

**COLLEGE OF THE SEQUOIAS COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Meeting**  
June 9, 2025

**CONSENT CALENDAR**

**8**

**Memorandum of Understanding Between Employment  
Connection System Partners and the Workforce Investment  
Board of Tulare County**

**Status:**                    **Action**

Presented by:            Jennifer Vega La Serna, Ph.D.  
Assistant Superintendent/Vice President, Academic Services

**Issue**

The Memorandum of Understanding (MOU) between the District and the Workforce Investment Board of Tulare County (WIB) outlines the collaborative role of College of the Sequoias as a partner in the Employment Connection System. This system is Tulare County's implementation of the federally mandated America's Job Center of California (AJCC) network, designed to provide coordinated workforce development services.

**Background**

The MOU is a multi-party agreement under the Workforce Innovation and Opportunity Act (WIOA) that facilitates cooperation and resource-sharing among agencies offering workforce development services in Tulare County. College of the Sequoias participates as a Carl Perkins Career Technical Education provider and as a shared-cost partner supporting system-wide career services.

This agreement, effective July 1, 2025, through June 30, 2028, supersedes prior MOUs and is subject to automatic renewal unless otherwise amended. The MOU outlines infrastructure cost-sharing, service delivery expectations, and partner responsibilities.

**Recommended Action**

It is recommended that the Board of Trustees approve the Memorandum of Understanding by and between the District and the Workforce Investment Board of Tulare County for participation in the Employment Connection System from July 1, 2025, through June 30, 2028.

# **Memorandum of Understanding between Employment Connection System Partners and the Workforce Investment Board of Tulare County**

## **I. Purpose of Memorandum of Understanding**

This Memorandum of Understanding (MOU) is established between the Workforce Investment Board of Tulare County, hereafter referred to as the “WIB” and the signatory partners of the Tulare County One-Stop delivery system, hereafter referred to as the “Employment Connection System Partners.” The Employment Connection is Tulare County’s local brand for the one-stop system and is co-branded with California’s brand of America’s Job Center of California “AJCC” one-stop system network.

This MOU describes how various funding streams and resources will be coordinated to serve our mutual business and job seeker customers through an integrated service delivery system. The “AJCC System in Tulare County, hereafter referred to as “Employment Connect System,” will require mutual trust and teamwork between the WIB and all Employment Connection Partners to achieve shared goals.

## **II. Employment Connection System Core Commitments**

### **Mission**

- At the Employment Connection, we understand that having a good job is key to having a good life.
- We provide our services so that job seekers in Tulare County can get the guidance, training, resources, and confidence they need to realize their career potential.
- We connect job seekers to employers, so Tulare County businesses prosper and our communities thrive.

### **Vision**

- Empower every person and business who reaches out to us for help.
- Create a welcoming and inclusive space.
- Be a dependable resource.

## **III. Parties to the MOU**

The following table represents the federally required WIOA partners and programs, the regional organizations that represent each program, and other community partners:

<b>WIOA Programs</b>	<b>MOU Partner</b>
<ul style="list-style-type: none"> <li>- Title I Adult</li> <li>- Title I Dislocated Worker</li> <li>- Title I Youth</li> </ul>	Workforce Investment Board of Tulare County
<ul style="list-style-type: none"> <li>- Title III Wagner-Peyser</li> <li>- Jobs for Veterans State Grants (JVSG)</li> <li>- Unemployment Insurance (UI)</li> <li>- Trade Adjustment Assistance Act (TAA)</li> </ul>	Employment Development Department (EDD)
Title II Adult Education and Family Literacy Act (AEFLA)	<ul style="list-style-type: none"> <li>• Visalia Unified School District/Visalia Adult School</li> <li>• Tulare Joint High School District/Tulare Adult School</li> <li>• Porterville Unified School District/Porterville Adult School</li> <li>• Cutler-Orosi Joint Unified School District/Cutler-Orosi Adult School</li> <li>• Farmersville Unified School District/Farmersville Adult School</li> </ul>
<ul style="list-style-type: none"> <li>- Title II Adult Education and Family Literacy (AEFLA)</li> <li>- Migrant/Seasonal Farmworker Programs</li> <li>- Community Services Block Grant (CSBG)</li> </ul>	Proteus, Inc.
Title IV Vocational Rehabilitation	California Department of Rehabilitation (DOR)
<ul style="list-style-type: none"> <li>- Temporary Assistance for Needy Families (TANF)/CalWORKs</li> <li>- SNAP CalFresh Employment &amp; Training Program</li> </ul>	Tulare County Health and Human Services (HHSA)
<ul style="list-style-type: none"> <li>- Community Services Block Grant (CSBG)</li> <li>- Title V Senior Community Service Employment Program (SCSEP)</li> <li>- Supported Employment/(SAFE)</li> <li>- #LEAD</li> <li>- Youth Transitions</li> </ul>	Community Services and Employment Training (CSET)
Carl Perkins Career, Technical Education	<ul style="list-style-type: none"> <li>• Porterville College/Kern Community College District</li> <li>• College of the Sequoias</li> </ul>
Native American	Tule River Indian Tribe of California
Job Corps	San Jose Job Corps

Title V Senior Community Service Employment Training Program (SCSEP)	SER-Jobs for Progress, Inc.
Community Partners	<ul style="list-style-type: none"> <li>• Porterville Sheltered Workshop (PSW)</li> <li>• Sequoias Adult Education Consortia (SAEC)</li> <li>• America Works of California, Inc. – Ticket to Work</li> <li>• Schrank’s Clubhouse</li> </ul>

**IV. One-Stop System Overview**

Employment Connection Centers are open to all partners required by law, to other key partners designated by the State, and to any organization involved or interested in workforce development that, by written agreement with the WIB, desires their services made available at an Employment Connection Center. At a minimum, the range of programs, funding streams, and Employment Connection services will meet those required under WIOA.

The Employment Connection System is built on the following core components:

1. **Integrated Services** – A seamless, coordinated system presented to the customer.
2. **Customer-Focused Approach** – Service delivery is designed to prioritize customer needs and interests.
3. **Customer Choice** – A system that provides a wide array of helpful information to assist the customer in making an informed choice.
4. **Customer Access** – A system designed for universal access with “no wrong door” entrance and single exiting point into integrated services.
5. **Community Support** – The system will promote and nurture broad-based community support.
6. **Performance Driven:** The system will establish clearly identified outcomes and methods for measuring achievement.

**Service and Impact**

To help individuals navigate an increasingly complex labor market, the Employment Connection provides easily accessible, comprehensive information about employment and education opportunities. Services support both incumbent workers seeking skills upgrades and individuals newly entering the workforce.

At Employment Connection Centers, customers can:

- Understand and build their skills
- Identify personal challenges
- Explore career options
- Build a professional portfolio

By equipping job seekers with the skills needed for career advancement, the system helps individuals secure better jobs, earn higher wages, and improve their overall quality of life.

### **Economic Growth and Workforce Retention**

A highly skilled and motivated workforce is essential for attracting and retaining businesses in Tulare County. A strong one-stop system not only ensures employers have access to a pipeline of qualified workers but also provides job seekers with career opportunities that offer family-sustaining wages. By aligning workforce development with industry needs, the Employment Connection System strengthens Tulare County's ability to retain and attract high-quality jobs, fostering economic growth for businesses and individuals alike.

### **Employment Connection Locations and Service Delivery**

The Employment Connection System delivers integrated workforce services through its four Employment Connection Centers:

- Comprehensive Centers in Visalia and in Porterville, where colocated partners provide integrated services and career services staff offer a full range of career and training services.
- Affiliate Centers in Dinuba and Tulare, offering career services and training opportunities.

Beyond these locations, the Employment Connection System ensures countywide access to services through its strong partner network. Job seekers throughout Tulare County can access workforce resources, training opportunities, and support services regardless of where they enter the system. Employment Connection Center locations and contact information can be found in Attachment D.

### **Employment Connection Theory of Change**

Across Tulare County, many individuals lack the skills needed to secure in-demand, family-sustaining jobs. To address this challenge, the Employment Connection partners developed and adopted the Employment Connection Theory of Change, a structured framework that defines the system partners' shared vision, values, strategies, and desired outcomes for servicing customers. The Employment Connection Theory of Change is included in Attachment C.

### **Integrated Service Delivery Model**

The Employment Connection staff and partners operate within an integrated service delivery system to ensure seamless, customer-centered support. Key elements of this model include:

- Universal Access – Customers receive skills-based services regardless of entry point.
- Partner Collaboration – Strengthened through relationship-building, cross-training, and shared data tools.
- Clear Pathways – Structured referral processes, and follow-through ensure that services remain responsive, effective, and aligned with local workforce needs.

## **Role of the Employment Connection One-Stop Operator**

To help with system integration, Employment Connection Partners will work with the Employment Connection One-Stop Operator (OSO). The California Workforce Development Board approved the WIB as the OSO for the Employment Connection System. The OSO provides leadership and coordination in alignment with WIOA regulations.

OSO's responsibilities include:

- Coordinating service delivery among required partners
- Ensuring the implementation of partner responsibilities and contributions outlined in the Employment Connection Partner MOU
- Supporting ongoing partner integration and universal access to services.

## **V. MOU Partnership Agreement**

The Employment Connection Partners of this MOU agree to participate in joint planning, plan development, and modification of activities to accomplish the following:

- **Partner Services** - Accessibility of the partners' applicable services. To provide the One-Stop services to the target populations outlined in Attachment F – Employment Connection Partners and Services Matrix.
- **Employment Connection Committee** - The WIB, appointed by and in a written agreement with the Tulare County Board of Supervisors, is the One-Stop Policy Body responsible for system planning, fiscal responsibility, and oversight of the Employment Connection System. The WIB established the Employment Connection Committee (ECC) as its advisory body for the One-Stop system. The ECC is a committee of the WIB, composed of Employment Connection Partners and chaired by a member of the WIB.
- **Cost Sharing** - Employment Connection Partners agree to pay a proportional share of the cost toward the operation and services of the system in accordance with an infrastructure funding agreement if applicable.
  - All relevant parties to this MOU agree to share in the operating costs of the One-Stop system, either in cash or through in-kind services. The cost of services, operating costs, and infrastructure costs of the system will be funded by all Employment Connection partners through a negotiated Infrastructure Funding Agreement based on an agreed-upon formula or plan. The Infrastructure Funding Agreement is outlined in Attachment A.
  - Employment Connection partners will ensure that the shared costs are supported by accurate data, the shared costs are consistently applied over time, and the methodology used in determining the shared costs is reflected in the Infrastructure Funding Agreement section.
  - Each colocated partner agrees to negotiate and implement an infrastructure funding plan annually.

- **Regularly Partner Convenings** - Regular participation in the planning and development process through their participation on the Employment Connection Committee, subcommittees, and partner workgroups.
- **Cross-Training**—All partners and staff are adequately cross-trained through their participation in the Employment Connection onboarding orientation, and staff development training.
- **Review and update this MOU** - At a minimum, *every three (3) years* to ensure it contains updated information regarding funding, delivery of services, and changes in the signatory official of each party. If necessary, renegotiate after WIB’s WIOA Local Plan, and San Joaquin Valley and Associated Counties Regional Planning Unit WIOA Regional Plan have been developed. Partners further agree to update this MOU to reflect any updated information regarding the delivery of services developed by the partners.
- **Co-branding and System Affiliation** – Employment Connection System partners will include the “Employment Connection” and “AJCC” or “A proud partner of the American Job Center of California” branding on any joint products programs, activities, services, facilities, and materials used by the combined partnership of the Employment Connection System. [The Employment Connection Brand Guide](#) provides language and marketing guidance for co-branding.
- **Opportunities for Continuous Improvement** – At a minimum, the Employment Connection Centers will be assessed through the certification process once every three years for each center's effectiveness, physical, programmatic accessibility, continuous improvement opportunities, and Employment Connection service delivery systems. The certification process identifies services, approaches, strategies, and tasks that could benefit from further assessment and, as appropriate, actions to improve, enhance, or expand them. Employment Connection partners agree to support these recommendations as part of 2025 through 2027 goals within the [Employment Connection’s Certification Continuous Improvement Plan](#) ([www.tularewib.org/ecsystem](http://www.tularewib.org/ecsystem)).

**VI. Infrastructure Funding Agreement & Other Shared System Costs – Applicable Services**

The WIB and Employment Connection Partners have chosen to develop a separate infrastructure cost budget for each of the two comprehensive Employment Connection Centers in Visalia and Porterville.

All Parties agree to review and modify the Infrastructure Funding Agreement (IFA), at minimum, annually to ensure it contains updated information regarding infrastructure and other system costs and service delivery. The WIB will be responsible for reviewing and sharing infrastructure and other system costs annually with Parties and renegotiating costs if necessary to ensure that all Parties continue to contribute their fair and equitable share.

The WIB Administrative Service Officer is responsible for ensuring that all the Employment Connection Centers' infrastructure costs are paid according to the provisions of their signed IFA.

The estimated proportionate share of costs for each Party is based on budgeted expectations. Until the actual costs are known, and the usage and benefits are calculated, each Party's true proportionate share of the cost will be unknown. Therefore, regardless of the type, all Parties' contributions will be reconciled annually, comparing expenses incurred to relative benefits received. The process is necessary to ensure that the proportionate share each Partner program contributes remains consistent with the cost methodology, is up to date, and is in compliance with the terms of this MOU. IFA and Other Shared System costs can be found in Attachment A.

<b>Reconciliation Schedule</b>	<b>Reconciliation Date</b>
July 1, 2025 – June 30, 2026	September 15, 2026
July 1, 2026 – June 30, 2027	September 15, 2027
July 1, 2027 – June 30, 2028	September 15, 2028

If it becomes necessary for a partner program to end their colocation at the Employment Connection Center, the partner shall notify the WIB, in writing, 30 calendar days in advance of the effective date and upon completion of any financial and operational commitments.

**Other Employment Connection System Costs – Applicable Services**

All Employment Connection System Partners are responsible for sharing Other Employment Connection System Costs—Applicable Career Services. The agreed-upon budget for other system costs must align with the MOU agreement that outlines shared customers and services.

The other-system-costs budget must be a consolidated budget that includes a line item for applicable career services. The MOU requires identifying the career services applicable to each Partner program. Accordingly, this budget must include each Partner’s costs for the service delivery of each applicable career service and a consolidated system budget for career services applicable to more than one Partner. If new costs are accepted in the Infrastructure Funding Agreement, they must include language amending the MOU descriptions to align with this budget. The Employment Connection System Career Services Consolidated Budget can be found in Attachment B.

Applicable Career Services are services authorized to be provided under each partner’s program. A breakdown of partner services can be found in the Employment Connection System Partners and Services Matrix in Attachment F.

**Partners Sharing Infrastructure Cost When Benefit Data Available**

Infrastructure Funding Agreement Requirement: When the state implements the requisite statewide data tracking system, and data is available, all non-located Partners who benefit from the Employment Connection System will also be required to contribute their proportionate share towards infrastructure costs. Consequently, the Infrastructure Funding

Agreement must include an assurance from all non-colocated Partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available. The only exception is that Native American programs are not required to contribute to infrastructure funding. WIOA Section 121[h][2][D][iv]).

### **VII. Methods for Referring Customers**

The Employment Connection Partners are committed to mutually implementing processes for customers' referral to services not provided on-site. Partners are expected to be thoroughly familiar with each program's functions and basic eligibility requirements to assist customers and appropriately make knowledgeable referrals to partner programs. The implemented referral process described in Attachment E focuses on quality referrals that are likely to convert to services.

The partners mutually agree that the process of referral will also include the following:

- Intake and referral processes are customer-centered and provided by staff trained in customer service.
- General information regarding Employment Connection partner programs, services, activities, and resources shall be made available to all customers as appropriate.
- Each Employment Connection Partner will provide a direct link or access to other Employment Connection Partner staff that can provide meaningful information or service, through the use of colocation, cross-training of Employment Connection staff, or real-time technology (two-way communication and interaction with Employment Connection Partners that results in services needed by the customer).

### **VIII. Access for Individuals with Barriers to Employment**

The Employment Connection Partners are committed to providing integrated service delivery to individuals with barriers to employment to succeed in education, training, and other workforce preparation activities and gain quality employment. The term “Barriers to Employment” is defined as characteristics that may hinder an individual’s hiring, promotion, or participation in the labor force as defined in WIOA

The Employment Connection Partners offer priority services to veterans, eligible spouses of veterans, recipients of public assistance, other low-income individuals, or individuals with basic skills deficiencies when providing individualized career services and training services with WIOA adult funds.

### **IX. Shared Technology and System Security**

WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including client tracking, common case management, reporting, and data collection.

To support the use of these tools, each Employment Connection Partner agrees to the following:

- Comply with the applicable provisions of WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other appropriate statutes or requirements.
- The principles of common reporting and shared information through electronic mechanisms, including shared technology.
- Commit to sharing information to the greatest extent allowable under their governing legislation and confidentiality requirements.
- Maintain all records of the Employment Connection customers or partners (e.g., applications, eligibility, referral records, or any other individual records related to services provided under this MOU) in the strictest confidence and use them solely for purposes directly related to such services.
- Develop technological enhancements that allow interfaces of everyday information needs, as appropriate.
- Understand all partners shall agree upon that system security provisions.

#### **X. Confidentiality**

The Employment Connection Partner agrees to comply with the provisions of WIOA regulations that state privacy and confidentiality must be maintained consistent with applicable federal, state, and local privacy and confidentiality laws, including section 10850 of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, Health and Insurance Portability and Accountability Act of 1996 (HIPPA) Family Educational Rights and Privacy Act (FERPA) requirements and all other State and Federal laws, statute or requirement to assure the following:

- All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referrals, shall be confidential and not be open to examination for any purpose not directly connected with the delivery of such services.
- No person will publish, disclose use, or permit, cause to be published, disclosed, or used, any confidential information about Employment Connection applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.
- The Employment Connection Partner agrees to abide by the current confidentiality provisions of the respective statutes to which Employment Connection operators and other Employment Connection Partners must adhere and share information necessary for the program's administration as allowed under law and regulation. Therefore, the Employment Connection Partner agrees to share client information necessary for the provision of services such as assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment or program support purposes.

Customer information shall be shared solely for the purpose of enrollment, referral, or service provision. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

#### **XI. Americans with Disabilities Act and Amendments Compliance**

Each Employment Connection Partner will ensure their policies, procedures, programs, and services comply with the Americans with Disabilities Act of 1990 and its amendments to provide equal access to all customers with disabilities. Additionally, partners agree to comply with the provisions of WIOA fully, Title VII of the Civil Rights Act of 1964, the Age Decimation Act of 1975, Title IX of the Education Amendments of 1972, 29 CRF Part 37, and all other regulations implementing the aforementioned laws.

#### **Ensures Equal Opportunity for Individuals with Disabilities**

All Employment Connection Centers will be assessed regularly to ensure they are physically and programmatically accessible to individuals with disabilities, as described in WIOA Section 188 and Title 29 *Code of Federal Regulations* Part 38.

Employment Connection Partners commit to the following:

- Providing reasonable accommodation for individuals with disabilities.
- Making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against people with disabilities.

#### **XII. Duration**

The term of this agreement shall be **July 1, 2025, to June 30, 2028**, and shall be binding upon each party hereto upon execution by such party and shall be automatically renewed thereafter on a year-to-year basis, unless any party gives notice of non-renewal at least thirty (30) days prior to an anniversary date or withdraws from this MOU as permitted in the following paragraph.

#### **XIII. Withdrawal of MOU**

The parties understand that implementation of the Employment Connection System is dependent on the good faith effort of every partner to work together to improve services to the community. The parties also agree that this is a project where different ways of working together and providing services are being tried. In the event that it becomes necessary for one or more parties to cease being a part of this MOU, said entity shall notify the WIB, in writing, 30 days in advance of that intention. This MOU shall remain in effect until terminated in accordance with this paragraph. Any party may withdraw from this MOU by giving written

notice of intent to withdraw at least 30 calendar days in advance of the effective withdrawal date and upon completion of any financial and operational commitments.

**XIV. Evaluation and Review**

The WIB and the Employment Connection Partners agree to meet regularly to discuss issues related to the implementation of this MOU, providing a vehicle for ongoing evaluation, review, and discussion of operational issues.

**XV. Grievance and Complaint Resolution**

All customers served at the Employment Connection have the right to file a grievance or complaint. Partner staff should be aware of procedures to notify customers of their rights. Grievances or complaints connected with the WIB and its WIOA Title I grant sub-recipients shall be submitted in writing, signed, and dated by the complainant to the WIB. The filing shall be considered a request for a hearing, and the WIB shall issue a written decision within 60 days of the official filing date. All grievance, complaints, and hearing procedures govern the treatment and handling of all grievances or complaints connected with the WIB and its WIOA Title I grant sub-recipients can be found in WIB Directive TUL 19-01.

**XVI. Modification and Revision**

This is a federal program under the Workforce Innovation and Opportunity Act. Should the United States Department of Labor or the State of California prescribe rules or regulations, which are unknown at this time, that vary from the terms of this agreement, the parties shall each have the right to withdraw from this agreement unless the changes are acceptable to both parties as documented by amendments to this MOU signed by both parties. Should either party be unable to agree with said requirements, they may withdraw in accordance with the Paragraph "WITHDRAWAL FROM MOU" of this document.

**XVII. Administrative and Operational Management**

It is understood that each Employment Connection Partner agency is subject to its own policies, procedures, regulations, statutes, and any applicable collective bargaining agreements.

**Supervision/Day-to-Day Operations**

The day-to-day supervision of staff assigned to the Employment Connection Center will be the responsibility of the partner agency's supervisor(s). The employer of staff assigned to the Employment Connection Centers will continue to set the priorities for their staff. Any change in work assignments or problems at the worksite will be handled by the site supervisor(s) and the management of the primary employer.

The office hours for the staff at the Employment Connection Centers will be established by the primary employer's site supervisor(s). All staff will comply with their primary employer's holiday

schedule and coordinate their holiday schedule with the Employment Connection Career Services Provider at the beginning of each calendar year. Each partner will provide a schedule to the OSO to develop an annual partner holiday calendar.

Disciplinary actions for staff assigned to the Employment Connection Center are the sole responsibility of the partner agency. In addition to any disciplinary action by the employing partner, serious offenses by any partner may result in the removal of colocated staff from the Employment Connection Center.

Each party shall be solely liable and responsible for providing all legally required employee benefits to, or on behalf of, its employee(s). In addition, each party shall be solely responsible and save all other parties harmless from all matters relating to the payment of each party's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

The parties shall first attempt to resolve all disputes informally at the lowest level, starting with the center supervisors and staff. If dispute resolution is not accomplished, any party may request a meeting with the One-Stop Operator as the facilitator to formally discuss and resolve all disputes. Should the parties fail to resolve the dispute, the dispute shall be referred in writing to the OSO. Those issues not resolved by the OSO may be appealed to the WIB, whose decision shall be final.

#### **Press Releases and Communications**

The WIB is the primary party when communicating with the press, television, radio, or any other form of media regarding the operation of the Employment Connection System. Each party's public relations policies will determine the participation of each party in press/media presentations. Unless otherwise directed by the other parties, each party shall make specific reference to the Employment Connection as the identifier for all services provided by the Employment Connection partner agencies in all communications.

The parties agree to utilize the Employment Connection logo and America's Job Center of California (AJCC) logo developed by the State of California on buildings identified for Employment Connection/AJCC usage. This could include letterhead, envelopes, business cards, written correspondence, and fax transmittals.

#### **No Joint Venture**

The parties expressly agree that it is not intended in any way that this MOU is interpreted as a legal partnership or legal joint venture between the parties. Neither party hereto will make representations to outside parties that a legal partnership exists or that either party is responsible for the debts or defaults of the other.

#### **Indemnification Provision**

Each party agrees to indemnify, defend, and hold harmless the other party and its respective officers, agents, and employees from all claims, actions, and losses accruing or resulting to any

person who may be injured or damaged solely by the indemnifying party in its performance of this Agreement, in accordance with Government Code Section 895.4. This provision shall survive the term of this agreement.

**XVIII. Assurances of Non-Discrimination**

The partner shall not unlawfully discriminate, harass, or allow harassment against any employee, an applicant for employment, or Employment Connection applicant due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation, or marital status. The Employment Connection Partner agrees to comply with the Fair Employment and Housing Act (Government Code Section 12990) and related applicable regulations.

The partner will ensure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibit discrimination based on disability, and other applicable regulations and guidelines issued pursuant to the Act.

**XIX. Attachments**

- A. Infrastructure Funding Agreement and Other Shared System Costs
- B. Employment Connection System Career Services Consolidated Budget
- C. Employment Connection Theory of Change
- D. Employment Connection Center Location and Contact Information
- E. Partner Referral Guide
- F. Employment Connection Partners and Services Matrix
- G. Partner Description-EDD
- H. Partner Description- TulareWORKS
- I. Partner Description-Title V

**XX. Authority and Signatures**

The individuals signing below have the authority to commit the party they represent to the terms of this MOU, and do so commit by signing. Notwithstanding the use of the terms partners and partnerships in this MOU, I understand that these terms are used only in a colloquial sense. Therefore, all parties to this MOU are independent contractors with respect to one another and agree that there is no legally enforceable partnership, agency or joint venture among or between the parties.

This MOU may be executed in duplicate counterparts, each of which shall be deemed a duplicate original. The MOU shall be deemed executed when it has been signed by all Parties. By signing below, all Parties agree that when data are available to determine the AJCC benefit to non-co-located Partners, the infrastructure funding agreement will be renegotiated to include their proportionate share of contributions with the exception of programs identified in WIOA Section 121[h][2][D][iv].

**College of the Sequoias**

**Kern Community College District/Porterville College**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**Cutler-Orosi Unified School District  
Cutler-Orosi Adult**

**Tulare Joint Union High School District  
Tulare Adult School**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**San Jose Job Corps**

**Proteus, Inc.**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**Porterville Unified School District  
Porterville Adult School**

**State of California Employment Development Department  
(Workforce Services)**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**Visalia Unified School District  
Visalia Adult School**

**State of California Employment Development Department  
(Unemployment Insurance Branch)**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**Sequoias Adult Education Consortium**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

**Community Services Employment Training**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

**State of California Department of Rehabilitation**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

**Tulare County – County Administrative Officer  
Attest for HHSA**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

**Farmersville Unified School District  
Farmersville Adult School**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

**America Works of California, Inc.**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

**Porterville Sheltered Workshop**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

**Tule River Indian Tribal Council**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

**Schrank's Clubhouse**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

**Tulare County Health and Human Services Agency**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

**SER-Jobs for Progress, Inc.**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

**Workforce Investment Board of Tulare County**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

**State of California Employment Development Department  
(Labor Market Information)**

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Printed Name and Title

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Signature and Date

**Workforce Investment Board of Tulare County  
Infrastructure Funding Agreement and Other Shared Cost  
Employment Connection Centers – Visalia and Porterville**

**I. Parties to this Infrastructure Funding Agreement**

**Participating in the Infrastructure Cost Agreement:**

1. State of California Employment Development Department – Title III Wagner-Peyser
2. Workforce Investment Board of Tulare County – Title I Adult, Dislocated Worker, and Youth
3. State of California Department of Rehabilitation – Title IV Vocational Rehabilitation
4. Community Services Employment Training –SAFE Program, Title V Senior Community Service Employment Program, #LEAD, #GROW
5. Tulare County Health & Human Services Agency – TANF/Welfare-to-Work, TANF/Expanded Subsidized Employment, SNAP/CalFresh
6. SER– Jobs for Progress, Inc. – Title V Senior Community Service Employment Program
7. America Works – Ticket to Work
8. Schrank’s Clubhouse – DHCS – Mental Health Support

**Participating in the other shared system – Applicable Career Service Cost:**

1. College of the Sequoias
2. Kern Community College District/Porterville College
3. Community Services Employment Training
4. State of California Employment Development Department
5. Tulare County Health & Human Services Agency
6. US Department of Labor/Job Corps
7. Proteus, Inc./Migrant Seasonal Farmworker
8. State of California Department of Rehabilitation
9. Tule River Indian Tribal Council
10. Workforce Investment Board of Tulare County
11. Sequoias Adult Education Consortium
12. Visalia Unified School District/Visalia Adult School
13. Tulare Joint Union High School District/Tulare Adult School
14. Cutler-Orosi Unified School District/Cutler-Orosi Adult School
15. Porterville Unified School District/Porterville Adult School
16. Tulare County Office of Education – Ticket-to-Success
17. Porterville Sheltered Workshop
18. SER – Jobs for Progress, Inc.
19. Farmersville Unified School District/Farmersville Adult School
20. Root & Rebound
21. America Works
22. Schrank’s Clubhouse

**II. Consensus**

If a one-stop partner appeals to the State regarding infrastructure cost which results in a change to the one-stop partner’s infrastructure cost contributions, the MOU will be updated to reflect the final one-stop partner contribution cost contributions.

Through a series of meetings and information sharing, and in the spirit of inclusion, participation, and cooperation, the Parties have negotiated in good faith to reach a consensus on the Infrastructure Funding Agreement.

### **III. Comprehensive Employment Connection Centers and Colocated Partners**

The WIB and Employment Connection System Partners have chosen to develop a separate infrastructure cost budget for each of the two comprehensive Employment Connection's located in Tulare County.

#### **Employment Connection - 4025 W. Noble Ave., Visalia, CA 93277**

1. State of California Employment Development Department/Workforce Services Branch
2. Workforce Investment Board of Tulare County
3. State of California Department of Rehabilitation
4. Community Services Employment Training (CSET)
5. Tulare County Health & Human Services Agency (TC HHSA), through a contractual agreement with CSET.
6. SER—Jobs for Progress, Inc.
7. America Works
8. Schrank's Clubhouse – DHCS – Mental Health Support

#### **Employment Connection - 1063 W. Henderson Ave., Porterville, CA 93257**

1. State of California Employment Development Department/Workforce Services Branch
2. Workforce Investment Board of Tulare County
3. State of California Department of Rehabilitation
4. Community Services Employment Training (CSET)
5. Tulare County Health & Human Services Agency (TC HHSA), through a contractual agreement with CSET.

*Definition of Colocated Partners – “All Employment Connection System Partners who have a physical presence within the center, either full-time or part-time.”*

### **IV. Infrastructure Cost Allocation Methodology**

The colocated Partners agree that the cost methodology to be used to determine the proportionate share of infrastructure costs for each colocated Partner is the proportion of a Partner program's occupancy percentage of the Employment Connection Center (square footage).

The initial proportionate share of infrastructure costs allocated to each Partner is based on the agreed-upon cost allocation methodology, each Partner's estimated total contribution amount, and whether it will be provided through cash, non-cash (in-kind), and/or third-party in-kind contributions. This initial determination will be periodically reconciled against actual costs incurred and adjusted accordingly.

Although cash, non-cash, and third-party in-kind contributions to cover their proportionate share of infrastructure costs are allowable, the partners have agreed that cash contribution is the only method of payment. This cost allocation methodology was selected because it adheres to the following: consistent with federal laws authorizing each Partner's program, complies with federal cost principles in the Uniform Guidance, includes only costs that are allowable, reasonable, necessary, and allocable to each program Partner, is based on a measure that mathematically determines the proportionate use and benefit received by each colocated Partner.

**V. Infrastructure Cost Budget: Employment Connection - Visalia**

<b>FY 2024-25 Estimated Infrastructure Budget: Employment Connection - Visalia</b>		
<i>Cost Category/Line Item</i>	<i>Line-Item Cost Detail</i>	<i>Annual Cost</i>
<b>Rent</b>		
Rental of Facilities	4025 W. Noble Ave., Visalia Rent	\$ 537,238.36
<b>Subtotal: Rental Costs</b>		<b>\$ 537,238.36</b>
<b>Utilities and Maintenance</b>		
Electric	Southern California Edison	\$ 97,029.20
Gas	Southern California Gas	\$ 3,830.10
Water/ Sewer Connections	City of Visalia	\$ 26,810.70
Custodial	Janitorial Service	\$ 35,000.00
Facility Maintenance/Repair	Building Maintenance and Repairs	\$ 4,233.18
High-Speed Internet **	Internet-Resource Room/Reception/ Computer Lab Internet	\$ 7,758.31
Telephones **	VOIP - AT&T	\$ 4,320.00
Security	Security Guard Contract	\$ 50,500.00
<b>Subtotal: Utilities and Maintenance Costs</b>		<b>\$ 229,481.49</b>
<b>Equipment</b>		
Assistive technology for individuals with disabilities (“Access and Accommodation”)	No expenditures in the previous year.	\$ 0
Copiers **	Resource Room Copier	\$ 2,889.00
<b>Subtotal: Equipment Costs</b>		<b>\$ 2,889.00</b>
<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS</b>		
<i>Cost Category</i>	<i>Total Cost</i>	
<b>Subtotal: Rental Costs</b>	<b>\$ 537,238.36</b>	
<b>Subtotal: Utilities and Maintenance Costs</b>	<b>\$ 229,481.49</b>	
<b>Subtotal: Equipment Costs</b>	<b>\$ 2,889.00</b>	
<b>TOTAL COSTS FOR THE EC - VISALIA</b>	<b>\$ 769,608.85</b>	

\* Paid through a contractual arrangement

\*\* Not included in EDD sublease

**FY 2024-25 Colocated Partner Infrastructure Cost Budget  
Employment Connection – Visalia**

<b>Visalia Employment Connection Colocated Partners</b>	<b>Funding Source</b>	<b>Shared Infra- structure Costs</b>	<b>Methodology Square Footage Occupancy</b>	<b>Allocated Initial Share Amount: Cash</b>
EDD: Workforce Services Branch	Title III Wagner-Peyser	\$ 769,608.85	5,566 Sq. Ft.	<b>\$ 178,684.43</b> <b>** \$ 2,282.05</b> <b>\$ 180,966.47</b> <i>(Costs not included in EDD sublease.)</i>
Department of Rehabilitation	Title IV Vocational Rehabilitation	\$ 769,608.85	231.79 Sq. Ft.	<b>\$ 7,620.91</b>
Workforce Investment Board	<ul style="list-style-type: none"> <li>• WIOA Title I Adult/DW</li> <li>• WIOA Title I Youth</li> </ul>	\$ 769,608.85	<ul style="list-style-type: none"> <li>• 10,509.95 Sq. Ft.</li> <li>• 3,437.97 Sq. Ft.</li> </ul>	<b>\$ 327,182.30</b> <b>\$ 112,814.27</b>
Tulare County HHSA via contract with CSET *	<ul style="list-style-type: none"> <li>• Temporary Aide for Needy Families/Welfare-to-Work</li> <li>• SNAP/CalFresh</li> </ul>	\$ 769,608.85	<ul style="list-style-type: none"> <li>• 957.66 Sq. Ft.</li> <li>• 108.27 Sq. Ft.</li> </ul>	<b>\$ 31,738.21</b> <b>\$ 3,623.84</b>
Tulare County HHSA via contract with WIB	<ul style="list-style-type: none"> <li>• Temporary Aide for Needy Families/Expanded Subsidized Employment</li> </ul>	\$ 769,608.85	<ul style="list-style-type: none"> <li>• 609.98 Sq. Ft.</li> </ul>	<u><b>Annual:</b></u> <b>***\$ 12,499.96</b> <b>(upon move-in thru 6/30/25)</b>  <u><b>Monthly:</b></u> <b>\$ 1,664.92</b>
CSET	<ul style="list-style-type: none"> <li>• SAFE</li> <li>• #LEAD</li> <li>• #GROW</li> </ul>	\$ 769,608.85	<ul style="list-style-type: none"> <li>• 1,049.16 Sq. Ft.</li> <li>• 195.97 Sq. Ft.</li> <li>• 122 Sq. Ft.</li> </ul>	<b>\$ 34,912.33</b> <b>\$ 6,582.00</b> <b>\$ 4,067.96</b>
SER, Jobs for Progress	Title V Senior Community Service Employment Training Program	\$ 769,608.85	234.84 Sq. Ft.	<b>\$ 7,839.85</b>
America Works	Ticket to Work	\$ 769,608.85	108.27 Sq. Ft.	<b>\$ 3,623.84</b>
Schrank's Clubhouse	Mental Health Services	\$769.608.85	870.74 Sq. Ft.	<u><b>Annual:</b></u> <b>***\$ 28,657.81</b> <b>(effective 3/1/25 thru 6/30/25)</b>  <u><b>Monthly:</b></u> <b>\$ 2,388.15</b>

\* *Paid through a contractual arrangement*

\*\* *Not included in EDD sublease*

\*\*\* *Prorated monthly amount*

**VI. Infrastructure Cost Budget: Employment Connection – Porterville**

<b>FY 2024-25 Estimated Infrastructure Budget: Employment Connection - Porterville</b>		
<i>Cost Category/Line Item</i>	<i>Line Item Cost Detail</i>	<i>Annual Cost</i>
<b>Rent</b>		
Rental of Facilities	1063 W. Henderson Ave., Porterville Rent	\$ 206,954.88
<b>Subtotal: Rental Costs</b>		<b>\$ 206,954.88</b>
<b>Utilities and Maintenance</b>		
Electric	Southern California Edison	\$ 42,563.70
Gas	Southern California Gas	\$ 1,418.79
Water/ Sewer Connections	City of Porterville	\$ 3,310.51
Custodial	Janitorial Service	\$ 25,350.00
Facility Maintenance/Repair	Building Maintenance and Repair	\$ 6,876.28
High-Speed Internet **	Internet RR/Reception/Computer Lab	\$ 3,973.86
Telephones **	VOIP – AT&T	\$ 4,146.77
Security	Security Guard Contract	\$ 50,500.00
<b>Subtotal: Utilities and Maintenance Costs</b>		<b>\$ 138,139.91</b>
<b>Equipment</b>		
Assistive technology for individuals with disabilities (“Access and Accommodation”) **	No expenditures in previous year.	\$ 0
Copiers**	Resource Room Copier	\$ 500.00
<b>Subtotal: Equipment Costs</b>		<b>\$ 500.00</b>
<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS</b>		
<i>Cost Category</i>	<i>Total Cost</i>	
<b>Subtotal: Rental Costs</b>	<b>\$ 206,954.88</b>	
<b>Subtotal: Utilities and Maintenance Costs</b>	<b>\$ 138,139.91</b>	
<b>Subtotal: Equipment Costs</b>	<b>\$ 500.00</b>	
<b>TOTAL INFRASTRUCTURE COSTS FOR THE EC - Porterville</b>	<b>\$ 345,594.79</b>	

\* Paid through a contractual arrangement

\*\* Not included in EDD sublease

**FY 2024-25 Colocated Partner Infrastructure Cost Budget  
Employment Connection – Porterville**

<b>Porterville Employment Connection Colocated Partner</b>	<b>Funding Source</b>	<b>Shared Infra- structure Costs</b>	<b>Methodology Square Footage Occupancy</b>	<b>Allocated Initial Share Amount: Cash</b>
EDD: Workforce Services Branch	Title III - Wagner-Peyser	\$ 345,594.79	3,563 Sq. Ft.	\$ 108,429.42 **\$ 1,802.34 \$ 110,231.75 <i>(Costs not included in EDD Sublease.)</i>
Department of Rehabilitation	Title IV - Vocational Rehabilitation	\$ 345,594.79	135.12 Sq. Ft.	\$ 4,314.16
Workforce Investment Board	<ul style="list-style-type: none"> <li>• Title I - Adult/Dislocated Worker</li> <li>• Title I – Youth</li> </ul>	\$ 345,594.79	<ul style="list-style-type: none"> <li>• 4,660.70 Sq. Ft.</li> <li>• 1,013.37 Sq. Ft.</li> </ul>	\$ 156,340.67 \$ 31,709.92
Tulare County HHSA via contract with CSET *	Temporary Aide for Needy Families Welfare-to-Work	\$ 345,594.79	522.22 Sq. Ft.	\$ 16,354.91
Tulare County HHSA via contract with WIB *	Temporary Aide for Needy Families Expanded Subsidized Employment	\$ 345,594.79	475.57 Sq. Ft.	<u>Annual:</u> ***\$ 14,924.61 <b>(upon move-in thru 6/30/25)</b>  <u>Monthly:</u> *** \$ 1,243.72
CSET	SAFE	\$ 345,594.79	471.02 Sq. Ft.	\$ 11,718.76

\* *Paid through a contractual arrangement*

\*\* *Not included in EDD sublease*

\*\*\* *Prorated monthly amount*

**VII. Authority and Signatures**

The individuals signing below have the authority to commit the party they represent to the terms of this MOU and do so commit by signing. Notwithstanding the use of the term’s partners and partnerships in this MOU, I understand that these terms are used only in a colloquial sense. Therefore, all parties to this MOU are independent contractors with respect to one another and agree that there is no legally enforceable partnership, agency, or joint venture among or between the parties.

**Colocated Partners Sharing Infrastructure Cost (Visalia and Porterville)**

This Infrastructure Funding Agreement may be executed in duplicate counterparts, each of which shall be deemed a duplicate original. The Infrastructure Funding Agreement shall be deemed executed when it has been signed by all Parties.

By signing below, all Parties agree to the terms prescribed in the sharing of infrastructure costs.

**Workforce Investment Board of Tulare County**

Adam Peck, Executive Director

Printed Name and Title



Signature and Date

APPROVED BY  
WORKFORCE INVESTMENT BOARD  
**MINUTES OF 09-11-2024**

**Tulare County – County Administrative Officer  
Attest for HHSA**

Printed Name and Title

Signature and Date

**State of California Employment Development Department**

Printed Name and Title

Signature and Date

**State of California Department of Rehabilitation**

Printed Name and Title

Signature and Date

**Tulare County Health and Human Services Agency**

Printed Name and Title

Signature and Date

**Schrank’s Clubhouse**

Printed Name and Title

Signature and Date

**Community Services Employment Training**

Printed Name and Title

Signature and Date

**SER – Jobs for Progress, Inc**

Printed Name and Title

Signature and Date

**America Works**

Printed Name and Title

Signature and Date

**VII. Authority and Signatures**

The individuals signing below have the authority to commit the party they represent to the terms of this MOU and do so commit by signing. Notwithstanding the use of the term’s partners and partnerships in this MOU, I understand that these terms are used only in a colloquial sense. Therefore, all parties to this MOU are independent contractors with respect to one another and agree that there is no legally enforceable partnership, agency, or joint venture among or between the parties.

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By signing below, all Parties agree to the terms prescribed in the sharing of infrastructure costs.

**Workforce Investment Board of Tulare County**

**Tulare County – County Administrative Officer  
Attest for HHSA**

**Christina Garza, EDD/WSB Deputy Division Chief**

Printed Name and Title

Printed Name and Title

*Christina Garza* 9/20/2024

Signature and Date

Signature and Date

**State of California Employment Development Department**

**Community Services Employment Training**

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

**State of California Department of Rehabilitation**

**SER – Jobs for Progress, Inc**

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

**Tulare County Health and Human Services Agency**

**America Works**

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

**Schrank’s Clubhouse**

Printed Name and Title

Signature and Date

**VII. Authority and Signatures**

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**Colocated Partners Sharing Infrastructure Cost (Visalia and Porterville)**

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By signing below, all Parties agree to the terms prescribed in the sharing of infrastructure costs.

**Workforce Investment Board of Tulare County**

**Tulare County – County Administrative Officer  
Attest for HHSA**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**State of California Employment Development Department**

**Community Services Employment Training**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**State of California Department of Rehabilitation**

**SER – Jobs for Progress, Inc**

**Shayn Anderson**                      **Regional Director**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title



**9-24-24**

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**Tulare County Health and Human Services Agency**

**America Works**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**Schrank's Clubhouse**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

**VII. Authority and Signatures**

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**Colocated Partners Sharing Infrastructure Cost (Visalia and Porterville)**

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By signing below, all Parties agree to the terms prescribed in the sharing of infrastructure costs.

**Workforce Investment Board of Tulare County**

**Tulare County – County Administrative Officer  
Attest for HHSA**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**State of California Employment Development Department**

**Community Services Employment Training**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**State of California Department of Rehabilitation**

**SER – Jobs for Progress, Inc**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**Tulare County Health and Human Services Agency**

**America Works**

**Vienna Barnes- Deputy Director**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title



9/16/24

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**Schrank's Clubhouse**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

**VII. Authority and Signatures**

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**Colocated Partners Sharing Infrastructure Cost (Visalia and Porterville)**

This Infrastructure Funding Agreement may be executed in duplicate counterparts, each of which shall be deemed a duplicate original. The Infrastructure Funding Agreement shall be deemed executed when it has been signed by all Parties.

By signing below, all Parties agree to the terms prescribed in the sharing of infrastructure costs.

**Workforce Investment Board of Tulare County**

**Tulare County – County Administrative Officer  
Attest for HHSA**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**State of California Employment Development Department**

**Community Services Employment Training**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**State of California Department of Rehabilitation**

**SER – Jobs for Progress, Inc**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**Tulare County Health and Human Services Agency**

**America Works**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**Schrank's Clubhouse**

Gwendolyn Schrank / CEO

Printed Name and Title

Gwendolyn Schrank 9-17-24

Signature and Date

**VII. Authority and Signatures**

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**Colocated Partners Sharing Infrastructure Cost (Visalia and Porterville)**

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By signing below, all Parties agree to the terms prescribed in the sharing of infrastructure costs.

**Workforce Investment Board of Tulare County**

**Tulare County – County Administrative Officer  
Attest for HHSA**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**State of California Employment Development Department**

**Community Services Employment Training**

**Mary Alice Escarsega-Fechner, Executive Director**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

E-SIGNED by Mary Alice Escarsega-Fechner  
on 2024-09-16 08:31:28 PDT **September 16, 2024**

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**State of California Department of Rehabilitation**

**SER – Jobs for Progress, Inc**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**Tulare County Health and Human Services Agency**

**America Works**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**Schrank's Clubhouse**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

**VII. Authority and Signatures**

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**Colocated Partners Sharing Infrastructure Cost (Visalia and Porterville)**

This Infrastructure Funding Agreement may be executed in duplicate counterparts, each of which shall be deemed a duplicate original. The Infrastructure Funding Agreement shall be deemed executed when it has been signed by all Parties.

By signing below, all Parties agree to the terms prescribed in the sharing of infrastructure costs.

**Workforce Investment Board of Tulare County**

**Tulare County – County Administrative Officer  
Attest for HHSA**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**State of California Employment Development Department**

**Community Services Employment Training**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**State of California Department of Rehabilitation**

**SER – Jobs for Progress, Inc**

\_\_\_\_\_  
Printed Name and Title

*Saul Palomares - Director*  
\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

*S. P. 9/20/24*  
\_\_\_\_\_  
Signature and Date

**Tulare County Health and Human Services Agency**

**America Works**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**Schrank's Clubhouse**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

**VII. Authority and Signatures**

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**Colocated Partners Sharing Infrastructure Cost (Visalia and Porterville)**

This Infrastructure Funding Agreement may be executed in duplicate counterparts, each of which shall be deemed a duplicate original. The Infrastructure Funding Agreement shall be deemed executed when it has been signed by all Parties.

By signing below, all Parties agree to the terms prescribed in the sharing of infrastructure costs.

**Workforce Investment Board of Tulare County**

**Tulare County – County Administrative Officer  
Attest for HHSA**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**State of California Employment Development Department**

**Community Services Employment Training**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**State of California Department of Rehabilitation**

**SER – Jobs for Progress, Inc**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date


**Tulare County Health and Human Services Agency**

**America Works**

\_\_\_\_\_  
Printed Name and Title

Lee Bowes CEO  
\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

 10/16/24  
\_\_\_\_\_  
Signature and Date

**Schrank's Clubhouse**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

**VII. Authority and Signatures**

The individuals signing below have the authority to commit the party they represent to the terms of this MOU and do so commit by signing. Notwithstanding the use of the term's partners and partnerships in this MOU, I understand that these terms are used only in a colloquial sense. Therefore, all parties to this MOU are independent contractors with respect to one another and agree that there is no legally enforceable partnership, agency, or joint venture among or between the parties.

**Colocated Partners Sharing Infrastructure Cost (Visalia and Porterville)**

This Infrastructure Funding Agreement may be executed in duplicate counterparts, each of which shall be deemed a duplicate original. The Infrastructure Funding Agreement shall be deemed executed when it has been signed by all Parties.

By signing below, all Parties agree to the terms prescribed in the sharing of infrastructure costs.

**Workforce Investment Board of Tulare County**

**Tulare County – County Administrative Officer  
Attest for HHSA**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**State of California Employment Development Department**

**Community Services Employment Training**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**State of California Department of Rehabilitation**

**SER – Jobs for Progress, Inc**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**Tulare County Health and Human Services Agency**

**America Works**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**Schrank's Clubhouse**

Gwendolyn Schrank / CEO  
Printed Name and Title

Gwendolyn Schrank 9-17-24  
Signature and Date

**VII. Authority and Signatures**

The individuals signing below have the authority to commit the party they represent to the terms of this MOU and do so commit by signing. Notwithstanding the use of the term's partners and partnerships in this MOU, I understand that these terms are used only in a colloquial sense. Therefore, all parties to this MOU are independent contractors with respect to one another and agree that there is no legally enforceable partnership, agency, or joint venture among or between the parties.

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By signing below, all Parties agree to the terms prescribed in the sharing of infrastructure costs.

**Workforce Investment Board of Tulare County**

**Tulare County – County Administrative Officer  
Attest for IHSA**

\_\_\_\_\_  
Printed Name and Title  
  
\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Printed Name and Title  
  
\_\_\_\_\_  
Signature and Date

**State of California Employment Development Department**

**Community Services Employment Training**

\_\_\_\_\_  
Printed Name and Title  
  
\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Printed Name and Title  
  
\_\_\_\_\_  
Signature and Date

**State of California Department of Rehabilitation**

**SER – Jobs for Progress, Inc**

\_\_\_\_\_  
Printed Name and Title  
  
\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Printed Name and Title  
  
\_\_\_\_\_  
Signature and Date

**Tulare County Health and Human Services Agency**

**America Works**

*Gwendolyn Schrank*  
\_\_\_\_\_  
Printed Name and Title  
  
*Gwendolyn Schrank 2-7-25*  
\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Printed Name and Title  
  
\_\_\_\_\_  
Signature and Date

**Schrank's Clubhouse**

**Employment Connection System  
Career Services Consolidated Budget**

**Attachment B**

<b>Applicable Career Services</b>	<b>Title I Adult</b>	<b>Title I DW</b>	<b>Title I Youth</b>	<b>Title II AEL</b>	<b>Title III WP</b>	<b>Title IV VR</b>	<b>Native American</b>
<b>Basic Career Services</b> <ul style="list-style-type: none"> <li>Title I-Elig./Assessment</li> <li>Outreach, Intake, Orientation</li> <li>Labor Exchange/Job Search</li> <li>Referrals/LMI</li> <li>Support Service Info.</li> <li>UI/Financial Aid Info.</li> </ul>	<b>WIB</b> \$422,908	<b>WIB</b> \$383,086	<b>WIB</b> \$1,418,741	<b>COUSD</b> \$5,000 <b>PAS</b> \$50,000 <b>TAS</b> \$525,000 <b>VAS</b> \$850,000 <b>FAS</b> \$5,000 <b>Proteus, Inc.</b> \$126,430	<b>EDD/WSD/WP</b> \$1,494,301 <b>TAA</b> \$71,410 <b>EDD-LMI</b> \$41,277	<b>DOR</b> \$3,072,274	<b>TR Tribal Council</b> \$124,805
	<b>\$422,908</b>	<b>\$383,086</b>	<b>\$1,418,741</b>	<b>\$1,561,430</b>	<b>\$1,606,988</b>	<b>\$3,072,274</b>	<b>\$124,805</b>
	<b>TANF</b>	<b>CTE</b>	<b>SCSEP</b>	<b>Job Corps</b>	<b>CSBG</b>	<b>UI</b>	<b>MSFW</b>
	<b>TCHHSA</b> \$4,303,205	<b>PC</b> \$49,005 <b>COS</b> \$259,450	<b>CSET</b> \$3,718 <b>SER</b> \$17,500	<b>Job Corps</b> \$1,512	<b>CSET</b> \$3,874	<b>EDD DCAF</b> \$217 <b>EDD UI</b> \$68,254	<b>Proteus</b> \$303,137
	<b>\$4,303,205</b>	<b>\$308,455</b>	<b>\$21,218</b>	<b>\$1,512</b>	<b>\$3,874</b>	<b>\$68,471</b>	<b>\$303,137</b>
	<b>VETS JVSG</b>	<b>Community Partners</b>	<b>Ticket to Success</b>	<b>Transitional Youth</b>	<b>SAEC</b>	<b>Supported Employment</b>	<b>#LEAD</b>
	<b>EDD/JVSG</b> \$206,132	<b>PSW</b> \$29,548	<b>TCOE</b> \$73,321	<b>CSET</b> \$27,442	<b>SAEC</b> \$400,000	<b>CSET</b> \$45,000	<b>CSET</b> \$23,746
	<b>\$206,132</b>	<b>\$29,548</b>	<b>\$73,321</b>	<b>\$27,442</b>	<b>\$400,000</b>	<b>\$45,000</b>	<b>\$23,746</b>
<b>Root &amp; Rebound</b>	<b>America Works</b>	<b>Schrank's Clubhouse</b>				<b>Basic Career Services Total</b>	
<b>RR - \$40,000</b>	<b>Am.Wrks - \$30,000</b>	<b>SC - \$25,000</b>				<b>\$14,500,293</b>	
<b>\$40,000</b>	<b>\$30,000</b>	<b>\$25,000</b>					
<b>Applicable Career Services</b>	<b>Title I Adult</b>	<b>Title I DW</b>	<b>Title I Youth</b>	<b>Title II AEL</b>	<b>Title III WP</b>	<b>Title IV VR</b>	<b>Native American</b>
<b>Individualized Career Services</b> <ul style="list-style-type: none"> <li>Comprehensive Assessment/IEP</li> <li>Career Plan/Counsel</li> <li>Short-term Pre-voc</li> <li>Internship/Work Experience</li> <li>Financial Literacy</li> <li>IET/ELA/WF Preparation</li> </ul>	<b>WIB</b> \$2,311,516	<b>WIB</b> \$1,739,310	<b>WIB</b> \$1,418,741	<b>COUSD</b> \$5,000 <b>PAS</b> \$100,000 <b>TAS</b> \$500,000 <b>VAS</b> \$1,300,000 <b>FAS</b> \$5,000 <b>Proteus, Inc.</b> \$126,430	<b>EDD/WSD/WP</b> \$263,699 <b>TAA</b> \$12,601 <b>EDD-LMI</b> \$41,277	<b>DOR</b> \$1,570,844	<b>TR Tribal Council</b> \$83,204
	<b>\$2,311,516</b>	<b>\$1,739,310</b>	<b>\$1,418,741</b>	<b>\$2,036,430</b>	<b>\$317,577</b>	<b>\$1,570,844</b>	<b>\$83,204</b>
	<b>TANF</b>	<b>CTE</b>	<b>SCSEP</b>	<b>Job Corps</b>	<b>CSBG</b>	<b>UI</b>	<b>MSFW</b>
	<b>TCHHSA</b> \$4,303,205	<b>PC</b> \$49,005 <b>COS</b> \$259,450	<b>CSET</b> \$3,718 <b>SER</b> \$17,500	<b>Job Corps</b> \$1,512	<b>CSET</b> \$3,874	<b>EDD DCAF</b> \$271 <b>EDD UI</b> \$68,254	<b>Proteus</b> \$303,137
	<b>\$4,303,205</b>	<b>\$308,455</b>	<b>\$21,218</b>	<b>\$1,512</b>	<b>\$3,874</b>	<b>\$44,414</b>	<b>\$303,137</b>
	<b>VETS JVSG</b>	<b>Community Partners</b>	<b>Ticket to Success</b>	<b>Transitional Youth</b>	<b>SAEC</b>	<b>Supported Employment</b>	<b>#LEAD</b>
	<b>EDD</b> \$36,375	<b>PSW</b> \$29,548	<b>TCOE</b> \$73,321	<b>CSET</b> \$27,442	<b>SAEC</b> \$400,000	<b>CSET</b> \$45,000	<b>CSET</b> \$23,746
	<b>\$36,375</b>	<b>\$29,548</b>	<b>\$73,321</b>	<b>\$27,442</b>	<b>\$400,000</b>	<b>\$45,000</b>	<b>\$23,746</b>
<b>Root &amp; Rebound</b>	<b>America Works</b>	<b>Schrank's Clubhouse</b>				<b>Individualized Career Services Total</b>	
<b>RR - \$40,000</b>	<b>Am.Wrks - \$30,000</b>	<b>SC - \$25,000</b>				<b>\$15,170,123</b>	
<b>\$40,000</b>	<b>\$30,000</b>	<b>\$25,000</b>					

## THE ISSUE

*Across Tulare County, far too many individuals lack the skills needed to secure in-demand, family-sustaining jobs.*

## THEORY OF CHANGE

### OUR VALUES

#### *Customer-Centered*

We believe in tailoring an individual's services to their unique needs, using empathy and genuine connection to build trust and deliver meaningful impact.

#### *Skills-Focused*

We believe that skills development leads to high-quality jobs, enabling individuals to support their families and contribute to a thriving community.

#### *Welcoming*

We believe in cultivating belonging by creating a safe, respectful, and inviting space.

#### *Inclusive and Accessible*

We believe that everyone, regardless of background or circumstance, should have access to resources and opportunities to thrive.

#### *Collaborative*

We believe in creating a cohesive system that ensures effective, coordinated services for our customers.

#### *Empowerment*

We believe in equipping people with skills, guidance, and resources to foster confidence and lasting success.

### OUR STRATEGIES



#### *Professional Well-Equipped Staff*

We invest in training and professional development to ensure staff have the support, resources, and skills needed to deliver high-quality, customer-focused services.



#### *Community Partnership*

We collaborate with partners to leverage resources, integrate services, and increase access to tools and opportunities.



#### *Guided Support and Coaching*

We provide personalized, culturally sensitive coaching and holistic support to help customers set goals, build skills, and overcome barriers.



#### *Local Talent Pool Development*

We help customers gain the skills needed to fill in-demand positions, creating a talent pool of qualified candidates for local businesses.



#### *Lifelong Skills Development*

We encourage continuous growth and development, providing opportunities for individuals to build skills, expand their networks, and develop the social capital needed to navigate and thrive in a changing job market.



#### *Customer Data and Insights*

We actively seek and incorporate feedback and data, to ensure our policies and strategies are customer-centered.

### OUR CUSTOMERS

Job Seekers

Businesses

### EXPECTED IMPACTS

*The system fosters personal and professional growth, helping individuals overcome obstacles, realize their potential, and contribute to a more connected community.*

*Collaborative partnerships maximize resource-sharing, ensuring individuals and businesses, experience a coordinated, high-impact service system.*

*Every person has equitable access to workforce services that equip them for success, regardless of their background or barriers.*

*Families break cycles of poverty, and achieve sustainable economic independence through skill development that leads to a good job.*

*The EC system serves as a reliable talent pipeline for local employers, ensuring they have access to skilled job-ready candidates.*



**Employment Connection**  
**AJCC Locations and Contact Information**  
**Website: [www.employmentconnect.org](http://www.employmentconnect.org)**

**Employment Connection – Visalia Comprehensive Center**

4025 West Noble Ave, Suite B  
Visalia, CA 93277

Phone: (559) 713-5000

**Employment Connection – Porterville Comprehensive Center**

1063 West Henderson Ave  
Porterville, CA 93257

Phone: (559) 788-1400

**Employment Connection – Tulare Affiliate Center**

155 North "K" Street  
Tulare, CA 93274

Phone: (559) 684-1987

**Employment Connection – Dinuba Affiliate Center**

400 West Tulare Street  
Dinuba, CA 93618

Phone: (559) 406-1001

## Employment Connection - Partner Referral Process

The Employment Connection Partners are committed to seamless customer access through a **No Wrong Door** approach, ensuring individuals can connect with workforce services regardless of their entry point. The referral process is designed to enhance collaboration among partners, ensuring staff, both colocated and non-colocated, are well-informed about each program's services and basic eligibility requirements.

To support this, a **Partner Guide** has been developed as a key resource to help staff make informed referrals and establish meaningful connections to partner programs. Each partner has completed the **Partner Referral Guidelines template**, which provides an overview of each partner's services.

The guide includes:

- Basic eligibility requirements
- Program services offered
- Average wait time for eligibility determination
- Duration of programs
- Follow-up services
- Contact information (including an option designated contact person)
- Office hours and locations

The goal is to focus on **high-quality referrals** that are likely to convert into services. The Partner Guide is available in the [Employment Connect System](#) resource folder and is a key tool for staff to effectively support customers.

### Part 1: Referral Process for Staff Making Referrals

#### 1. Submitting a Referral

Employment Connection Partner staff can submit referrals using:

- a. The Employment Connection website: [www.employmentconnect.org](http://www.employmentconnect.org)
- b. The fillable [PDF Referral Form](#)

#### 2. Preparing the Customer for Referral

- a. Staff provides an overview of program services and helps the customer make an informed decision about participating.

- b. Staff screens for basic eligibility requirements and assists in gathering necessary documents to successfully receive services (e.g., Social Security Card, Drivers License).
- 3. Complete Referral**
- a. Staff submits the referral form
  - b. If using the web-based form, the referring agency will receive a confirmation copy of the referral.
  - c. A copy may also be provided to the customer and/or uploaded to their file if applicable.

## **Part 2: Referral Process for Partners Receiving Referrals**

### **4. Receiving and Responding to Referrals**

- a. All Employment Connection Partners must designate 1-2 Single Points of Contact(s) (SPOC) to receive referrals
- b. SPOC must contact the referred customer within two business days of receiving the referral.
- c. Upon receiving the referral, SPOCs must acknowledge receipt of the referral to the referring partner.
- d. If SPOC is unable to reach the referred customer, they must contact the referring agency.
- e. The Employment Connection Partner receiving the referral tracks referral outcome, including:
  - i. Customer connection: Was contact successfully made?
  - ii. Referral appropriateness: Was the referral a good fit for the services the customer was referred for?

### **5. Tracking and Maintaining Referral Data**

- a. Electronic referrals made through the Employment Connection website are automatically tracked in a shared system (no additional reporting needed).
- b. PDF Referral Forms must be tracked manually by partner agencies. Each month, partners must:
  - i. Email the total number of PDF referrals received to [ehernandez3@tularewib.org](mailto:ehernandez3@tularewib.org).
  - ii. Use the subject line: Partner Referrals – (Total Number of Referrals)
  - iii. Include any comments or feedback to improve the referral process.

### **6. Maintaining Updated Partner Information**

- a. Each Employment Connection Partner is responsible for keeping their **Partner Guidelines and SPOC** information up to date.

- b. To ensure accurate and effective referrals, any updates to agency services, eligibility requirements, or SPOC contact details must be submitted to Edith Hernandez at [ehernandez3@tularewib.org](mailto:ehernandez3@tularewib.org).

## Employment Connection - Partner Referral Process

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A proud partner of America's Job Center of California<sup>SM</sup> network.

# Employment Connection Partner Referral

The information below contains personal information for the referred individual. Refer to the At-A-Glance Partner Guide for descriptions of services and resources by partner program.

Please ensure:

- Individual is aware that their information is being shared and provides consent.
- Referral is being referred to the appropriate agency; AND
- Referral information is only available to staff responsible for service delivery.

By checking below, you certify that the individual being referred has provided consent to release information disclosed on the referral form to the partner agency for the purpose of service delivery.

Individual provided consent.

Customer Name:	Date:	
<b>Preferred method of contact:</b>		
Phone:	Email:	
WIOA State ID (if applicable):		
Which partner or program would you like to refer to today?		
Reason for referral: (Check all that apply)		
<input type="checkbox"/> Job Search Assistance	<input type="checkbox"/> Vocational Training	<input type="checkbox"/> Work Readiness Workshops
<input type="checkbox"/> EDD Questions	<input type="checkbox"/> Other Supportive Services	

Referred from:
Staff Name:
Phone:
E-mail:

Receiving Partner Use Only
Date Referral Received:

# Employment Connection - Partners and Services Matrix

**Access Methods:**

- L Co-located (part-time/full-time staff on site)
- D Direct access through real time technology
- X Cross-information sharing/customer referral

**One-Stop identifiers:**

- 1 Dinuba
- 2 Tulare
- 3 Porterville
- 4 Visalia
- 5 All Centers

Agency:	Core Partners										Other Required Partners										Community Partners										
	Title I Adult/DW	Title I Youth	Title II AEL	Title II AEL	Title II AEL	Title II AEL	Title II AEL	Title II AEL	Title III WP	Title IV Voc Rehab	TANF WtW	CTE	CTE	MSFW (Sec 167)	TAA	Vets (JVSG)	JC	UI	SCSEP	SCSEP	Native (Sec 166)	CSBG	Ticket to Work	Supported Employment	#LEAD	Youth Transitions	PSW	Schrank's Clubhouse	Navigators		
	WIB	WIB	COAS	PAS	VAS	TAS	FAS	Proteus	EDD	DOR	HHSA	COS	PC	Proteus	EDD	EDD	Job Corps	EDD	CSET	SER	Tule River	CSET	America Works	CSET	CSET	CSET	PSW	Mental Health - Peer Spt	SAEC		
Basic Career Services																															
WIOA Eligibility	L5	L5				X2				L, X5				L1	L1				L, X2, 3, 4	D, X5	D										
Outreach, Intake, Orientation	L5	L5				X2			L3, 4 X1, 2	L, X5			X4	L1	L1	L3, 4	X4		L, X2, 3, 4	D, X5	D	X 234	x2					X5			
Initial Assessment	L5	L5					D		L3, 4	D	L5			L1	L1				L, X2, 3, 4	D, X5	D						D				
Labor Exchange, Job Search Assistance	L5	L5					D		L3, 4, X1	D						L3, 4			L, X 2, 3, 4	D, X5	D		d2				D, X3, 4	X5			
Referrals to One-Stop Partners	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				X	X	X, D5, L4		
Labor Market Information	L5	L5							D1, 2, D5	L, D3, 4			D			L3, 4	D				D		x					D5			
Performance & Cost Information	L5	L5								D				D	D						D			L, D2							
Supportive Services Information	L5	L5	D	X	X	X	DX		D1, 2, D5	D	L5	X	X	D	D	L3, 4	D		L, D2, 3, 4	D, X5	D	D					L, D3, 4	L, D, X, 5	X, D5, L4		
UI Information/Assistance	X								D1, 2, D5					42		D3, 4		D5	X		D		L, D2				X				

# Employment Connection - Partners and Services Matrix

**Access Methods:**

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Agency:	Core Partners										Other Required Partners										Community Partners								
	Title I Adult/DW	Title I Youth	Title II AEL	Title II AEL	Title II AEL	Title II AEL	Title II AEL	Title II AEL	Title III WP	Title IV Voc Rehab	TANF WtW	CTE	CTE	MSFW (Sec 167)	TAA	Vets (JVSG)	JC	UI	SCSEP	SCSEP	Native (Sec 166)	CSBG	Ticket to Work	Supported Employment	#LEAD	Youth Transitions	PSW	Schrank's Clubhouse	Navigators
	WIB	WIB	COAS	PAS	VAS	TAS	FAS	Proteus	EDD	DOR	HHSA	COS	PC	Proteus	EDD	EDD	Job Corps	EDD	CSET	SER	Tule River	CSET	America Works	CSET	CSET	CSET	PSW	Mental Health - Peer Spt	SAEC
Financial Aid Information	L5	L5					X						D						X2, 3, 4		D								X, D5, L4
RESEA									L3, 4																				
<b>Individualized Career</b>																													
Comprehensive and specialized assessments	L5	L5					D			D					D						D, X5	D					D	DX5	
Individual Employment Plan	L5	L5			D 4				L3, 4	D					L3, 4						DX12 34	D	L2				D	DX5	
Career Plan/Counseling	L5	L5			D 4		D		L3, 4	D				D	D	L3, 4	D			D	D, X5	D	L2				D	DX5	
Short-Term Prevocational Services	L5			X 5	X 1234	X 1234	D			D				D	D							D							X, D5, L4
Internships, Work Experience	L5	L5		D 3	D 4		D			D				D	D		D				D, X5	D					D	DX5	
Out-of -Area Job Search							D		L3, 4	D	D					L3, 4					D, X5	D	D				D	D	
Financial Literacy	L5	L5		X	X							D					D				D, X5	X	D	L2				DX5	
English Language Acquisition	X	X		D	D		D			X																			

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Agency:	Core Partners										Other Required Partners										Community Partners									
	Title I Adult/DW	Title I Youth	Title II AEL	Title II AEL	Title II AEL	Title II AEL	Title II AEL	Title II AEL	Title III WP	Title IV Voc Rehab	TANF WtW	CTE	CTE	MSFW (Sec 167)	TAA	Vets (JVSG)	JC	UI	SCSEP	SCSEP	Native (Sec 166)	CSBG	Ticket to Work	Supported Employment	#LEAD	Youth Transitions	PSW	Schrank's Clubhouse	Navigators	
	WIB	WIB	COAS	PAS	VAS	TAS	FAS	Proteus	EDD	DOR	HHSa	COS	PC	Proteus	EDD	EDD	Job Corps	EDD	CSET	SER	Tule River	CSET	America Works	CSET	CSET	CSET	PSW	Mental Health - Peer Spt	SAEC	
Workforce Preparation Services	L5	L5	DX	X 5	X 5	X 5	D		L3, 4, X1	D						L3, 4	D		D	D	D						L, D2, 3, 4	DX5	L, D1, 3, 4	
Training Services																														
Occupational skills training	L5	L5		X 5	X 5	X 5						X5	X5	X5	X5		D		X5	D, X5	X						L 3	DX5	X, D5, L4	
On-the-Job Training	L3, 4	X1, 2												L1	L1												L3			
Incumbent worker training	L3, 4	X1, 2										X3, 4	X3, 4																X5	
Workplace training with related instruction				X	D 4							D																	X5	
Training Programs - Private sector																				D	X						D3, 4			
Skills upgrading and retaining	X5											D	D	D	D						D						L, D3, 4			
Entrepreneurial training													D	44								D							DX5	

# Employment Connection - Partners and Services Matrix

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- D Direct access through real time technology
- X Cross-information sharing/customer referral

**One-Stop identifiers:**

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- 2 Tulare
- 3 Porterville
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- 5 All Centers

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Transitional Job	L5										L5								X2, 3, 4		D, X5									
Job readiness training combination with another training service	L3, 4	X1, 2		D	D												D										L3	DX5	X, D5, L4	
Adult educational/Literacy with another training program	X5	X5	D	D	D4	D								D	D		D					X							X5	
Customized training with employer(s) with intent to hire upon successful completion of training	L5																												DX5	X5
<b>Business Services</b>																														
Employer Directory																														D
Tax Credit information or processing	X3, 4																													D,X

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Assessment of client skills, interest, aptitude and/or work values	L5																			L2, 3, 4	D, X5	D		D						L, X2, 3, 4	DX5
Job specification development	L3, 4	X1, 2																											L, D2, 3, 4	DX5	
Fee or licensing information	X5																														
Business assistance (Labor Code, Tax Codes & Cal/OSHA Workshops)																								X							
Interviewing facilities	L5								L3, 4													D	D								
Job readiness training	L5										L5																		L, D2, 3, 4	DX5	
Consulting services and workshops																							D							DX5	
Business Planning & Management														46									D								



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Provide information brochures, posters, handouts	L5	L5	D	D	D	D	D		D		D	D	D		D	D	D	D	D	D	D	D					D	D5	D5, L4
Provide video, electronic presentations & online links (multi-media formats) regarding services	L5				D						D					D					D	D	D					D5	D5
Resources and staff on an as-available basis to the system	L5	L5	D	D	D	D	D		L1, 3, 4		L1, 3, 4					D			L1, 3, 4		D	D							L4
Certification for Limited Examination & Appointment Program (LEAP) Schedule A&B (Public Employment)											D																		

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Energy Assistance information and referral	X						X															D							
Tax preparation assistance for seniors	X						X															D							
Learning Disability Assessment (Pre-enrollment & Post enrollment at Porterville College)	X			X						L, D3, 4																			
Tutoring, GED Study Class, Life-goal study assistance, Referral to testing	X			D	D		D							L, D1	L, D1		D		D								X5	D, X5, L4	
Information and assistance in applying for TulareWORKS services	X			X	X		X				D											D,X							

## Employment Development Department Workforce Services Branch (WSB)

### **Partnership Description**

#### **Jobs for Veterans State Grants (JVSG)**

**Website:** [https://edd.ca.gov/siteassets/files/pdf\\_pub\\_ctr/de8714t.pdf](https://edd.ca.gov/siteassets/files/pdf_pub_ctr/de8714t.pdf)

- The Employment Development Department (EDD) assists veterans and their eligible spouses to maximize their employment and training opportunities. Veterans are entitled to many resources designed to help them search for employment.

#### **Migrant Seasonal Farm Workers (MSFW)**

**Website:**

[http://www.edd.ca.gov/jobs\\_and\\_training/Migrant\\_and\\_Seasonal\\_Farm\\_Worker\\_Outreach\\_Program.htm](http://www.edd.ca.gov/jobs_and_training/Migrant_and_Seasonal_Farm_Worker_Outreach_Program.htm)

- Through this program, the specialized staff is located in offices that serve all regions of the state to help agricultural employers find skilled and qualified workers in a timely manner while also assisting workers in connecting with employers and community resources.

#### **Personalized Job Search Assistance (PJSA)**

**Website:** [http://www.edd.ca.gov/UIBDG/Miscellaneous\\_MI\\_100.htm](http://www.edd.ca.gov/UIBDG/Miscellaneous_MI_100.htm)

- The Personalized Job Search Assistance (PJSA) appointment offers selected claimants job search services, labor market information and assists them with entering resumes in CalJOBSSM. Written appointment notices are mailed to selected claimants with the date, time, and location of the PJSA session.

#### **Reemployment Services and Eligibility Assessment (RESEA)**

**Website:** <https://edd.ca.gov/en/Unemployment/return-to-work>

- The RESEA program is designed to assist selected UI claimants in re-entering the workforce. This program also ensures selected claimants meet all eligibility requirements and gives access to America's Job Center of California. UI claimants who are selected must attend the appointment and complete the program's services.

#### **Trade Adjustment Assistance (TAA)**

**Website:** [http://www.edd.ca.gov/pdf\\_pub\\_ctr/de8714x.pdf](http://www.edd.ca.gov/pdf_pub_ctr/de8714x.pdf)

- Trade Adjustment Assistance (TAA) is a federal program that provides benefits and support to workers who have lost their jobs due to foreign trade, including increased imports or a shift in production outside the United States.
- The TAA program provides eligible workers with opportunities to get the skills, credentials, resources, and support needed to become reemployed as quickly as possible.

#### **UI Navigator - Claim Filing Assistance and Information**

- The WSB is committed to providing a WSB UI Navigator staff on-site at the AJCC office to assist the Unemployment Insurance (UI) customer with UI claim filing, accessing UI online, viewing tutorials, and FAQs.
- The UI Navigator analyzes customer UI needs in-depth, using all available tools and resources to resolve or elevate customer questions and/or complaints. Accepts, reviews, and routes complaints to appropriate entities in accordance with the Workforce Services (WS) Complaint System Manual.

- Identifies when to direct customers to Unemployment Insurance Branch (UIB) and facilitates the connection (i.e., AskEDD, UI Direct Line, Contact EDD).

### **Youth Employment Opportunity Program (YEOP)**

**Website:** [https://edd.ca.gov/en/Jobs and Training/Youth Employment Opportunity Program](https://edd.ca.gov/en/Jobs_and_Training/Youth_Employment_Opportunity_Program)

- The Youth Employment Opportunity Program (YEOP) helps at-risk youth between the ages of 15 and 25 achieve their educational and vocational goals through various specialized services. YEOP specialists are peer advisors with similar experiences who work with youth as mentors and career coaches. They can provide referrals to supportive services, career coaching, employment preparation, and training.

### **Unemployment Insurance Branch (UIB)**

#### **Program Eligibility**

- The EDD provides UI claim information online to customers on UI OnlineSM and by mailing the following documents that can be utilized when determining eligibility for the local Title I programs.
  - Notice of Unemployment Insurance Award (DE 429Z)
  - Notice of Unemployment Insurance Claim Filed (DE 1101CLMT)

#### **California Training Benefits (CTB)**

**Website:** [http://www.edd.ca.gov/pdf pub ctr/de8714u.pdf](http://www.edd.ca.gov/pdf_pub_ctr/de8714u.pdf)

- Participate in consistent and meaningful collaboration and communication pathways within the California Training Benefits (CTB) programs, including a streamlined and expedited response time to determination requests sent to UI for CTB eligibility received from the local areas.
- Provide training information to job seekers. (CTB fact sheet)

#### **UI Claim Filing Assistance and Information**

- The UI program is committed to providing WSB staff with training on resources available on the EDD website for filing a UI claim, accessing UI Online, and viewing tutorials and FAQs.
- WSB staff will guide UI customers through the online methods for filing a UI claim, which is available on the EDD website. Under some circumstances, as outlined in UI/WSB policy and procedure, the WSB staff may utilize tools available through the Public Service Program (PSP) to resolve customer-facing issues.
- The UI and WSB branches collaborate to ensure the PSP SPOC line is available in the offices.

#### **Work Share**

**Website:** [http://www.edd.ca.gov/unemployment/Work Sharing Program.htm](http://www.edd.ca.gov/unemployment/Work_Sharing_Program.htm)

- The Work Share program is available to employers who reduce employee hours and wages as an alternative to layoffs. An employer may apply for Work Share if there is a reduction in production, services, or other conditions that meet eligibility requirements.

## Tulare County Health and Human Services-TulareWORKs

### Partnership Description

Tulare County Health and Human Services Agency-TulareWORKs will be an active partner in providing essential resources and services to children, individuals, and families experiencing financial hardship, life crises, or barriers to employment. Additionally, TulareWORKs will continue to partner with community organizations in an effort to minimize employment barriers, provide job skills training, and facilitate additional support services.

TulareWORKs will assess the level of need for services available through TulareWORKs and Employment Connection (One Stops). A TulareWORKs staff person will be available on a part time basis to the Porterville and Visalia One Stop locations based on the need. The level of staffing will depend on foot traffic. TulareWORKs will work with Workforce Investment Board staff to ensure connectivity needs with the One-Stops are met. This can include installing specific equipment or software as/if needed.

TulareWORKs will ensure direct phone access to our staff to answer questions and provide information about the services we offer.

TulareWORKs will provide training to one stop staff about the services we offer including the [benefitscalwin.org](http://benefitscalwin.org) website that the community can use to apply for services.

It is anticipated that customers will receive information and apply for those services available through TulareWORKs which includes:

- **CalWORKs:** The CalWORKs (California Work Opportunity and Responsibility to Kids) program provides temporary cash assistance to eligible families with children to help pay for necessities like clothing, housing, and food.
- **Employment Services:** If you are unemployed and receiving benefits through CalWORKs, the Employment Services Program (Welfare-to-Work) will provide job training and assist you in seeking employment.
- **CalFresh:** provides monthly benefits that help eligible low-income households buy healthy and nutritious food.
- **Medi-Cal:** Receiving medical care is important for everyone. Medi-Cal is California's Medicaid health care program, which pays for a variety of medical services for eligible children and adults with low income.
- **Housing Support Program:** Intended to assist homeless CalWORKs participants into rental housing.
- **CalWORKs Homeless Program:** A once every twelve month program that will assist with temporary and permanent housing for CalWORKs participants.

- **Family Stabilization Program:** Provides assistance to CalWORKs participants that have barriers such as Mental Health, AOD, Domestic Abuse and Life Skills.
- **CalLearn:** Assist CalWORKs recipients under the age of 19 and have not obtained a High School Diploma or equivalent and resides with a child in the AU or pregnant.

## **Community Services and Employment Training Title V Partner Services**

### **Partnership Description**

CSET operates the Title V Senior Community Service Employment Program (SCSEP) under contract to the Kings/Tulare Area on Aging. Eligible customers are low-income individuals who are 55 years of age and older with poor employment prospects. Through the program, residents of Tulare and Kings Counties receive training in part-time community service assignments for up to 48 months, while also receiving assistance in developing the skills and experience they need to transition to unsubsidized employment when they exit the program.

Community service assignments include nonprofit and public agencies, such as schools, libraries, community based organizations, senior centers, nutrition sites, and training centers.

Priority is given to individuals who are 65 years of age and older and have poor employment prospects. Eligibility criteria include (1) age, 55 years or older; (2) family income at a maximum of 125% of currently published poverty guidelines; (3) residency in the State of California; and, (4) must be unemployed.

SCSEP services are provided by CSET's Community Initiatives (CI) Department, headquartered in Visalia. Cross-referrals may occur between the CI Department and the Employment Connection Centers.

Co-enrollment in WIOA services for interested customers will be referred to the Employment Connection system. For Kings County SCSEP participants interested in WIOA services are referred to Kings County JTO for additional services.

Annual funding provides for State minimum wage for SCSEP customers during time spent in orientation and pre-job training, as well as time on the job. Approximately 5 SCSEP customers are served annually, depending on funding level.