

**MEMORANDUM OF UNDERSTANDING (MOU) AND  
INFRASTRUCTURE FUNDING AGREEMENTS  
FOR JEFFERSON/FRANKLIN REGION  
LOCAL WORKFORCE DEVELOPMENT BOARD (WIOA)  
AND ONE-STOP PARTNERS  
EFFECTIVE PY 2020 - 2023**

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AND ONE-STOP PARTNERS  
EFFECTIVE 2020 - 2023**

The Workforce Innovation and Opportunity Act (WIOA) Section 121(c)(1) requires that the Local Workforce Development Board (LWDB), with the agreement of the Chief Elected Officials (CEO), shall develop and enter into a memorandum of understanding (MOU) between the LWDB and the One-Stop Partners consistent with WIOA Section 121(c)(2), concerning the operation of the One-Stop Delivery System in the local Workforce Development Area (LWDA). "The MOU is the product of local discussion and negotiation and is an agreement developed and executed between the LWDB and the One-Stop Partners. Agreement of the CEO and the One- Stop Partners, relating to the operation of the One-Stop Delivery System in the Local Workforce Development Area (LWDA). Two (2) or more LWDA's in a region may develop a single joint MOU, if they are in a region that has submitted a regional plan under sec. 106 of WIOA." [20 CFR 678.500 (a), 34 CFR 361.S00(a), and 34 CFR 463.S00(a) and in federal guidance. Additionally, the sharing and allocation of infrastructure costs among One-Stop Partners is governed by WIOA sec. 121(h), its implementing regulations, and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR part 200. Therefore, pursuant to the above legal requirements, the LWDB, with the agreement of the CEOs, shall develop and enter into a MOU (between the LWDB and the One-Stop Partners) concerning the operation of the One-Stop Delivery System in each regional area. The MOU shall contain provisions describing services to be provided through the One-Stop Delivery System including the manner in which services will be coordinated and delivered through such system. The MOU shall include how the costs of such services and the operating costs of such system will be apportioned through an infrastructure funding agreement (IFA). The MOU shall include a description of the methods of referral for appropriate services and activities between the One-Stop Operator and partner agencies.

## **JEFFERSON/FRANKLIN REGION Memorandum of Understanding (MOU) - 2020 - 2023**

### **I. INTRODUCTION**

This Memorandum of Understanding (MOU) establishes the spirit of cooperation and collaboration by the Jefferson/Franklin Region Local Workforce Development Board (LWDB); and the One-Stop Delivery System signatory partners hereafter named. It describes how we will use our various funding streams and resources to serve our mutual customers, both jobseekers and employers, through an integrated system of service delivery operated at two comprehensive sites, called Missouri Job Centers. These comprehensive sites are the Arnold Job Center in Jefferson County and the Washington Job Center in Franklin County. We understand that the development and implementation of these sites will require mutual trust and teamwork between the partnering agencies.

**Vision:** "It is the vision of the Jefferson/Franklin Region LWDB and required partners and other community entities to identify and secure resources to meet employer and job seeker education and training needs."

**Mission Statement:** "The mission of the Jefferson/Franklin LWDB and required partners is to assist in the development of a skilled workforce that responds to the area's changing labor market needs."

#### **Principles/Goals:**

- To expand access to employment, education, training, and support services for people with barriers to employment throughout the region;
- To coordinate workforce, education and economic development efforts among multiple agencies;
- To enhance the labor-market relevance of workforce investment, education, and economic development, providing workers with skills and credentials and providing employers with a skilled workforce throughout the region;
- To improve the structure of, and delivery of, services through the workforce development system;
- To boost the prosperity of workers and employer, the economic growth of communities, regions, and states, and overall U.S. global competitiveness;
- To increase the employment, retention, and earnings of system Participants, and to enlarge their attainment of postsecondary credentials, with the aim of improving workforce quality, reducing welfare dependency, increasing economic self-sufficiency, and meeting skill requirements of employers throughout the region.

All aspects of the vision are currently in place; we continue to work to improve relationships with partner agencies and other community entities. The Jefferson/Franklin Region LWDB works closely with agencies and other community entities to meet employer and job seeker needs. The Jefferson/Franklin Region LWDB and partner agencies were engaged in active discussion to negotiate the MOU. All partners participated in the development of the MOU and consensus was reached by all partners.

## **II. STRATEGIC VISION**

The Arnold and Washington Job Centers serve as the focal for local and regional workforce innovation initiatives. They provide high quality and integrated workforce innovation, education, and economic development services for jobseekers, incumbent workers, and employers.

There are no affiliated sites or specialized Missouri Job Centers in the Jefferson/Franklin region nor are there any other operating titles that the local area assigns to each Center

### **A. NAME AND LOCATION OF COMPREHENSIVE ONE-STOP CENTER(S)**

#### **Comprehensive One-Stop Centers – Locations**

Jefferson County  
Arnold Job Center  
3675 West Outer Road  
Arnold, MO 63010  
(636) 865-6060  
Toll Free 800-292-1314

Franklin County  
Washington Job Center  
1108 Washington Square  
Washington, MO 63090  
(636) 583-9670

### **B. PARTIES TO THE MOU**

Required partners include local/regional representative of the following programs:

- *WIOA Title I Adult, Dislocated Worker, and Youth*
- *WIOA Title II Adult Education Literacy*
- *WIOA Title III Wagner-Peyser*
- *WIOA Title IV Vocational Rehabilitation*
- *Carl Perkins Career Technical Education*
- *Title V Older Americans Act*
- *Job Corps*
- *Native American Programs (Section 166)*
- *WIOA 167 Title I National Farmworker Jobs Program*
- *Veterans*
- *Youth Build*
- *Trade Adjustment Assistance Act*
- *Community Services Block Grant*
- *Housing & Urban Development*
- *Unemployment Compensation*
- *Second Chance Act*
- *Temporary Assistance for Needy Families/JOBS*
- *Supplemental Nutrition Assistance Program (SNAP) Employment and Training services (If Required)*
- *Local Workforce Innovation Board Chair*
- *Chief Elected Official*
- *Entity Administering Program*

## C. ONE-STOP CENTER SERVICES

The One-Stop delivery system will strive to achieve standards of quality service consistent with the Standards for its customers, employees, and partners. Partners will be trained to deliver the three basic types of career services authorized under WIOA (basic career services, individualized career services, and follow-up services) as well as training services and services provided to employers. *See Attachment 2.*

A description of the services provided through the American Job Center network, which includes: the method or means of providing Partner access to those services; the frequency of program staffs physical presence in an affiliated site, and how specialized One-Stop Centers, as needed, will be implemented. *See Attachment 2.*

In order to eliminate duplication of services, the parties to this MOU agree to coordinate the delivery of services and activities to:

- Collaborate about and promote the coordinated delivery of services through program integration whenever possible and participate in joint planning at the State and local level so that services are not duplicated.
- Coordinate resources and programs to ensure a streamlined and efficient Workforce Development system.
- Provide direct access to services through real-time technology when possible.
- Promote information sharing and coordination of activities to improve the performance of the One-Stop System in part through the use of data access agreements when possible.
- Continue to support and implement the unified system of measuring program performance and accountability among specific partners and participants.
- Parties to this MOU agree to coordinate the delivery of services to avoid duplication of services.

The shared vision and commitment of the Local WDB and required partners is to a high-quality local workforce delivery system. The board and partners recognize the importance of customer satisfaction; therefore, our purpose is to provide a "no-wrong door" system of delivering employment, training, social services, and educational opportunities to job seekers within Jefferson and Franklin counties. While we understand that partner agencies have different goals set through Federal and State requirements, we will be flexible enough to meet all agency goals, as well as the combined goals of the board and partners.

Programs and resources are coordinated to ensure a streamlined and efficient Workforce Development system. Services are provided through direct access to real-time technology. Information sharing and coordination of activities will improve the performance of the One-Stop System in part through the use of data access agreements. We support and have implemented the

unified system of measuring program performance and accountability.

This MOU includes a description of the coordinated delivery of services in the system and methods for referring individuals between the One-Stop Operators and Partners for appropriate services and activities. *See Section III* of this document.

#### **D. RESPONSIBILITY OF MISSOURI JOB CENTER PARTNERS**

Missouri Job Center Partners share responsibility for planning, implementing, and operating the local system and share responsibility for capacity building and staff development by:

- expanding access to employment, education, training, and support services for people with barriers to employment;
- coordinating workforce investment, education and economic development efforts among multiple agencies;
- enhancing the labor-market relevance of workforce investment, education, and economic development, providing workers with skills and credentials and providing employers with a skilled workforce;
- improving the structure of, and delivery of, services through the workforce development system;
- boosting the prosperity of workers and employer, the economic growth of communities, regions, and states, and overall U.S. global competitiveness;
- increasing the employment, retention, and earnings of participants and providing opportunity for partner staff to work together on required partner programs.
- to enlarge their attainment of postsecondary credentials, with the aim of improving workforce quality, reducing welfare dependency, increasing economic self-sufficiency, and meeting skill requirements of employers.

#### **E. DATA SHARING**

##### ***Shared Technology and System Security***

Whenever possible the Jefferson/Franklin Region appreciates state support for tech sharing. While Missouri has made progress in the sharing of data, true data integration is still a challenge. Each partner operates independent systems that do not have the capability to communicate with each other. Governor Parson has encouraged all departments to explore options to share and integrate data through his workforce development initiatives. This has helped spur more discussion and pilot projects around these issues. Through initiatives such as the Workforce Data Quality Initiative Grant (WDQI) and strong support from the governor's office, there is movement forward in this area. Core partners have completed a Memorandum of Agreement (MOA) that now allows data sharing of employer information. Work continues on a data warehouse that will allow opportunities to safely share jobseeker information as well.

At the State level core program partners have completed a MOU and will work toward sharing data and information. They continue to collaborate to further the goal of achieving all common primary indicators of performance.

Policies exist to provide assurance that participants' Personally Identifiable Information (PII) will be kept confidential. Specific examples include separate confidential files.

### III. **SERVICES TO BE PROVIDED**

The purpose of this MOU is to articulate the roles and responsibilities of each Party in the creation of a seamless customer-focused service delivery network that integrates service delivery across programs, enhances access to services and improves long-term employment outcomes for individuals receiving assistance. The MOU provides a foundation for assuring alignment and coordination of policies and operations across programs, supporting a responsive service delivery system, enhancing access to program services that meet the workforce development needs of adults and lead to long-term employment outcomes. Programs and services will be coordinated and integrated where feasible by jointly serving common customers, supporting interagency in-service training and providing information and services that most directly meet the customer's needs.

#### **A. DESCRIPTION OF COMPREHENSIVE ONE-STOP SERVICES**

Career services to be provided by each required Partner in each Comprehensive One-Stop Center are included in the Matrix (*See Attachment 2*). The Matrix illustrates local service delivery and methods of service delivery which includes: Career services to be provided by each required Partner in each Comprehensive One-Stop Center. Other programs and activities to be provided by each required Partner are included in the Matrix.

As determined by available partner staffing and funding, every effort will be made by the local Partner agencies to provide services with staff physically present that are cross-trained staff, and as available, have direct linkage to technology.

The required Partners' combined commitment to integration and "manner in which the services will be coordinated and delivered through the system" is outlined in the Matrix and the signed MOU demonstrates each partner's coordinated service delivery and commitment to the workforce system.

For each required Partner, the location(s) at which services of each required Partner will be accessible. *See Attachment 1*.

#### **B. PROCUREMENT OF ONE-STOP OPERATOR 678.600- 678.635**

The Jefferson/Franklin One Stop Operator is MERS Missouri Goodwill Industries.

The One-Stop operator roles and responsibilities and functions are:

- Coordinate service delivery of required one-stop partners and service providers
- Coordination of service providers across primary provider of services within the center,
- Providing some of the services within the center, including acting as primary service provider



- Coordination of service delivery in a multi-center area

Functions that may not be performed:

- Convene system stakeholders to assist in the development of the local plan;
- Prepare and submit local plans (as required under Sec. 107 of WIOA);
- Responsibility 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.

In carrying out WIOA programs and activities, one-stop operator must:

Disclose any potential conflicts of interest arising from the relationships of the operators with particular training service providers or other service providers (further discussed in 679.430 of the WIOA chapter);

- Not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer term career and training services;
- Comply with Federal regulations and procurement policies relating to the calculation and use of profits, including those at 20 CFR 683.295, the Uniform Guidance at 2 CFR part 200, and other applicable regulations and policies.

#### **IV. SHARED FUNDING OF INFRASTRUCTURE**

The One-Stop Operating Budget is the financial plan that the One-Stop Partners, and Local WDB agree will be used to achieve the MOU's goals of delivering services in a LWDA. The MOU must contain, among other things, provisions describing how the costs of services provided by the One-Stop System (including career services and other shared services) and the operating costs of such System will be funded, including the infrastructure costs for the One-Stop System.

##### **A. ONE-STOP OPERATING BUDGET**

See Partner Budget/Infrastructure Cost Sharing Agreement (*See Attachment 4*).

All agencies and organizations will continue to operate separate accounting systems, reporting to their funding source as required.

Shared resources contributed by partner agencies will make substantial investment contributions toward integration and obtainment of a functional One-Stop delivery system in the Jefferson/Franklin region. Operation Infrastructure including such items as rent/leasing of facility costs, utilities, maintenance, equipment, specialized technology requirements, etc. will be negotiated and developed with each partner agency as required or needed. Partners involved in funding or cost sharing of infrastructure will have an MOU with a separate attachment outlining agreed upon negotiated cost sharing.

##### **B. OTHER CONTRIBUTORS**

None.

## **V. FUNDING OF SERVICES AND OPERATING COSTS**

One-Stop Partner services and activities as reflected in *Attachment 2* shall agree to provide program services and activities for the good of the One-Stop Delivery System. Each partner agency shall provide the financial resources through their agency funding or in-kind contribution. Any shared cost of personnel i.e., Job Center Functional Leader or other shared staff shall be outlined in a separate attachment.

See Partner Budget/Infrastructure Cost Sharing Agreement (*See Attachment 4*). This agreement shall occur as a result of the Jefferson/Franklin LWDB negotiation with Partner agencies to cost share those item as determined necessary by LWDB and partners. This Budget/Infrastructure Agreement shall be reviewed annually or as required by local partnering agencies.

## **VI. SYSTEMATIC REFERRAL PROCESS FOR JOB CENTER CUSTOMERS**

The MOU includes methods for referral to appropriate services and activities between One-Stop Operators and Partner programs. This section includes a commitment to mutually implement processes for the referral of customers to services not provided on-site. The referral process should be customer-centered and provided by staff trained in customer service.

In order to provide seamless delivery of services to customers, the Parties agree to the following referral principles:

- Each party will have information on and receive training about the services of all Partner agencies within the One-Stop System.
- Customers accessing services through the One-Stop System will receive assistance in determining which of the Partner agencies may have services that will benefit the customer and will be provided an appropriate referral and means to contact said Partner program.
- Staff will make appropriate referrals depending on each customer's individual needs, eligibility requirements, and other support services.
- Referrals will be made to Partners/outside agencies based on intake and assessment and a determination of appropriateness.
- We agree that the Partners will conduct referral for services in the following manner:
  - All customers referred for services will receive a written referral form with the date, time, and place of the appointment.
  - All appointments will be scheduled within three (3) working days.
  - The individual making the appointment will follow up within two (2) working days of the scheduled appointment date.

### **A. REFERRAL PROCESS**

In order to coordinate referrals among the One-Stop Operator and Jefferson/Franklin Partners they have a uniform resource directory which is shared by all partners enabling all partners to refer to any other partner when appropriate. See WIOA One Stop Partner Resource Guide and Partner Services/One Stop Services Matrix (*See Attachment #2*). In addition, the Missouri Services Navigator website ([mo.servicesnavigator.org](http://mo.servicesnavigator.org)) can be utilized by all partners and customers to find essential programs and services available in Missouri. Each required Partner has listed the other programs to which it will make referrals and the method(s) of referral to each Partner.

Referrals and follow up will be entered in case management system. While Missouri has made

progress in the sharing of data, true data integration is still a challenge. Each partner operates independent systems that do not have the capability to communicate with each other. Governor Parson has encouraged all departments to explore options to share and integrate data through his workforce development initiatives. This has helped spur more discussion and pilot projects around these issues.

Through initiatives such as the Workforce Data Quality Initiative Grant (WDQI) and strong support from the governor's office, there is movement forward in this area. Core partners have completed a Memorandum of Agreement (MOA) that now allows data sharing of employer information. Work continues on a data warehouse that will allow opportunities to safely share jobseeker information as well.

See WIOA One Stop Partner Resource Guide (*Attachment 3*) for more referral information.

## **VII. ACCESS**

### **A. NON-DISCRIMINATION AND EQUAL OPPORTUNITY**

This MOU includes methods to ensure the needs of individuals with barriers to employment, including individuals with disabilities. Those individual needs are addressed and provided access to services, technology, and materials available through the One-Stop System.

#### **A. PHYSICAL ACCESSIBILITY**

All required Partners will assure the physical accessibility of the Comprehensive One-Stop Center(s), including, but not limited to, the following:

The Arnold and Washington One-Stop Centers support a culture of inclusiveness through their facility lay-out. The Centers are accessible for disabled job seekers and employers.

The Arnold and Washington One-Stop Centers are located in high-traffic areas with signage indicating the building location.

Public transportation is available within reasonable walking distance. The Arnold and Washington One-Stop Centers are located in small towns. Taxi services are available in both locations. Arnold is serviced by public transportation through Jeffco Express (Jefferson County Community Partnership -one of our community partners).

A dedicated parking lot, with handicapped spaces is available at the Arnold and Washington Career Centers.

#### **B. PROGRAMMATIC ACCESSIBILITY**

The Arnold and Washington One-Stop Centers provide physical and programmatic accessibility to ensure that individuals with disabilities and limited English proficiency customers have the same access to one-stop programs, services and benefits that are provided to all job center customers. The Jefferson/Franklin provides assurance of universal access and compliance with Section 188 of the Workforce Innovation and Opportunity Act, Title VI of the Civil Rights Act of 1964, Section 504 of

the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and 29 CFR Part 38 and other regulations implementing these laws by documenting the policies and procedures for providing accessibility including: notice and communication in alternate languages and format, interpreter services, assistive technology equipment, and other reasonable accommodations requested. Customer service training and available resources are vital for providing meaningful access. Staff training in areas such as disability etiquette, diversity, accommodations, requirements of the law, and partner agency resources allow for good customer service in the most efficient and effective manner. The local Equal Opportunity officer provides technical assistance and guidance to further improve services for job center customers.

Communication mechanisms within the job centers ensure that individuals with disabilities are receiving the same information as effectively as any other customer. The availability of auxiliary aids and services allow customers with visual, hearing, physical, and cognitive disabilities the communication access to products and services box.

Staff training is important in the effectiveness of providing services when a customer discloses their disability and may need accommodations to address their individual needs. Training is provided in order for staff to be knowledgeable of the assistive technology and other resources needed for individuals with disabilities to be successfully employed. Strong partnerships have been established with the Division of Vocational Rehabilitation, Rehabilitation Services for the Blind, Next Step for Life (Jefferson County) and Missouri Goodwill Industries (Franklin County). These agencies continue to be a resource for job center customers with disabilities to provide adequate preparation and reasonable accommodation to enable individuals to achieve their maximum potential in the home, community, educational settings and in employment. Vocational Rehabilitation, Independent Living Rehabilitation, Older Blind Services and Transition Services are available to assist in providing all individuals with disabilities the opportunity for improved workforce services.

Assistive Technology equipment in each job center includes: the Ubi Duo, amplifier for telephone, Relay 711 service, hands-free speaker phone, 19"-21" large monitor, screen reader software (Window Eyes), screen magnification software (Zoom Text), Trackball, alternative keyboard, height adjustable table, tape recorder, electronic CCTV magnifier, and Portable Assistive Listening Device (FM System). Sign language interpreter services may be provided to individuals upon request to enhance communication with hearing impaired individuals.

### **C. ACCESS TO PROGRAMS AND SERVICES**

Missouri Job Center System will ensure access to Missouri Job Center services including to individuals with barriers to employment.

Each Missouri Job Center Partner will provide a direct link or access to other Missouri Job Center Partner staff that can provide meaningful information or service, through the use of colocation, cross training of Missouri Job Center staff, or real-time technology (two-way communication and interaction with Missouri Job Center Partners that results in services needed by the customer). As appropriate every effort will be made by each of the local Missouri Job Center Partners that results in service to meet the need(s) of the customer.

As appropriate for using WIOA adult funds, Jefferson/Franklin Partners commit to offer priority of services to veterans and recipients of public assistance, other low-income individuals, or individuals who are basic skill deficient when providing individualized career services and training services.

Each Missouri Job Center Partner ensures their policies, procedures, programs, and services are in compliance with the Americans with Disabilities Act of 1990 and its amendments to provide equal access to all customers with disabilities.

Each Missouri Job Center Partner promotes capacity building and professional development for staff in order to increase awareness and understanding of serving individuals with barriers to employment and individuals with disabilities.

#### **D. AMERICANS WITH DISABILITIES ACT AND AMENDMENTS COMPLIANCE**

Each Missouri Job Center Partner ensures that the policies and procedures of the Missouri Job Center System and services being provided are in compliance with the Americans with Disabilities Act of 1990 and its amendments.

### **VIII. HUMAN RESOURCES MANAGEMENT**

We agree that the Jefferson/Franklin Consortium Partners will develop commonly accepted expectations for customer service and engagement that are compliant with each individual entity's employee policies. Each Partner will incorporate those expectations into their own employee-performance system and agree to conduct periodic performance reviews in accordance with the requirements of their organization.

#### **A. GRIEVANCES AND COMPLAINTS PROCEDURE**

Jefferson/Franklin Consortium Partners MOU will include a commitment to establish and maintain a procedure for handling grievances and complaints as outlined in WIOA. The Parties will implement written grievance procedures to ensure enforcement of non-discrimination and equal opportunity provisions within the One-Stop System.

#### **B. CONFIDENTIALITY**

Jefferson/Franklin Consortium Partners will comply with the confidentiality requirements of all applicable laws, regulations, and rules.

### **IX. ONE-STOP DELIVERY SYSTEM PERFORMANCE CRITERIA**

*We agree that the One-Stop Delivery System will strive to achieve these standards of quality service for its customers, employees, and Partners:*

- I. All customers will receive prompt and courteous service from the staff.
2. All customers will receive the services designed to assist customers in achieving their educational

and or job placement goals.

3. All employees can expect to work in a safe and professional environment.
4. All employees can expect to receive the best tools to achieve the desired outcome for their customers.
5. All Partners will deliver high-quality services through the Missouri Job Centers.

#### **X. GOVERNANCE OF THE ONE-STOP DELIVERY SYSTEM**

The Local WDB's responsibilities will be:

1. Serve as liaison, host and convener of meetings between local One- Stop Partners as needed and required.
2. Develop local Memorandum of Understanding per statutory requirements.
3. Review the MOU with One-Stop Partners every year to ensure appropriate funding and delivery of services is occurring.

The One-Stop Operator's responsibilities will be:

1. Coordinate service delivery of required one-stop partners and service providers.
2. Coordination of service providers across primary provider of services within the Centers.
3. Providing some of the services within the Centers, including acting as primary service provider.
4. Coordination of service delivery in a multi-center area.

The One-Stop Partners' responsibilities will be:

1. Each partner shall agree to provide an exchange of agency plans between members. This will permit a regular exchange of fundamental missions and operational goals to ensure an appropriate linkage to the One-Stop system.
2. Each partner shall agree to participate in the development of the local Workforce Innovation & Opportunity Act plan.
3. The partners shall meet to evaluate One-Stop integration and plan accordingly, on an as-needed basis.
4. Governance of individual programs must obviously remain under their respective legal authority. Elimination of duplication and the efficient, effective delivery of customer services shall be the fundamental principles on which all partner agencies operations and decision-making are based.

#### **XI. DURATION, MODIFICATION, and REVISIONS**

The parties agree that the terms of this MOU as a whole will take effect as of 2020-07-01 and will continue in effect **until** 2023-06-30 or such time as any party will modify, extend, or terminate this MOU. Amendments to the MOU may be made upon consensus of all parties at least 30 days prior to the effective date of the change.

The terms of the shared funding of infrastructure costs agreed to in Section IV will take effect on 7/1/2020 and will continue in effect until 06/30/2023, or such time as any party will modify, extend, or terminate that subpart of this agreement. With the cost sharing addendum to be renewed annually.

#### **A. SEVERABILITY**

If any part of this MOU is found to be null and void or is otherwise stricken, the rest of this MOU shall remain in full force and effect until renegotiated or rewritten.

## **B. AMENDMENT PROCEDURES**

Partners must give 30 days' notice of any amendments. Amendments must be in writing, signed by the appropriate partners and attached to the original agreement. Partners will be notified electronically of any pending amendments. The MOU shall be amended when partners agree on the amendment. Approved budgets shall be renewed on an annual basis. This will not require a revision of the entire MOU. Any party to this agreement may cease participation in the agreement. Any party that intends to cease participation must notify the other parties to the agreement at least 30 days prior to the effective termination date. Disputes will be addressed by referencing the WIOA law and regulations. The MOU will reflect the most recent date as amendments are approved, if applicable.

## **C. RENEWAL PROVISIONS**

The MOU will be renewed at least once every 3 years after discussion with partners. If substantial changes occur, the MOU will be updated after discussion with partners.

## **D. EFFECTIVE DATES and TERM of MOU**

The effective date of this MOU is 07/01/2020 to 06/30/2024. The MOU will be reviewed at least every three years. The MOU and all addendums, if applicable, constitutes the entire agreement between the parties hereto.

## **E. DURATION OF AGREEMENT**

The duration of this MOU is 07-01-2020 to 06-30-2024. The procedures for amending this MOU are: Partners must give 30 days' notice of any amendments. Amendments must be in writing, signed by the appropriate partners and attached to the original agreement if substantial changes have occurred, the MOU will be renewed.

## **XII. TERMINATION**

Any party to this agreement may cease participation in the agreement. Any party that intends to cease participation must notify the other parties to the agreement at least 30 days prior to the effective termination date.

**XIII. SIGNATURE PAGE FOR MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN  
JEFFERSON/FRANKLIN REGION WORKFORCE DEVELOPMENT BOARD (WDB) AND  
ONE-STOP PARTNERS**

The parties agree that the terms of this MOU as a whole will take effect as of 07/01/2020 and will continue in effect until 06/30/2023 or such time as any party will modify, extend, or terminate this MOU. Amendments to the MOU may be made upon consensus of all parties at least 30 days prior to the effective date of the change.

When fully executed, the MOU must contain the signatures of the Local WDB, One-Stop Partners, and the CEO(s). The individuals signing the MOU have authority to represent and sign on behalf of their program under WIOA.

NAME OF PARTNER AGENCY: DESE (VIR)

Signature attached

Printed Name of Signatory Margie Vandeven Robin Coffman

Title Chief of Staff

Date \_\_\_\_\_

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR Partner Program IF DIFFERENT THAN THE SIGNATORY ABOVE

Signature \_\_\_\_\_

Printed Name of Signatory \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

IN WITNESS OF, the parties have executed this Memorandum of Understanding the day and year first above written.

Signature DocuSigned by:  
Robert Francis  
8D5B9A79176A404...

Printed Name of Signatory: Robert Francis

Title Workforce Development Board, Chair

Date 4/16/2020

Signature DocuSigned by:  
Tim Brinker  
08E53DB769FE4A5...

Printed Name of Signatory: Tim Brinker

Title Presiding Commissioner, Franklin County

Date 5/1/2020

Signature DocuSigned by:  
Dennis Gannon  
DEDA63E8BDC9424...

Printed Name of Signatory: Dennis Gannon

Title County Executive, Jefferson County

Date 4/16/2020

Signature DocuSigned by:  
Michael Ravenscraft  
AD82C761ECE0497...

Printed Name of Signatory: Michael Ravenscraft

Title One-Stop Coordinator

Date 4/16/2020



Signatures

For Missouri Department of Elementary & Seco  
Name Robin Coffman  
Title Chief of Staff

*Robin Coffman*

Signed on 2020-06-05 21:02:08 GMT

Secured by Concord™  
DocumentID: ZTU3NGYd4ZYtOT  
SigningID: MjRlZTU4ZTI1OW  
Signing date: 6/5/2020  
IP Address: 152.166.80.226  
Email: robin.coffman@deca.mo.gov

concord

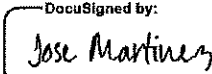
Signed on [www.concordnow.com](http://www.concordnow.com)

**XIII. SIGNATURE PAGE FOR MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN  
JEFFERSON/FRANKLIN REGION WORKFORCE DEVELOPMENT BOARD (WDB) AND  
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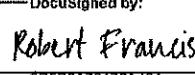
NAME OF PARTNER AGENCY: UMOS

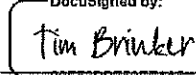
Signature  385EF5532BBA419  
Printed Name of Signatory Jose Martinez  
Title Vice-President of farmworker Program and Community Services  
Date 6/9/2020

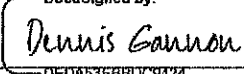
INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR Partner Program IF DIFFERENT THAN THE SIGNATORY ABOVE

Signature \_\_\_\_\_  
Printed Name of Signatory \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

IN WITNESS OF, the parties have executed this Memorandum of Understanding the day and year first above written.

Signature  9D5B9A79176A404...  
Printed Name of Signatory: Robert Francis  
Title Workforce Development Board, Chair  
Date 4/16/2020

Signature  09E53DB758FE4A3...  
Printed Name of Signatory: Tim Brinker  
Title Presiding Commissioner, Franklin County  
Date 5/1/2020

Signature  DEDA53EBBDC9424...  
Printed Name of Signatory: Dennis Gannon  
Title County Executive, Jefferson County  
Date 4/16/2020

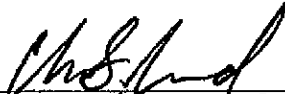
Signature  AD62C781ECE0497...  
Printed Name of Signatory: Michael Ravenscraft  
Title One-Stop Coordinator  
Date 4/16/2020

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NAME OF PARTNER AGENCY: Division of Employment Security

Signature 

Printed Name of Signatory: Chris Slinkard

Title Director

Date 6/3/2020

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR Partner Program IF DIFFERENT THAN THE SIGNATORY ABOVE

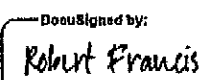
Signature \_\_\_\_\_

Printed Name of Signatory \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

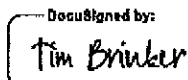
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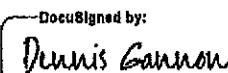
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Signature   
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Printed Name of Signatory: Tim Brinker

Title Presiding Commissioner, Franklin County

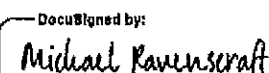
Date 5/1/2020

Signature   
DocuSigned by:  
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Printed Name of Signatory: Dennis Gannon

Title County Executive, Jefferson County

Date 4/16/2020

Signature   
DocuSigned by:  
AD6EC761ECED487...

Printed Name of Signatory: Michael Ravenscraft

Title One-Stop Coordinator

Date 4/16/2020

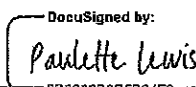
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Excelsior Springs Job Corps Center

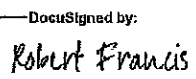
NAME OF PARTNER AGENCY: \_\_\_\_\_

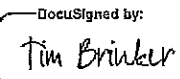
Signature  \_\_\_\_\_  
DocuSigned by: 9D928282D5B24F2...  
 Printed Name of Signatory Paulette Lewis  
 Title Center Director  
 Date 5/26/2020

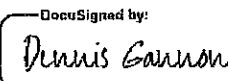
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Signature \_\_\_\_\_  
 Printed Name of Signatory \_\_\_\_\_  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_

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DocuSigned by: 9D5B9A79176A404...  
 Printed Name of Signatory: Robert Francis  
 Title Workforce Development Board, Chair  
 Date 4/16/2020

Signature  \_\_\_\_\_  
DocuSigned by: 08E330B759FE4A5...  
 Printed Name of Signatory: Tim Brinker  
 Title Presiding Commissioner, Franklin County  
 Date 5/1/2020

Signature  \_\_\_\_\_  
DocuSigned by: DEEASJEBBDC9424...  
 Printed Name of Signatory: Dennis Gannon  
 Title County Executive, Jefferson County  
 Date 4/16/2020

Signature  \_\_\_\_\_  
DocuSigned by: AD62C781ECE0497...  
 Printed Name of Signatory: Michael Ravenscraft  
 Title One-Stop Coordinator  
 Date 4/16/2020

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NAME OF PARTNER AGENCY: MERS Goodwill

Signature DocuSigned by:  
David Kutchback  
7022751DCDC1AAA

Printed Name of Signatory David Kutchback

Title CEO

Date 5/19/2020

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR Partner Program IF DIFFERENT THAN THE SIGNATORY ABOVE

Signature \_\_\_\_\_

Printed Name of Signatory \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

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Robert Francis  
30589A79176A404...

Printed Name of Signatory: Robert Francis

Title Workforce Development Board, Chair

Date 4/16/2020

Signature DocuSigned by:  
Tim Brinker  
00E53DB759FE4A5...

Printed Name of Signatory: Tim Brinker

Title Presiding Commissioner, Franklin County

Date 5/1/2020

Signature DocuSigned by:  
Dennis Gannon  
DEDA3E1B80C9A24...

Printed Name of Signatory: Dennis Gannon

Title County Executive, Jefferson County

Date 4/16/2020

Signature DocuSigned by:  
Michael Ravenscraft  
AD82C761ECE0497...

Printed Name of Signatory: Michael Ravenscraft

Title One-Stop Coordinator

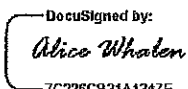
Date 4/16/2020

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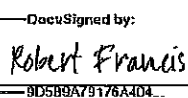
NAME OF PARTNER AGENCY: East Central College AEL

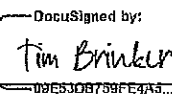
Signature   
DocuSigned by:  
7C226CB21A1347E  
 Printed Name of Signatory Alice Whalen  
 Title AEL Director  
 Date 5/18/2020

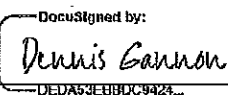
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9D5B9A79178A404...  
 Printed Name of Signatory: Robert Francis  
 Title Workforce Development Board, Chair  
 Date 4/16/2020

Signature   
DocuSigned by:  
0B630B789FE4A3...  
 Printed Name of Signatory: Tim Brinker  
 Title Presiding Commissioner, Franklin County  
 Date 5/1/2020

Signature   
DocuSigned by:  
DEDAA5EEB0C9428...  
 Printed Name of Signatory: Dennis Gannon  
 Title County Executive, Jefferson County  
 Date 4/16/2020

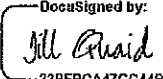
Signature   
DocuSigned by:  
AD62C761ECE0497...  
 Printed Name of Signatory: Michael Ravenscraft  
 Title One-Stop Coordinator  
 Date 4/16/2020

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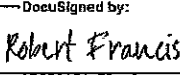
NAME OF PARTNER AGENCY: JFCAC

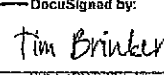
Signature   
DocuSigned by:  
33BFBCA47CC44B6  
 Printed Name of Signatory Jill Quaid  
 Title CEO  
 Date 5/18/2020

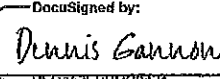
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9D5B9A79176A404...  
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Signature   
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09E53DB798FE4A3...  
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 Title Presiding Commissioner, Franklin County  
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Signature   
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DEDA53EBBDC0424...  
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AD82C701EC0497...  
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NAME OF PARTNER AGENCY: Four Rivers Career Center

Signature   
DocuSigned by: Andy Robinson  
E1E8E8E3065A49A

Printed Name of Signatory Andy Robinson

Title Director

Date 5/14/2020

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR Partner Program IF DIFFERENT THAN THE SIGNATORY ABOVE

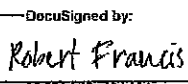
Signature \_\_\_\_\_

Printed Name of Signatory \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

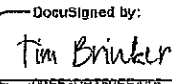
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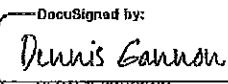
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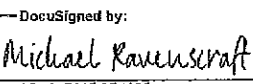
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Signature   
DocuSigned by: Dennis Gannon  
DE0A53E8BDC9424

Printed Name of Signatory: Dennis Gannon

Title County Executive, Jefferson County

Date 4/16/2020

Signature   
DocuSigned by: Michael Ravenscraft  
A082C761E0ED497

Printed Name of Signatory: Michael Ravenscraft

Title One-Stop Coordinator

Date 4/16/2020



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Better Family Life, Inc.  
NAME OF PARTNER AGENCY: \_\_\_\_\_

DocuSigned by:  
*Darryl Grimes*  
Signature EZ1B17C3E2BA49F  
Printed Name of Signatory Darryl Grimes  
Title Interim CEO  
Date 5/14/2020

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Printed Name of Signatory \_\_\_\_\_  
Title \_\_\_\_\_  
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Title Workforce Development Board, Chair  
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DocuSigned by:  
*Tim Brinker*  
Signature 09E30B759FE1A3...  
Printed Name of Signatory: Tim Brinker  
Title Presiding Commissioner, Franklin County  
Date 5/1/2020

DocuSigned by:  
*Dennis Gannon*  
Signature DEDA5E8B0C9A24...  
Printed Name of Signatory: Dennis Gannon  
Title County Executive, Jefferson County  
Date 4/16/2020

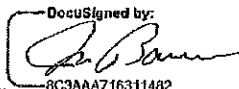
DocuSigned by:  
*Michael Ravenscraft*  
Signature AD62C761ECED497...  
Printed Name of Signatory: Michael Ravenscraft  
Title One-Stop Coordinator  
Date 4/16/2020

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NAME OF PARTNER AGENCY: East Central College

Signature  Dr. Jon Bauer  
8C3AA716311482

Printed Name of Signatory Dr. Jon Bauer

Title President/CEO

Date 5/14/2020

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR Partner Program IF DIFFERENT THAN THE SIGNATORY ABOVE

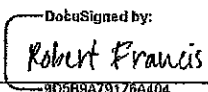
Signature \_\_\_\_\_

Printed Name of Signatory \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

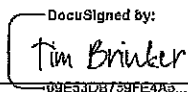
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Printed Name of Signatory: Robert Francis

Title Workforce Development Board, Chair

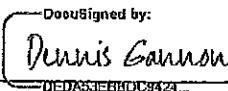
Date 4/16/2020

Signature  Tim Brinker  
09E3D8739FE47A...

Printed Name of Signatory: Tim Brinker

Title Presiding Commissioner, Franklin County

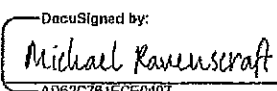
Date 5/1/2020

Signature  Dennis Gannon  
DEDAS3EBB0C9421...

Printed Name of Signatory: Dennis Gannon

Title County Executive, Jefferson County

Date 4/16/2020

Signature  Michael Ravenscraft  
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Jefferson College Adult Education and Literacy Program

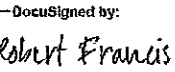
NAME OF PARTNER AGENCY: \_\_\_\_\_

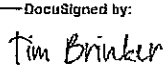
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Signature \_\_\_\_\_  
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Printed Name of Signatory Julie Johns  
Title AEL Director  
Date 5/6/2020

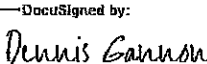
INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR Partner Program IF DIFFERENT THAN THE SIGNATORY ABOVE

Signature \_\_\_\_\_  
Printed Name of Signatory \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

IN WITNESS OF, the parties have executed this Memorandum of Understanding the day and year first above written.

DocuSigned by:  
  
Signature \_\_\_\_\_  
00588A79176A404...  
Printed Name of Signatory: Robert Francis  
Title Workforce Development Board, Chair  
Date 4/16/2020

DocuSigned by:  
  
Signature \_\_\_\_\_  
09E63D6759FE4A9...  
Printed Name of Signatory: Tim Brinker  
Title Presiding Commissioner, Franklin County  
Date 5/1/2020

DocuSigned by:  
  
Signature \_\_\_\_\_  
DE0A53EBB0C9424...  
Printed Name of Signatory: Dennis Gannon  
Title County Executive, Jefferson County  
Date 4/16/2020

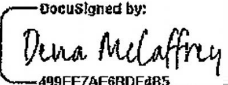
DocuSigned by:  
  
Signature \_\_\_\_\_  
AD62C781E0E0497...  
Printed Name of Signatory: Michael Ravenscraft  
Title One-Stop Coordinator  
Date 4/16/2020

**XIII. SIGNATURE PAGE FOR MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN  
JEFFERSON/FRANKLIN REGION WORKFORCE DEVELOPMENT BOARD (WDB) AND  
ONE-STOP PARTNERS**

The parties agree that the terms of this MOU as a whole will take effect as of 07/01/2020 and will continue in effect until 06/30/2023 or such time as any party will modify, extend, or terminate this MOU. Amendments to the MOU may be made upon consensus of all parties at least 30 days prior to the effective date of the change.

*When fully executed, the MOU must contain the signatures of the Local WDB, One-Stop Partners, and the CEO(s). The individuals signing the MOU have authority to represent and sign on behalf of their program under WIOA .*

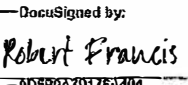
Jefferson College  
NAME OF PARTNER AGENCY: \_\_\_\_\_

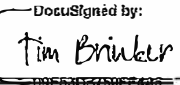
Signature  \_\_\_\_\_  
Printed Name of Signatory Dena McCaffrey  
Title President-Elect  
Date 5/7/2020


INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR Partner Program IF DIFFERENT THAN THE SIGNATORY ABOVE

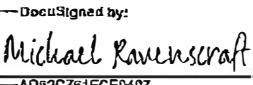
Signature \_\_\_\_\_  
Printed Name of Signatory \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

IN WITNESS OF, the parties have executed this Memorandum of Understanding the day and year first above written.

Signature  \_\_\_\_\_  
Printed Name of Signatory: Robert Francis  
Title Workforce Development Board, Chair  
Date 4/16/2020

Signature  \_\_\_\_\_  
Printed Name of Signatory: Tim Brinker  
Title Presiding Commissioner, Franklin County  
Date 5/1/2020

Signature  \_\_\_\_\_  
Printed Name of Signatory: Dennis Gannon  
Title County Executive, Jefferson County  
Date 4/16/2020

Signature  \_\_\_\_\_  
Printed Name of Signatory: Michael Ravenscraft  
Title One-Stop Coordinator  
Date 4/16/2020



**Memorandum of Understanding (MOU)**  
**Disclosure Statement**  
**Missouri Department of Social Services**

**MOU Title:**

**One-Stop Delivery System**

1. Department of Social Services (DSS) is signing the Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) with the following stipulations:
  - a. All fourteen (14) Workforce Development Boards MOUs must fully comply with the WIOA regulations.
  - b. Local cost sharing negotiations must allow for DSS, including DSS contractors, to provide "in kind" services in lieu of cash payments as applicable.
  - c. WIOA requires one-stop partners to contribute funding to establish and maintain the one-stop delivery system based on each partner's proportionate use of the system and the relative benefits received (WIOA sec. 121(h)(1)(B)(i) and 121(h)(2)(C); 20 CFR 678.420(b), 34 CFR 361.420(b), and 34 CFR 463.420(b)). One-stop partners must use a reasonable cost allocation methodology in determining appropriate partner contributions based on proportionate use and relative benefits received (20 CFR 678.420(b)(2)(i), 34 CFR 361.420(b)(2)(i), and 34 CFR 463.420(b)(2)(i)).
  - d. DSS, its affiliates, successors, assignees, and contractors will continue to adhere to their confidentiality and security policies.
  - e. Termination of the MOUs: Any Partner to these MOUs may withdraw, giving written notice of its intent to withdraw as a Partner. All pertinent terms of the MOUs will continue in effect for the remaining Partners. Any party may cancel the MOU at any time for cause or without cause on a 30-day written notice.
  - f. In the event, there is a conflict of language between the MOU and this Disclosure Statement, the language in this Disclosure Statement shall prevail.
  - g. In the event there is a conflict between law, regulations, and policy governing DSS and the WIOA MOU, then the law, regulations, and policies governing DSS shall prevail.

Patrick Luebbering, Director  
Division of Finance and Administrative Services

Temporary Assistance for Needy Families  
Community Services Block Grant  
SNAP Employment and Training  
Rehabilitation Services for the Blind

## Memorandum of Understanding

### Signature Page

By signing, each party affirms that this MOU accurately describes the negotiated roles, responsibilities, and costs.

Missouri Department of Higher Education & Workforce Development, Office of Workforce Development, WIOA partner for Title I Adult, WIOA Dislocated Worker, WIOA Youth, and Title III Wagner-Peyser, Trade Assistance Act, and Jobs for Veterans State Grant.



Dr. Mardy L. Leathers, Director, Workforce Development  
Missouri Department of Higher Education & Workforce Development

June 16, 2020

Date

## Jefferson Franklin List of Partner Agencies

MOU Attachment 1

WIOA Adult Program (Title I), WIOA Dislocated Worker Program (Title I), WIOA Youth Program (Title I), Wagner-Peyser (Title III), Trade Adjustment Assistance, and Jobs for Veterans State Grants	<p>Mardy Leathers Director   <a href="mailto:mardy.leathers@dhewd.mo.gov">mardy.leathers@dhewd.mo.gov</a> Office of Workforce Development PO Box 1087, Jefferson City, MO 65102 (573) 751-3349</p> <p>Valérie Moore Region-1 Manager   <a href="mailto:Valerie.moore@dhewd.mo.gov">Valerie.moore@dhewd.mo.gov</a> (314) 520-1392</p> <p>Arnold Job Center 3675 West Outer Rd., Arnold, MO 63010 (636) 865-6060</p> <p>Washington Job Center 1108 Washington Square Washington, MO 63090 (636) 583-9670</p>
Job Corps (WIOA Title I)	<p>Timothy Chambers Center Director   <a href="mailto:chambers.timothy@jobcorps.org">chambers.timothy@jobcorps.org</a> ST. LOUIS JOB CORPS CENTER 4333 Goodfellow Blvd St. Louis, MO 63120-1701 800 733-JOBS (314) 679-6200</p>
YouthBuild	N/A – Not in Jefferson Franklin Region
WIOA Indian and Native American	N/A – Not in Jefferson Franklin Region
<u>WIOA 167 Title 1 National Farmworker Jobs Program</u>	<p>Jose Martinez Vice President of Farmworker Program and Community Services   <a href="mailto:jose.martinez@umos.org">jose.martinez@umos.org</a> UMOS – Corporate Headquarters 2701 S. Chase Avenue, Suite B., Milwaukee, WI 53207 (414) 389-6000</p> <p>Jeri Cochran, Farmworker Services State Supervisor 432 W Fir Rd., Carthage, MO 64836 (417) 204-2395 <a href="mailto:Jeri.cochran@umos.org">Jeri.cochran@umos.org</a></p>
Adult Education and Literacy (AEL) (Title II)	<p>Alice Whalen (East Central College) AEL Director   <a href="mailto:Alice.whelen@eastcentral.edu">Alice.whelen@eastcentral.edu</a></p>

## Jefferson Franklin List of Partner Agencies

MOU Attachment 1

	<p>1964 Prairie Dell Road, Union, MO 63084 (636) 584-6532</p> <p>Julie Johns (Jefferson College) AEL Director   <a href="mailto:Jjohns3@jeffco.edu">Jjohns3@jeffco.edu</a> 1000 Viking Drive, Hillsboro, MO 63050 (636) 797-3000</p>
Vocational Rehabilitation (VR) (Title IV)	<p>Amanda Black Asst District Supervisor   <a href="mailto:amanda.black@vr.dese.mo.gov">amanda.black@vr.dese.mo.gov</a> 7454 S. Lindbergh Blvd., Ste 100 St. Louis, MO 63125 (314) 877-0381</p>
The Senior Community Service Employment Program (SCSEP) (Title V Older Americans Act)	<p>Jeff Cartnal Vice President for Program Development <a href="mailto:jcartal@mersgoodwill.org">jcartal@mersgoodwill.org</a> 1727 Locust, St. Louis, MO 63103 (314) 982-8809</p>
Perkins Career and Technical Education	<p>Joel Doecker (East Central College) Vice President of External Relations   <a href="mailto:Joel.doecker@eastcentral.edu">Joel.doecker@eastcentral.edu</a> 1964 Prairie Dell Rd. Union, MO 63084 (636) 584-6527</p> <p>Dr. Chris DeGeare (Jefferson College) Vice President of Instruction and Chief Academic Office <a href="mailto:cdegear1@jeffco.edu">cdegear1@jeffco.edu</a> 1000 Viking Drive Hillsboro, MO 63050 (636) 481-3300</p> <p>Ann Struttman (Four Rivers Career Center) Program Coordinator/Financial Aid <a href="mailto:ann.struttman@sdownmo.org">ann.struttman@sdownmo.org</a> 220 Locust Street Washington, MO 63090 (636) 231-2100 Ext 2934</p>
<p>Community Services Block Grant Activities, and</p> <p>U.S. Dept. of Housing and Urban Development employment and training activities.</p>	<p>Jill Quaid Chief Executive Officer   <a href="mailto:jquaid@jfcac.org">jquaid@jfcac.org</a> #2 Merchant Dr. Hillsboro, MO 63050 (636) 725-9335</p>



# Jefferson Franklin List of Partner Agencies

MOU Attachment 1

State Unemployment Compensation Law activities	Spencer Clark DOLIR   <a href="mailto:spencer.clark@labor.mo.gov">spencer.clark@labor.mo.gov</a> 3315 W Truman Blvd., Jefferson City MO 65102 (573) 751-3403
Second Chance Act	N/A – Not in Jefferson Franklin Region
Temporary Assistance for Needy Families (TANF), SNAP, SkillUp, Jobs League	MO Family Support Division Emma Fox <a href="mailto:emmajane.e.fox@dss.mo.gov">emmajane.e.fox@dss.mo.gov</a> 3737 Harry S Truman Blvd. St. Charles, MO 63301  Better Family Life (TANF) Darryl Grimes   <a href="mailto:dggrimes@betterfamilylife.org">dggrimes@betterfamilylife.org</a> Mirza Bijedic   <a href="mailto:mbijedic@betterfamilylife.org">mbijedic@betterfamilylife.org</a> (636) 287-9098   Arnold and Washington Job Centers Ruth Gary   <a href="mailto:rgary@betterfamilylife.org">rgary@betterfamilylife.org</a> (636) 432-1640
Rehabilitation Services for the Blind (Title IV)	Keith Roderick Deputy Director   <a href="mailto:Keith.A.Roderick@dss.mo.gov">Keith.A.Roderick@dss.mo.gov</a> 615 Howerton Ct. PO Box 2320 Jefferson City, MO 65102-2320 (573) 751-4878

## PROGRAM SERVICES DEFINITIONS

	Service	Definition
<b>Basic Career Services</b>	Eligibility Determination/Enrollment & Registration	Verification of an individual's eligibility for programs offered through the One-Stop system. After eligibility is determined staff will enroll into the appropriate program and trigger participation.
	Outreach & Intake (Orientation)	Outreach, intake, and orientation to information and other services available through the one-stop delivery system.
	Initial Assessment	Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive services needs;
	Resource Center (Labor Exchange Services)	A place that provides information, equipment, and support for individuals that enables them to access the labor exchange system and services.
	Workshops (Labor Exchange Services) Job Search Skills Computer Literacy	Facilitator led, organized workshops designed to provide information to individuals with topics such as, but not limited, to interviewing skills, resume preparation, computer skills, financial literacy skills, labor market information, and personal maintenance.
	Job Referrals	Individualized assistance by staff who matches a participant to existing job openings based on the participant's prior job experience and/or training. Referral to an employer with current job openings.
	Labor Market Information*	Provide workforce and labor market employment statistics information, accurate information relating to local, regional, and national labor market areas; information on job vacancy listings in such labor market areas; information on the job skills necessary to obtain the jobs in such labor market areas; in demand and earnings, skill requirements, and opportunities for advancement for such occupation.
	Training Provider Information	Services to provide Eligible Training Provider System public information to provide customer-focused employment training resources. The information includes but not limited to training costs and outcomes.
	Public Information	Services to inform the public on how the local area is performing on local performance accountability measures, as well as any additional performance information relating to the area's one-stop delivery system.
	Provision of Supportive Service Information	Services to provide information and referrals to other programs and services, including programs and services within the one-stop delivery system, and in appropriate cases, other workforce development programs. Provisions of information relating to the availability of supportive services or assistance, and referrals to those services, including but not limited to, child care, TANF, SNAP, and Medicaid.
	Unemployment Compensation Assistance	Services that provide "meaningful" assistance and information to individuals seeking assistance in filing a claim for unemployment insurance compensation. Services provided to individuals including but not limited to, career counseling and job search assistance.
	Non-WIOA Financial Aid/Assistance for Training	Assistance in establishing eligibility for programs of financial aid assistance for training and education programs that are not provided under WIOA

	Service	Definition
Individualized Career Services	Case Management*	Provides individualized counseling and/or referral to counseling for participants to help them gain self-awareness and a clear understanding of their own knowledge, skills, abilities, and options, thus increasing their ability to make suitable occupational or job adjustment choices.
	Comprehensive/Specialized Assessment* (Diagnostic Assessment)	Individualized career service. Comprehensive and specialized assessments of the skills level and service needs which may include diagnostic testing and use of other assessment tools; and in-depth interviewing and evaluation to identify employment barriers and appropriate goals.
	Employment Plan/Individual Service Strategy Development*	Developed jointly by the participant and case manager when determined appropriate by the one-stop operator or one-stop partner. The plan is an on-going strategy to identify employment goals, achievement objectives, and an appropriate combination of services for the participant to achieve their employment goals.
	Group Counseling	Counseling may be in the form financial, vocational, or personal assistance. In may take place in an individual or group setting.
	Individual Counseling	Counseling may be in the form financial, vocational, or personal assistance. In may take place in an individual or group setting.
	Career Planning & Information	Services designed to assist individuals with career planning by making and implementing informed educational and occupational choices.
	Short-term Prevocational Services	Activities designed to develop learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training.
	Internships and Work Experiences (paid and non-paid)*	A planned, structured learning experience that takes place in a workplace for a limited time. These activities may be paid or unpaid, as appropriate and may be arranged within the private for-profit sector, the non-profit sector or the public sector.
	Workforce/Postsecondary Preparation Activities*	Activities that help prepare for, and transition into, postsecondary education, training or employment.
	Financial Literacy Activities*	Activities that support the participants ability to create budgets, initiate checking, and savings accounts, how to manage spending, credit and debt and the significance of credit reports.
	Out-of-Area Job Search/Relocation Assistance	Services that assist participants seeking employment within the United States and cannot be reasonably expected to find satisfactory employment within the commuting area.
	English Language Acquisition and Education Activities	Activities that are designed to enable Engle Language Learners to become competent in the understanding, reading, listening, speaking, and writing of the English language through the development of literacy and academic skills.
	Tutor, Study Skills, and Dropout Prevention*	Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or a recognized certificate of attendance or similar document for individuals with disabilities.
	Alternative Secondary School* (Hi-Set Training)	Services to assist youth enrolled into alternative secondary school services or dropout recovery services, as appropriate. This can include alternative schools with educational districts or AEL Title II providers

<b>Individualized Career Services</b>	Leadership Development Activities*	Services that provide opportunities encourage responsibility, confidence, employability, self-determination, and other positive social behaviors.
	Supportive Services*	<p>Services provided to aid individuals in enhancing their way of living and achieve self-sufficiency. Supportive services are services that enable an individual to participate in WIOA activities. These services include, but are not limited to:</p> <ul style="list-style-type: none"> <li>(a) linkages to community services;</li> <li>(b) assistance with transportation;</li> <li>(c) assistance with child care and dependent care;</li> <li>(d) assistance with housing;</li> <li>(e) needs-related payments;</li> <li>(f) assistance with educational testing;</li> <li>(g) reasonable accommodations for youth with disabilities;</li> <li>(h) legal aid services;</li> <li>(i) referrals to health care;</li> <li>(j) assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;</li> <li>(k) assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and</li> <li>(l) payments and fees for employment and training-related applications, tests, and certifications.</li> </ul>
	Adult Mentoring*	Services in the form of a formal relationship between a participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement.
	Comprehensive Guidance & Counseling*	Activities which provide individualized counseling to participants. This includes drug and alcohol abuse counseling, mental health counseling, and referral to partner programs as appropriate.
	Follow- Up Services*	<p>Follow-up services must be provided, as appropriate, including Counseling regarding the workplace, for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.</p> <p>Youth must be offered follow-up services following a youth's exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training.</p>

	Service	Definitions
Training Services	Occupational Skills Training*	An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Boards must give priority consideration to training programs that lead to recognized credential.
	On-the-Job Training*	Training by an employer that is provided to a participant while engaged in paid, productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job; provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training.
	Incumbent Worker Training	A program designed to meet the special requirements of an employer (including a group of employers) to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment.
	Cooperative Education & Related Instruction/Apprenticeship Training*	Training that provides employer led on-the-job learning and related instruction.
	Private Sector Training	Formal training programs conducted or sponsored by private business or organized labor.
	Skills Upgrading and Retraining	Training designed to enhance the skills of currently employed participants who are working at less than their skill potential and have minimal or no advancement capability without gaining the skills needed to upgrade and retrain them to move them to self-sufficiency.
	Entrepreneurial Training*	Training designed to provide customer with the skills to start a business of their own.
	Job Readiness Training	Job readiness training provided in combination with the at least one other training services or transitional jobs. Job Readiness training is a formal classroom activity providing instruction in job seeking and job holding skills that can be augmented with such curriculum as business math and business communications. Local employers may also suggest additional curriculum based on identified shortcomings of job applicants.
	Adult Education & Literacy/Basic Education	Adult Education and Literacy (AEL) activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with at least one other training program. AEL is typically conducted in a classroom setting designed to upgrade basic educational skills in preparation for future training, future employment, or retention in present employment. It may include such curriculum as remedial reading, writing, mathematics, literacy training and study skills, English for non-English speakers, bilingual training, and High School Equivalency preparation.
	Customized Training	Training that is designed to meet the special requirements of an employer (including a group of employers); that is conducted with a commitment by the employer to employ an individual upon successful completion of the training; and for which the employer pays for a significant cost of the training, as determined by the Local Board.

	Service	Definition
<b>Employer Services</b>	Job Order Assistance (Job Listing)	Services provided to an employer involving job orders. Examples include entering job orders into MoJobs and answering questions over the phone or in person regarding job orders.
	Referrals of Job Candidates (Job Referrals)	Services provided to an employer informing them of a potential applicant to positions that are available.
	Focus Groups	Services provided to employers on workforce programs or other topics at their request.
	Job Fairs	Services provided to an employer to assist with recruitment by having participated in either a company-specific or multi-business career fair.
	Candidate Screening	Services provided to employers that may include receiving and forwarding resumes to an employer as requested; conducting pre-employment testing, background checks and assistance in completion of I-9 form paperwork.
	Candidate Testing	Services provided to employers to assist with various employment related testing such as WorkKeys.
	Space for Job Interviews	Providing an employer with meeting/workspace at the Job Center (or an affiliate site) for screening and interviewing.
	Labor Market Information	Provide workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas; information on job vacancy listings in such labor market areas; and information relating to the wages of local occupations for better job recruitment and retention needs.
	Job Retention/Reduction Services	Providing information or services related to Business Retention, such as Shared Work or layoff aversion strategies, including Incumbent Worker Training. Providing guidance and services to businesses experiencing a reduction in workforce.
	Job Analysis	Services provided to employers, including but not limited to assistance with, writing/reviewing job descriptions and employee handbooks; developing performance evaluation and personnel policies; creating orientation sessions for new workers; honing job interview techniques for efficiency and compliance; analyzing employee turnover; creating job accommodations and using assistive technologies; or explaining labor and employment laws to help employers comply with discrimination, wage/hour, and safety/health regulations
	Employer Incentives	This also includes but are not limited to, Federal Bonding, Shared Work, Veterans Employment Services, and Work Opportunity Tax Credits.
	Outplacement Services (ETT)	Services provided to employers when their businesses is experiencing a permanent reduction in workforce.
	Employer Seminars/Workshops	Facilitator led, organized workshops designed to provide information to employers with topics such as, but not limited, to sector strategies, labor market information, and work based learning opportunities.
	Work Based Learning Marketing	Services provided to employers involving outreach and marketing of all Work Based Learning opportunities, to include OJT, Apprenticeships, Transitional Jobs, and Incumbent Worker Training.
* Required WIOA Title 1 Youth program elements and services.		

## JEFFERSON FRANKLIN PARTNER SERVICES MATRIX

Attachment 2b

Required Partner	WIOA Adult/DW/Youth	Job Corps	Migrant/Seasonal Farmworker	Wagner Peyser	AEI		Vocational Rehabilitation	Senior Community Service Program	Perkins Career and Tech Education		
Partner Agency	WDB	Job Corps	WIOA Title 1 NFJP	OWD	Jefferson College	East Central	VR	MERS	Jefferson College	East Central	Four Rivers
Basic Career Services											
Eligibility Determination & Enrollment*	D	D	D	D	B	B	B	D	D	D	D
Outreach & Intake	D	B	D	D	B	B	B	D	D	D	D
Orientation	D	D	D	D	B	D	B	D	D	D	D
Initial Assessment	D	D	D	D	D	D	B	D	D	D	D
Resource Center	D		D	D	R	B	R	R	D	D	D
Workshops	D	B	D	D	R	R	R	R	D	D	D
Computer Literacy Training	B	D	R	R	B	B	R	B	D	D	B
Job Referrals	B	B	D	D	R	B	B	R	D	D	D
Labor Market Information*	D	B	D	D	B	B	B	B	D	D	D
Information on Training Providers	D	B	D	D	B	B	B	R	D	D	D
Public Information	D	B	D	D	B	B	B	B	D	D	D
Supportive Service Information	B	B	B	B	B	B	B	B	B	B	B
Unemployment Compensation Assistance	B	R	R	D	B	B	R	R	D	B	R
Non-WIOA Financial Aid/Assistance	B	B	R	R	B	B	B	B	D	D	B

\* Required WIOA Youth Program Element or Service

\*\* Youthbuild, Indian/Native American, and Second Chance Act are not available in the Jefferson Franklin region at this time.

"D" for Directly Delivered "R" for Referrals "B" for Both

Required Partner	Trade	Jobs for Veterans	Community Services Block Grant	US Dept. of Housing and Urban Development	State Unemployment Compensation	TANF	Rehabilitation Services for the Blind
Partner Agency	OWD	OWD	JFCAC	JFCAC	DOLIR	Better Family Life	RSB
<b>Basic Career Services</b>							
Eligibility Determination & Enrollment*	D	D	B	B	~	B	R
Outreach & Intake	D	D	R	R	~	B	B
Orientation	D	D	D	D	~	B	B
Initial Assessment	D	D	B	B	~	B	D
Resource Center	D	D	R	R	~	B	R
Workshops	D	D	B	B	~	B	R
Computer Literacy Training	R	R	B	B	~	B	R
Job Referrals	D	D	R	R	~	B	R
Labor Market Information*	D	D	R	R	~	B	B
Information on Training Providers	D	D	B	B	~	B	R
Public Information	D	D	B	B	~	B	R
Supportive Service Information	B	B	B	B	~	B	B
Unemployment Compensation Assistance	D	D	B	B	D	B	R
Non-WIOA Financial Aid/Assistance	D	D	B	B	~	B	B

\* Required WIOA Youth Program Element or Service

\*\* Youthbuild, Indian/Native American, and Second Chance Act are not available in the Jefferson Franklin region at this time.

"D" for Directly Delivered "R" for Referrals "B" for Both



Required Partner	WIOA Adult/DW/Youth	Job Corps	Migrant/Seasonal Farmworker	Wagner Peyser	AEI		Vocational Rehabilitation	Senior Community Service Program	Perkins Career and Tech Education			
Partner Agency	WDB	Job Corps	WIOA 167 Title 1 NFJP	OWD	Jefferson College	East Central	VR	MERS	Jefferson	East Central	Four Rivers	
Individualized Career Services												
Case Management*	D	D	D	D	B	D	B	D	D	D	D	
Comprehensive Assessment*	B	D	R	D	D	D	B	D	D	D	R	
Employment Plans*	D	D	D	D	B	B	B	D	D	D	R	
Individual Counseling*	R	D	D	D	R	R	B	~	D	D	R	
Group Counseling*	R	D	R	R	R	R	R	~	D	D	R	
Career Planning & Information	D	B	D	D	B	B	B	D	D	D	D	
Short-term prevocational services	D	B	B	R	B	B	B	R	B	B	B	
Internships and Work Experiences (paid and non-paid)*	D	D	D	R	R	R	B	B	D	D	R	
Workforce Preparation Activities*	D	D	D	B	B	B	D	B	B	B	B	
Financial Literacy Activities*	B	D	R	R	D	D	R		D	D	D	
Out-of-Area Job Search/Relocation	D	R	R	D	R	R	R	R	R	R	R	
English Language Acquisition and Education Activities	R	B	R	R	D	D	R	R	D	D	R	
Study Skills Training/Dropout Prevention*	R	D	R	R	D	D	R	~	D	D	R	
Tutoring*	R	D	R	R	D	D	R	~	D	D	D	

Required Partner	Trade	Jobs for Veterans	Community Services Block Grant	US Dept. of Housing and Urban Development	State Unemployment Compensation	TANF	Rehabilitation Services for the Blind
Partner Agency	OWD	OWD	JFCAC	JFCAC	DOLIR	Better Family Life	RSB
Individualized Career Services							
Case Management*	D	D	B	B	~	B	D
Comprehensive Assessment*	D	D	B	B	~	B	D
Employment Plans*	D	D	B	B	~	B	B
Individual Counseling*	D	D	B	B	~	R	D
Group Counseling*			B	B	~	B	D
Career Planning & Information	D	D	B	B	~	B	B
Short-term prevocational services	B	R	R	B	~	B	B
Internships and Work Experiences (paid and non-paid)*	R	R	B	B	~	B	B
Workforce Preparation Activities*	D	D	D	B	~	B	D
Financial Literacy Activities*			B	B	~	R	R
Out-of-Area Job Search/Relocation	D	D	D	D	~	B	R
English Language Acquisition and Education Activities			R	R	~	R	R
Study Skills Training/Dropout Prevention*		D	R	R	~	B	R
Tutoring*		D	R	R	~	B	R

## JEFFERSON FRANKLIN PARTNER SERVICES MATRIX

Attachment 2b

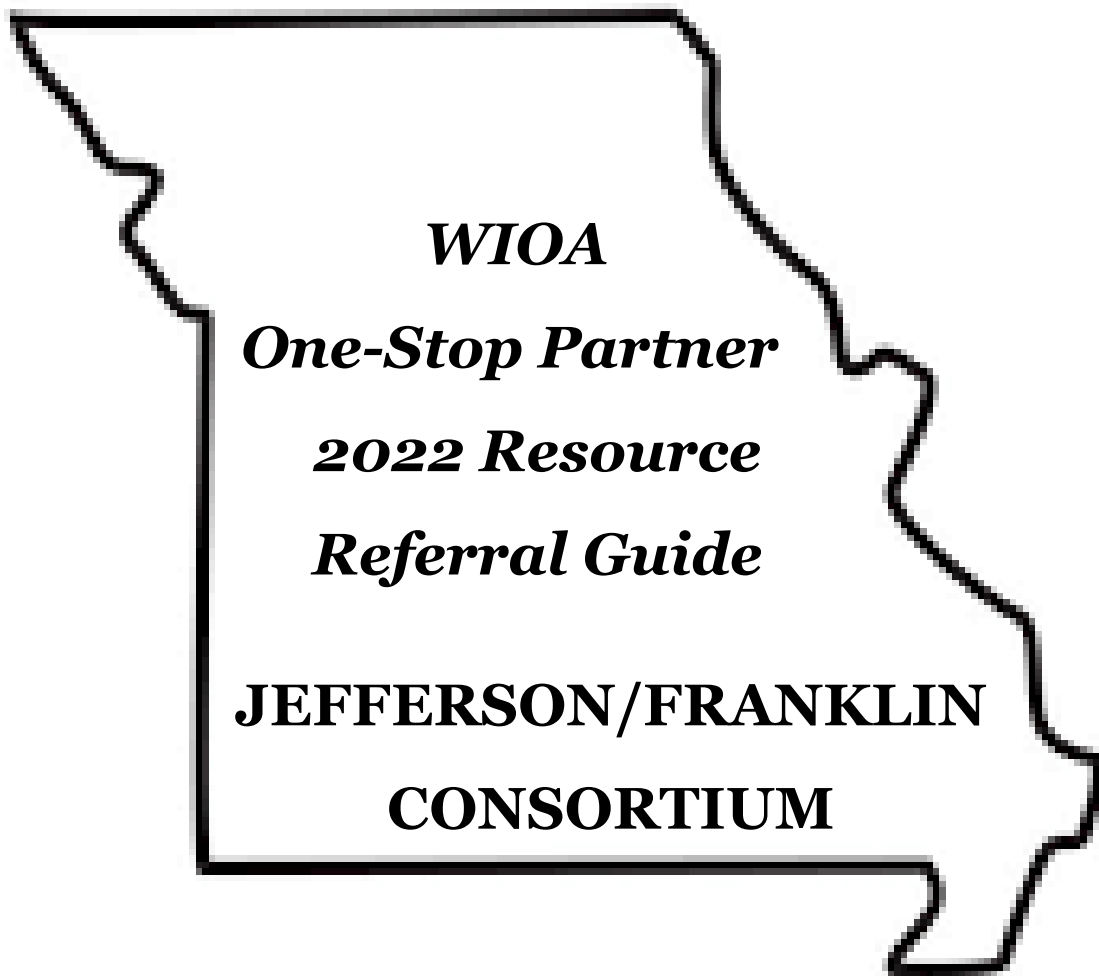
Required Partner	WIOA Adult/DW/Youth	Job Corps	Migrant/Seasonal Farmworker	Wagner Peyser	AEL		Vocational Rehabilitation	Senior Community Service Program	Perkins Career and Tech Education		
Partner Agency	WDB	Job Corps	WIOA 167 Title 1 NFJA	OWD	Jefferson College	East Central	VR	MERS	Jefferson	East Central	Four Rivers
Alternative Secondary School/Hiset*	R	D	R	R	D	D	R	D	D	D	R
Leadership Development Activities*	B	D	D	R	R	R	R	~	D	D	D
Supportive Services*	B	B	D	R	B	R	B	D	D	D	R
Adult Mentoring*	B	D	D	R	B	B	R	~	D	D	D
Follow-Up Services*	B	B	D	D	B	B	B	D	D	D	D
Training Services											
Occupational Skills Training*	B	D	D	D	B	B	B	R	D	D	D
One-the-Job Training*	D	D	D	R	R	R	B	D	D	D	D
Incumbent Worker Training	D	R	~	R	~	~	R	R	B	B	R
Cooperative Education & Related Instruction & Apprenticeship Training*	B	B	D	R	R	R	B	R	D	D	D
Private Sector Training	R	R	R	R	~	~	B	~	R	R	R
Skills Upgrading & Retraining	D	B	D	R	R	B	B	B	D	D	D
Entrepreneurial Training*	D		R	R	R	R	B	B	D	D	D
Job Readiness Training	B	D	D	R	B	B	B	B	D	D	D
Adult Education & Literacy/Basic Education	R	D	R	R	D	D	R	B	D	D	D
Customized or Workplace Training	B	D	D	R	R	B	B	R	D	D	D

Required Partner	Trade	Jobs for Veterans	Community Services Block Grant	US Dept. of Housing and Urban Development	State Unemployment Compensation	TANF	Rehabilitation Services for the Blind
<i>Partner Agency</i>	<i>OWD</i>	<i>OWD</i>	<i>JFCAC</i>	<i>JFCAC</i>	<i>DOLIR</i>	<i>Better Family Life</i>	<i>RSB</i>
Alternative Secondary School/Hiset*	R	R	R	R	~	R	~
Leadership Development Activities*			R	R	~	B	~
Supportive Services*	D	D	B	B	~	B	~
Adult Mentoring*			R	R	~	B	~
Follow-Up Services*	D	D	R	R	~	B	~
<b>Training Services</b>							
Occupational Skills Training*	D	D	R	R	~	B	R
One-the-Job Training*	D	D	R	R	~	B	D
Incumbent Worker Training	~	~	R	R	~	R	R
Cooperative Education & Related Instruction & Apprenticeship Training*	D	R	R	R	~	R	R
Private Sector Training	R	D	R	R	~	B	R
Skills Upgrading & Retraining	D	R	R	R	~	B	D
Entrepreneurial Training*	R	R	R	R	~	D	R
Job Readiness Training	B	B	B	B	~	B	D
Adult Education & Literacy/Basic Education	B	D	R	R	~	B	R
Customized or Workplace Training	D	D	R	R	~	B	R

## Attachment 2b

[illegible]

Required Partner	Trade	Jobs for Veterans	Community Services Block Grant	US Dept. of Housing and Urban Development	State Unemployment Compensation	TANF	Rehabilitation Services for the Blind
Partner Agency	OWD	OWD	JFCAC	JFCAC	DOLIR	Better Family Life	RSB
<b>Employer Services</b>							
Job Order Assistance	D	D	R	R		B	R
Job Referrals	D	D	R	R		B	R
Focus Groups	D	D	R	R		B	R
Job Fairs	D	D	R	R		B	R
Candidate Screening	D	D	R	R		B	R
Candidate Testing	D	D	R	R		B	R
Space for Job Interviews	D	D	R	R		B	R
Labor Market Information	D	D	R	R		B	R
Job Retention Services	D	D	B	B		B	B
Job Analysis	D	D	R	R		B	R
Employer Incentives	D	D	R	R		B	B
Outplacement Services (ETT)	D	D	R	R		B	R
Employer Seminars	D	D	R	R		B	R
Work based Learning Marketing	D	D	R	R		B	R
<b>Other Services</b>							



MISSOURI

## **WIOA One-Stop Partners**

### **Jefferson Franklin Region Resource Guide**

<u><b>Agency</b></u>	<u><b>One-Stop Partner</b></u>
Office of Workforce Development (OWD)	Wagner-Peyser
OWD	Trade Adjustment Assistance
OWD	Jobs for Veterans State Grants
Dept. of Labor & Industrial Relations (DOLIR)	Unemployment Compensation (UI)
OWD/ United Migrant Opportunity Services (UMOS)	WIOA 167 Title 1 National Farmworker Jobs Program
MERS Missouri Goodwill Industries	
MERS Missouri Goodwill Industries	WIOA Adult Program
MERS Missouri Goodwill Industries	WIOA Dislocated Worker Program WIOA
Vocational Rehabilitation and Rehabilitation Services for Blind	Youth Program
Family Support Division (FSD)	Vocational Rehabilitation
Family Support Division (FSD) and Jeff Frank Community Action	Temporary Assistance for Needy Families (TANF)
Jeff Frank Community Action	Community Services Block Grant
East Central College and Jefferson College	Dept. of Housing and Urban Development
East Central College and Jefferson College	Adult Education & Literacy
US Department of Labor	Career and Technical Education
MERS Missouri Goodwill Industries	Job Corps
Probation and Parole	Senior Community Employment Service (Title V)
Not Available	Second Chance Act
Not Available	Native American programs
	YouthBuild

*Equal Opportunity Employer/Program. Auxiliary aids are available upon request to individuals with disabilities.  
Relay 711*



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## **REFERRAL PROCESS**

The Missouri Job Center (MJC) is the central hub for WIOA One-Stop partner referrals and service integration. MJC staff conduct one-on-one interviews with citizens to assess the skill levels, aptitudes and abilities and make a quality referral when appropriate. Referrals for additional services and/or services that are not available through the Missouri Job Center are made by MJC staff. MJC staff will follow up with the partner agency or citizen within 30 days of the referral to determine the results.

### ***Steps in the Referral Process:***

- 1) Assessment results, or one-on-one interview, indicate a need for additional services and a referral to One-Stop Partner resources.
- 2) Once need for referral has been identified, **staff should immediately call, e-mail, or walk over** (if referral agency/partner is in office, when feasible) and initiate the referral process for the citizen.
- 3) If staff has been unable to get in direct contact with partner agency at time of referral with citizen, Staff contacts partner agency with referral information via voicemail, e-mail or will send the completed referral form to the partner agency by fax or mail
- 4) Staff will complete the referral form in data tracking system (MoJobs) and make sure the citizen has contact information for the partner agency.
- 5) Staff will print copy to give the referral form to the citizen. If unable to utilize electronic referral form, staff will complete paper referral form with Agency contact information and make a copy to follow-up for results, and gives original referral form to citizen.
- 6) Staff attaches a copy of the partner resource page to the referral form.
- 7) Staff will follow up with partner agency staff or the citizen within 30 days of the referral.
- 8) Staff will document the date of the follow up contact and enter the appropriate activity in MoJobs and the results of the referral.

**WIOA One-Stop Partner Referral Form**  
**Jefferson/Franklin Region**

Name of Citizen Being Referred: \_\_\_\_\_

Name of Partner Referred to: \_\_\_\_\_

Reason for Referral: \_\_\_\_\_

\_\_\_\_\_

**Complete the following if referring to specific Partner Staff:**

One Stop Partner Contact Name: \_\_\_\_\_

Method of Referral (circle one):              Email      Fax      Phone

Email/Phone or Fax Number: \_\_\_\_\_

***(Attach copy of the One-Stop Partner Resource page)***

Referral made by: \_\_\_\_\_

Date of Referral: \_\_\_\_\_

**Follow-up**

Date of Referral follow up with partner agency or Citizen: \_\_\_\_\_

Referral Results: \_\_\_\_\_

\_\_\_\_\_

## **Wagner-Peyser**

### **Office of Workforce Development (OWD)**

#### **Arnold Job Center**

3675 West Outer Rd Ste. 102  
Arnold, MO 63010

**Phone:** (636) 865-6060

1-888-728-JOBS (5627)

**Fax:** (636) 865-6009

**WIOA One-Stop Partners:**

- 1) Wagner-Peyser Act (employment services)**
- 2) Trade Adjustment Assistance**
- 3) Jobs for Veterans State Grants programs**

**Website:** [www.jobs.mo.gov](http://www.jobs.mo.gov)

**Services offered:** The Job Center provides no-cost staff assistance to all job candidates. Job matching for quality job openings and job search resources such as computers, printer, copiers, scanners, and fax machine.

Job seeking skills workshops for Career Exploration, Career Networking, Resume Preparation, Interview Process, Basic Computer skills.

#### *Additional Resources and Learning Opportunities:*

Apprenticeship, Budgeting and Financial Literacy, High School Equivalency, Young Adult Assistance, Assistive Technology and Translation and Interpretive services, Return Strong initiative that helps Missourians skill up and get back to work.

The Job Center offers no-cost employer services in business consulting, job matching, military to civilians hiring veterans and additional services for federal bonding, National Career Readiness Certificate (NCRC), Agricultural employment services, Work Opportunity Tax Credits (WOTC), shared work and employment transition team.

#### **Method of Referral:**

The Arnold Job Center is open Monday – Friday from 8:00 am to 5:00 pm.

No appointment necessary for first visit.

Virtual Services also available at 1-888-728-JOBS (5627) May have additional appointments scheduled for future visits.

## **Wagner-Peyser**

### **Office of Workforce Development (OWD)**

#### **Washington Job Center**

1108 Washington Square  
Washington, MO 63090

**Phone:** (636) 583-9670

1-888-728-JOBS (5627)

**Fax:** (636) 239-0329

**WIOA One-Stop Partners:**

- 1) Wagner-Peyser Act (employment services)
- 2) Trade Adjustment Assistance
- 3) Jobs for Veterans State Grants programs

**Website:** [www.jobs.mo.gov](http://www.jobs.mo.gov)

**Services offered:** The Job Center provides no-cost staff assistance to all job candidates. Job matching for quality job openings and job search resources such as computers, printer, copiers, scanners, and fax machine.

Job seeking skills workshops for Career Exploration, Career Networking, Resume Preparation, Interview Process, Basic Computer skills.

Additional Resources and Learning Opportunities:

Apprenticeship, Budgeting and Financial Literacy, High School Equivalency, Young Adult assistance, Assistive Technology and Translation and Interpretive services, Return Strong initiative that helps Missourians skill up and get back to work.

The Job Center offers no-cost employer services in business consulting, job matching, military to civilians hiring veterans and additional services for federal bonding, National Career Readiness Certificate (NCRC), Agricultural employment services, Work Opportunity Tax Credits (WOTC), shared work and employment transition team.

#### **Method of Referral:**

The Washington Job Center is open Monday – Friday from 8:00 am to 5:00 pm.

No appointment necessary for first visit.

Virtual Services also available at 1-888-728-JOBS (5627) May have additional appointments scheduled for future visits.

## **Department of Labor Industrial Relations (DOLIR)**

### **Unemployment Insurance (UI) - Division of Employment Security**

P.O. Box 59

Jefferson City, MO 65104

**Phone:** (800) 320-2519

(314)340-4950

**Fax:** (573) 751-9730

**WIOA One-Stop Partner:** State Unemployment Compensation

**Website:** [www.labor.mo.gov/DES](http://www.labor.mo.gov/DES)

[www.UInteract.labor.mo.gov](http://www.UInteract.labor.mo.gov)

#### **Vision Statement:**

***To promote economic vitality, safety, and fairness for Missouri's businesses and workers***

*The Division of Employment Security (DES) supports the Department's vision statement by administering the state's Unemployment Insurance (UI) program. In Missouri, it is a joint state-federal program funded solely through tax contributions paid by employers, so no deductions are made from employees' paychecks for this insurance. All tax contributions are deposited into the Missouri Unemployment Compensation Fund (UTF). Payments of benefits under the regular UI program are made from the UTF to eligible claimants.*

**Services offered:** The Division of Employment Security is responsible for the administration of the unemployment insurance benefit and tax program. The Division collects tax contributions from employers and pays unemployment benefits to individuals who are determined eligible under the law.

Services available on [www.UInteract.labor.mo.gov](http://www.UInteract.labor.mo.gov)

- File for Unemployment
- My Account/Claim Status
- Reschedule Job Services
- Change your Payment Method
- Update your Contact Information
- Tax Information

**Method of Referral:** Claimants can use UInteract to file an unemployment claim, check account status, file an appeal to a claim decision and much more online. Access UInteract at [www.uinteract.labor.mo.gov](http://www.uinteract.labor.mo.gov)

The Missouri Job Center staff are available in the Arnold Job Center and Washington Job Center to provide assistance with the unemployment compensation claims filing website and assistance by phone or via other technology.

Arnold Job Center

**Phone:** (636)865-6060

Washington Job Center

**Phone:** (636) 583-9670

## **Office of Workforce Development/ United Migrant Opportunity Services (UMOS)**

### **WIOA 167 Title 1 National Farmworker Jobs Program**

**Migrant and Seasonal Farmworker (MSFW)**

**Agricultural Employment Services**

Jefferson City, MO 65104

**Arnold Job Center – Phone: (636) 865-6060**

**Washington Job Center – Phone: (636) 583-9670**

**WIOA One-Stop Partner:** WIOA 167 Title 1 National Farmworker Jobs Program/Migrant and Seasonal Farmworker **(MSFW)** programs

*(If a staff or a Job center needs a complete list of National Farmworker Jobs Program and UMOS Migrant and Seasonal Head Start Program locations and contact information, please email: [AES@dhewd.mo.gov](mailto:AES@dhewd.mo.gov))*

**Website:** [www.jobs.mo.gov/jobseeker/aes](http://www.jobs.mo.gov/jobseeker/aes)

**Services offered:** All American Job Centers (AJCs) must offer MSFWs equal access to a full range of employment services, staff must be sensitive to the job seeker's preferences, skills, and needs when considering the availability of agricultural or non-agricultural job opportunities for an MSFW.

In order to accomplish this, all AJCs must identify and serve all farmworkers in an equitable manner.

All AJCs will ensure that MSFWs who are English Language Learners (ELLs) receive, free of charge, the language assistance necessary to afford them meaningful access to the programs, services, and information offered by the one-stop centers. AJC staff must provide MSFWs a list of available career and supportive services in their preferred language.

AJC staff must provide the following services:

- Registration for Wagner—Peyser (WP)
- Services such as: Counseling, Job Search Assistance, job training opportunities, skills assessments, job fair access, job referrals, agricultural labor law information
- Explanation and use of jobs.mo.gov
- Labor market information

On the state and local labor market conditions, industries, occupations, and characteristics of the workforce, area business identified skills needs, employer wage and benefit trends, short and long-term industry and occupational projections, worker supply and demand, and job vacancies survey results.

### **Method of Referral:**

The Arnold Job Center is open Monday – Friday from 8:00 am to 5:00 pm.

The Washington Job Center is open Monday – Friday from 8:00 am to 5:00 pm.

## **WIOA Adult and Dislocated Worker Programs**

**MERS Missouri Goodwill Industries** provides employment and training opportunities at the following locations:

### **Jefferson County**

Arnold Job Center  
3675 West Outer Rd Ste. 102  
Arnold, MO 63010

**Phone:** (636) 865-6060

**Fax:** (636) 865-6009

**WIOA One-Stop Partners:** 1) Title I WIOA Adult programs  
2) Title I WIOA Dislocated Worker programs

**Website:** <https://mersgoodwill.org/programs-services/>

### **Franklin County**

Washington Job Center  
1108 Washington Square  
Washington, MO 63090

**Phone:** (636) 583-9670

**Fax:** (636) 239-0329

**Services offered:** The WIOA Adult and Dislocated Worker program helps people access employment, education, training and support services to succeed in the labor market. Individualized career services include comprehensive assessments, individual employment plans, career planning/counseling, internships and work experiences, financial literacy and workforce preparation. Training services for Occupational Skills training, On-the-job training (OJT), skills upgrading and retraining, Adult Education and literacy (high school equivalency), and apprenticeship information is also available to eligible individuals.

<b>DISLOCATED WORKER</b>	
Ages 18 & up	Been laid off or terminated and eligible for, or has exhausted entitlement to, unemployment compensation
Unlikely or unable to go back to same type of employment/industry	(other eligibility for dislocation/layoff for self-employed, uninsured worker, displaced homemaker, permanent layoff)
Eligible Veterans (except dishonorable discharge or retired)	Spouse of active duty service member who is unemployed or under-employed
Registered for Selective Service (if applicable)	Eligible to work in the U.S.

<b>ADULT WORKERS – Low Income</b>	
Ages 18 & up	Receiving public assistance (such as SNAP, TANF)
Or meets minimum income guidelines for family size for the area	Registered for Selective Service (if applicable)
Eligible to work in the U.S.	

**Method of Referral:** WIOA program offers individual appointments for program information, eligibility review and orientation. Registration with the Missouri Job Center ([www.jobs.mo.gov](http://www.jobs.mo.gov)) prior to requesting an individual appointment is recommended.



## **WIOA Youth Program**

**MERS Missouri Goodwill Industries** provides services that focus on the success of youth and young adults with barriers to employment in Jefferson and Franklin County.

**WIOA One-Stop Partner:** Title I WIOA Youth program

**Website:** [www.mersgoodwill.org](http://www.mersgoodwill.org)

[www.jeff-frankjobs.com](http://www.jeff-frankjobs.com)

**Out-of-School Youth** are those that are not attending any school (as defined under State law); not younger than age 16 or older than age 24 at time of enrollment; and **one** or more of the following:

School dropout	Pregnant or Parenting
Offender/involved in Justice System	In foster care, or aged out of foster care
An individual with a disability	Supposed to be in high school, but has not attended most recent school quarter
Has a high school diploma or HiSET, who is low-income and is either basic skills deficient or English Language Learner	A homeless individual, a homeless child or youth, or a runaway

An **In-School Youth** is an individual who is ages 14 to 21, attending school, including secondary and post-secondary school, and who is a low-income individual and **one** or more of the following:

Ages 14 to 21 at time of enrollment	Basic skills deficient
Offender/involved in Justice System	In foster care, or aged out of foster care
An individual with a disability	An English language learner;
Pregnant or Parenting	A homeless individual, a homeless child or youth, or a runaway

Services are provided at the:

### **Jefferson County**

Arnold Job Center  
3675 West Outer Rd Ste. 102  
Arnold, MO 63010

**Phone:** (636) 865-6060

### **Franklin County**

Washington Job Center  
1108 Washington Square  
Washington, MO 63090

**Phone:** (636) 583-9670

**Services offered:** Career exploration and guidance, occupational skills training in in-demand industries, work experiences, On-the job training, career pathway development, post-secondary education, apprenticeships, adult education and literacy (HiSET testing), financial management and leadership opportunities.

### **Method of Referral:**

Call the Arnold Job Center at (636) 524-8563 or the Washington Job Center at (636) 583-9649 to make an appointment with a Youth Program Specialist. Applications are available at the Job Center or call to request an application sent by mail or email.

## **Vocational Rehabilitation**

### **Vocational Rehabilitation**

St. Louis South Service Center  
7545 South Lindbergh – Ste. 100  
St. Louis, MO 63125  
**Phone:** (314) 877-1900  
**Toll Free:** (877) 222-8968  
**Fax:** (314) 877-1920

### **Rehabilitation Services for the Blind**

St. Louis South District  
3867 Magnolia Avenue  
St. Louis, MO 63110  
**Phone:** (314) 933-7311  
**TDD:** (314) 933-7327  
**Fax:** (314) 933-7323

**WIOA One-Stop Partner:** Vocational Rehabilitation (VR)

**Website:** [dese.mo.gov/adult-learning-rehabilitation-services/vocational-rehabilitation](https://dese.mo.gov/adult-learning-rehabilitation-services/vocational-rehabilitation)

**Services offered:** VR helps eligible people with disabilities obtain, maintain or advance in employment.

Vocational exploration, guidance in choosing suitable employment, individual counseling, time-limited physical or mental restoration services, transportation assistance, vocational training, job-related tools and licenses, job-seeking skills, assistive devices, supportive and/or customized employment, and pre-employment transition services for high school students with disabilities.

Rehabilitation for the Blind (RBS) provides opportunities for blind or visually impaired persons attain personal and vocational success through counseling and guidance, training and job placement. They offer job assistance, support services, and blindness prevention services.

### **Method of Referral:**

#### **Vocational Rehabilitation**

Call (314) 877-1900 to schedule an appointment.

#### **Rehabilitation Services for the Blind**

Call (800)592-6004 to schedule an appointment.

Appointments may be scheduled with VR/RSB staff at the Arnold or Washington Job Center.

## **Temporary Assistance for Needy Families (TANF)**

### **Family Support Division – MO Dept. of Social Services**

#### **Jefferson County**

Hillsboro Resource Center  
10325 Business 21  
Hillsboro, MO 63050

#### **Franklin County**

Washington Resource Center  
1108 Washington Square  
Washington, MO 63090

**Phone:** FSD Automated Information Line – (800) 392-1261

***Customers can speak with a team member about services and benefits that may be available to them. They can check the status of application online at:***

***<https://apps.dss.mo.gov/BenefitReview/BenefitSummary.aspx>***

Or by calling - Phone Line Hours are: Monday-Friday from 6 a.m. to 6 p.m.

Call: 855-FSD-INFO (855-373-4636)

Text: 855-684-9242

**WIOA One-Stop Partner:** Temporary Assistance for Needy Families (TANF)

**Website:** [www.dss.mo.gov](http://www.dss.mo.gov)

**Services offered:** The Temporary Assistance for Needy Families program, also known as Temporary Assistance (TA), is a program designed to provide cash benefits to low-income families for the household's children such as clothing, utilities and other services.

Upon approval of TA, the recipient must participate in employment and training services through the Missouri Work Assistance (MWA) program.

The MWA program helps TA recipient's transition from TA to a job by helping set goals and get the skills needed to find a job and support the recipient's family.

**Method of Referral:** The Family Support Division (FSD) Information Center allows individuals to speak with a team member about FSD services and what benefits may be available. Team members are available by phone at (855) 373-4636, Monday through Friday from 7:30 am to 5:30 pm.

Completed applications can be mailed or emailed to:

Email: FSD.Documents@dss.mo.gov

Mail: Family Support Division  
615 E 13th St  
Kansas City, MO 64016  
Fax: 573-526-9400

Applications may also be dropped off at the local Family Support Division Resource Center. The Hillsboro Resource Center is open Monday through Friday from 8:00 am to 5:00 pm.

The Washington Resource Center is open Monday through Friday from 8:00 am to 5:00 pm.

**Community Services Block Grant/ Department of Housing and Urban Development**  
**Jefferson Franklin Community Action (JFCAC)**

**Jefferson County**

Jefferson Franklin Community Action  
#2 Merchant Drive  
Hillsboro, MO 63050

**Phone:** (636) 789-2686

**Franklin County**

Jefferson Franklin Community Action  
125 E Springfield Rd  
St. Clair, MO 63077

**Phone:** (636) 629-6193

**WIOA One-Stop Partners:** 1) Department of Housing and Urban Development  
2) Community Services Block Grant

**Website:** [www.jfcac.org](http://www.jfcac.org)

**Services offered:** JFCAC provides information and assists with access to agency programs, assesses family needs and potentials, and helps with referrals to appropriate resources. Provides employment/education support for Adult/Youth **Step Up to Leadership** classes.

- **Health Insurance Navigator Program** - where Certified Application Counselors or Navigators assist consumers with applying for insurance coverage through the Marketplace.
- **Recovery Support Services** that offers Care Coordination available to individuals for assistance in accessing a network of recovery services & community resources available for substance use disorder treatment retention/recovery.
- **Behavioral Health Services** - JFCAC is an approved Medicaid Provider and offers Outpatient Mental Healthcare services at all of our sites. Our services can help with mental health issues such as depression, anxiety and mood disorders, as well as grief, trauma and more complex problems.
- **Strengthening, Empowering, Lifting Families (SELF) Class** - The Strengthening, Empowering, Lifting Families (S.E.L.F.) Class is a free 6-week program providing tools and education to help people improve their lives and reach their full potential.
- **Section 8 Housing Program** offers rental assistance in existing houses, mobile homes, and apartments so that safe, decent and sanitary living conditions can be affordable for income qualified families. The family's portion of the rent is based on the household's income. Monthly housing assistance payments are made directly to the owner.
- **Weatherization Assistance Program** income qualified families that helps with insulation, weather-stripping, caulking, and furnace testing to make sure they are operating correctly.
- **ENERGY ASSISTANCE (EA)** - The EA program begins October 1st thru March 31st. It pays on primary bill only. In the month of October, only applications for the elderly (60+) and disabled are accepted. Grant amounts are determined by household size and income.

**Method of Referral:** The Jefferson Franklin Community Action offices in Jefferson and Franklin counties are open Monday through Thursday from 7:30 am to 5:00 pm. Closed from 12 noon to 1:00 pm.

## **Adult Education & Literacy/Career and Technical Education**

### **East Central College**

1964 Prairie Dell Road  
Union, MO 63084

**Phone:** (636) 584-6533

**Toll Free:** (844) ECC-4AEL (844-322-4235)

**WIOA One-Stop Partners:** 1) Adult Education and Literacy  
2) Career and Technical Education programs

**Website:** Adult Education and Literacy [www.eastcentral.edu/ael/](http://www.eastcentral.edu/ael/)

**Website:** Career and Technical Education [www.eastcentral.edu/business/](http://www.eastcentral.edu/business/)

**Services offered:** The Adult Education and Literacy program at East Central College provides classes to improve a student's skills in basic math, reading, writing, social studies and science. All classes are provided at no cost with books and material provided for students while in class. Classes help prepare students to pass the High School Equivalency Test (HiSET) and improve WorkKeys and college placement scores. Classes are available in Franklin County at Sullivan, Union, Washington, Pacific, and St. Clair.

East Central College offers associate degrees with certificate options available in many of the career fields offering the Associate of Applied Science (AAS) degree.

### **Referral Process**

- 1) Assessment results indicate a need for Adult Education, Career Education or Technical Education services, a referral to the Community College will be made.
- 2) Staff will complete the referral process in one of many ways. The referral can be made with the Citizen present, over the phone to the College Representative, face to face between the Citizen and Job Center staff, giving specific contact information to the College Representative/Program, written communication (including email) to the College Representative regarding the Job Center Citizen needs, in the data tracking system utilized by Job Center staff, or a combination of those.
- 3) Follow up with Community College staff or the Job Center Citizen within 30 days of the referral.
- 4) Job Center Staff will document the date of the follow-up contact in the data tracking system with the results of the referral.

**Method of Referral:** For more information about signing up for Adult Education and Literacy classes call (636) 584-6533

To learn more about Career and Technical certificate programs at East Central College visit the Academic Advising department located on the first floor of Buescher Hall on main campus. Office hours 8:00 am to 6:00 pm Monday through Thursday and 8:00am to 2:00 pm on Friday.

## **Adult Education & Literacy/Career and Technical Education**

### **Jefferson College –**

#### **Adult Education**

1000 Viking Drive  
Hillsboro, MO 63010

**Phone:** (636) 481-3437

#### **Career and Technical Education**

1000 Viking Drive  
Hillsboro, MO 63010

**Phone:** (636) 481-3144

**WIOA One-Stop Partners:** 1) Adult Education and Literacy  
2) Career and Technical Education programs

**Website:** Adult Education and Literacy [www.jeffco.edu/AEL](http://www.jeffco.edu/AEL)

**Website:** Career and Technical Education

[www.jeffco.edu/academics/programsdepartments/business-technical-programs](http://www.jeffco.edu/academics/programsdepartments/business-technical-programs)

***At Jefferson College, you can open the door to a new world of possibilities!***

### **Services offered:**

**Adult Basic Education** classes provide the opportunity for adults to improve their basic skills or study for the HiSET – Missouri’s High School Equivalency test. Adult Basic Education classes are held at Jefferson College in Hillsboro and Arnold, and Jefferson County Library Northwest Branch.

**Five Associate Degree Programs** - Associate of Arts (A.A.), Associate of Arts in Teaching (A.A.T), Associate of Fine Arts (A.F.A.), Associate of Science (A.S.) degree and the Associate of Applied Science (A.A.S.) degree.

**Career and Technical Education certificates** - The career and technical education certificate is for students whose intended job does not require the associate degree.

### **Referral Process**

- 1) Assessment results indicate a need for Adult Education, Career Education or Technical Education services, a referral to the Community College will be made.
- 2) Staff will complete the referral process in one of many ways. The referral can be made with the Citizen present, over the phone to the College Representative, face to face between the Citizen and Job Center staff, giving specific contact information to the College Representative/Program, written communication (including email) to the College Representative regarding the Job Center Citizen needs, in the data tracking system utilized by Job Center staff, or a combination of those.
- 3) Follow up with Community College staff or the Job Center Citizen within 30 days of the referral.
- 4) Job Center Staff will document the date of the follow-up contact in the data tracking system with the results of the referral.

**Method of Referral:** To receive information about the Adult Basic Education program, complete and submit the AEL information request form at [www.jeffco.edu](http://www.jeffco.edu) (click Academics and Adult Education and Literacy) or to sign up for HiSET classes call Hillsboro, (636) 797-3000, ext. 3437; Arnold, ext. 3591.

To learn more about Career and Technical programs at Jefferson College contact the Academic Advising department at (636) 481-3144 to schedule an appointment with an Enrollment Services Specialist.

## **US Department of Labor**

### **Job Corps**

*Job Corps' mission is to educate and train highly-motivated young people for successful careers in the nation's fastest-growing industries.*

### **St. Louis Campus**

4333 Goodfellow Blvd  
St. Louis, MO, 63120-1701

**Phone:** (314) 679-6200 (800) 733 – JOBS (5627)  
(877) 889-5627 TTY

**WIOA One-Stop Partner:** Job Corps

**Website:** [www.jobcorps.gov](http://www.jobcorps.gov)  
[stlouis.jobcorps.gov/](http://stlouis.jobcorps.gov/)

**Services offered:** Job Corps is a no-cost education and vocational training program administered by the U.S. Department of Labor that helps young people ages 16 through 24 improve the quality of their lives through vocational and academic training.

Job Corps is a tuition-free training and education program that connects eligible young men and women with the skills and educational opportunities they need to establish real careers.

### **Method of Referral:**

Individuals may contact the Job Corps representative at the phone number listed for appointments.

Appointments may be scheduled at the Arnold or Washington Job Center as well.

## **Senior Community Services Employment (Title V)**

**MERS Goodwill Industries - Lippman**

2545 S. Hanley Rd.

St. Louis, MO 63144

**Phone:** (800) 651-4177 or (314) 647-7453

**Fax:** (314) 647-9364

**WIOA One-Stop Partner:** Title V – Senior Community Service Employment Program

**Website:** [mersgoodwill.org/senior-citizen-job-training-volunteer-opportunities/](https://mersgoodwill.org/senior-citizen-job-training-volunteer-opportunities/)

**Services offered:** The Senior Community Service Employment Program (SCSEP) is a federally funded program authorized by Title V to provide subsidized, part-time, community service work-based training. It is designed for low-income persons age 55 or older that need help finding a job. Services include community service, training, placement services and supportive services.

**Method of Referral:** Applications are available at the Arnold and Washington Job Centers, or call MERS Goodwill for an application to be mailed.

Applications may be faxed to: (314) 647-9364

**or**

Mail to:

MERS Goodwill – Lippman

Attn: SCEP Program

2545 S. Hanley Rd.

St. Louis, MO 63144



## **Second Chance Act**

### **Board of Probation and Parole – MO Dept. of Corrections**

#### **Jefferson County**

Division of Probation and Parole  
4621 Yeager Rd.  
Hillsboro, MO 63050

**Phone:** (636) 789-3393

**Fax:** (636) 789-2369

#### **Franklin County**

Division of Probation and Parole  
#3 Truman Ct.  
Union, MO 63084

**Phone:** (636) 583-8933

**Fax:** (636) 583-7935

**WIOA One-Stop Partner:** Board of Probation and Parole (Second Chance Act)

**Website:** [www.doc.mo.gov](http://www.doc.mo.gov)

#### **Services offered:**

The Missouri Board of Probation and Parole, as an essential part of the criminal justice system, is to provide for the professional assessment and release of offenders and their supervision in the community, using appropriate treatment, sanctions, and controls, with the primary consideration being the promotion of public safety.

#### **Method of Referral:**

The Jefferson County District 15 office is open:

Monday through Friday from 8:00 am to 5:00 pm.

The Franklin County District 16 office is open:

Monday, Thursday and Friday from 7:00 am to 5:00 pm

Tuesday and Wednesday from 7:00 am to 6:30 pm.

## Washington Comprehensive Job Center

	One-Stop Partner	Contact	Infra-structure	Job Center Operating	Lease Holder	On-Site Co-located Staff FTE	Off-Site Staff FTE	Total Partner FTE's	Cash, In-Kind, Third Party	Comments/Contribution Explanation
1	WIOA Title I Adult - WBD	Mary Brown	Y	Y		0.5		0.5	Cash	MERS Goodwill
2	WIOA Title I DW - WDB	Mary Brown	Y	Y		0.5		0.5	Cash	MERS Goodwill
3	WIOA Title I Youth - WDB	Mary Brown	Y	Y		1		1	Cash	MERS Goodwill
4	WIOA Title I Job Corps		Y				0	0	Non Cash	JC visits/flyers - \$100/m (see non cash tab)
5	WIOA Title I Youthbuild - YA	Services Not Available in Region								
6	WIOA Native American	Services Not Available in Region								
7	WIOA Migrant/Seasonal - UMOS	Jeri Cochran	Y				0	0	Non Cash	Teleconference presentation/flyers
8	Wagner-Peyser Act - OWD	Julie Carter	Y	Y	Y - OA	1		1	Cash	
9	Title II - AEL	Alice Whalen	Y			0.1	0	0.1	Cash	4 hrs/week
10	VR - DESE	Elizabeth Perkins/Tim Gaines	Y			0.1		0.1	Cash	4 hrs/week
	VR/Rehab Services for the Blind	Keith Roderick	Y						In-Kind	Accessibility Assessments (4 hrs x \$129@)
11	Title V/SCSEP - MERS	Jeff Cartnel	Y				0	0	Non Cash	JC Staff Trainings - \$500 (see non cash tab)
12	Perkins Career/Tech-ECC	Joel Doecker	Y				0	0	Non Cash	JC Staff Trainings - \$5750 (see non cash tab)
	Perkins Career/Tech- 4 Rivers	Ann Struttmann	Y				0	0	Non Cash	JC Staff Trainings - \$200 (see non cash tab)
13	Trade - OWD	Julie Carter	Y	Y	Y - OA	1		1	Cash	
14	Veterans - OWD	Julie Carter	Y	Y	Y - OA	1		1	Cash	
15	CSBG - JFCAC	Jill Quaid	Y				0	0	Non Cash	Job Center Staff Trainings - \$56 (see non cash tab)
16	HUD Employment & Trng.	Jill Quaid	Y							
17	Division Emp. Security - UI	Exempt from Negotiating Costs								
18	Offenders - Second Chance	Services Not Available in Region								
19	TANF / MWA - Better Family Life	Darryl Grimes	Y			2		2	Cash	
						0		0		
	Totals					7.20	0	7.2		

Revised 4/30/2020

# Washington Comprehensive Job Center

[illegible]

## Washington Comprehensive Job Center

Infrastructure Cost Line-Item (Annual)	Total Budget	Partner Responsible for payment	Allocation of Costs to Partner													
			AD/DW	Youth	WP/Trade/ Vets	AEL	VR/ VR RBS	MWA	Perkins Four Rivers	Job Corp	Youth Build	Migrant UMOS	Title V MERS	Perkins ECC	CSBG JFCAC	Total Budget
Methodology Used: Percent of FTE's			13.89%	13.89%	41.67%	1.39%	1.39%	27.78%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100%
<b>Facility Costs</b>																
Lease/Rent/Utilities/Maintenance	\$ 88,800.00	OWD														
Less Cash Contribution	\$ -															\$ -
Net Lease/Rent/Utilities/Maintenance	\$ 88,800.00	OWD	\$ 12,333.33	\$ 12,333.33	\$ 37,000.00	\$ 1,233.33	\$ 1,233.33	\$ 24,666.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 88,800.00
<b>Technology Costs</b>																\$ -
High-Speed Internet	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telecommunications (Landlines only)	\$ 9,400.00	OWD	\$ 1,305.56	\$ 1,305.56	\$ 3,916.67	\$ 130.56	\$ 130.56	\$ 2,611.11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,400.00
Equipment (Copiers)	\$ 5,300.00	OWD	\$ 736.11	\$ 736.11	\$ 2,208.33	\$ 73.61	\$ 73.61	\$ 1,472.22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,300.00
Fax Machines	\$ -	OWD														\$ -
Assistive Technology	\$ -	OWD														\$ -
<b>Common Identifier Marketing Costs:</b>																\$ -
Job Center Signage	\$ -															\$ -
<b>TOTAL INFRASTRUCTURE COSTS</b>	<b>\$ 103,500.00</b>		\$ 14,375.00	\$ 14,375.00	\$ 43,125.00	\$ 1,437.50	\$ 1,437.50	\$ 28,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 103,500.00
Less Non-Cash Contribution	\$ -						516.00		200.00	1,200.00		120.00	500.00	5,750.00	56.00	\$ 8,342.00
Less Third-Party In-Kind Contributions	\$ -															\$ -
Total Contributions	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 516.00	\$ -	\$ 200.00	\$ 1,200.00	\$ -	\$ 120.00	\$ 500.00	\$ 5,750.00	\$ 56.00	\$ 8,342.00
Balance	\$ 103,500.00		\$ 14,375.00	\$ 14,375.00	\$ 43,125.00	\$ 1,437.50	\$ 921.50	\$ 28,750.00	\$ (200.00)	\$ (1,200.00)	\$ -	\$ (120.00)	\$ (500.00)	\$ (5,750.00)	\$ (56.00)	\$ 95,158.00

### Non Cash/In-Kind Contributions

Partner	Amount	Description
Job Corp	\$ 1,200.00	Job Center visits by admissions counselors & distribution of referral information
WIOA Migrant/Seasonal - UMOs	\$ 120.00	Teleconference Presentation -- 1 hour 100 Flyers
Title V/SCSEP - MERs	\$ 500.00	Staff Training on SCSEP Services -- \$250 x 2/year
VR/Rehab. Services for the Blind	\$ 516.00	Accessibility Assessments (4 hrs x \$129)
Perkins Career/Tech- ECC College	\$ 5,750.00	Annual Staff Training Sessions: -- Financial Aide Training in December -- \$250 -- High School CTE Training in April -- \$250 -- Career & Technical Education Training in May -- \$250  Monthly Informational Session on College Sponsored Job Fairs - \$5,000/year
Perkins Career/Tech- Four Rivers	\$ 200.00	Annual Staff Training Sessions: -- High School CTE Training in April -- \$200
CSBG - JFCAC HUD Employment & Trg-JFCAC	\$ 56.00	Introduction to JFCAC Services and Application Trainings -- \$28/hr @ 2/year

## Arnold Comprehensive Job Center

	One-Stop Partner	Contact	Infra-structure	Job Center Operating	Lease Holder	On-Site Co-located Staff FTE	Off-Site Staff FTE	Total Partner FTE's	Cash, In-Kind, Third Party	Comments/Contribution Explanation
1	WIOA Title I Adult - WBD	Mary Brown	Y	Y		1.5		1.5	Cash	MERS Goodwill
2	WIOA Title I DW - WDB	Mary Brown	Y	Y		1.5		1.5	Cash	MERS Goodwill
3	WIOA Title I Youth - WDB	Mary Brown	Y	Y		1		1	Cash	MERS Goodwill
4	WIOA Title I Job Corps		Y				0	0	Non Cash	JC visits/flyers - \$100/m (see non cash tab)
5	WIOA Title I Youthbuild - YA	Services Not Available in Region								
6	WIOA Native American	Services Not Available in Region								
7	WIOA Migrant/Seasonal - UMOs	Jeri Cochran	Y				0	0	Non Cash	Teleconference presentation/flyers
8	Wagner-Peyser Act - OWD	Julie Carter	Y	Y	Y - OA	2		2	Cash	
9	Title II - AEL	Julie Johns	Y				0	0	Cash	\$100/month
10	VR - DESE	Elizabeth Perkins/Tim Gaines	Y			0.1		0.1	Cash	4 hrs/week
	VR/Rehab. Services for the Blind	Keith Roderick	Y						In-Kind	Accessibility Assessments (4 hrs x \$129)
11	Title V/SCSEP - MERS	Jeff Cartnel	Y				0	0	Non Cash	JC Staff Trainings - \$500 (see non cash tab)
12	Perkins Career/Tech- Jeff College	Chris DeGeare	Y				0	0	Non Cash	JC Staff Trainings - \$5750 (see non cash tab)
13	Trade - OWD	Julie Carter	Y	Y	Y - OA	2		2	Cash	
14	Veterans - OWD	Julie Carter	Y	Y	Y - OA	3		3	Cash	
15	CSBG - JFCAC	Jill Quaid	Y				0	0	Non Cash	Job Center Staff Trainings - \$56 (see non cash tab)
16	HUD Employment & Trg-JFCAC	Jill Quaid	Y							
17	Division Emp. Security - UI	Exempt from Negotiating Costs								
18	Offenders - Second Chance	Services Not Available in Region								
19	TANF / MWA - Better Family Life	Darryl Grimes	Y			0		0	Cash	
						0		0		
	Totals					11.10	0	11.1		

Revised 4/30/2020

# Arnold Comprehensive Job Center

[illegible]

## Arnold Comprehensive Job Center

Infrastructure Cost Line-Item (Annual)	Total Budget	Partner Responsible for payment	Allocation of Costs to Partner													
			AD/DW	Youth	WP/Trade/ Vets	AEL	VR/ VR RBS	MWA	Title 5 SCSEP	Job Corp	Youth build	Migrant UMOS	Title V MERS	Perkins JC	CSBG/HUD JFCAC	Total Budget
Methodology Used: Percent of FTE's			27.03%	9.01%	63.06%	0.00%	0.90%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100%
Facility Costs																
Lease/Rent/Utilities/Maintenance	\$ 96,000.00	OWD														
Less Cash Contribution	\$ 1,200.00	AEL				1,200.00										\$ 1,200.00
Net Lease/Rent/Utilities/Maintenance	\$ 94,800.00	OWD	\$ 25,621.62	\$ 8,540.54	\$ 59,783.78	\$ -	\$ 854.05	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 94,800.00
Technology Costs																\$ -
High-Speed Internet	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telecommunications (Landlines only)	\$ 13,000.00	OWD	\$ 3,513.51	\$ 1,171.17	\$ 8,198.20	\$ -	\$ 117.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,000.00
Equipment (Copiers)	\$ 5,200.00	OWD	\$ 1,405.41	\$ 468.47	\$ 3,279.28	\$ -	\$ 46.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,200.00
Fax Machines	\$ -	OWD														\$ -
Assistive Technology	\$ -	OWD														\$ -
Common Identifier Marketing Costs:																\$ -
Job Center Signage	\$ -															\$ -
TOTAL INFRASTRUCTURE COSTS	\$ 114,200.00		\$ 30,540.54	\$ 10,180.18	\$ 71,261.26	\$ 1,200.00	\$ 1,018.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 114,200.00
Less Non-Cash Contribution	\$ -						516.00		500.00	1,200.00		120.00		5,750.00	56.00	\$ 8,142.00
Less Third-Party In-Kind Contributions	\$ -															\$ -
Total Contributions	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 516.00	\$ -	\$ 500.00	\$ 1,200.00	\$ -	\$ 120.00	\$ -	\$ 5,750.00	\$ 56.00	\$ 8,142.00
Balance	\$ 114,200.00		\$ 30,540.54	\$ 10,180.18	\$ 71,261.26	\$ 1,200.00	\$ 502.02	\$ -	\$ (500.00)	\$(1,200.00)	\$ -	\$(120.00)	\$ -	\$ (5,750.00)	\$ (56.00)	\$ 106,058.00



### Non Cash/In-Kind Contributions

Partner	Amount	Description
Job Corp	\$ 1,200.00	Job Center visits by admissions counselors & distribution of referral information
WIOA Migrant/Seasonal - UMOS	\$ 120.00	Teleconference Presentation -- 1 hour
Title V/SCSEP - MERs	\$ 500.00	Staff Training on SCSEP Services -- \$250 x 2/year
VR/Rehab. Services for the Blind	\$ 516.00	Accessibility Assessments (4 hrs x \$129)
Perkins Career/Tech- Jeff College	\$ 5,750.00	Annual Staff Training Sessions: -- Financial Aide Training in December -- \$250 -- High School CTE Training in April -- \$250 -- Career & Technical Education Training in May -- \$250  Monthly Informational Session on College Sponsored Job Fairs - \$5,000/year
CSBG - JFCAC HUD Employment & Trg-JFCAC	\$ 56.00	Introduction to JFCAC Services and Application Trainings -- \$28/hr @ 2/year



**Memorandum of Understanding (MOU)  
Disclosure Statement  
Missouri Department of Social Services**

**MOU Title:**

**One-Stop Delivery System**

1. Department of Social Services (DSS) is signing the Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) with the following stipulations:
  - a. All fourteen (14) Workforce Development Boards MOUs must fully comply with the WIOA regulations.
  - b. Local cost sharing negotiations must allow for DSS, including DSS contractors, to provide "in kind" services in lieu of cash payments as applicable.
  - c. WIOA requires one-stop partners to contribute funding to establish and maintain the one-stop delivery system based on each partner's proportionate use of the system and the relative benefits received (WIOA sec. 121(h)(1)(B)(i) and 121(h)(2)(C); 20 CFR 678.420(b), 34 CFR 361.420(b), and 34 CFR 463.420(b)). One-stop partners must use a reasonable cost allocation methodology in determining appropriate partner contributions based on proportionate use and relative benefits received (20 CFR 678.420(b)(2)(i), 34 CFR 361.420(b)(2)(i), and 34 CFR 463.420(b)(2)(i)).
  - d. DSS, its affiliates, successors, assignees, and contractors will continue to adhere to their confidentiality and security policies.
  - e. Termination of the MOUs: Any Partner to these MOUs may withdraw, giving written notice of its intent to withdraw as a Partner. All pertinent terms of the MOUs will continue in effect for the remaining Partners. Any party may cancel the MOU at any time for cause or without cause on a 30-day written notice.
  - f. In the event, there is a conflict of language between the MOU and this Disclosure Statement, the language in this Disclosure Statement shall prevail.
  - g. In the event there is a conflict between law, regulations, and policy governing DSS and the WIOA MOU, then the law, regulations, and policies governing DSS shall prevail.

Patrick Luebbering, Director  
Division of Finance and Administrative Services

Temporary Assistance for Needy Families  
Community Services Block Grant  
SNAP Employment and Training  
Rehabilitation Services for the Blind

**XIII. SIGNATURE PAGE FOR MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN  
JEFFERSON/FRANKLIN REGION WORKFORCE DEVELOPMENT BOARD (WDB) AND  
ONE-STOP PARTNERS**

The parties agree that the terms of this MOU as a whole will take effect as of 07/01/2020 and will continue in effect until 06/30/2023 or such time as any party will modify, extend, or terminate this MOU. Amendments to the MOU may be made upon consensus of all parties at least 30 days prior to the effective date of the change.

When fully executed, the MOU must contain the signatures of the Local WDB, One-Stop Partners, and the CEO(s). The individuals signing the MOU have authority to represent and sign on behalf of their program under WIOA.

NAME OF PARTNER AGENCY: Jefferson Franklin Community Action Corp.

Signature \_\_\_\_\_

Printed Name of Signatory \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR Partner Program IF DIFFERENT THAN THE SIGNATORY ABOVE

Signature \_\_\_\_\_

Printed Name of Signatory \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

IN WITNESS OF, the parties have executed this Memorandum of Understanding the day and year first above written.

Signature \_\_\_\_\_

Printed Name of Signatory: Robert Francis

Title Workforce Development Board, Chair

Date \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name of Signatory: Tim Brinker

Title Presiding Commissioner, Franklin County

Date \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name of Signatory: Dennis Gannon

Title County Executive, Jefferson County

Date \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name of Signatory: Mary Brown

Title One-Stop Coordinator

Date \_\_\_\_\_

**XIII. SIGNATURE PAGE FOR MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN  
JEFFERSON/FRANKLIN REGION WORKFORCE DEVELOPMENT BOARD (WDB) AND  
ONE-STOP PARTNERS**

The parties agree that the terms of this MOU as a whole will take effect as of 07/01/2020 and will continue in effect until 06/30/2023 or such time as any party will modify, extend, or terminate this MOU. Amendments to the MOU may be made upon consensus of all parties at least 30 days prior to the effective date of the change.

*When fully executed, the MOU must contain the signatures of the Local WDB, One-Stop Partners, and the CEO(s).  
The individuals signing the MOU have authority to represent and sign on behalf of their program under WIOA .*

NAME OF PARTNER AGENCY: East Central College Adult Education & Literacy

Signature 

Printed Name of Signatory Alice Whalen

Title Director

Date 4/22/22

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR Partner Program IF DIFFERENT THAN THE SIGNATORY ABOVE

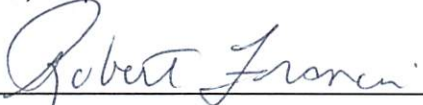
Signature \_\_\_\_\_

Printed Name of Signatory \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

IN WITNESS OF, the parties have executed this Memorandum of Understanding the day and year first above written.

Signature 

Printed Name of Signatory: Robert Francis

Title Workforce Development Board, Chair

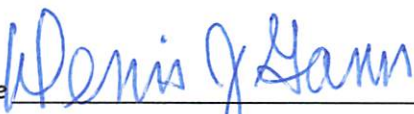
Date 4/19/22

Signature 

Printed Name of Signatory: Tim Brinker

Title Presiding Commissioner, Franklin County

Date 4-11-2022

Signature 

Printed Name of Signatory: Dennis Gannon

Title County Executive, Jefferson County

Date 4/11/2022

Signature 

Printed Name of Signatory: Mary Brown

Title One-Stop Coordinator

Date 4/11/22

**XIII. SIGNATURE PAGE FOR MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN  
JEFFERSON/FRANKLIN REGION WORKFORCE DEVELOPMENT BOARD (WDB) AND  
ONE-STOP PARTNERS**

The parties agree that the terms of this MOU as a whole will take effect as of 07/01/2020 and will continue in effect until 06/30/2023 or such time as any party will modify, extend, or terminate this MOU. Amendments to the MOU may be made upon consensus of all parties at least 30 days prior to the effective date of the change.

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NAME OF PARTNER AGENCY: MERS Missouri Goodwill Industries

Signature 

Printed Name of Signatory Mark Arens

Title President/CEO

Date April 25, 2022

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR Partner Program IF DIFFERENT THAN THE SIGNATORY ABOVE

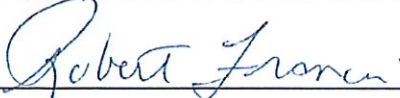
Signature \_\_\_\_\_

Printed Name of Signatory \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

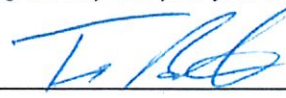
IN WITNESS OF, the parties have executed this Memorandum of Understanding the day and year first above written.

Signature 

Printed Name of Signatory: Robert Francis

Title Workforce Development Board, Chair

Date 4/14/22

Signature 

Printed Name of Signatory: Tim Brinker

Title Presiding Commissioner, Franklin County

Date 4-11-2022

Signature 

Printed Name of Signatory: Dennis Gannon

Title County Executive, Jefferson County

Date 4/11/2022

Signature 

Printed Name of Signatory: Mary Brown

Title One-Stop Coordinator

Date 4/11/22




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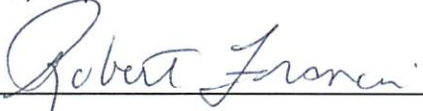
NAME OF PARTNER AGENCY: UMOS

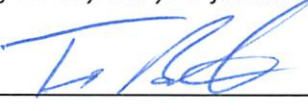
Signature   
Printed Name of Signatory Jose Martinez  
Title Sr VP of farmworker Programs and Community Based Services  
Date 4-26-22

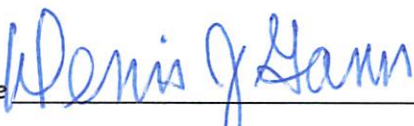
INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR Partner Program IF DIFFERENT THAN THE SIGNATORY ABOVE

Signature \_\_\_\_\_  
Printed Name of Signatory \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

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Signature   
Printed Name of Signatory: Robert Francis  
Title Workforce Development Board, Chair  
Date 4/19/22

Signature   
Printed Name of Signatory: Tim Brinker  
Title Presiding Commissioner, Franklin County  
Date 4-11-2022

Signature   
Printed Name of Signatory: Dennis Gannon  
Title County Executive, Jefferson County  
Date 4/11/2022

Signature   
Printed Name of Signatory: Mary Brown  
Title One-Stop Coordinator  
Date 4/11/22

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NAME OF PARTNER AGENCY: East Central College

Signature Joel Doepler  
Printed Name of Signatory Joel Doepler  
Title Vice President of External Relations  
Date 4.28.22

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR Partner Program IF DIFFERENT THAN THE SIGNATORY ABOVE

Signature \_\_\_\_\_  
Printed Name of Signatory \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

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Signature Robert Francis  
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Title Workforce Development Board, Chair  
Date 4/19/22

Signature Tim Brinker  
Printed Name of Signatory: Tim Brinker  
Title Presiding Commissioner, Franklin County  
Date 4-11-2022

Signature Dennis Gannon  
Printed Name of Signatory: Dennis Gannon  
Title County Executive, Jefferson County  
Date 4/11/2022

Signature Mary Brown  
Printed Name of Signatory: Mary Brown  
Title One-Stop Coordinator  
Date 4/11/22

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NAME OF PARTNER AGENCY: School District of Washington  
Four Rivers Career Center

Signature Jennifer Kephart  
Printed Name of Signatory Jennifer Kephart  
Title Superintendent  
Date 4/20/22

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR Partner Program IF DIFFERENT THAN THE SIGNATORY ABOVE

Signature \_\_\_\_\_  
Printed Name of Signatory \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

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Signature Robert Francis  
Printed Name of Signatory: Robert Francis  
Title Workforce Development Board, Chair  
Date 4/19/22

Signature Tim Brinker  
Printed Name of Signatory: Tim Brinker  
Title Presiding Commissioner, Franklin County  
Date 4-11-2022

Signature Dennis Gannon  
Printed Name of Signatory: Dennis Gannon  
Title County Executive, Jefferson County  
Date 4/11/2022

Signature Mary Brown  
Printed Name of Signatory: Mary Brown  
Title One-Stop Coordinator  
Date 4/11/22




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NAME OF PARTNER AGENCY: Missouri Department of Labor and Industrial Relations

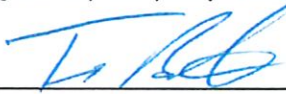
Signature   
Printed Name of Signatory Anna Hui  
Title Department Director  
Date 4/29/2022

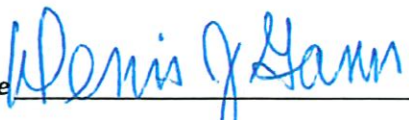
INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR Partner Program IF DIFFERENT THAN THE SIGNATORY ABOVE

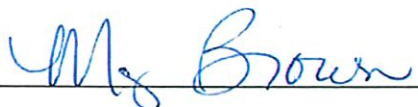
Signature \_\_\_\_\_  
Printed Name of Signatory \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

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Printed Name of Signatory: Robert Francis  
Title Workforce Development Board, Chair  
Date 4/14/22

Signature   
Printed Name of Signatory: Tim Brinker  
Title Presiding Commissioner, Franklin County  
Date 4-11-2022

Signature   
Printed Name of Signatory: Dennis Gannon  
Title County Executive, Jefferson County  
Date 4/11/2022

Signature   
Printed Name of Signatory: Mary Brown  
Title One-Stop Coordinator  
Date 4/11/22

## Record of Signing

For Missouri Department of Elementary & Se...  
Name Shelley Woods  
Title Chief Operations Officer

*Shelley Woods*

**Signed on 2022-05-04 13:45:11 GMT**

Secured by Concord™  
DocumentID: YWM4ZDIzYzAtOG  
SigningID: ZTk5MGI1NDktNG  
Signing date: 5/4/2022  
IP Address: 168.166.80.237  
Email: shelley.woods@dese.mo.gov



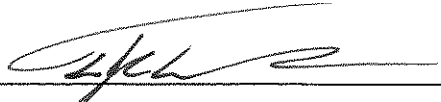
Signed with [www.concordnow.com](http://www.concordnow.com)

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NAME OF PARTNER AGENCY: ST LOUIS JOB CORPS CENTER

Signature 

Printed Name of Signatory TIMOTHY J CHAMBERS

Title CENTER DIRECTOR

Date 5/10/22

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR Partner Program IF DIFFERENT THAN THE SIGNATORY ABOVE

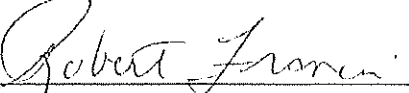
Signature \_\_\_\_\_

Printed Name of Signatory \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

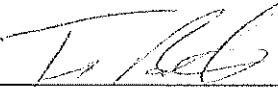
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Signature 

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Title Workforce Development Board, Chair

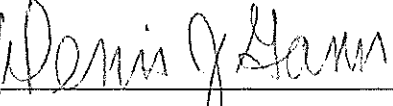
Date 4/19/22

Signature 

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Title Presiding Commissioner, Franklin County

Date 4-11-2022

Signature 

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Date 4/11/2022

Signature 

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Title One-Stop Coordinator

Date 4/11/22

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NAME OF PARTNER AGENCY: Missouri Office of Workforce Development

Signature 

Printed Name of Signatory Mardy Leathers

Title Director

Date June 24, 2022

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR Partner Program IF DIFFERENT THAN THE SIGNATORY ABOVE

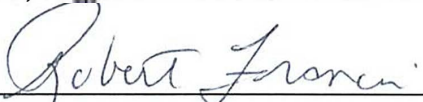
Signature \_\_\_\_\_

Printed Name of Signatory \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

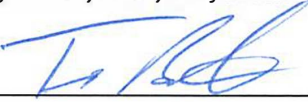
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Title Workforce Development Board, Chair

Date 4/19/22

Signature 

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Title Presiding Commissioner, Franklin County

Date 4-11-2022

Signature 

Printed Name of Signatory: Dennis Gannon

Title County Executive, Jefferson County

Date 4/11/2022

Signature 

Printed Name of Signatory: Mary Brown

Title One-Stop Coordinator

Date 4/11/22