absent	
Wells, Todd	Bourn & Koch, LLC	X	
Zeal, Jeff	IL Dept of Employment Security	X	
Duckett, Ted	IL Dept of Employment Security	Absent	
Geiger, Courtney	Goodwill of Northern IL	X	
McDonald, Karyn	Workforce Connection-Elevate Prog	Absent	
Sims, Tabitha	Rock Valley College	X	
Spain, Mark	Goodwill of Northern IL	Absent	
Story, Jessica	Goodwill of Northern IL	X	
Caronna, Gina Dr	The Workforce Connection	X	
Cornelius, Cathy	The Workforce Connection	X	
Jaquez, Berenice	The Workforce Connection	X	
Huntress, Tina	The Workforce Connection	X	
Oysti, Chris	The Workforce Connection	X	
Rabe, Joan	The Workforce Connection	X	
White, Dan	The Workforce Connection	X	
Guests:			
Bonner, Anthony	Awaken Foundation	X	
Crudup, Jurea	Awaken Foundation	X	
Guerrero, Isaac	Region 1 Planning Council	X	
Reynolds, Tamika	Mt. Zion West	X	
Saccucci, Erica Dr	Rock Valley College	X	

**1. Call to Order**

- TWC Board at 8:01am
- Chief Elected Officials at 8:02am

Michelle Cassaro, TWC Board Chair  
Mayor Thomas McNamara, CEO

**2. Roll Call**

- TWC Board and there was a quorum
- Chief Elected Officials and there was a quorum

**3. Approval of Meeting Minutes**

- a) TWC Board Meeting Minutes – 3/19/2024  
No comments or corrections noted  
Pam Fettes motioned to accept

Michelle Cassaro, TWC Board Chair  
Todd Wells 2<sup>nd</sup> Passed

- b) CEO Meeting Minutes – 3/19/24  
No comments or corrections noted  
Joe Chiarelli motioned to accept

Mayor Thomas McNamara, CEO  
Scott Helms 2<sup>nd</sup> Passed

**4. Approval of CEO Consent Agenda with Agenda Items from the 3-19-24 Board & CEO Meeting-CEO Action Item (Voice Vote)**

Joe Chiarelli motioned to approve

Mayor Thomas McNamara, CEO  
Rodney Riley 2<sup>nd</sup> Passed

- 5. Approval of Program Year 2023 Mid-Year Budget Modification Agenda Item from 3/19/24 Board & CEO Meeting – CEO Action Item (Voice Vote)** Mayor Thomas McNamara, CEO  
Rodney Riley motioned to approve Joe Chiarelli 2<sup>nd</sup> Passed
- 6. Approval of Program Year 2024 Memorandum of Understanding (MOU) Update Submission- TWC Board & CEO Action Item (Voice Vote)** Ben Bernsten, Goodwill  
Scott Helms motioned to approve Rodney Riley 2<sup>nd</sup> Passed
- 7. Approval of One-Stop Center Certification Submission – TWC Board & CEO Action Item (Voice Vote)** Michelle Cassaro  
Jim Pirages motioned to approve Jeff Zeal 2<sup>nd</sup> Passed  
Joe Chiarelli motioned to approve Scott Helms 2<sup>nd</sup> Passed
- 8. Approval of Communications and Branding Policy Modification – TWC Board & CEO Action Item (Voice Vote)** Michelle Cassaro  
Karen Brown motioned to approve Pam Fettes 2<sup>nd</sup> Passed  
Joe Chiarelli motioned to approve Rodney Riely 2<sup>nd</sup> Passed
- 9. Approval of Training Provider/Program Approvals and Re-Approvals – TWC Board & CEO Action Item (Voice Vote)** Michelle Cassaro  
Amy Ott motioned to approve Pam Fettes 2<sup>nd</sup> Passed  
Scott Helms motioned to approve Rodney Riely 2<sup>nd</sup> Passed
- 10. Approval of Training Provider/Program Approvals and Re-Approvals – TWC Board & CEO Action Item (Voice Vote)** Chris Oysti  
Pam Fettes motioned to approve Dan Ross 2<sup>nd</sup> Passed  
Joe Chiarelli motioned to approve Rodney Riley 2<sup>nd</sup> Passed
- 11. Finance** Karen Brown, Finance Committee Chair
- Finance Report – April 2024
  - Program Year 2024 Preliminary Budget – TWC Board & CEO Action Item (Voice Vote)  
Dan White presented April 2024 Finance Report and Program Year 2024 Preliminary Budget  
Pam Fettes motioned to approve Amy Ott 2<sup>nd</sup> Passed  
Scott Helms motioned to approve Rodney Riley 2<sup>nd</sup> Passed
- 12. Climate& Equitable Jobs Act (CEJA Illinois) Presentation** Dr. Gina Caronna  
Dr. Caronna presented the CEJA presentation along with the following:
- Awaken Foundation – Jurea Crudup, Anthony Bonner II
  - Mt. Zion – Pastor Marvin Hightower
  - Region 1 Planning Council – Michael Dunn, Isacc Guerrero, Clara Romeo
  - Rock Valley College - Erica Saccucci, Nate Jordan
  - The Workforce Connection/Goodwill Industries of Northern IL – Courtney Geiger
  - Think Big – Dr. Sheila Hill
- 13. Board Chair’s Remarks** Michelle Cassaro  
Tad More Apprenticeship signing June 5<sup>th</sup> at 1:30
- 14. Executive Director’s Remarks** Dr. Gina Caronna  
None

**15. Member Comment**

None

**16. Public Comment**

None

**17. Adjournment**

Bob Guirl motioned to adjourn the meeting	Dan Ross 2 <sup>nd</sup>	Passed
Joe Chiarelli motioned to adjourn the CEO Meeting	Rodney Riley 2 <sup>nd</sup>	Passed

Meeting Adjourned at 9:10am

**Distributions:**

Approval of Actions Items from 3/19/24 TWC Board & CEO Meeting  
Memorandum of Understanding Documents  
One-Stop Center Certification Document  
Policy Title: Communications and Branding  
Policy Title: Individual Training Account  
Training Program Approvals/Re-Approvals  
April 2024 Finance Report Summary  
Expenditures by Grant/Funding Stream  
TWC Expenditures by Funding Stream  
TWC Expenditures by Categories  
TWC Personnel & Operating Expenses  
Unrestricted Fund Statement of Activities  
Summary of Preliminary Budget  
Program Year 2024 Preliminary Budget with Comparisons  
Administrative Funding Sources & Planned Expenditures  
Adult Funding Sources & Planned Expenditures  
Dislocated Worker/Trade Program Funding Sources & Planned Expenditures  
Board and Staff Operating Budget Program Year 2024 Preliminary Budget



**ACTION FORM**

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**Agenda/Action Item: Slate of Officers Approval**

**Date: 12/03/2024**

**Point of Contact: Gina Caronna**

**Email: GCaronna@TheWorkforceConnection.org**

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Motion:

To approve the slate of officers as presented at the Annual Meeting for a two-year term effective October 1, 2024.

The slate of officers will be as follows:

Michelle (Shelly) Cassaro, Chair – 2<sup>nd</sup> Term 10/01/2024-09/30/2026

Todd Wells, Vice-Chair – 2<sup>nd</sup> Term 10/01/2024-09/30/2026

Paul Nolley, Secretary/Treasurer – 1<sup>st</sup> Term 10/01/2024-09/30/2026

Terms are limited to two consecutive two-year terms in the same office.

**Action Taken:**

**Approved**     **Not approved**

**Amended as follows:**



**ACTION FORM**

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**Agenda/Action Item:**    **Approval of 2016-500-03 Individual Training Account Policy**

**Date:** 12/03/2024

**Point of Contact:**            **Dr. Gina Caronna**

**Email:**                            **GCaronna@theworkforceconnection.org**

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Motion:

To approve the Individual Training Account Policy as presented.

**Action Taken:**

**Approved**     **Not approved**

**Amended as follows:**

**The Workforce Connection, Inc.**  
**Policy Title: Individual Training Account**  
**Policy Number: 2016-500-03, Change 3**  
**Status: Active**

**Effective July 1, 2024**

**Purpose/Introduction:**

To provide information regarding Workforce Innovation and Opportunity Act (WIOA) enrollment and funding requirements for Individual Training Accounts (ITAs) to be used to refer individuals to eligible providers of training services and as the method of payment for such training services.

**References:**

Illinois workNet WIOA ePolicy Chapter 7, Section 2 Training

- Chapter 7 Section 2 – Training
- Chapter 7 Section 2.1 – Individual Training Accounts (ITAs)
- Chapter 8 Section 4.1 – Allowable Costs Towards Training Expenditure  
[https://apps.illinoisworknet.com/WIOA\\_Policy/Policy/Home](https://apps.illinoisworknet.com/WIOA_Policy/Policy/Home)
- 20 CFR 680.230 <https://www.ecfr.gov/current/title-20/chapter-V/part-680/subpart-B/section-680.230>
- 20 CFR 679.380 <https://www.ecfr.gov/current/title-20/chapter-V/part-679/subpart-C/section-679.380>

**Background:**

To be eligible for an ITA and other training services, an eligible adult or dislocated worker participant must:

- Have been determined in need of training services as specified in WIOA Sec. 134 (c) (3) to become employed or retain employment;
- Must have a high school diploma or HSE; unless the program of study does not require a high school diploma and results in an industry recognized credential (i.e. truck driving CDL) or the individual is concurrently enrolled and attending a HSE program;
- Have the skills and qualifications to successfully participate in the selected training program (as determined by program staff after participant interview, assessment or evaluation, and case management);
- Select a program directly linked to employment opportunities within targeted sectors with in- demand occupations in the local area or another area where the individual is willing to relocate;
- When Pell is not applicable and other forms of financial aid are not available; or requires assistance beyond other grant funds (including Pell) and other applicable forms of financial aid at the federal, state, or local level.

**Responsible Party:**

WIOA funded programs must deliver individualized career services and access to training services based on WIOA eligibility requirements for training funds.

**Definitions:**

- High-Growth or In-Demand Occupation – identified through verified data provided by TWC annually that an occupation has reasonable growth, full-time employment opportunities, and

pays a living wage.

- Targeted Industries – identified through verified data provided by TWC annually, clusters of industries such as Healthcare, Manufacturing, Information Technology, Transportation/Distribution/Logistics, with substantial job openings, long-term growth.
- TAA – The Trade Adjustment Act (TAA) Program benefits US workers who have lost their jobs as a result of foreign trade by providing opportunities to obtain skills, resources, and support they need to become reemployed.

### **Policy/Procedures:**

#### **A. Individual Training Accounts:**

1. ITAs will be used only for funding vocational (occupational skills) training programs.
2. All participants must apply for Pell, FASFA and any other appropriate grant assistance, and provide proof of application for this aid. The Pell grant funding received by a participant must be applied toward the participant's tuition and other education-related expenses. If funding is required beyond available grant funds (i.e., PELL grants, WIOA funds, etc.), participants are required to arrange other means of financial aid; or they have the option of choosing a less expensive training program.
3. Programs and training providers must coordinate funds available to pay for training. Staff administering ITAs from WIOA funds may take into account the full cost of participating in training services, including the cost of supportive services and other appropriate costs, approved by WIOA Program Director.
4. WIOA Program Director must coordinate training funds available and make funding arrangements with one-stop partners and other entities. All staff must consider the availability of other sources of grants to pay for training costs including Federal PELL Grants, so that WIOA funds supplement other sources of training grants.
5. For WIOA approved programs, ITA will cover the cost of participants' required books and reasonable cost of special supplies, including uniforms and tools required for the WIOA approved course or program.
6. Supportive Services for participants in ITA eligible training programs will be determined on an individual basis and based on participants' needs.
7. Supportive Services (e.g., transportation, child care, emergency housing) will not be available to participants choosing to attend ITA eligible training programs beyond 100 miles from their homes. (This policy does not apply to TAA participants.)
8. The participant and his/her WIOA career planner must jointly develop a plan for a participant to complete the training (including pre-requisite courses) preferably within two years.
9. If more than 1 (one) Eligible Training Provider offers the appropriate course work/training program identified for an ITA, the participant will research at least 2 Eligible Training Providers which may include an interview and/or a site visit. The participant will complete and sign the Institutional Preference Attestation document stating this was an informed decision.
10. To continue to receive ITA funding, participants must:
  - a. Maintain an overall C or equivalent average\*;
  - b. Bring/send their grade or progress records to their WIOA Career planner prior to the start of a new semester/quarter to prove they maintained a C or equivalent average; and
  - c. Report their progress in training to their WIOA Career planner at least once each month.

*\*A participant may request a review of special circumstances(s) affecting the first*

*semester/quarter grades by:*

- *Submitting a written request for review of the special circumstances affecting grades and class standing to the program’s supervisor. The written request will summarize the “special circumstances” why the appeal is sought.*
- *Submitting the request within one week of receipt of grades and prior to the start of the next semester.*
- *Submitting proof of attendance in all classes.*

*The supervisor and participant’s career planner will review the appeal and schedule a meeting with the participant.*

*If, after meeting with the participant, the supervisor determines the appeal is valid, he/she may waive the policy by approving the special circumstance and continue future ITA funding for the participant. The waiver must be signed by the Supervisor and the participant.*

11. WIOA Title I-B funds may not be used for participants to retake classes.

12. A per participant Individual Training Account cap of \$10,000 applies to the total Training and Training-related costs for approved Eligible Training programs, pre-requisite courses, and other courses (excluding Basic Skills Upgrading/HSE Preparation course, English as a Second Language upgrading courses, Employment Transitions course, and transportation/child care costs). The Training and Training-related costs covered under the \$10,000 ITA cap include:

- Tuition
- Fees
- Books
- Supplies
- Tools
- Uniforms
- Anything necessary for the training that is on the class syllabus
- Credentialing exam fees and license fees

No exceptions to the \$10,000 ITA cap policy will be granted except for TAA customers as noted below.

#### **TAA Customer Exception to \$10,000 Cap Policy**

If an individual is TAA eligible and must begin or continue training under WIOA funding because TAA funds have been exhausted or are not available, the amount of ITA training assistance that the participant receives may exceed the \$10,000 cap. ITA training for WIOA/TAA participants will be paid from WIOA funds only in instances when TAA funds are exhausted or unavailable.

#### **Initial Enrollment for Individual Training Account (ITA)**

An in-depth assessment of an individual participant’s training needs must be made to determine what is best for the participant and best for the overall program. The filters that will be applied during the individual’s assessment and program selection process include the following:

1. The individual has a high school diploma or HSE; unless the program of study does not require a high school diploma and results in an industry recognized credential (i.e. truck driving CDL) or the individual is concurrently enrolled and attending a HSE program;
2. The individual is in need of training;
3. The individual has the skills and qualifications to complete successfully the selected training program;
4. The individual is unable to obtain grant assistance from other sources to pay the costs of selected training;
5. The selected training program is directly linked to employment opportunities in the area (or another area to which the individual is willing to relocate);
6. Training will lead to the individual's self-sufficiency.

#### Re-enrollment in ITA Training

If a program participant has received funding under an ITA previously, re-enrollment will be considered only if:

- The completion of the previous WIOA training program occurred at least 24 months prior to the re-enrollment date; and
- The credential received from the previous training program is no longer in demand based upon industry and labor market data for the northern Illinois region. All decisions to re-enroll participants into additional ITA funded training, even after the 24 month wait period, must have WIOA Program Director's approval and such approval must be documented in the participant's case file.

#### Participants' Appeal Process

Participants may appeal the training decisions of counseling staff directly to the administrator of the WIOA funded Programs.

Participants may appeal the decisions of the WIOA funded programs administrator to The Workforce Connection Board's Operations Management Council. The Committee will either uphold the administrator's decision or render a new decision. The decision of the Committee is final.

### **B. Skill Upgrading and Retraining – Individual Courses or Short-Term Certification Programs**

Participants who are determined to be in need of short-term training services (skill upgrading or retraining) in order to obtain or retain employment that leads to self-sufficiency may be enrolled in individual credit or non-credit courses that do not lead to certification or short-term certification programs. [Note: A- Referral & Recruitment form must have been distributed specifically listing the course as *Skill Upgrading or Retraining* course before an ITA voucher is completed.

1. Courses must be directed toward growth and in-demand occupational employment;

2. Courses must be specifically approved by The Workforce Connection Board as *Skill Upgrading or Retraining* or be included in an ITA eligible program certified by The Workforce Connection Board
3. Individuals must be unable to obtain other funding sources to cover the cost to the *Skill Upgrading or Retraining* courses;
4. In all cases, a participant's Individual Employment Plan (IEP) must include a detailed career plan that shows how the *Skill Upgrading and Retraining* course(s) will enhance the participant's ability to be employed/reemployed. The career plan must be based on an assessment of the participant's skills and abilities.

### C. Internal Procedures Related to ITAs

Participants may receive ITAs only for programs that are on the Illinois state-approved list (or other state-approved list).

1. There must be a *Master ITA-Vendor Agreement* completed and on file at TWC with the program provider before a participant may begin attending an approved program.
2. A *Referral & Recruitment* form listing the programs that The Workforce Connection Board has approved as Eligible Training Provider Programs and *Skill Upgrading or Retraining* must be issued (posted on TWC's website) before ITA vouchers may be issued for a participant's enrollment in a program.
3. ITA Vouchers will be used for tuition, fees, and books.

#### **Action Required:**

This information should be disseminated to all The Workforce Connection WIOA Title IB program directors/staff to assure compliance with requirements for training programs supported with WIOA funds.

#### **Inquiries:**

Questions regarding this policy should be directed to The Workforce Connection Executive Director

#### **Effective Date:**

July 1, 2024



**ACTION FORM**

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**Agenda/Action Item:**      **Approval of Training Provider/Program Approvals/Re-approvals**

**Date:** 12/03/2024

**Point of Contact:**                      Chris Oysti, Program and Communications Manager

**Email:**                                      [coysti@theworkforceconnection.org](mailto:coysti@theworkforceconnection.org)

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**Motion:** To approve the Training Provider and Program Approvals and Re-Approvals listed on the attached spreadsheet for inclusion/continued inclusion on the Illinois Eligible Training Provider/Program List (ETPL).

**Action Taken:**

Approved

Not approved

Amended as follows:







## WIOA INTERAGENCY TECHNICAL ASSISTANCE TEAM

VIA ELECTRONIC MAIL

August 30, 2024

Ms. Gina Caronna  
Executive Director  
The Workforce Connection-Rockford  
303 North Main Street  
Rockford, IL 61101-1049

Dear Ms. Gina Caronna:

The Workforce Innovation and Opportunity Act (WIOA) Interagency Technical Assistance Team, which consists of state-level partners of all required programs encompassed by WIOA, has reviewed the Memorandum of Understanding (MOU) submitted by Local Workforce Innovation Area (LWIA) 3. These reviews were conducted by representatives of required partners in accordance with Federal and State requirements under WIOA, including the “Governor’s Guidelines – Revision 4.” This letter describes the determination made on the basis of these reviews.

Memoranda of Understanding may require additional modifications based on the required revisions described in the report attached to this letter. Revisions are required to be submitted within 30 days as follows:

1. Please submit modifications in a Word document using the “Track Changes” tool showing redline edits or other method clearly marking revised content to enable reviewers to identify your local area’s response to the required revisions in this letter.
2. All required revisions are due no later than October 30, 2024. A letter addressed to Michael Baker on behalf of the WIOA Interagency Technical Assistance Team must be submitted clearly affirming the local workforce board’s formal approval and acceptance of the required revisions. The formal letter<sup>1</sup> is due to [wioaplans-mous@illinoisworknet.com](mailto:wioaplans-mous@illinoisworknet.com) within five business days of the first board meeting immediately following the submission of all revisions.
3. These revisions do not require a 30-day public notice prior to submission; however, all LWIBs are encouraged to make their revised document available for public viewing.

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<sup>1</sup> The template for this response letter is included [here](#) as an attachment to the Governor’s Guidelines – Revision 4.



**WIOA INTERAGENCY TECHNICAL ASSISTANCE TEAM**

Please submit all revised MOUs and local board meeting minutes as follows:

Michael Baker  
Manager – Strategic Planning & Innovation  
Office of Employment & Training  
Illinois Department of Commerce and Economic Opportunity  
[wioaplans-mous@illinoisworknet.com](mailto:wioaplans-mous@illinoisworknet.com)  
O: 217-558-6423

Attached is a detailed report specifying required revisions and providing other results from the State's review.

You may request technical assistance at any time by Benton McCarthy at [bentonm@kebcpa.com](mailto:bentonm@kebcpa.com).

Sincerely,

A handwritten signature in cursive script that reads "Mike Baker".

Michael Baker  
***On behalf of the WIOA Interagency Technical Assistance Team***

cc: Honorable Thomas McNamara  
Michelle Cassaro  
Cathy Cornelius



**WIOA INTERAGENCY TECHNICAL ASSISTANCE TEAM  
Determinations**

The WIOA Interagency Technical Assistance Team has made the following determinations related to the MOU Amendment pertaining to LWIA 3:

*Please revise all signature pages that use any acronyms and abbreviations to, instead, spell out each official title. The inclusion of acronyms or abbreviations may prevent the ultimate approval of the MOU by the Illinois Comptroller, resulting in possible payment delays.*

<b>The MOU Effective Through June 30, 2025 is:</b>	
<input type="checkbox"/>	<b>Approved</b>
<input checked="" type="checkbox"/>	<b>Approved with technical changes required</b>
<input type="checkbox"/>	<b>Approval pending</b>

**Required Modifications**

<b>Required Revisions to the Memorandum of Understanding</b>		
<i>Page # of MOU</i>	<i>Citation of Required Content</i>	<i>Required Revisions</i>
<b>Required Revisions in the MOU effective through June 30, 2025:</b>		
1-13	Sections 1-9 of the MOU	The Section headers are off for the first 9 sections of the MOU Narrative. Section 1 is listed as Section 3, Section 2 is listed as Section 4, and so on. Please update each section to include the accurate header.
28	(Sec. 121 (c)(2)(i)) (Governor's Guidelines, Section 1, Items 8(e)-(g))(\$ 678.500(b)(1))	TAA does not have any of the boxes checked for the Basic Career Services Matrix. Please update the TAA row checking the appropriate boxes in the Basic Career Services Matrix.
30	(Sec. 121 (c)(2)(i)) (Governor's Guidelines, Section 1, Items 8(e)-(g))(\$ 678.500(b)(1))	Title IB does not have any of the boxes checked for the Individualized and Follow-Up Career Services Matrix. Please update the Title IB row checking the appropriate boxes in the Individualized and Follow-Up Career Services Matrix.
13	(Sec. 121 (c)(2)(iv))(\$678.500(b)(4))	The updates moving the COVID reopening guidance to the MOU section 9 for PY24 were not included. In the MOU Narrative, please include the agreed-upon plan for addressing waiting lines outside of the one-stop center entrance.



**WIOA INTERAGENCY TECHNICAL ASSISTANCE TEAM**

<b>Required Revisions to the Memorandum of Understanding</b>		
<i>Page # of MOU</i>	<i>Citation of Required Content</i>	<i>Required Revisions</i>
18	(Governor’s Guidelines, Section 1, Item 8(j)) (§ 678.600-635)	For the one-stop operator costs, the Budget and the MOU Narrative have different amounts. The MOU Narrative has the PY23 amount listed. Please update to list PY24 and the accurate amount in the MOU Narrative that will match the Budget.
23	(Sec. 121 (c)(2)(v)) (Governor’s Guidelines, Sections 5 & 6) (§ 678.500(b)(5)(6))	<p>No description of the procedures for amending the MOU were provided:</p> <p>Please update this section of the MOU Narrative to add the description of the procedures for amending the MOU with an annual one-stop operating budget with Infrastructure Funding Agreement.</p> <p>Please update this section of the MOU Narrative to add the description of the procedures for amending the MOU any time substantial changes have occurred before the MOU's three-year expiration date.</p>

**Suggested Revisions**

<b>Suggested Revisions to the Memorandum of Understanding</b>	
<i>Page # of MOU</i>	<i>Suggested Revisions</i>
7-12	In the MOU Narrative, please add additional information in the Title II section about their Bridge and ICAPS programming.

**LOCAL WORKFORCE INNOVATION BOARD CHAIR  
FORMAL REVISION APPROVAL LETTER TEMPLATE**

VIA ELECTRONIC MAIL

December 3, 2024

Michael Baker  
Manager – Strategic Planning & Innovation  
Illinois Department of Commerce and Economic Opportunity  
500 E. Monroe St.  
Springfield IL 62701

Dear Mr. Baker, on behalf of the WIOA Interagency Technical Assistance Team:

The revisions to the MOU Appendix J for Program Year 2024 here enclosed have been reviewed and approved by the Local Workforce Innovation Board of Local Workforce Innovation Area 3 and all parties to the MOU.

Attached is a detailed report specifying the required revisions addressed and the location of the revisions in the MOU Appendix J submitted October 15, 2024 by LWIA 3 to wioaplans-mous@illinoisworknet.com.

Ms. Michelle Cassaro  
Local Workforce Board Chair  
303 N. Main Street  
Rockford, IL 61101

Sincerely,

Michelle Cassaro  
***ON BEHALF OF THE LWIA 3 LOCAL WORKFORCE INNOVATION BOARD***

cc: Mayor Thomas McNamara  
Dr. Gina Caronna  
Dan White

**LOCAL WORKFORCE INNOVATION BOARD CHAIR  
FORMAL REVISION APPROVAL LETTER TEMPLATE**

**CONFIRMATION OF REQUIRED REVISIONS MADE**

In the space provided below, please list the required revisions that were addressed by the local area in the revised submission of the MOU or MOU Amendment and, if applicable, the page number on which the revision is located.

**REQUIRED MODIFICATIONS**

Required Revisions to the Memorandum of Understanding		
<i>Page # of MOU (Page #'s on redlined version)</i>	<i>Citation of Required Content</i>	<i>Required Revisions</i>
<b>Required Revisions in the MOU effective through June 30, 2025:</b>		
2-13	Sections 1-9 of the MOU	The Section headers are off for the first 9 sections of the MOU Narrative. Section 1 is listed as Section 3, Section 2 is listed as Section 4, and so on. Please update each section to include the accurate header.
29	(Sec. 121 (c)(2)(i)) (Governor's Guidelines, Section 1, Items 8(e)-(g))(\$ 678.500(b)(1))	TAA does not have any of the boxes checked for the Basic Career Services Matrix. Please update the TAA row checking the appropriate boxes in the Basic Career Services Matrix.
31	(Sec. 121 (c)(2)(i)) (Governor's Guidelines, Section 1, Items 8(e)-(g))(\$ 678.500(b)(1))	Title IB does not have any of the boxes checked for the Individualized and Follow-Up Career Services Matrix. Please update the Title IB row checking the appropriate boxes in the Individualized and Follow-Up Career Services Matrix.
14	(Sec. 121 (c)(2)(iv))(\$678.500(b)(4))	The updates moving the COVID reopening guidance to the MOU section 9 for PY24 were not included. In the MOU Narrative, please include the agreed-upon plan for addressing waiting lines outside of the one-stop center entrance.
19	(Governor's Guidelines, Section 1, Item 8(j)) (\$ 678.600-635)	For the one-stop operator costs, the Budget and the MOU Narrative have different amounts. The MOU Narrative has the PY23 amount listed. Please update to list PY24 and the accurate amount in the MOU Narrative that will match the Budget.

**LOCAL WORKFORCE INNOVATION BOARD CHAIR  
FORMAL REVISION APPROVAL LETTER TEMPLATE**

Required Revisions to the Memorandum of Understanding		
<i>Page # of MOU (Page #'s on redlined version)</i>	<i>Citation of Required Content</i>	<i>Required Revisions</i>
23-24	(Sec. 121 (c)(2)(v)) (Governor's Guidelines, Sections 5 & 6) (§ 678.500(b)(5)(6))	<p>No description of the procedures for amending the MOU were provided:</p> <p>Please update this section of the MOU Narrative to add the description of the procedures for amending the MOU with an annual one-stop operating budget with Infrastructure Funding Agreement.</p> <p>Please update this section of the MOU Narrative to add the description of the procedures for amending the MOU any time substantial changes have occurred before the MOU's three-year expiration date.</p>

**SUGGESTED REVISIONS**

Suggested Revisions to the Memorandum of Understanding	
<i>Page # of MOU (Page #'s on redlined version)</i>	<i>Suggested Revisions</i>
9	In the MOU Narrative, please add additional information in the Title II section about their Bridge and ICAPS programming.

The following MOU document was previously approved for submission at the 6/4/24 Board and CEO Meeting.

Page numbers that changes appear on in the following redlined version are outlined in the previous document in this packet "Local Workforce Innovation Board Chair Formal Revision Approval Letter Template".

**COVER PAGE FOR SUBMITTAL OF MOU AMENDMENTS AND ANNUAL ONE-STOP OPERATING BUDGETS**

**MEMORANDUM OF UNDERSTANDING BETWEEN**

**LWIA 3**

**AND**

**LOCAL REQUIRED PARTNERS UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

***This cover page is only intended for use any time the MOU is amended.***

**Amendment No. 1**

Pursuant to the Workforce Innovation and Opportunity Act of 2014, the signatories are the Parties to the Memorandum of Understanding for integrated delivery of federally funded workforce services in 1, effective 7/01/2024, (MOU). In accordance with Section 14 of the MOU, the Parties hereby mutually agree to this Amendment No. 1, which is set out in its entirety as follows:

1. Section(s) # 4, 10, and 13 of the MOU are hereby revised and replaced with amended Section(s) 4, 10, and 13 as provided in Attachment 1 of this Amendment No.1
2. IDES Non-Disclosure Agreement is attached hereto as Attachment 2 of this Amendment No. 1 and is incorporated by reference into the MOU.
3. All terms, conditions, provisos, covenants, and provisions of the MOU other than those expressly modified by this Amendment No. 1 shall remain in full force and effect as written. In the event of conflict, this Amendment No. 1 shall prevail.

IN WITNESS WHEREOF, the Parties have executed this Amendment No. 1 on the date of last signature.

**LWIA #03 MOU**

**LOCAL MOU TEMPLATE**

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

***LOCAL WORKFORCE INNOVATION BOARD #03***

**AND**

***LOCAL WORKFORCE AREA #03 ONE-STOP PARTNERS***

Gina Caronna

**Individual designated by the Local Board  
Chair to lead MOU negotiations**

[GCaronna@theworkforceconnection.org](mailto:GCaronna@theworkforceconnection.org)

**Email address**

Dan White

**Impartial individual designated by the Local  
Board Chair to lead annual budget  
negotiations**

[DWhite@theworkforceconnection.org](mailto:DWhite@theworkforceconnection.org)

**Email address**

**1. PARTIES TO MOU (SEC. 121 (C)(1)) (GOVERNOR’S GUIDELINES, SECTION 1, ITEM (B))**

- *List the required partner providing services in the local area.*
- *List the partner agency providing services of each required partner.*

*Note: Please ensure abbreviations and acronyms are accurate and up to date for each required partner and partner agency.*

PARTIES TO MOU	TYPED NAME
Local Workforce Innovation Board Chair	Michelle Cassaro
Chief Elected Official	Thomas P. McNamara
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	

REQUIRED PARTNERS AS PARTIES TO MOU	ENTITY (NOT NEGOTIATOR) ADMINISTERING PROGRAM TYPED NAME <sup>1</sup>
Title I: Adult, Dislocated Worker, Youth	City of Rockford
Title II: Adult Education and Literacy	Rock Valley College; Rockford Public Schools; YWCA Literacy Council; and Highland Community College
Title III: Employment Programs under Wagner-Peyser	IL Department of Employment Security
Title IV: Rehabilitation Services	IL Department of Human Services – Department of Rehabilitation Services
Perkins/Post-secondary Career & Technical Education	Rock Valley College and Highland Community College
Unemployment Insurance	IL Department of Employment Security
Job Counseling, Training, Placement Services for Veterans	IL Department of Employment Security
Trade Readjustment Assistance (TRA)	IL Department of Employment Security
Trade Adjustment Assistance (TAA)	City of Rockford
Migrant and Seasonal Farmworkers	IL Department of Employment Security
Community Services Block Grant (CSBG)	City of Rockford Health and Human Services Department; and Northwest Illinois Community Action Agency
Senior Community Services Employment Program (SCSEP)	National Asian Pacific Center on Aging and National Able Network
TANF	IL Department of Human Services
Second Chance	Not applicable
OTHER REQUIRED PROGRAMS OFFERED IN THIS LOCAL AREA AS PARTIES TO MOU	IF MARKED YES, LIST THE ENTITY ADMINISTERING PROGRAM
National Farmworker Jobs Program	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Housing and Urban Development Employment and Training Activities	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Rockford Housing Authority</i>
Job Corps	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Youth Build	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Comprehensive Community Solutions</i>
ADDITIONAL PARTNERS AS PARTIES TO MOU	ENTITY ADMINISTERING PROGRAM

**2. DURATION OF AGREEMENT (Sec. 121(c)(2)(v)) (Governor’s Guidelines, Section 1, Item 10) (§ 678.500(b)(5))**

- Provide the effective date of the MOU (not the MOU Amendment).
- List the agreed upon expiration date (cannot exceed three years).
- Confirm the purpose of the umbrella MOU.

<sup>1</sup> Insert only the name(s) of the program(s) in this space. The names of individual negotiators are not needed.

The effective date of the original MOU: July 1, 2023  
 The effective date of the MOU Amendment: July 1, 2024  
 Termination date of the MOU: June 30, 2026

**Purpose of the umbrella MOU:**

The purpose of this MOU is to define workforce services the WIOA required Partners will provide in Local Workforce Innovation Area 3 (Boone, Winnebago, and Stephenson Counties), methods Partners will use to provide these services, and roles and responsibilities of all Partners related to service delivery. The local MOU will be used as an essential tool for achieving integration of services expected in WIOA, the alignment, and integration of programs to better serve customers, and to achieve coordination that maximizes the limited resources available; all aimed at optimizing quality and accessibility of services.

**An additional explanation of the MOU:**

The Workforce Connection Board and Partners enter into this agreement with the following general objectives:

1. Implement the vision for the local one-stop delivery system;
2. Determine the amount of contribution by each partner for infrastructure and shared system costs to support the one-stop delivery system;
3. Establish procedures and tracking methods for referrals between partners;
4. Provide assurance of physical and programmatic accessibility, specifically addressing individuals with disabilities, low-income individuals, adults, dislocated workers, youth, and other individuals with barriers to employment;
5. Identify data sharing methods and options between Partners to measure achievement of performance goals;
6. Describe the process by which disputes will be resolved; and
7. Identify the manner in which this agreement may be amended, modified, and renewed.

**1.3. VISION FOR THE SYSTEM (GOVERNOR’S GUIDELINES, SECTION 1, ITEM 1(B))**

- *Describe the shared vision for the system and the role of the local board and required partners to a high-quality local workforce delivery system (vision must be consistent with Federal, State, regional, and local planning priorities, as well as the Governor’s Guidelines).*

As a shared vision "the Partners of The Workforce Connection will advance the economic vitality of the region by providing a fully integrated and accessible workforce development system that balances the needs of individuals and businesses to ensure our region has a skilled workforce to effectively compete in the global economy."

The Workforce Connection Partners agree to establish and maintain a workforce delivery center and access sites designed to facilitate the coordination of resources, the alignment of programs and the integration of services; provide high-quality services with enhanced participation and performance of customers served through the system; focus on accessibility for all; be accountable and transparent; and establish guidelines for creating and maintaining a cooperative relationship.

The Workforce Connection Partners are committed to the following principles:

- The needs of business and career seekers will drive workforce solutions;
- One-Stop Center will provide excellent customer service to career seekers and employers and focus on continuous improvement; and
- The workforce system will support a strong regional economy and play an active role in community and workforce development.

**2.4. SERVICE INTEGRATION (ILLINOIS SERVICE INTEGRATION: OVERVIEW AND SELF-ASSESSMENT GUIDE)**

- *Identify commitments that required partners will make within the term of this MOU to implement strategies described in the area's Service Integration Action Plan, which is hereby incorporated into this MOU.*

*Note that this section will change in future years of the MOU as more state guidance becomes available.*

As Partners of The Workforce Connection, we are committed to coordination of services and integration to the extent possible to maximize resources, ensure accessibility to services, address target and under-served populations, meet the needs of our residents, and continuously improve our service delivery and overall effectiveness. We are committed to achieving the vision as established in this document. We will achieve that vision by addressing the goals, strategies, and actions established in the Northern Stateline (EDR) Regional Plan and the Local Plan for LWIA 3.

*(Note: Regional clusters are the target industries identified in the regional plan – manufacturing, healthcare, IT, transportation/distribution/logistics, and hospitality and leisure.)*

As partner agencies, we are committed to providing the best possible services to career seeking customers and businesses. We realize that integration of services and collaboration among the agencies is absolutely essential to success. Collaboration will be provided in a number of ways including in person, electronically (e-mail, Zoom, or other electronic means), and via telephone. Partners will work together to refer customers to programs, as well as track referrals and report to the One-Stop on referrals given and received. Additionally, partners will share program information and updates to ensure appropriate referrals are made. Staff coordination and training activities are provided by and with all partner agencies. Responsibilities for coordination of efforts are incorporated into the duties of the One-Stop Operator.

**3.5. MOU DEVELOPMENT (Governor’s Guidelines, Section 1, Items 3-8)**

- Fully describe the process and efforts of the Local Workforce Innovation Board and required partners to negotiate the MOU, including draft and final versions of MOUs and annual amendments.
- Explain the process to be used if consensus on the MOU is not reached by partners during MOU negotiations.
- Explain the process and roles for conflict resolution in daily operations, including the protocol and authority of each entity in decision-making (e.g., leaseholders, one-stop operators, LWIB, State program administrators and local program partners).

During the negotiation and decision-making process, we utilized a "consensus decision-making process" involving the following steps:

- Partners reviewed the proposed budget and had the opportunity to provide thoughts about items to include and what items to leave out.  
Partners had the opportunity to review the draft Appendix J-MOU Narrative and draft Appendix K-Budget and indicate any changes needed or objections to any part of Appendix J or Appendix K of the MOU.
- If there are no changes or objections to any part of Appendix J or Appendix K then a consensus among the majority of Partner entities is determined to have been made. If not, the consensus-building process would be repeated.
- If an impasse is determined, the issue would be elevated to the Executive Committee and/or full Board and CEOs to determine the next steps.

The Workforce Connection, Inc. (LWIB) and the Illinois Department of Employment Security are the sole leaseholders of the One-Stop Center. The One-Stop Operator, working with the IDES Local Office Manager when necessary, is responsible for addressing any conflict that may arise in daily operations. The One-Stop Operator works with local program partners and State program administrators to reach a mutual agreement. Any conflicts in daily operations can also be brought to the attention of the One-Stop Operator and addressed by the local program partners and or the State program administrators along with the One-Stop Operator in the monthly MOU Stakeholder meeting. Should the group not be able to reach a mutual agreement, the matter would be escalated to the LWIB. The LWIB will facilitate a resolution and seek guidance from the State DCEO if needed.

Active involvement and equal opportunity to provide input by all core and required partners was demonstrated during this MOU negotiation process and is reflected in the MOU. All required Partners have had the opportunity to participate in MOU discussions and meetings (via electronic means). The results of this MOU negotiation will be reported to the Office of the Governor through Appendix Item G of the Governor's Guidelines - Revision 4 and Supplemental Guidance for P Y2024.

**4.6. NAME AND LOCATION OF ALL SERVICE LOCATIONS (Governor’s Guidelines, Section 1, Item 8(d)) (§ 678.310, § 678.315 and § 678.320)**

- Provide the name and address of the comprehensive one-stop center(s) in the local service delivery system.

- Clearly identify and list any designated affiliate sites and specialized centers, clearly indicating which type of site has been designated.<sup>2</sup>

Note: The information provided in this section must match the Illinois Workforce Development System (IWDS) and Illinois workNet listings.

Comprehensive One-Stop Center(s)	Designated Affiliate Sites	Designated Specialized Centers
The Workforce Connection – Rockford 303 N. Main Street Rockford, Illinois 61101		

**5.7. DESCRIPTION OF COMPREHENSIVE ONE-STOP SERVICES (Sec. 121 (c)(2)(i)) (Governor’s Guidelines, Section 1, Items 8(e)-(g)) (§ 678.500(b)(1))**

- In the spaces provided below:*
  - The agreed-upon plan for holding in-person orientations, workshops, or other group events, including capacity limits for such group events*  
 We are currently hosting workshops and will continue to do so on the first floor of the building. Capacity for workshops is typically 20 individuals, however, varies depending on the room and workshop. For some workshops, individuals sign up in advance. For those that are open to walk-in customers, if the workshop is at capacity staff will try to schedule them for the next workshop available.
  - The Resource Room protocol when capacity is reached, and customers wait to access the Resource Room services.*  
 If and when capacity is reached with the career center, the Navigator will alert customers and they will have to wait in the waiting area or come back for services.
  - The agreed-upon staffing plan to designate a program position to direct walk-in customers. The staffing plan must specify that if security personnel are present at the one-stop center, they cannot be responsible for determining which customers require an appointment and which customers can be seen on a walk-in basis. This is a program staff responsibility.*  
 AJC staff will be at the front desk directing individuals to the appropriate area and ensuring that IDES customers are checked in and shown to the correct area at their appointment time. The IDES appointment list will be provided to the Navigator daily. If the individual does not have an appointment, they will be given the phone number to call and schedule one. The Navigator will ensure that customers are directed appropriately and this will not be the responsibility of the security guards.
  - The agreed-upon messaging, signage, and communications planned to make it explicit to customers which services are available to walk in customer and which require appointments.*  
 Since reopening, we have communicated that services for the AJC are open to walk-in customers and that IDES services are available by appointment only. This is communicated by signage on the first floor directing customers to the 3<sup>rd</sup> floor, as well as the IDES flyers distributed on the first floor and available at the 3<sup>rd</sup> floor front desk.

<sup>2</sup> All designated affiliate sites and specialized centers must be included in the Infrastructure Funding Agreement.

- *If security personnel are present at the one-stop center(s), the agreed-upon plan to ensure initial staff interaction with the public is within the security personnel’s line of sight, that security personnel are aware of the service area, and the protocol for alerting security if staff need assistance during service delivery.*  
Customers will enter at either the 3<sup>rd</sup> floor entryway or the 1<sup>st</sup> floor and take the elevators to the career center. The AJC Navigator and security will be the first point of contact for customers. If there is a need for security, they will be immediately available.
- *Explain the programs and services that correlate with the boxes checked in the Career Service Matrices.*
- *For each program, describe the staffing plan around which services will be provided by in-person staff, cross-trained partner staff (included the partner’s name) or contract provider (include the provider’s name), or direct linkage (include the specific method of direct linkage).*
- *For each program, describe whether services will be made available to walk-in customers, or whether an appointment will be required.*
- *Describe how each required program’s services are provided in real time in all service locations during all regular business hours.*

Designated staff will welcome the career-seeking customer and a needs-based assessment will determine the customers' next steps in the service delivery process. It is then determined by appropriate staff if a referral to another agency is needed. Local partners who will have staff at the center include Title I contracted service providers of TAA fulltime; IDES Veterans' Services fulltime; IDES Unemployment Insurance staff fulltime; IDES TRA staff as needed;; IDES Migrant Seasonal Farmworker staff as needed. All other partner program services are available through direct linkage.

**Title I (Adult, Dislocated Worker and Youth)** – Title I programs will offer all services on a full-time basis through the comprehensive one-stop center, The Workforce Connection at 303 North Main Street, Rockford, IL and the access sites at 600 S. State Street, Belvidere, IL and 307 W. Main St., Freeport, IL. Access points will be established with partner organizations as needed to ensure accessibility for all. Basic career services, individualized career services, and training services are provided with priority for serving low-income individuals, recipients of public assistance, as well as individuals who are basic skills deficient. Adult, Dislocated Workers, and Youth will integrate services with the partners of WIOA. Title I offers co-enrollment as an opportunity to maximize resources and provide a comprehensive approach to serving our common customers. Title I funds may be leveraged to supplement services/participation in partner programs. These funds may be used for training and supportive services. Title I will also collaborate with the WIOA partners to offer common intake/information sessions as appropriate. Title I staff will be trained to understand the services provided by the partners. These staff will participate in delivering basic career services and coordinate referrals to all partner programs. Title I staff will be assigned to work with the integrated business service team to deliver comprehensive and seamless services to area businesses.

**Title II (Adult Education and Literacy)** – Title II program basic career services are provided through direct linkage by service providers – Rock Valley College, Rockford Public Schools Roosevelt Community Education Center, YWCA-Literacy Council, and Highland Community College. Program classes are offered at various community locations to be accessible to students. The primary locations are as follows:  
Rock Valley College Downtown – 99 E. State Street, Rockford IL

RPS 205 Roosevelt Community Education Center – 978 Haskell Avenue, Rockford, IL  
 YWCA-Literacy Council – 4990 E. State Street, Rockford IL  
 Highland Community College – 2998 W. Pearl City Road, Freeport, IL

Title II (Adult Education & Family Literacy) is committed to integrating services to provide comprehensive service to all customers. As customers enroll in Adult Education services, an assessment of barriers to employment is conducted. Based on the results of that assessment, customers will be referred to partner providers for co-enrollment. A staff member has been assigned to work with those individuals to ensure a smooth co-enrollment and continuity of services. The identified staff member will be available via direct linkage through Video conferencing, and telephone to a designated person. Additionally, career-focused workshops will be held at provider sites, in collaboration between WIOA Title 1, One-Stop Partner staff and Adult Education staff.

In addition, Adult Education providers will offer integrated education and training (IET) programming, also referred to as Integrated Career and Academic Preparation Systems (ICAPS). The ICAPS programming is a quality instructional framework in Illinois for the implementation of IET programs, as defined by the Workforce Innovation and Opportunity Act (WIOA). ICAPS provides an accelerated pathway to an industry-recognized credential through training partnerships, such as Career and Technical Education or an approved training provider, to serve adult basic education, adult secondary education, and English Language Learners, who are developing academic skills, completing their Illinois High School Diploma, and/or improving their English language skills. Workforce partners serve as a connection channel for student recruitment and support. The instruction and integrated training are supplemented by academic support courses, comprehensive student support services through integral partnerships, and they are augmented by collaborative teaching practices between workforce training instructors and basic skills instructors. The overall aim of ICAPS / IET programming is to assist adult education students with successful transitions to postsecondary education, and the completion of certificates.

**Title III (Employment Services under Wager-Peyser)** – IDES' Employment Services and Outreach is a labor exchange program designed to sustain economic growth by expanding employment opportunities to qualified job seekers that meet the demands of the employers. The program's objectives aim to reduce the loss of productivity by filling job openings as quickly as possible and to shorten the duration of individuals' unemployment. For job seekers who are not job-ready, Employment Services, in cooperation with other workforce partners, assist clients to access training, employability development services, and other supportive services needed to realize their employment goals.

Illinois Job Link, available to all American Job Center partners, and is one of the tools that facilitate service coordination.

Employment Services under Wagner-Peyser are offered on-site at The Workforce Connection Comprehensive One Stop Center.

**Title IV (Rehabilitation Services)** – Title IV basic career services are provided via direct linkage to the comprehensive one-stop center – The Workforce Connection at 303 North Main Street, Rockford, IL to the primary office locations of ILDHS, DRS at 171 Executive Parkway, Rockford, IL and 1828 South West Avenue, Freeport, IL via telephone to a designated staff person. Vocational Rehabilitation, under Title IV of WIOA, seeks to improve integration with WIOA service partners through: co-enrollment of participants as appropriate; coordinated outreach and recruitment; blending and braiding of funding to address career seeker needs; and providing fulltime, on-demand staff assistance, through direct linkage.

**Perkins/Post-Secondary Career and Technical Education** – Perkins Post-Secondary Career and Technical Education basic career services are provided through direct linkage to primary service locations:

Rock Valley College – 3301 Mulford Road, Rockford, IL

Highland Community College – 2998 West Pearl City Road, Freeport, IL

Perkins/Post-Secondary Career and Technical Education is committed to coordinated service delivery. Students enrolled in Career & Technical Education programming will be referred to partner agencies for co-enrollment should barriers to employment be identified. Coordinated training opportunities between college staff and one-stop partner/WIOA Title I staff are being developed to ensure consistent service is being provided. Collaboration regarding internships and apprenticeships is also being initiated in order to strengthen services to both customers and area businesses. Services are provided at the One-Stop Center through Direct Linkage via real-time web-based communication using Video Conferencing applications.

**IDES/Unemployment Insurance (UI)** – The Unemployment Insurance program, administered by IDES, is designated to contribute to the state’s overall economic stability by partially protecting eligible workers against loss of income during periods of unemployment. Eligible workers who become unemployed and meet all requirements set forth in the UI Act may receive benefits for the maximum number of weeks payable under the law or until the worker finds employment or becomes otherwise ineligible.

Unemployment Insurance services are offered (on-site) at The Workforce Connection Comprehensive One-Stop Center.

**IDES/Job Counseling, Training and Placement Services for 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. Veteran’s Representatives work in conjunction with Wagner-Peyser staff to assess the needs of veterans, and assistance is then provided to ensure that the veteran is job-ready. If significant barriers to employment (SBEs) are identified, the veteran receives intensive service from a Veteran’s Representative. Those with SBEs work one-on-one with a Veteran’s Representative to overcome their barriers in order to become job-ready. Priority is given to veterans when referring candidates to open employment positions and dedicated staff continually do outreach with local employers to find current employment opportunities in the community that are suitable for job-ready veterans. Individualized labor market information is provided to veterans to help determine if additional training is needed to obtain employment that provides sufficient earnings. Referrals to supportive and/or partner services will be made as needed.

Job Counseling, Training, and Placement Services for Veterans are offered (on-site) at The Workforce Connection Comprehensive One-Stop Center.

**IDES/Trade Readjustment Assistance** – IDES administers Trade Readjustment Assistance, a benefit under the TAA program, providing income support to persons who have exhausted unemployment compensation and whose jobs were affected by foreign imports.

TRA services are offered (on-site) at The Workforce Connection Comprehensive One-Stop Center.

**Trade Adjustment Assistance (TAA)** – Basic services are available on a full-time basis through the comprehensive one-stop The Workforce Connection at 303 North Main Street, Rockford, IL, and the access sites at 600 S. State Street, Belvidere, IL, and 307 W. Main St., Freeport. Trade staff will co-enroll trade-eligible customers into WIOA Title I as appropriate to leverage staff resources and supportive services. TAA will integrate services with WIOA partners to maximize resources, efficiencies, and effectiveness in serving the common customer. TAA staff are trained on partner

programs and resources. These staff will participate in delivering basic career services and coordinate referrals to all partner programs.

**IDES/ Migrant & Seasonal Farmworkers (MSFW)** – IDES provides staff-assisted services to migrant and seasonal farmworkers including job development, career guidance, and referral to training and supportive services. Wagner-Peyser staff will assist with the intake process by assessing the client’s needs, assisting with UI claims, and registering with Illinois Job Link in order for the client to immediately begin searching for work. Staff will also provide Labor Market Information to educate clients on the current employment outlook and determine if further training will be necessary to enhance employment opportunities. Clients may be directed to work-readiness workshops or referred to partner agencies and/or supportive services, depending on the needs of the client. MSFW services are offered on-site at The Workforce Connection Comprehensive One-Stop Center.

**National Farmworker Jobs Program (NFJP)** –N/A

**Community Services Block Grant (CSBG)** – Community Service Block Grant basic career services are provided through direct linkage for the comprehensive one-stop center in Rockford and the access sites in Belvidere and Freeport. Primary service locations are:

City of Rockford Human Services Department – 612 North Church Street, Rockford, IL  
 Northwest Illinois Community Action Agency (NICAA) – 27 S. State Street, Ste. 201, Freeport, IL.

Community Service Block Grant administering agencies will demonstrate commitment to service integration by co-enrolling participants as appropriate to ensure participants are receiving a full continuum of service options and needed supportive services, service locations will serve as access points for information and referrals to Partner programs, and Zoom video conferencing connections or other electronic means are established to ensure immediate access to services and information.

**Senior Community Services Employment Program (SCSEP)** – Through direct linkage technology National Asian Pacific Center on Aging (NAPCA) and National Able Network will assist with outreach, intake, and orientation of eligible customers during normal business hours. This will be accomplished through telephone during regular business hours of 8:00 a.m. to 5:00 p.m.

- National Able Network/NAPCA will provide program coordination and referral services for eligible customers.
- National Able Network/NAPCA will provide information about the availability of supportive services and referral to these services.
- National Able Network/NAPCA will be knowledgeable about all services that are provided via the Illinois workNet Centers through cross-training.
- National Able Network/NAPCA agrees to contribute a proportionate share of costs (by cash, in-kind, or other mutually agreeable contribution) to support the services and operation of the local one-stop system contingent on the availability of funding from the Department of Labor.

NAPCA and National Able Network will be available in real time via technology at the one-stop center via phone-based communication. NAPCA/National Able Network will be available during normal business hours (Monday through Friday, 8:00 a.m. – 4:00 p.m.). If access to services via phone is unavailable at the time of contact, customers will have the option of leaving a voicemail. A prescreening will be taken for those individuals interested in SCSEP. If determined eligible for services, a face-to-face meeting will be scheduled. If a customer is ineligible, referrals will be made to appropriate agencies.

NAPCA’s primary contact for SCSEP referrals is Bruce Adams, SCSEP Case Manager (phone: 872-270-0871; email: [bruce@napca.org](mailto:bruce@napca.org)). The secondary contact is Stacey Parr, SCSEP Project Director (phone: 872-270-3384 email: [stacey@napca.org](mailto:stacey@napca.org)). NAPCA provides SCSEP services in the following counties of LWIA 3: Boone, Stephenson, and Winnebago.

National Able Network provides direct linkage for program services through email and telephone at [scsep@nationalable.org](mailto:scsep@nationalable.org); 855-994-8300. National Able Network provides SCSEP services in the following counties of LWIA 3: Boone, Stephenson, and Winnebago.

**DHS/TANF** – DHS/TANF provides basic career services through the comprehensive one-stop center at 303 North Main Street in Rockford, IL through direct linkage utilizing a dedicated phone number to their primary location at 171 Executive Parkway, Rockford, IL. DHS/TANF provides eligibility and information sessions at The Workforce Connection, coordinates referrals both from and to other program Partners, co-enroll individuals as appropriate, and actively participate in Partner staff meetings coordinated by the One-Stop Operator.

**IDOC Second Chance** –N/A

**HUD Employment and Training Activities** – Basic career services for HUD Employment and Training are provided through direct linkage utilizing a dedicated phone number. Their primary location is 223 South Winnebago Street, Rockford, IL. Rockford Housing Authority, the HUD Employment and Training Partner, is committed to integration of services. Service access points are and will be established in Community Centers within its' jurisdictions, housing residents will be co-enrolled in Partners programs to expand opportunities, maximize employment and training resources, and provide needed supportive services.

**Job Corps** –N/A

**YouthBuild** – Basic career services for the YouthBuild program are provided by Comprehensive Community Solutions and through direct linkage utilizing a dedicated phone number. Their service location is 917 South Main Street, Rockford, IL. Comprehensive Community Solutions, operator of the YouthBuild Rockford AmeriCorps Program, will coordinate referrals both from and to The Workforce Connection partners, will co-enroll participants where appropriate, and will work with The Workforce Connection Business Services Team to expand opportunities for work experience, internships and placement.

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

- Describe features or methods to ensure the comprehensive one-stop center and any designated affiliate sites or specialized centers provide access to all required career services in the most inclusive and appropriate settings for each individual participant, including assuring that individuals with barriers to employment, such as individuals with disabilities, can access available services (§678.500(b)(4)).
- Describe any specific human or financial commitments partners are making to coordinate the customer experience through a physical or virtual front door. Examples include: using career navigators, customer advocates, cross-program knowledge, frontline training, accessible technology or other support systems.

*Note: Provide as much specificity as possible for each commitment made as a local workforce system, including whether individual partners are making a specific human or financial commitment to carry out that local system approach.*

All individuals will have access to the 13 required career services on-site at The Workforce Connection - Rockford. Accommodations will be made for individuals when necessary. Direct linkage will be available for programs offering services through technology. Staff training will be ongoing to provide guidance and general information to all staff to appropriately and timely address special populations, ensuring accessibility for all.

All partners agree that they will not discriminate in their employment practices or services on the basis of gender or gender identity, sexual orientation, age, race, color, creed, religion, national origin, disability, limited English proficiency, 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 accessibility.

All partners will cooperate with compliance monitoring that is conducted at the local level to ensure comprehensive one-stop center programs, services, technology, and materials are accessible and available to all. These services will be provided "on demand" and in real-time" in the physical comprehensive one-stop center, in person, or through technology consistent with the "direct linkage" requirement as defined in WIOA (WIOA Section 212(b)(1)(A) and 20 CFR Section 678.305(d)). Additionally, all staff members will be trained to provide services to all, regardless of the range of abilities, mobility, age, language, learning style, and intelligence or education level. An interpreter will be provided "in real time" to any customer with a language barrier. Additionally, assistive devices, such as screen-reading software programs and assistive listening devices are available.

Partners will draw upon the expertise within the partnership to address specific issues; i.e. Illinois Department of Human Services - Division of Rehabilitation Services to address accommodations in providing services for individuals with disabilities, and Title II providers for language, learning style, and education.

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

- *Describe how—through specific examples and commitments—required partners will assure the physical accessibility of the comprehensive one-stop center(s) and any designated affiliate sites or specialized centers, including the following:*
  - *The designated service location layout supports a culture of inclusiveness.*
  - *The location is recognizable in a high-traffic area.*
  - *Access to public transportation is available within reasonable walking distance.*
  - *The location includes a dedicated parking lot, with parking lot spaces closest to the door designated for individuals with disabilities.*
  - *The agreed-upon plan for addressing waiting lines outside of the one-stop center entrance.*

Please affirm that the local one-stop system will comply with all federal and State physical inclusiveness and accessibility requirements, including the Americans with Disabilities Act (ADA) of 1990, Section 188 of WIOA, the Illinois Accessibility Code, the most recent ADA standards for Accessible Design and the Uniform Federal Accessibility Standards, and all other applicable statutory and regulatory requirements.

- ☒ Please affirm that facilities are accessible during business hours to customers in accordance with the local area’s security and staffing plan.

An EO compliance assessment is conducted annually for The Workforce Connection Center. The Workforce Connection – Rockford and access sites in Belvidere and Freeport will maintain 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. Additionally, the physical characteristics of the facilities, both indoor and outdoor, meet compliance with 29 CFR Part 37, the 2010 or most recent ADA standards for Accessible Design, and the Uniform Federal Accessibility Standards. Services are offered in convenient, high-traffic, and accessible locations. The Workforce Connection – Rockford is a stop for public bus transportation; and the bus transit center is 3 blocks from the Center. Parking for individuals with disabilities is clearly marked on the lower level of the public parking deck connected to the Center and near the 3<sup>rd</sup>-floor deck entrance to the center.

**Describe the agreed-upon plan for handling waiting lines, as well as times when public waiting areas have reached capacity limits.**

We don’t anticipate any waiting lines outside of the AJC entrance, as there is room to wait indoors for meetings. UI will still be available by appointment and in cases where capacity allows, will be available for walk-in customers. Claimants can wait in the reception area if there is waiting time for their meeting. All other services will be available on demand and will not require waiting areas. If there is a situation where a line forms, the AJC navigator will inform people that the building has reached capacity, and they must either return later in the day or call to schedule an appointment. Capacity is 40+ people + staff (including 30 in the career center and 10 in the lobby). If a person becomes disruptive, the AJC navigator will attempt to de-escalate the situation. Security will monitor the lobby and career center and use situational awareness to prevent and de-escalate any issues.

**10. PROCUREMENT OF ONE-STOP OPERATOR (Governor’s Guidelines, Section 1, Item 8(j)) (§ 678.600-635)**

*[NOTE: Ensure that the following content agrees with and aligns to the budget spreadsheet and notes.]*

- Name the procured one-stop operator and identify the agreed-upon one-stop operator model for each one-stop center in the local area. The operator may be a single entity (public, private, or nonprofit) or a consortium of entities (if the consortium of entities is composed of one-stop partners, it must include a minimum of three of the one-stop partners).
- Describe the functions and scope of work of the one-stop operator as defined in the Request for Proposal or as planned for the competitive procurement process.
- Describe the payment provisions, including the term, frequency and method of payment for one-stop operator services.
- For each shared cost center, state the total cost of the one-stop operator and the required partners which are contributing to that cost.
- For each shared cost center, explain the method of contribution(s) (e.g., cash, non-cash, third-party in-kind) each required partner is contributing to the cost of the one-stop operator. Example: A consortium partner contributes a non-cash contribution in the amount of the market value for specific services under the One-Stop Operator Agreement.

By clicking on the boxes below, required partners in the local area affirm that the one-stop operator will not perform the following proscribed functions:

- convene system stakeholders to assist in the development of the local plan
- prepare and submit local plans (as required under sec. 107 of WIOA)
- 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
- develop and submit budget for activities of the Local WDB in the local area.

- **Name the procured one-stop operator and identify the agreed-upon one-stop operator model for each one-stop center in the local area. The operator may be a single entity (public, private, or nonprofit) or a consortium of entities (if the consortium of entities is composed of one-stop partners, it must include a minimum of three of the one-stop partners).**

The competitively procured One-Stop Operator for Local Workforce Area 3 is Goodwill Industries of Northern Illinois. The operator is a single entity, nonprofit.

- **Describe the functions and scope of work of the one-stop operator as defined in the Request for Proposal or as planned for the competitive procurement process.**

One-Stop Operator Services Solicited Under this RFP: The Workforce Connection is seeking an entity (public, private, or nonprofit) or consortium of entities to coordinate the following One-Stop Operator services and activities:

- Coordination of Resource Area and Basic Career services in The Workforce Connection Centers – Rockford, Belvidere, and Freeport;
- Coordination of Reception and initial registration services for all customers;
- Implement and fulfill cooperative agreements and memoranda of understanding (MOU) with partners;
- Coordinate one-stop partner services, with guidance from TWC;
- Provide for effective allocation of staff among all The Workforce Connection Centers;
- Coordinate access to virtual resources at appropriate partner locations, libraries, and other points within the 3-County area;
- Develop processes to ensure that all customers receive appropriate, timely, and effective Career Services including communicating with persons with disabilities as effectively as with others;
- Develop and implement a formal referral process for services within and outside of the Center(s); define minimum standards for referral, referral follow-up requirements, and documentation of referral outcomes;
- Provide reports as required to TWC and its Board of Directors;
- Manage technological resources such as webinars and virtual/online training, case management information, business networking software, and online testing sites;
- Actively participate with the Core and Required Partners to integrate services in the One-Stop System of Boone, Stephenson, and Winnebago Counties;
- Perform continuous improvement activities to achieve high-level service quality and exceptional customer service including the implementation of a customer feedback system;
- Develop and implement a coordinated staff development/training plan (customer service, cross-training on partner and other services, community resources, etc.) for The Workforce Connection Center(s) staff and Partner program staff;

- Manage partner responsibilities as defined in the Memorandum of Understanding (MOU);
- Manage hours of operations at all sites using The Illinois Department of Health Services guidance as a guideline for a safe opening or reopening to provide in-person services;
- Submit annual staffing and operational budgets;
- Ensure implementation of branding standards for the Federal- a proud partner of the American Job Center network, State - Illinois Work Net center and Local Workforce area - The Workforce Connection;
- Follow federal and state regulations pertaining to the handling of EEO responsibilities, customer complaints, and physical and programmatic accessibility;
- Ensure compliance with all Federal, State and Local policies and procedures relative to the One-Stop System and One-Stop Centers;
- Fulfill other roles and responsibilities as identified by the board;

**Scope of Services to be Provided**

Vision for WIOA Programming: The vision for a workforce system under WIOA is provided in *Training and Employment Guidance Letter No. 19-14* issued by U.S.DOL, Employment and Training Administration on February 19, 2015. The workforce system will be characterized by three hallmarks of excellence:

- The needs of business and workers drive workforce solutions;
- One-Stop Centers provide excellent customer service to career seekers and employers and focus on continuous improvement; and
- The workforce system supports strong regional economies and plays an active role in community and workforce development. (EDR 5 & LWIA 3 plans found at [www.theworkforceconnection.org](http://www.theworkforceconnection.org))

Key operational principles include:

- Alignment of programs and integrated services;
- High-quality services;
- A commitment to service integration
- Accountability and transparency; and
- Data-driven decisions for informed customer choices.

The successful bidder will perform all of the following services. Provision of services must be coordinated throughout all three locations. Program services include WIOA adult and dislocated worker, TRADE Act, and other Federal and State grants to expand and enhance the public workforce system services.

The bidder contracted in response to this RFP must provide the services described in this RFP to the following customers, as appropriate and within funding/eligibility guidelines and requirements:

- Veterans
- Adult learners and workers with basic skills deficiency or lacking a high school credential
- TANF recipients
- Dislocated Workers
- The general public seeking career services
- Re-Entry / Returning citizens
- Individuals facing English language barriers

A. One-Stop Operator Services  
**1. Program Facilities**

- a. A full-service, comprehensive One-Stop Center is currently operated at 303 North Main Street in Rockford, IL (The Workforce Connection – Rockford) and two (2) access sites are located in Belvidere and Freeport, Illinois. The successful bidder will be expected to maintain a fully functioning One-Stop Center at the current location and enhance the delivery of services at the access locations. ***NOTE: Providers will be responsible for the costs of staff computer equipment, staff supplies, rent for space allocated to staff members, and any staff travel.***
  - b. The One-Stop Operator will seek and implement access points to make WIOA career services accessible to residents in community centers, libraries, and with community-based organizations. Access points will ensure accessibility to target populations.
  - c. Operate The Workforce Connection Centers as a functioning One-Stop Center that is professional and inviting in appearance with easy customer flow and courteous, professionally attired staff. Cooperate with TWC relative to identifying ADA needs, providing resources for those who require additional assistance, and assuring the Centers remain physically accessible for all to access and receive services.
  - d. Maintain facilities and services to meet and exceed TWC and State certification standards when identified.
  - e. Furnish and staff a Resource Area for use by the public, providing quality internet access and equipment for use by customers and partner staff of the One-Stop Center(s).
  - f. Provide for referral systems amongst various agencies and partners.
  - g. Offer Resource Area and Basic Career Services in all three locations Monday through Friday from 8:00 AM to 5:00 PM as allowed by guidance from the Illinois Department of Health (IDPH). Holidays recognized for closure are Illinois State government recognized Holidays.
  - h. Utilize the existing registration data system. (This may change as the State develops a State-wide system.)
2. Outreach and Recruitment
- a. The One-Stop Center Operator is responsible for aggressive recruitment of customers seeking career services. All outreach and recruitment will utilize TWC guidelines and policy and will be branded under The Workforce Connection. Individual agency logos or web pages will not be utilized.
  - b. Provide strategies to reach underserved populations.
3. Services for Job Seeking Customers
- a. The One-Stop Centers will offer integrated services of partners in a seamless and streamlined fashion. Adaptations will be available for specialized populations such as those with limited English proficiency, people with disabilities, as well as people with other barriers to receiving services.
  - b. Services available to the customer will include the following. Some of these services will require WIOA Title I and partner program enrollment.
    - A Resource Area with self-service information to help customers in selecting careers, job search, job matching, placement, retention, and advancement.  
The Resource Area provides access to:
      - Illinois work Net – a website used to research careers, develop a resume, complete assessment, and identify training options and local activities.

- Illinois Job Link - the job matching website in Illinois. All participants are encouraged to register and post their resume.
- Career Cruising – web-based program for career planning.
- Labor market information, including job vacancy listing, job skill requirements for job listing, and information on employment trends and career options, available training, and employment law.
- Information on resume writing, interview techniques, and application completions.
- Performance and cost information on eligible training providers and information on financial aid.
- Performance information on the local One-Stop delivery system.
- Information on One-Stop partner services.
- Information regarding filing for Unemployment Compensation.
  - Access to employability workshops, including workshops that develop “essential skills” such as effective communication, teamwork, problem-solving, and personal presentation skills; and workshops on the use of technology for the job search.

**4. Customer Data Collection**

Secure basic information as required by DOL and DCEO on job-seeking customers using One-Stop Center Services. Track repeat customers and make appropriate referrals for necessary services to obtain employment.

**5. Collaboration**

- a. Collaborate with the One-Stop’s partners to bring integrated and additional services to the One- Stop Center(s).
- b. Improve customer access to One-Stop partner services through implementing a common intake, common application, common case management and referral process as required under WIOA and implemented by the State. Strive to streamline services and minimize duplication.

**6. Continuous Improvement**

- a. Meet or exceed all WIOA performance measures included in law and subsequent regulatory decisions.
- b. Provide reports to TWC board on services and performance.
- c. Ensure ongoing improvement of One-Stop Center(s) services. Improvement should focus on but is not limited to program utilization, performance outcomes, customer satisfaction, and cost-effectiveness.

- ***Describe the payment provisions, including the term, frequency, and method of payment for one-stop operator services.***

A subaward agreement exists between The Workforce Connection, Inc. as the fiscal agent for the grant recipient, the City of Rockford; the Local Workforce Innovation Board (LWIB), and the entity contracted to provide One-Stop Operator (OSO) services.

Monthly invoices are due to TWC by the 15<sup>th</sup> of the following month. The monthly invoice package will include the signed monthly reimbursement form, a detailed general ledger printout directly from the SUBRECIPIENT’s accounting system, and any other support

deemed necessary to support the allocation of costs between different funding sources or document-specific grant reporting requirements.”

- ***For each shared cost center, state the total cost of the one-stop operator and the required partners which are contributing to that cost.***

The Rockford shared cost center budgeted one-stop operator costs for PY~~2024~~<sup>2023</sup> are ~~\$247,000.00~~<sup>\$238,457</sup>. Title 1B will contribute 100% of these costs via the method described above.

- ***For each shared cost center, explain the method of contribution(s) (e.g. cash, non-cash, in-kind) each required partner is contributing to the cost of the one-stop operator. Example: A consortium partner contributes a non-cash contribution in the amount of the market value for specific services under the One-Stop Operator Agreement.***

The fiscal agent for the Title 1B funds is paying 100% of the costs of the OSO agreement directly from Title 1B funds. Since the payments are entirely within the Title 1B “system” it is considered a non-cash contribution.

**11. REFERRAL PROCESS (Sec. 121 (c)(2)(iii)) (Governor’s Guidelines, Section 1, Item8(i)) (§678.500(b)(3)-(4))**

- *Describe the local one-stop operator’s role and responsibilities for coordinating referrals among required partners (§678.500(b)(3)).*
- *Complete the Referral System matrix included on page 12 of the original MOU Template.*

The One-Stop Operator will ensure the implementation of the referral processes established by the One-Stop Partners. The referral system will provide integrated and seamless delivery of services to both career seekers and employers.

1. The partners agree to familiarize themselves with the requirements for participation in each of the required partner programs.
2. To the extent possible, the partners agree to develop materials summarizing their program requirements and to make this accessible to all partners in the comprehensive one-stop center.
3. To the extent possible, the partners agree to develop and utilize common intake forms.
4. The partners agree to refer clients eligible for each other's services to one another for services.
5. The partners agree to evaluate ways to improve the referral process, including the use of customer satisfaction surveys.
6. The partners commit to robust and ongoing communication required for an effective referral process.
7. The partners commit to actively follow up on the results of referrals and to assure that the resources of the partners are being leveraged at an optimal level.

Participants who enter the career centers complete a basic assessment on their holistic needs. Based on their unique situation, the Community Navigator provides information and referral to the core and other partners based on their needs. Referrals are sent immediately to different agencies and if multiple needs are noted, the specialist works with the participant to determine their priorities.

Participant referrals can be done by a variety of means, but typically done on a paper referral form that includes a release of information. The referral is sent to the contact at the organization by email and a

phone call is made at times to introduce the person to the person at the agency. The service integration specialist tracks the information in an excel sheet. The Service Integration Specialist follows up with the participant to see if they got the service or if they need additional navigation assistance. Follow up is done at different points in time depending on the referral. Follow up is typically done at 5 days for most referrals and again at 30 days. The Specialist also follow up with agencies to check on status or re-connect the parties.

The information is tracked to document the number of referrals as well as the impact of the service.

**12. SHARED DATA AND INFORMATION (Governor’s Guidelines, Section I, Item 8(k))**

- *Describe how core program partners will share data and information and will collaborate to assure that all common primary indicators of performance for the core program partners in the local area will be collectively achieved.*

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

Please affirm that notwithstanding any other provisions in this MOU, only partners who have executed a separate data sharing agreement with IDES will have access to wage records and other confidential IDES data.

Please affirm that participants’ Personally Identifiable Information (PII) will be kept confidential.

Partners of The Workforce Connection agree to share data to the fullest extent possible through agreements and practices that allow each program to comply with the federal laws governing it to protect Personally Identifiable Information (PII), which will be used to improve mutual referrals, service integration, and communications. Partners will share the number of customers served and program performance to assure that all common primary performance indicators are achieved. As service integration progresses, data collection and sharing will continue to evolve. The implementation of an integrated technology-enabled intake and case management information system for programs carried out under WIOA will be implemented as soon as practical following guidance from the State of Illinois Department of Innovation Technology. Until a data system solution is implemented the partners agree to pursue other means of securely sharing information relevant to improved outcomes for customers and businesses. Partners have developed a uniform customer information release form to enable agencies to share relevant customer information to effectively serve individuals. This uniform release has been completed and implemented. Where statewide data-sharing agreements exist, agencies that can sign onto those agreements will do so. Notwithstanding any other provisions in this MOU, only partners who have executed a separate data-sharing agreement with IDES will have access to wage records and other confidential IDES data.

**13. COSTS AND COST SHARING OF SERVICES (Sec. 121 (c)(2)(ii)) (Governor’s Guidelines, Section 1, Item 1(c); Section 2) ((§ 678.510(a), §678.755 and §678.760)**

Please complete the Infrastructure Funding Agreement (fillable MOU budget spreadsheet) and submit annually with the MOU or MOU Amendment.

In the space below and following the Governor’s Guidelines – Revision 4, provide the following narrative:

1. *Affirm in the narrative that required partners negotiated infrastructure and shared local service delivery system costs specific to the applicable program year for both*

*comprehensive one-stop centers and any affiliate or specialized centers designated by the local workforce board.*

2. *Clearly identify in the narrative the time period for which the Infrastructure Funding Agreement is effective; e.g., July 1, 20XX through June 30, 20XX.*
3. *Specify in the narrative whether the budget submitted represents an interim or final budget agreement.*
4. *Describe in the narrative the agreed-upon method that each partner will contribute as a proportionate share of costs to support the services and operations of the local service delivery system.*
5. *Affirm in the narrative that each required partner meets the minimum FTE commitment of .25 FTEs in each comprehensive one-stop center and each designated affiliate site.*
  - a. *If all required partners agree for a partner to commit to less than .25 FTE, then the local board may submit a waiver using the waiver request form included in the Report of Outcomes template (Appendix G of the Governor’s Guidelines – Revision 4).*
6. *Describe in the narrative whether and which staff will be cross-trained to provide services on behalf of another required partner.*
  - b. *For each required partner providing cross-trained staff to deliver services on behalf of another partner, confirm how the contributing partner’s shared cost allocations will be reduced in correlation with the number of FTEs that will be cross-trained to provide another partner’s programs.*
7. *Please describe the invoicing process and any special deadlines for determining actual costs for each partner included in this MOU. (Please note that CSBG’s grant cycle requires the partner to pay all actual costs within 30 days of the partner’s 12/31 invoicing deadline and within 30 days of its 6/30 invoicing deadline each program year.)*

*Using the table provided below, include the following additional financial information for each required program partner:*

1. *Each required program partner’s total cash contribution toward its proportionate share of infrastructure and local service delivery system costs; and*
2. *The dollar amount of a 10% variance from each partner’s total cash contribution in the case that actual costs exceed budgeted costs.*

		Partner's Total Cash Contribution	Dollar Amount of 10% Variance (if applicable)	Partner's Total Cash Contribution plus 10% Variance (if applicable)
Commerce	Title IB - Adult, Youth, & Dis. Workers	-2987167,415	-29876,741	-3285874,156
	TAA	14981	1498	16479
	CSBG	936	94	1030
IDES	Title III - Wagner-Peyser	139	14	153

	<b>Title III - MSFW</b>	20	2	22
	<b>Veterans Services</b>	158	16	174
	<b>UI Comp Programs</b>	1445	145	1590
	<b>TRA</b>	20	2	22
<b>ICCB</b>	<b>Title II - Adult Education</b>	3745	375	4120
	<b>Career &amp; Tech Ed - Perkins</b>	936	94	1030
<b>DHS</b>	<b>Title IV - Vocational Rehab</b>	3745	375	4120
	<b>TANF - DHS</b>	936	94	1030
<b>Aging</b>	<b>SCSEP</b>	936	94	1030
<b>DOC</b>	<b>Second Chance</b>	N/A	N/A	N/A
<b>HUD</b>		936	94	1030
<b>Title IC - Job Corp</b>		N/A	N/A	N/A
<b>Title ID - National Farmworkers</b>		N/A	N/A	N/A
<b>Title ID - YouthBuild</b>		936	94	1030
<b>Other 1</b>				
<b>Other 2</b>				
<b>Other 3</b>				
<b>Other 4</b>				

In accordance with the State Finance Act (30 ILCS 105/30), this MOU is contingent upon and subject to the availability of funds. A State Agency Partner may terminate or suspend this MOU, in whole or in part, without penalty or further payment being required, if (i) the funds to which this MOU commits a State Agency Partner have not been appropriated or otherwise made available to the State Agency Partner by the State or the Federal funding source, (ii) the Governor or a State Agency Partner reserves funds, or (iii) the Governor or a State Agency Partner determines that funds will not or may not be available for payment. The State Agency Partner shall provide notice, in writing, to the other Partners of any such funding failure and its election to terminate or suspend this MOU as soon as practicable. Any suspension or termination pursuant to this paragraph will be effective upon the date of written notice unless otherwise indicated.

All required partners as a party to this MOU acknowledge that the ability of any partner to contribute its agreed contribution to the One-Stop costs is contingent on the availability of State and/or federal funding for its respective program(s).

1. The infrastructure and shared system costs for this MOU among and between the One-Stop Partners will be negotiated and agreed to annually.
2. Attached Appendix K reflects the cost allocation and funding agreement for PY2024 (July 1, 2024, through June 30, 2025).
3. The budget submitted represents a final budget agreement.
4. Partners agree to cover costs through cash and in-kind contributions. Non-cash contributions are provided by partners who directly pay for the costs listed and In-Kind staffing contributions are provided by the following partners: Title 1B, TAA, CSBG, Wagner Peyser, MSFW,

Veterans Services, UI Comp Programs, TRA, Adult Education, Career & Tech Ed, Vocational Rehab, DHS, SCSEP, HUD, and YouthBuild. These partners “work off” their portion of the shared delivery costs by spending time in the resource center providing basic career services, such as job search and vacancy listing, availability of supportive services, information on in-demand industry sectors and occupations, referrals to and coordination of activities and services with other agencies. Costs have been allocated based on FTE.

5. Each required partner has met the minimum FTE commitment of .25 FTEs in the comprehensive one-stop center.
  - a. No partners have committed to less than .25 FTE.
6. Staff that provide MOU services in the Career Center will be trained to provide high quality Basic Career services in the center which includes greeting customers, assisting customers with finding jobs, accessing Illinois workNet, and connecting with partners. Training is done on site with the Career Center team and the Career Center team is always on site to assist. The MOU Partners are not cross-trained to provide Individualized or Follow-Up Career Services and therefore a reduction to FTEs is not necessary.
7. The Partners in The Workforce Connection follow the process identified in the Governor’s Guidelines for Negotiating Shared Costs to reach a consensus. Budget items are negotiated and agreed upon as items needed for the sustainability of services and serving the whole versus a few programs. As negotiations continue in future years, each budget item will be reviewed and a consensus reached as to need, sustainability, and benefit to the system as a whole.

Reconciliation of costs will occur semi-annually. Tracking of in-kind will be completed through reporting of hours for in-kind personnel, provision of invoices, or other documentation for products provided.

The Workforce Board has designated The Workforce Connection, Inc. as the entity responsible for conducting the reconciliation of the budget to actual costs semi-annually.

The estimated costs of the one-stop operator for PY24 are \$238,457<sup>67</sup> and will be paid by the Title 1B partner.

**14. AMENDMENT PROCEDURES AND RENEWAL PROVISIONS (Sec. 121 (c)(2)(v)) (Governor’s Guidelines, Sections 5 & 6) (§ 678.500(b)(5)(6))**

- Describe the procedures for amending the MOU with an annual one-stop operating budget with Infrastructure Funding Agreement.
- Describe the procedures for amending the MOU any time substantial changes have occurred before the MOU’s three-year expiration date.

*NOTE: Ensure the MOU reflects the most recent date as amendments and renewals are approved.*

A review of the MOU will be completed annually to ensure that there are not substantive changes that need to be implemented prior to the MOU’s expiration date. If substantial changes do occur before the MOU’s three-year expiration date, the local board may convene the partners to jointly address any necessary modifications; or any party to the MOU may request, in writing, the local board to convene the partners to conduct an interim review of the situation. The local board will determine the need to convene all parties to the MOU to review proposed changes and negotiate revisions to the MOU.

Within 90 days prior to the end date of this MOU, partners shall review the MOU and negotiate any needed changes to the provisions herein. The partners shall collaboratively evaluate the effectiveness of operations pursuant to this MOU, make any necessary modifications and renew the MOU for a term to be determined at the time of renewal. Notice of withdrawal shall be given to all parties covered by this MOU at least 60 days prior to an anniversary date.

Prior to the three-year expiration date of the MOU, the local board will convene both current partners and new partners, if any, to review the current MOU and decide on any changes needed for the new MOU including a Draft Budget review related to shared costs. This will occur in January of the expiration year. Then the partners will be convened in March of that same year to finalize the draft her partner approval. Once approval is received, the MOU narrative and budget will be sent for signature to all the partners.

Partners agree to actively participate in future MOU negotiations in good faith to reach a consensus. All partners agree to use the process identified in the Governor’s Guidelines and the “consensus decision-making process” as identified under Section 5 of this Memorandum of Understanding.

**15. ADDITIONAL LOCAL PROVISIONS (OPTIONAL) (Sec. 121(c)(2)(B)) (§678.500(c))**

Termination Provision: The parties understand the implementation of collaborative, integrated services through The Workforce Connection, as the public workforce system, is dependent on everyone's good faith effort to work together to improve services to the community. In the event that it becomes necessary for one or more parties to cease being a party to this MOU, said party (ies) shall notify the other parties, in writing, sixty (60) days in advance of that intention. The other parties shall then determine how to replace or offset the loss of participation and resources to the System. Termination by one or more of the parties to this MOU does not alter the terms or obligations of the other parties to this MOU.

Default Provision: In the event that a partner is determined by The Workforce Connection Board (the local Workforce Board) and the Chief Elected Officials (CEOs), after review and consultation with the non-breaching partners to this MOU, to be in default or breach of its obligations under this MOU, The Workforce Connection Board shall provide a written statement placing the breaching partner on notice of breach and shall provide a period of at least thirty (30) days in which to cure said breach. If, at the close of the period designated in the notice of breach the breaching partner has failed to cure the breach, The Workforce Connection Board, CEOs, and the remaining non-breaching partners to this MOU will notify the breaching partner's funding sources of such breach. In addition, The Workforce Connection Board, CEOs, and the remaining non-breaching partners to the MOU will avail themselves of all other rights and remedies allowed by applicable law.

**16. ADDITIONAL PARTNERS (Sec. 121 (b)(2))**

None

**17. AUTHORITY AND SIGNATURES (Governor’s Guidelines, Section 1, Item 8(p); Section 5, Items 28-29) (§678.500(d))**

- *Include a statement that the individuals signing the MOU have authority to represent and sign on behalf of their program under WIOA.*

As authorized representatives of the agencies and entities established as Partners of The Workforce Connection, the local public workforce service delivery system, as established under the Workforce Innovation and Opportunity Act for local workforce area 3 (Boone, Winnebago, and Stephenson Counties,) the signatures on this document indicate authority to enter into this agreement on behalf of the program or agency identified.

**18. ATTACHMENTS**

Each Party acknowledges and agrees that the Attachments listed in this Section are attached hereto and incorporated into this MOU. Further, each Party acknowledges and agrees that by signing this MOU it agrees to be bound by the terms and conditions of the 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)

**IDES NON-DISCLOSURE AGREEMENT**

**ONE-STOP OPERATING BUDGET SPREADSHEET**

**CURRENT ONE-STOP OPERATOR AGREEMENT**

**DIRECT LINKAGE CHECKLIST**

**OTHER NONE**

**TEMPLATE  
REFERRAL SYSTEM MATRIX**

<b>REFERRAL BETWEEN PARTNERS</b>																					
Instructions: Please indicate all partners to which each partner will make referrals																					
<b>REQUIRED PARTNERS</b>	Title I: Adult Dislocated	Title II: Adult Ed.	Title III: W-P	Title IV: Rehab. Services	Post-secondary CTE under Perkins	UI	Veterans Services	TRA	TAA	MSFW	NFJP	CSBG	SCSEP	TANF	Second Chance	HUD	Job Corps	YouthBuild	Other (specify)	Other (specify)	Other (specify)
Title I: Adult, Dislocated Worker, Youth	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title II: Adult Education and Literacy (RVC)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>
Title II: Adult Education and Literacy (HCC)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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 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"/>
Title II: Adult Education and Literacy (YWCA)	<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"/>	<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"/>
Title II: Adult Education and Literacy (RPS)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>
Title III: Employment Programs under Wagner-Peyser	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>
Title IV: Rehabilitation Services	<input checked="" type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 type="checkbox"/>
Post-secondary Career and Technical Education under Perkins - RVC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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 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"/>
Post-secondary Career and Technical Education under Perkins - HCC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unemployment Insurance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>
Job Counseling, Training and Placement Services for Veterans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>

**TEMPLATE  
REFERRAL SYSTEM MATRIX**

<b>REFERRAL BETWEEN PARTNERS</b>																					
Instructions: Please indicate all partners to which each partner will make referrals																					
<b>REQUIRED PARTNERS</b>	Title I: Adult Dislocated	Title II: Adult Ed.	Title III: W-P	Title IV: Rehab. Services	Post-secondary CTE under Perkins	UI	Veterans Services	TRA	TAA	MSFW	NFJP	CSBG	SCSEP	TANF	Second Chance	HUD	Job Corps	YouthBuild	Other (specify)	Other (specify)	Other (specify)
Trade Readjustment Allowance (TRA)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>
Trade Adjustment Assistance (TAA)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>
Migrant and Seasonal Farmworkers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 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"/>	<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 (CSBG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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 type="checkbox"/>	<input checked="" 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"/>
Community Services Block Grant (CSBG-Stephenson)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Senior Community Services Employment Program (SCSEP)-NAPCA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>
Senior Community Services Employment Program (SCSEP)-NAN	<input checked="" type="checkbox"/>	<input checked="" 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 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TANF-Winnebago FCRC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TANF-Stephenson FCRC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**TEMPLATE  
REFERRAL SYSTEM MATRIX**

<b>REFERRAL BETWEEN PARTNERS</b>																					
Instructions: Please indicate all partners to which each partner will make referrals																					
<b>REQUIRED PARTNERS</b>	Title I: Adult Dislocated	Title II: Adult Ed.	Title III: W-P	Title IV: Rehab. Services	Post-secondary CTE under Perkins	UI	Veterans Services	TRA	TAA	MSFW	NFJP	CSBG	SCSEP	TANF	Second Chance	HUD	Job Corps	YouthBuild	Other (specify)	Other (specify)	Other (specify)
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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing and Urban Development Employment and Training Activities (HUD)	<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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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"/>	<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 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"/>	<input type="checkbox"/>	<input checked="" 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"/>	<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"/>	<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"/>	<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**

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

BASIC CAREER SERVICES												
REQUIRED PARTNERS	Eligibility for Title IB	Outreach, intake, orientation	Initial Skills Assessment	Labor exchange services, including job search and placement assistance	Referral and coordination with other programs	Workforce and labor market information and statistics	Performance and cost information on providers of education, training and workforce services	Performance info for the local area as a whole	Information on the availability of supportive services	Information and meaningful assistance with UI claims	Assistance establishing eligibility for financial aid for non-WIOA training and education	
Title I: Adult, Dislocated Worker, Youth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Title II: Adult Education and Literacy -RVC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Title II: Adult Education and Literacy -HCC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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"/>	
Title II: Adult Education and Literacy -YWCA	<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"/>	
Title II: Adult Education and Literacy – RPS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Title III: 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"/>	
Title IV: Rehabilitation Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Post-secondary Career and Technical Education under Perkins - RVC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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"/>	
Post-secondary Career and Technical Education under Perkins - HCC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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"/>	
Unemployment Insurance	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	
Job Counseling, Training and Placement Services for Veterans	<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"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trade Readjustment Allowance (TRA)	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	
Trade Adjustment Assistance (TAA)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Migrant and Seasonal Farmworkers	<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"/>	<input checked="" type="checkbox"/>	<input checked="" 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"/>	
Community Services Block Grant (CSBG)	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

<b>BASIC CAREER SERVICES</b>												
<b>REQUIRED PARTNERS</b>	<b>Eligibility for Title IB</b>	<b>Outreach, intake, orientation</b>	<b>Initial Skills Assessment</b>	<b>Labor exchange services, including job search and placement assistance</b>	<b>Referral and coordination with other programs</b>	<b>Workforce and labor market information and statistics</b>	<b>Performance and cost information on providers of education, training and workforce services</b>	<b>Performance info for the local area as a whole</b>	<b>Information on the availability of supportive services</b>	<b>Information and meaningful assistance with UI claims</b>	<b>Assistance establishing eligibility for financial aid for non-WIOA training and education</b>	
Community Services Block Grant (CSBG-Stephenson)	<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"/>	
Senior Community Services Employment Program (SCSEP)-NAPCVA	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Senior Community Services Employment Program (SCSEP)-NAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>	
TANF-Winnebago FCRC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
TANF-Stephenson FCRC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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"/>	
Housing and Urban Development Employment and Training Activities	<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 checked="" 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"/>	
YouthBuild	<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 type="checkbox"/>	<input checked="" 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"/>	
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"/>	
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"/>	

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

INDIVIDUALIZED AND FOLLOW-UP CAREER SERVICES												
REQUIRED PARTNERS	Comprehensive and specialized assessments	Development of an individual employment plan	Group counseling	Individual counseling	Career planning	Short-term pre-vocational services	Internships and work experience	Workforce preparation activities	Financial literacy services	Out-of-area job search assistance	English language acquisition	Follow-up services for participants in adult and dislocated worker programs
Title I: Adult, Dislocated Worker, Youth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Title II: Adult Education and Literacy - RVC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Title II: Adult Education and Literacy - HCC	<input type="checkbox"/>	<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Title II: Adult Education and Literacy - YWCA	<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"/>
Title II: Adult Education and Literacy - RPS	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title III: Employment Programs under Wagner-Peyser	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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"/>
Title IV: Rehabilitation Services	<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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Post-secondary Career and Technical Education under Perkins - RVC	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post-secondary Career and Technical Education under Perkins - HCC	<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"/>
Unemployment Insurance	<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 Counseling, Training and Placement Services for Veterans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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"/>
Trade Readjustment Allowance (TRA)	<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"/>
Trade Adjustment Assistance (TAA)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Migrant and Seasonal Farmworkers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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"/>
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"/>
Community Services Block Grant (CSBG)	<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"/>
Community Services Block Grant (CSBG-Stephenson)	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

INDIVIDUALIZED AND FOLLOW-UP CAREER SERVICES												
REQUIRED PARTNERS	Comprehensive and specialized assessments	Development of an individual employment plan	Group counseling	Individual counseling	Career planning	Short-term pre-vocational services	Internships and work experience	Workforce preparation activities	Financial literacy services	Out-of-area job search assistance	English language acquisition	Follow-up services for participants in adult and dislocated worker programs
Senior Community Services Employment Program (SCSEP)-NAPCA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>
Senior Community Services Employment Program (SCSEP)-NAN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TANF	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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"/>
Housing and Urban Development Employment and Training Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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"/>
YouthBuild	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 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"/>
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"/>
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"/>

**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 I (Adult, Dislocated Worker, Youth)	Business Services; Business Engagement; Hiring Events; Workshops
Title II: Adult Education and Literacy	RPS-Student intake; assessment; HSCR, ABE/ASE Instruction, student support services, such as transitions; ICAPS, Bridge instruction; YWCA-Free ELS classes with a focus on lower levels through the intermediate levels Free one-on-one adult tutoring for reading, pre-literacy level through 8 <sup>th</sup> grade Free digital skills training for individuals at the 9 <sup>th</sup> grade reading level and above with pathways to lead to certifications in Google IT, CompTia A+, and Front-End Web Development.
Title III: Employment Programs under Wagner-Peyser	Hiring Events; Workshops
Title IV: Rehabilitation Services	Post-employment services; supportive services; disability-specific counseling; assistive devices; employer education on ADA
Post-secondary Career and Technical Education under Perkins	Via technology; Academic counseling and career advising; Resume writing/interviewing skills
Unemployment Insurance	Claims maintenance; General questions; claims filing
Job Counseling, Training and Placement Services for Veterans	Case management; workshops
Trade Readjustment Allowance (TRA)	Connections to training; supportive services; re-employment activities
Trade Adjustment Assistance (TAA)	Connections to training; supportive services; re-employment activities
Migrant and Seasonal Farmworkers	Hiring events; Workshops
National Farmworker Jobs Program	N/A
Community Services Block Grant (CSBG)	Participants must be income eligible (200% of Federal Poverty Guidelines). Other services include: Scholarships, Skills Training (certificate program), Rental assistance, mortgage assistance, LIHEAP (seasonal), auto repair, auto insurance, license plate fees, and birth certificate. Refer people to Illinois Department of Employment Security for unemployment and to The Workforce Connection for counseling, training etc. Certification tuition assistance (CNA, CNC, Pharmacy Tech, etc.) and Scholarships (offered in Spring); Workshops; Supportive Services; Emergency Assistance
Senior Community Services Employment Program (SCSEP)	Case management, job readiness workshops, outreach activities, benefits screening, professional development

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

<b>REQUIRED PARTNER</b>	<b>OTHER PROGRAMS AND ACTIVITIES PROVIDED</b>
TANF	The FCRC issues SNAP, Medical as well as cash assistance. We are a voluntary SNAP E & T participant.
Second Chance	N/A
Housing and Urban Development Employment and Training Activities	Outreach; skills and supportive service needs assessment
Job Corps	N/A
YouthBuild	Vocational training for teens & adults, High School Diploma, Tutoring, Mentoring, after school programming.

## IDES NON-DISCLOSURE AGREEMENT

### Attachment to LWIA #3 MOU

The **Illinois Department of Employment Security (“IDES”)** agrees to share confidential information, as defined below, with each One-Stop Partner ( “**RECIPIENT**”) pursuant to the Memorandum of Understanding, effective on July 1, 2023 and ending on June 30, 2026, for the One-Stop Center located in Illinois Local Workforce Area #3 (“MOU”), solely for the limited purpose and to the extent as set forth in this IDES Non-Disclosure Agreement (“Agreement”). IDES and the RECIPIENT are collectively referred to as the “Parties” and individually as a “Party.” This Agreement is made by and between IDES and each RECIPIENT and as such this Agreement is separately and individually enforceable against each RECIPIENT.

1. MOU. RECIPIENT acknowledges and agrees that by signing the MOU it agrees to be bound by the terms and conditions of this Agreement, which are attached to and incorporated into the MOU. RECIPIENT’s execution of the MOU is a prerequisite for receiving any confidential information under this Agreement. In the event of conflict, this Agreement shall prevail over the MOU
2. One-Stop Partner. RECIPIENT affirms and acknowledges that it is a One-Stop Partner, as defined by the Workforce Innovation and Opportunity Act of 2014, as amended, (WIOA). RECIPIENT affirms and acknowledges that, except as otherwise provided herein, it will remain a Party to this Agreement as long as it continues to administer at least one federally funded employment, training or education program at an Illinois One-Stop Center, as defined by WIOA.
3. Term and Termination. The term of this Agreement shall begin upon the date of full execution of the MOU and shall end upon the termination of the MOU. Notwithstanding any other provision to the contrary, IDES may immediately terminate or cancel this Agreement and cease providing confidential information if RECIPIENT fails to adhere to any provision set forth in this Agreement. RECIPIENT agrees that its responsibilities and duties under this Agreement, including but not limited to its obligations regarding confidentiality and data security, shall remain in effect following the termination of this Agreement.
4. Confidential Information.
  - a) For purposes of this Agreement, “confidential information” means all data and information in whatever form produced, prepared, observed, or received under this Agreement to the extent such information is confidential within the meaning of any governing law, regulation, or directive, including, without limitation, the Illinois statute codified at 820 ILCS 405/1900 (“Section 1900”).
  - b) RECIPIENT agrees to comply with applicable laws, materials, regulations and all other state and federal requirements with respect to the protection of privacy, security and dissemination of the confidential information, including Section 1900; which is incorporated by reference into this Agreement. Protection from unauthorized use and/or disclosure specifically includes storage in a place physically secure from access by unauthorized persons, maintaining information in electronic formats such as magnetic tapes, discs, or on servers in such a way that unauthorized persons cannot obtain the information by any means, destroying all confidential information in the manner directed

## IDES NON-DISCLOSURE AGREEMENT

- by IDES as soon as the information is no longer needed for RECIPIENT's purposes, and undertaking precautions to ensure that only authorized employees and agents have access to said confidential information.
- c) RECIPIENT agrees to instruct all personnel having access to the confidential information on the confidentiality requirements set forth in this Section and agrees to fully and promptly report any infraction to the IDES.
  - d) RECIPIENT agrees that the disclosure of the confidential information to the RECIPIENT does not convey any future ownership or use rights. RECIPIENT agrees that IDES shall retain sole and exclusive ownership of the confidential information.
  - e) Upon the termination of this Agreement, RECIPIENT agrees to destroy or return all confidential information in the manner directed by IDES. RECIPIENT agrees that the confidential information shall not be archived or sent to a records center and shall not be retained with personal identifiers for any period longer than the term of this Agreement.
5. Data Specifications.
- a) The Parties acknowledge and agree that under this Agreement IDES will not share or provide the RECIPIENT with any information obtained from an individual or employing unit during the administration of the Illinois unemployment insurance (UI) program including, but not limited to, social security numbers, benefit records and employer's wage records.
  - b) In accordance with 56 Ill. Admin. Code 2960.120, IDES may provide RECIPIENT with non-UI information contained in the Illinois Job Link (IJL) including: (i) a customer's name, address, phone number, and/or employment history; (ii) an employer's name, address, and phone number; (iii) job order information; and (iv) other non-UI information contained in IJL, provided that disclosure of such information is not prohibited under this Agreement.
6. Purpose and Use. RECIPIENT agrees that it will use the confidential information solely for the limited purpose of administering an employment, training or education program through an Illinois One-Stop Center in accordance with WIOA. Any dissemination or use of the confidential information other than for the purpose and use set forth in this Section without the express written authority of the Director of IDES is specifically prohibited.
7. Indemnification. To the extent authorized by law, RECIPIENT agrees to indemnify, assume all risk of loss, and hold harmless IDES from and against all liabilities, claims, suits, actions, judgments, damages and expenses related to or arising in connection with any acts or omissions of RECIPIENT in connection with this Agreement. RECIPIENT shall do nothing to prejudice the rights of IDES to recover against third parties for any loss.
8. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois. Any claim against IDES arising out of this Agreement must be filed exclusively with the Illinois Court of Claims, 705 ILCS 505/1 et seq., when said claim is within the jurisdiction of the Court of Claims.

## **IDES NON-DISCLOSURE AGREEMENT**

9. Severability. If any provision in this Agreement is held to be invalid, illegal, void, or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not be affected.



**ACTION FORM**

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**Agenda/Action Item:**      **Approval of 2016-100-03 Travel Policy Modification**

**Date:**

**Point of Contact:**                      **Dr. Gina Caronna**

**Email:**                                      GCaronna@theworkforceconnection.org

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Motion:

To approve the Travel Policy Modification as presented.

**Action Taken:**

**Approved**     **Not approved**

**Amended as follows:**

**The Workforce Connection, Inc.**

**Subject: TRAVEL**

**Reference Number: 2016-100-03**

**Approved: 11/01/12**

**Effective: 11/01/12**

**Status: Active**

**Modifications: 05/01/17**

**Name Change**

**08/14/18**

**10/02/18**

**12/03/24**

**Purpose/Introduction:**

The General Travel Policy is to establish policies and procedures governing the travel activities of The Workforce Connection, Inc. (TWC) board members and staff, whose travel expenses will be paid from TWC funds.

**Authority and Responsibility:**

- A. The President/CEO has the authority to approve travel requests for TWC staff.
- B. Travel expenses will be coordinated/established with the President/CEO and CFO during the budget process.
- C. Travel Reimbursement Forms for TWC staff must be signed and approved by the President/CEO and CFO.
- D. The President/CEO and/or CFO is responsible for managing the travel budget of the Board and staff.
- E. Travel request for Board Members will be approved by Board leadership.

**Definitions:**

**The following terms are used throughout the General Travel Policy:**

**Allowance:** A fixed amount of money permitted.

**Office Location:** The place where the employee spends the largest portion of the regular workday or working time.

**Hours Worked:** In accordance with the Fair Labor Standards Act (FLSA) non-exempt employees may be eligible to have some hours counted as “hours worked” while in travel status. “Hours worked” includes travel that occurs during the employee’s workday as well as other time considered to be “hours worked” under the FLSA.

**Incidental Expenses:** Expenses of a minor nature related to business or to the traveler’s activities while in travel status.

**Local Travel:** Reimbursement for transportation costs, including parking and tolls for costs incurred when conducting appropriate necessary business locally.

**Lodging Rate:** The base rate defined by the vendor prior to the application of taxes, etc.

**Non-reimbursable Expenses:** Expenses generated by the traveler which are not considered to be essential.

**Pre-Paid Expenses:** Any expense paid prior to the completion of travel.

**Travel Expenses:** Costs for registration, transportation, lodging, meals, and incidental expenses directly related to travel.

**Travel Status:** When an Employee or Board Member is conducting appropriately approved, necessary business which includes pre-approved lodging.

- a. Travel is warranted when personal contact is the most effective method of conducting official business.
- b. The purpose of the travel must be related to TWC activities.
- c. Costs associated with travel must not exceed the budgeted amount approved by TWC Board and/or otherwise specifically authorized by the TWC Board.
- d. All authorized travelers, when representing TWC in travel status, may claim allowances and expenses and be reimbursed according to policy.
- e. Claims for unauthorized travel expenses are not reimbursable.
- f. Under no circumstances shall expenses for personal travel be charged to, or be temporarily funded by TWC.
- g. Travelers who knowingly and willfully submit falsified travel forms for approval shall be subject to any action deemed necessary by Board leadership, which may include criminal action.

### **Travel Guidelines:**

- **Most Economical Plan**  
To maximize the effectiveness of resources allocated to travel activities, all travel plans should be based upon the most economical, safest means of travel, and reasonable/minimizing travel time.
- **Extended Travel**  
In the event a traveler must extend the duration of travel due to an emergency (snowstorm, etc.) notification must be made to the TWC Executive Director at the traveler's earliest opportunity.
- **Completion of Travel**  
The completed *Travel Reimbursement Form and supporting documentation* must be submitted for reconciliation and reimbursement within 14 days of completion of travel and include appropriate signatures for processing.

### **Procedures:**

#### **A. Transportation**

Costs related to the use of various modes of transportation may be claimed as an expense.

##### **1. Commercial – Air**

Transportation by scheduled airlines shall be at the lowest available airfare rate at the time of the trip authorization. There must be a reasonable explanation for anything other than the lowest fare.

##### **2. Rented Motor Vehicles**

The use of rented motor vehicles must be for the advantage of TWC and not for the personal convenience of the traveler. The use of rented motor vehicles should only be considered when rental of a vehicle would result in an overall reduction in the cost for a particular trip. The request to rent a vehicle must completely justify need and budget savings and receive prior approval. The traveler must verify that he or she holds a current driver's license and insurance and that the driver's license is not expired, suspended, revoked, etc. Consideration for car rental should be approved by supervisor, CFO, and President/CEO.

##### **3. Related Transportation Costs**

Related transportation costs may include:

- Gasoline for rental care

- IRS Mileage Rate for use of the traveler's personal vehicle.
- Tolls
- Local Transportation  
Parking

**B. Per Diem Meal Expenses**

1. A traveler must be in authorized travel status to be eligible for meal reimbursement
2. An allowance for meals (which includes tips) will be reimbursed utilizing the Meal Rates established by applicable Federal guidelines then in effect and/or designated by the TWC Board.
3. For each day in travel status:
  - a. If the traveler leaves before their scheduled start time and returns after scheduled end time, a full meal allowance for that day will be applied.
  - b. If the traveler leaves after or arrives after their scheduled start/end time, their allowance will equal one half of the meal rate for the day.

**C. Lodging**

1. Lodging costs incurred within 50 miles of the traveler's designated office location or residence within Boone, Stephenson, and Winnebago Counties cannot be claimed as a travel expense unless the lodging is in the best interest of TWC and has been pre- approved.
2. Lodging must be at a commercial establishment, and the traveler should always request the lowest available rate (i.e. government, corporate, conference).

**D. Non-Covered Expenses**

1. Any expenses incurred should be accompanied by a valid receipt.
2. Non-reimbursable expenses cannot be claimed. The following expenses are examples of non-reimbursable expenses: in-room movies; valet services; valet parking-if self-parking is an option; liquor; and entertainment.

**Action Required:** This information should be disseminated to TWC Board members and staff, who travel on behalf of the organization.

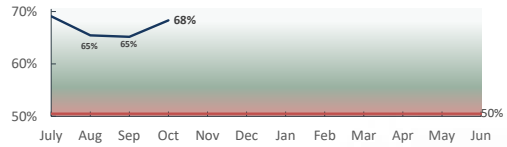
**Inquiries:** Questions regarding any aspect of this policy should be directed to The Workforce Connection President/CEO.

**Effective Date:** Immediately

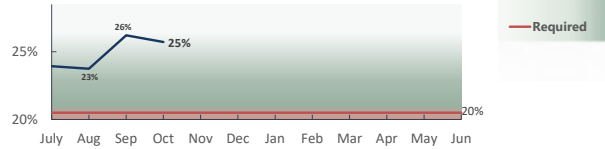
# October 2024 Finance Report Summary



**Adult & DW Minimum Training Expenditure = 68%**



**Youth Work-based Learning = 25%**

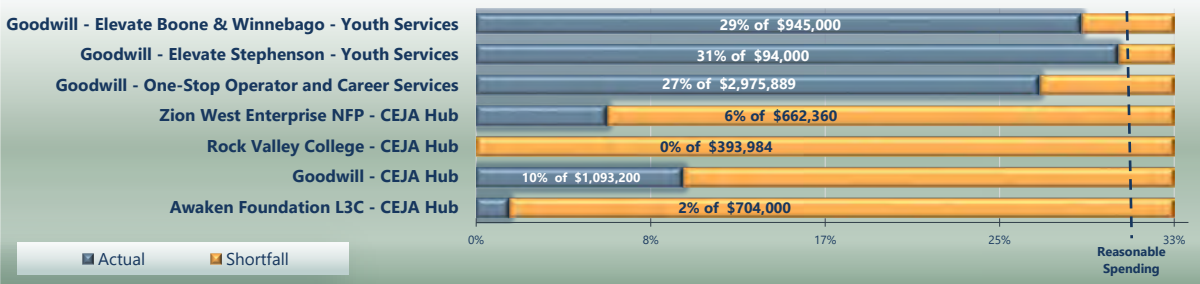


## Training Obligations



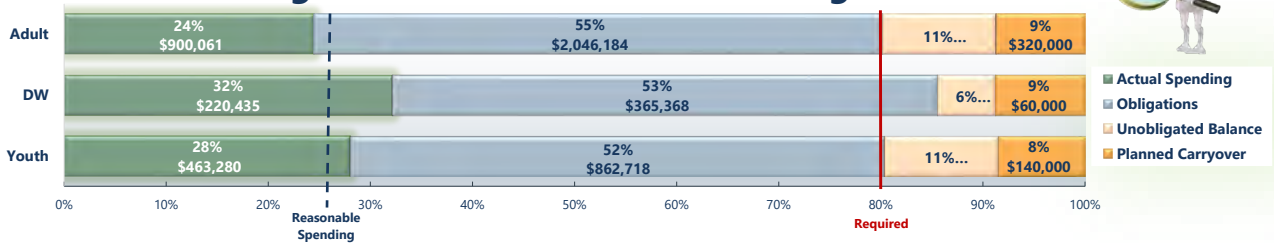
	Budget	Obligation	% Obligated	Balance	
Adult Training	\$ 1,291,868	\$ 1,314,322	102%	\$ (22,454)	} <b>Combined Adult &amp; DW Training Costs = 94%</b>
Adult WEX/OJT	\$ 573,000	\$ 252,238	44%	\$ 320,762	
Dislocated Worker Training	\$ 190,418	\$ 206,723	109%	\$ (16,305)	
Dislocated Worker WEX/OJT	\$ 55,000	\$ 40,868	74%	\$ 14,132	
Trade Grant Training	\$ 981,900	\$ 1,153,594	117%	\$ (171,694)	
QUEST Grant Training	\$ 162,400	\$ 185,447	114%	\$ (23,047)	
Quest WEX/OJT	\$ 220,000	\$ 183,107	83%	\$ 36,893	} <b>Youth Training Costs = 65%</b>
State Emergency Grant Training	\$ 15,600	\$ 20,088	129%	\$ (4,488)	
Incumbent Worker Training	\$ 245,000	\$ 168,583	69%	\$ 76,417	
Youth Training	\$ 261,693	\$ 125,260	48%	\$ 136,433	
Youth WEX/OJT	\$ 266,000	\$ 218,163	82%	\$ 47,837	

## Subrecipient Spending - Percent of Subaward

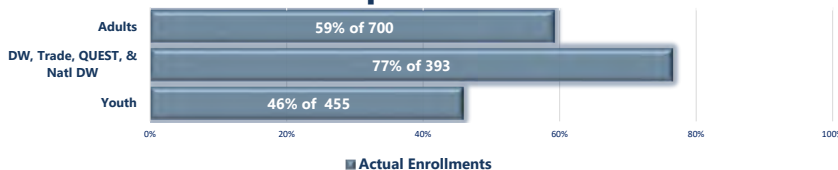


\* Formula Funds Only

## Budget: Overall Actual Costs & Obligations



## Participant Service Levels



**The Workforce Connection, Inc.**  
**Expenditures by Grant/Funding Stream**  
**PYTD as of 10/31/24**

<u>Revenue</u>	<u>Administration</u>	<u>Adult</u>	<u>Dislocated Worker</u>	<u>Youth</u>	<u>Other Grants</u>	<u>Total</u>
Current Program Year Revenue	\$707,123	\$3,322,387	\$2,016,947	\$1,460,268	\$159,489	\$7,666,214
Carryover Funds	\$169,700	\$430,000	\$568,100	\$190,000	\$5,153,684	\$6,511,484
<b>Total Grant/Funding</b>	<b>\$876,823</b>	<b>\$3,752,387</b>	<b>\$2,585,047</b>	<b>\$1,650,268</b>	<b>\$5,313,173</b>	<b>\$14,177,698</b>
<b>Expenses</b>						
PYTD Expenses - Training Costs						
ITA Training Costs		\$433,867	\$774,126	\$82,572	\$0	\$1,290,565
Work Based Learning		\$95,451	\$217,867	\$77,102	\$19,255	\$409,674
Subawards		\$0	\$0	\$229,073	\$196,554	\$425,626
Supportive Services		\$950	\$21,301	\$3,609	\$0	\$25,859
Total Training Costs	\$0	\$530,268	\$1,013,293	\$392,355	\$215,808	\$2,151,725
Combined % of Expenditures Related to Training		68%				@
Youth Work-based Learning %				25%		
\$ Amount of Training Funds Obligated		\$1,490,143	\$2,034,826	\$1,112,923	\$3,974,929	\$8,612,821
% of Training Funds Obligated		78%	125%	86%	940.1%	€ €
PYTD Expenses - Staff & Other Program Costs						
TWC - Wages & Fringe	\$184,607	\$19,205	\$8,314	\$14,855	\$68,766	\$295,746
- Other Operating Costs	\$34,051	\$2,864	\$1,252	\$2,303	\$56,911	\$97,381
OSO - Wages & Fringe	\$0	\$156,347	\$194,741	\$34,978	\$0	\$386,065
- Other Operating Costs	\$0	\$191,377	\$126,420	\$18,789	\$917	\$337,503
Other Non-Training Costs	\$0	\$0	\$0	\$0	\$0	\$0
Total Staff & Other Program Costs	\$218,658	\$369,793	\$330,727	\$70,924	\$126,593	\$1,116,696
<b>Total PYTD Expenses</b>	<b>\$218,658</b>	<b>\$900,061</b>	<b>\$1,344,021</b>	<b>\$463,280</b>	<b>\$342,402</b>	<b>\$3,268,420</b>
<b>Funds Remaining &amp; Obligated</b>						
Total Funds Remaining	\$658,165	\$2,852,326	\$1,241,026	\$1,186,988	\$4,970,771	\$10,909,278
% of Total Budget Expended	25%	24%	52%	28%	6%	23%
\$ Amount of Total Funds Obligated	\$680,558	\$3,022,662	\$2,724,555	\$1,325,998	\$4,524,808	\$12,278,581
% of Total Funds Obligated	78%	81%	105%	80%	85%	87%
Planned Carry Over	\$196,265	\$320,000	\$60,000	\$140,000	\$0	\$716,265
<b>Unobligated Funds Remaining</b>	<b>\$0</b>	<b>\$409,725</b>	<b>(\$199,508)</b>	<b>\$184,270</b>	<b>\$788,365</b>	<b>\$1,182,852</b>
Participant Service Levels						
- Planned (Annual)		700	393	455	150	
- Actual (YTD)		415	301	209	0	
		59%	77%	46%	0%	

Notes:  
 @ The Percentage of Expenditures Related to Training must be at least 50% at yearend for the Adult and Dislocated Worker funding streams combined  
 € The Amount of Training Funds Obligated and the Percentage of Training Funds Obligated is based on the definition of training costs, including some subawards  
 J The Percentage of Total Funds Obligated is based on the TWC approved budget  
 OSO = One-stop Operator

**The Workforce Connection, Inc.**  
TWC Expenditures by Funding Stream  
From 10/1/2024 Through 10/31/2024

	Current Period Actual	Current Year Actual	Total Budget	% of Budget
<b>Expenditures</b>				
<b>Administration</b>				
TWC - Wages & Fringe	41,186.19	184,606.90	561,961.00	32.85%
TWC - Other Operating Costs	9,563.59	34,051.00	118,597.00	28.71%
Unobligated Costs	0.00	0.00	196,265.00	0.00%
<b>Total Admin</b>	<b>50,749.78</b>	<b>218,657.90</b>	<b>876,823.00</b>	<b>24.94%</b>
<b>Adult</b>				
ITA Costs	173,194.12	433,867.27	1,261,385.00	34.39%
One-Stop Operator - Wages & Fringe	38,950.27	156,346.85	644,400.00	24.26%
One-Stop Operator - Other Oper Costs	48,156.21	191,376.79	807,358.00	23.70%
Other Non-Training Costs	0.00	0.00	500.00	0.00%
Supportive Services	596.50	950.00	29,983.00	3.16%
TWC - Wages & Fringe	5,537.79	19,205.10	59,200.00	32.44%
TWC - Other Operating Costs	550.33	2,864.04	21,561.00	13.28%
Unobligated Costs	0.00	0.00	320,000.00	0.00%
Work-Based Learning	29,390.74	95,450.64	689,780.00	13.83%
<b>Total Adult</b>	<b>296,375.96</b>	<b>900,060.69</b>	<b>3,834,167.00</b>	<b>23.47%</b>
<b>Dislocated Worker</b>				
ITA Costs	104,375.80	774,125.92	1,285,888.00	60.20%
One-Stop Operator - Wages & Fringe	42,026.63	194,740.68	434,700.00	44.79%
One-Stop Operator - Other Oper Costs	28,624.36	126,420.34	237,500.00	53.22%
Other Non-Training Costs	0.00	0.00	500.00	0.00%
Supportive Services	8,634.57	21,300.83	63,930.00	33.31%
TWC - Wages & Fringe	1,918.09	8,314.26	12,900.00	64.45%
TWC - Other Operating Costs	190.58	1,252.09	4,629.00	27.04%
Unobligated Costs	0.00	0.00	60,000.00	0.00%
Work-Based Learning	80,381.88	217,866.51	485,000.00	44.92%
<b>Total DW</b>	<b>266,151.91</b>	<b>1,344,020.63</b>	<b>2,585,047.00</b>	<b>51.99%</b>
<b>Youth</b>				
ITA Costs	30,800.00	82,571.65	240,000.00	34.40%
One-Stop Operator - Wages & Fringe	7,184.60	34,977.80	109,100.00	32.06%
One-Stop Operator - Other Oper Costs	3,652.88	18,789.08	37,900.00	49.57%
Other Non-Training Costs	0.00	0.00	1,193.00	0.00%
Supportive Services	1,153.50	3,608.50	20,500.00	17.60%
Subawards	62,766.00	229,072.56	769,500.00	29.76%
TWC - Wages & Fringe	3,181.56	14,854.58	48,500.00	30.62%
TWC - Other Operating Costs	316.13	2,302.98	17,575.00	13.10%
Unobligated Costs	0.00	0.00	140,000.00	0.00%
Work-Based Learning	22,011.49	77,102.44	266,000.00	28.98%
<b>Total Youth</b>	<b>131,066.16</b>	<b>463,279.59</b>	<b>1,650,268.00</b>	<b>28.07%</b>
<b>Other Grants</b>				
One-Stop Operator - Wages & Fringe	0.00	0.00	58,700.00	0.00%
One-Stop Operator - Other Oper Costs	512.77	916.69	16,700.00	5.48%
Supportive Services	0.00	0.00	522,600.00	0.00%
Subawards	100,364.71	196,553.68	3,990,612.00	4.92%
TWC - Wages & Fringe	23,238.95	68,765.52	280,157.00	24.54%
TWC - Other Operating Costs	12,862.47	56,911.04	196,822.00	28.91%
Work-Based Learning	4,519.56	19,254.74	165,302.00	11.64%
<b>Total Z-Other</b>	<b>141,498.46</b>	<b>342,401.67</b>	<b>5,230,893.00</b>	<b>6.55%</b>
<b>Total Expenditures</b>	<b>885,842.27</b>	<b>3,268,420.48</b>	<b>14,177,198.00</b>	<b>23.05%</b>

**The Workforce Connection, Inc.**  
TWC Expenditures by Categories  
From 10/1/2024 Through 10/31/2024

	Current Period Actual	Current Year Actual	Total Budget
<b>Expenditures</b>			
<b>ITA Costs</b>			
Adult	178,899.12	446,077.27	1,261,385.00
Dislocated Worker	108,375.80	784,407.92	1,285,888.00
Youth	30,800.00	82,571.65	240,000.00
<b>Total ITA Costs</b>	<b>318,074.92</b>	<b>1,313,056.84</b>	<b>2,787,273.00</b>
<b>Supportive Services</b>			
Adult	596.50	950.00	29,983.00
Dislocated Worker	8,634.57	21,300.83	63,930.00
Youth	1,153.50	3,608.50	20,500.00
Other Grants	0.00	0.00	522,600.00
<b>Total Supportive Services</b>	<b>10,384.57</b>	<b>25,859.33</b>	<b>637,013.00</b>
<b>Subawards</b>			
Youth	62,766.00	229,072.56	769,500.00
Other Grants	100,364.71	196,553.68	3,990,612.00
<b>Total Subawards</b>	<b>163,130.71</b>	<b>425,626.24</b>	<b>4,760,112.00</b>
<b>Other Non-Training Exps</b>			
Adult	0.00	0.00	500.00
Dislocated Worker	0.00	0.00	500.00
Youth	0.00	0.00	1,193.00
<b>Total Other Non-Training Exps</b>	<b>0.00</b>	<b>0.00</b>	<b>2,193.00</b>
<b>OSO Personnel and Oper Exps</b>			
Adult	87,106.48	347,723.64	1,451,758.00
Dislocated Worker	70,650.99	321,161.02	672,200.00
Youth	10,837.48	53,766.88	147,000.00
Other Grants	512.77	916.69	75,400.00
<b>Total OSO Personnel and Oper Exps</b>	<b>169,107.72</b>	<b>723,568.23</b>	<b>2,346,358.00</b>
<b>TWC Personnel and Oper Exps</b>			
Administration	50,749.78	218,657.90	680,558.00
Adult	6,088.12	22,069.14	80,761.00
Dislocated Worker	2,108.67	9,566.35	17,529.00
Youth	3,497.69	17,157.56	66,075.00
Other Grants	36,101.42	125,676.56	476,979.00
<b>Total TWC Personnel and Oper Exps</b>	<b>98,545.68</b>	<b>393,127.51</b>	<b>1,321,902.00</b>
<b>Unobligated Funds</b>			
Administration	0.00	0.00	196,265.00
Adult	0.00	0.00	320,000.00
Dislocated Worker	0.00	0.00	60,000.00
Youth	0.00	0.00	140,000.00
<b>Total Unobligated Funds</b>	<b>0.00</b>	<b>0.00</b>	<b>716,265.00</b>
<b>Work-based Learning</b>			
Adult	23,685.74	83,240.64	689,780.00
Dislocated Worker	76,381.88	207,584.51	485,000.00
Youth	22,011.49	77,102.44	266,000.00
Other Grants	4,519.56	19,254.74	165,302.00
<b>Total Work-based Learning</b>	<b>126,598.67</b>	<b>387,182.33</b>	<b>1,606,082.00</b>
<b>Total Expenditures</b>	<b>885,842.27</b>	<b>3,268,420.48</b>	<b>14,177,198.00</b>

**The Workforce Connection, Inc.**  
TWC Personnel & Operating Expenses  
From 10/1/2024 Through 10/31/2024

	Current Period Actual	Current Year Actual	Total Budget	% of Budget
TWC Personnel and Operating Expenses				
Staff - Wages & Fringe				
Wages	59,790.82	232,986.13	744,572.00	31.29%
Fringe	<u>15,271.76</u>	<u>62,760.23</u>	<u>224,518.00</u>	<u>27.95%</u>
Total Staff	75,062.58	295,746.36	969,090.00	30.52%
Staff - Other Operating Costs				
Training and Conferences	1,338.83	3,848.67	22,200.00	17.33%
Mileage	317.58	565.48	2,772.00	20.39%
Supplies	65.59	5,587.65	20,600.00	27.12%
Equipment	0.00	0.00	4,800.00	0.00%
Dues-Subs-Memberships	750.00	1,747.00	5,500.00	31.76%
Outreach & Recruitment	0.00	0.00	5,000.00	0.00%
Printing	0.00	94.94	2,900.00	3.27%
Copier Maintenance	0.00	414.51	3,600.00	11.51%
Telephone	120.93	474.82	1,440.00	32.97%
Professional Services	8,138.51	32,513.15	134,200.00	24.22%
IT Costs	1,002.80	4,900.12	15,000.00	32.66%
Facility Costs	8,052.00	33,023.11	106,000.00	31.15%
Work Keys	<u>0.00</u>	<u>263.00</u>	<u>1,000.00</u>	<u>26.30%</u>
Total Staff-O	19,786.24	83,432.45	325,012.00	25.67%
Board Related Activities				
Training and Conferences	1,700.00	1,700.00	6,000.00	28.33%
Supplies	0.00	171.75	500.00	34.35%
Dues-Subs-Memberships	1,158.78	6,435.12	18,500.00	34.78%
Printing	0.00	663.00	500.00	132.60%
Professional Services	838.08	3,688.83	2,300.00	160.38%
Annual Meeting	<u>0.00</u>	<u>1,290.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Staff-OB	<u>3,696.86</u>	<u>13,948.70</u>	<u>27,800.00</u>	<u>50.18%</u>
Total TWC Personnel and Operating Expenses	<u><u>98,545.68</u></u>	<u><u>393,127.51</u></u>	<u><u>1,321,902.00</u></u>	<u><u>29.74%</u></u>

The Workforce Connection, Inc.  
 Unrestricted Fund  
 Statement of Activities  
 From 10/1/2024 Through 10/31/2024

	Current Period Actual	Current Year Actual
Revenue		
Interest Income	11.07	41.16
Work Keys	0.00	3,063.00
Donations	0.00	0.00
Annual Meeting	0.00	0.00
Employer Forums	0.00	0.00
Fiscal Mgmt Income	769.00	3,076.00
Indirect Cost Charges to AAR Grants	<u>0.00</u>	<u>0.00</u>
Total Revenue	<u>780.07</u>	<u>6,180.16</u>
Expenditures		
Work Keys		
ACT Fees - Work Keys	0.00	263.00
Goodwill OSO-CSP Costs - W/F	<u>512.77</u>	<u>916.69</u>
Total Work Keys Costs	512.77	1,179.69
TWC Staff Costs - Other		
TWC Staff Wages	374.95	1,201.53
TWC Staff Fringe	105.75	346.69
Training and Conferences	0.00	225.46
Mileage	0.00	0.29
Printing	0.00	0.36
Supplies	0.55	23.58
Dues-Subs-Memberships	0.00	0.00
Copier Maintenance	0.00	0.02
Facility Costs	42.04	113.50
Professional Services	4.02	13.41
IT Costs	<u>2.37</u>	<u>7.56</u>
Total TWC Staff Costs - Other	529.68	1,932.40
TWC Board Activities		
Supplies	0.00	0.00
Annual Meeting Expenses	0.00	0.00
Training and Conferences	<u>0.00</u>	<u>0.00</u>
Total TWC Board Activities	<u>0.00</u>	<u>0.00</u>
Total Expenditures	<u>1,042.45</u>	<u>3,112.09</u>
Net Revenue over Expenditures	<span style="color: red;">(262.38)</span>	3,068.07
Beginning of Year Unrestricted Net Assets		<u>54,487.64</u>
Current Unrestricted Net Assets		<u>57,555.71</u>



**Fund Name: Workforce Development Fund | Fund ID: 1141**  
**QUARTERLY STATEMENT OF FUND ACTIVITY**  
July 01, 2024 through September 30, 2024

Dan White  
The Workforce Connection  
303 N. Main St., Ste. 300  
Rockford, IL 61101

**ACTIVITY SUMMARY**

	CURRENT QUARTER	CALENDAR YTD
<b>BEGINNING FUND BALANCE:</b>	<b>\$20,304.48</b>	<b>\$19,327.54</b>
<b>Receipts</b>		
Investment Results	\$1,056.59	\$2,114.31
<b>Total Receipts:</b>	<b>\$1,056.59</b>	<b>\$2,114.31</b>
<b>Distributions</b>		
Fund Expenses	(\$40.27)	(\$121.05)
Grants	(\$737.28)	(\$737.28)
<b>Total Distributions:</b>	<b>(\$777.55)</b>	<b>(\$858.33)</b>
<b>ENDING FUND BALANCE</b>	<b>\$20,583.52</b>	<b>\$20,583.52</b>

**ACTIVITY DETAIL**

**CONTRIBUTIONS**

Date:	Donor:	Amount:
n/a	n/a	\$n/a
<b>Total Contributions:</b>		<b>\$0.00</b>

**GRANTS**

Date:	Grantee:	Description	Amount:
2024-07-09	The Workforce Connection Inc.	Workforce Development Fund; Annual Distribution	\$737.28
<b>Total Grants:</b>			<b>\$737.28</b>

*This statement was generated: 10/28/2024*

*This fund was created: May 05, 2009*



**Illinois**  
**Department of Commerce**  
& Economic Opportunity  

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**OFFICE OF EMPLOYMENT & TRAINING**  
JB Pritzker, Governor

October 2, 2024

Honorable Thomas P McNamara  
Mayor  
City of Rockford  
425 East State Street  
Rockford, IL 61104-2092

Ms. Michelle Cassaro  
Chief Financial Officer  
Chicago Rockford International Airport  
60 Airport Road  
Rockford, IL 61109-2902

Dear Mr. McNamara and Ms. Cassaro,

Thank you for submitting the Program Years (PY) 2024 and 2025 proposed performance goals for the Workforce Innovation and Opportunity Act (WIOA) Title I Workforce Development Activities program and participation in the September 17, 2024, performance negotiation.

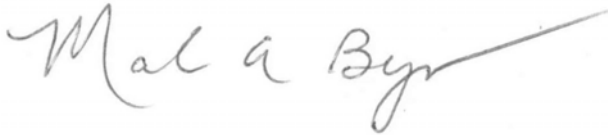
You are receiving this letter as official notification with agreed upon negotiated Local Workforce Innovation Area (LWIA) 3 levels of performance for PY'2024 and PY'2025. Attached to this letter are the negotiated levels of performance for each of the fifteen measures.

This notice serves as a grant modification and requires that the LWIA incorporates the PY'2024 and PY'2025 negotiated levels into the Regional and Local WIOA Plans. Further, these negotiated levels must be included in any other published version of the Local WIOA Plan on an LWIA website. State systems of record for the WIOA Title IB programs will be updated with these negotiated levels of performance.

As a reminder, WIOA Policy 3.6 Assessing Performance was issued on August 16, 2022, and outlines how the Title IB programs are assessed. Beginning with Program Year 2024, Local Workforce Innovation Boards (LWIBs) performance outcomes will be assessed on **adjusted levels of performance**. The use of the Statistical Adjustment Model (SAM) is being implemented following release and utilization of the WIOA Title I Negotiation Tool during PY24-25 local negotiations to provide "simulated" outcomes, which is one of the four required factors of negotiations. The policy and associated WIOA Notice, as an attachment to the Policy, are available in the [ePolicy](#) portal of Illinois workNet®.

Illinois appreciates all that you do and looks forward to working with you and the LWIA team of administrators, staff, providers, and other stakeholders as your Regional and Local Plans are implemented. If you have any questions, please contact Mark Burgess, Performance Measures Manager, Office of Employment and Training, at 217.970.0061 or [mark.a.burgess@illinois.gov](mailto:mark.a.burgess@illinois.gov).

Sincerely,

A handwritten signature in cursive script that reads "Mark Burgess". The signature is written in black ink and is positioned above the printed name and title.

Mark Burgess  
Performance Measures Manager, Office of Employment and Training  
Illinois Department of Commerce and Economic Opportunity

Enclosure: PY'2024 and PY'2025 Negotiated Levels of Performance

Cc: Gina Caronna, Julio Rodriguez

## Workforce Development Activities (Title IB of WIOA)

Negotiated Levels of Performance for PY 2024 and 2025

### LWIA #3 – The Workforce Connection

<b><u>Adult</u></b>	<b>PY 2024</b>	<b>PY 2025</b>
Employment Rate 2 <sup>nd</sup> Quarter after Exit	67.5%	67.5%
Employment Rate 4 <sup>th</sup> Quarter after Exit	65.0%	66.5%
Median Earnings 2 <sup>nd</sup> Quarter after Exit	\$8,500	\$9,000
Credential Attainment within 4 Quarters after Exit	70.0%	73.0%
Measurable Skill Gains	66.0%	68.0%
<b><u>Dislocated Worker</u></b>		
Employment Rate 2 <sup>nd</sup> Quarter after Exit	70.0%	70.0%
Employment Rate 4 <sup>th</sup> Quarter after Exit	70.0%	70.0%
Median Earnings 2 <sup>nd</sup> Quarter after Exit	\$9,000	\$9,550
Credential Attainment within 4 Quarters after Exit	72.5%	72.5%
Measurable Skill Gains	64.0%	70.0%
<b><u>Youth</u></b>		
Employment or Education Rate 2 <sup>nd</sup> Quarter after Exit	73.0%	73.0%
Employment or Education Rate 4 <sup>th</sup> Quarter after Exit	70.0%	70.0%
Median Earnings 2 <sup>nd</sup> Quarter after Exit	\$4,800	\$4,800
Credential Attainment within 4 Quarters after Exit	58.5%	63.0%
Measurable Skill Gains	62.0%	65.0%



***The Illinois Workforce Partnership (IWP) announced their 2024 award winners. Join us in congratulating Ultrasonic Power Corporation and our participant, Kierson Eiland, for being the 2024 award recipients for Local Workforce Innovation Area 3.***

## **Business Leadership Award**



**Ultrasonic Power Corporation (UPC)**, located in Freeport, Illinois, is on the cutting edge of the Industrial Ultrasonic Cleaner industry. Founded in 1972, UPC is a leading global ultrasonic cleaning company. They operate in a historic former railroad depot on eight acres and all products are “Made in the USA”, durable, industrial-grade precision cleaning equipment. UPC designs, develops, manufactures, distributes and supports our products from this single, technologically robust location.

UPC is committed to exceptional precision industrial ultrasonic cleaning and liquid processing solutions, which extends not only to their customers, but to their commitment to workforce development and talent pipeline solutions. Over the past few years, UPC has worked with The Workforce Connection in various ways to not only connect with new candidates, but to provide training and upskilling for their current workforce.

Over the past 3 years, UPC has partnered with The Workforce Connection's Business Services division in numerous ways. They have hired individuals from the WIOA Training and Employment Program, taking steps to ensure a robust training plan to ensure new staff have the skills they need to succeed on the job and advance in their careers. They have also utilized Incumbent Worker Training funds to provide continual training to current staff, ensuring that staff members and the organization can keep up with industry trends and continue to grow.

LWIA 3 is so proud to work with UPC and recognize them for their continued efforts as a Business Leader in the region and the state.

## **Individual Achievement Award**



Kierson Eiland worked at Stellantis/FCA USA for almost 10 years and when the plant shut down, he attended a Rapid Response workshop and came to The Workforce Connection. He enrolled in the Trade program and was excited, yet a bit apprehensive about attending school again. He had been out of school for many years and was looking forward to starting a new career for his family. As a single father of a daughter who has special needs, he knew it would not be easy, but he was ready and motivated.

With assistance from his Career Planner, Kierson explored options and decided to become a welder. He enrolled in the Welding program at Rockford Career College, an 8-month, full-time program. After 8 challenging yet rewarding months, Kierson earned his Diploma in Welding! Very quickly after graduating, he obtained a position at Hennig Inc. as a welder.

Kierson is really enjoying his new career as a welder and enjoys using his new skills. His new career provides a livable wage and benefits, including health insurance, which is particularly important to him and his daughter. He stated "without the opportunity of this program, there was not an option for me to go to school. I would have had to just find another job, now I have something to build from."

When asked if he wanted to share anything else about his success and the WIOA and Trade programs, he said that he "highly recommends the program to anyone eligible and that they would be a fool not to take advantage of it"!