



Memorandum of Understanding

WIOA Youth Program

This memorandum of understanding (MOU) summarizes the agreement our agencies have in regards to referral of Workforce Investment Act (WIOA) youth participants. The [Name] County Department of Job and Family Services (XCDJFS) and [name of partner] agree to the following non-financial MOU:

1. Referral

As XCDJFS staff identifies service needs for WIOA Youth participants best addressed by [partner agency]'s expertise in the area of [name of youth program element to be covered by this MOU], XCDJFS will make notation of the need in the youth's Individual Service Strategy (ISS). XCDJFS will then make a referral of that WIOA participant to {partner agency}. [Partner agency] will receive the referred WIOA participant and address the needs identified in the ISS as [partner agency] sees fit.

2. Document Sharing

Ongoing updates to the youth's ISS will be shared between both agencies for documentation in the youth's case file and input into the State's SCOTI database. [Partner agency] recognizes that records produced while serving WIOA youth participants are subject to (1) monitoring by local, state, and federal entities and (2) record retention requirements. [Partner agency] agrees to cooperate if/when such documents are requested by monitors and comply with XCDJFS's record retention policy (attached).

3. Term

This MOU will become effective on [date] and will continue until [date]. This agreement will terminate on expiration of the term specified above, unless that term is extended in writing by mutual agreement between GCDJFS and [partner agency].

Signed,

[Full Name], Director
[Name] County Department of Job and Family

[Name of Partner Representative], [Title]
[Name of Partner Agency]

Date

Date