



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 Opportunity Plan (IOP). 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 IOP will be shared between both agencies for documentation in the youth's case file and input into CFIS. [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 XCDJFS 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

SAMPLE