

COLLEGE OF THE SEQUOIAS COMMUNITY COLLEGE DISTRICT
Board of Trustees Meeting
June 10, 2019

CONSENT CALENDAR

10

**Memorandum of Understanding – Employment Connection
System Partners – Workforce Investment Board of Tulare
County**

Status: Action

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

Issue/Background

The 2014 Workforce Innovation and Opportunity Act (WIOA) stipulates College of the Sequoias partner with local Employment Connection Systems and support those systems both in-kind and fiscally. All partner agencies are required to review and update the MOU every three years.

Analysis

As a recipient of Carl D. Perkins Career Technical Education funding, COS is a designated partner of the Employment Connection System, known as America's Job Centers of California (AJCC). This partner designation commits the college to support area AJCCs with both in-kind and fiscal support.

The college is a non-co-located partner, and as such, does not currently participate in infrastructure cost sharing. Cost-sharing obligations for non-co-located partners are to be determined once the state develops a data tracking system.

This MOU commits the college to participate in joint planning, plan development, and modification of activities to support the goals of the Employment Connection System/AJCC. Additionally, COS will participate in interagency cross-training, use consistent branding in any joint activities, and provide appropriate communication for purposes of accurate and impactful referral and transitions.

Recommended Action

It is recommended the Board of Trustees approve the Memorandum of Understanding between Employment Connection System of Tulare County Partners and the Workforce Investment Board of Tulare County as presented.

Memorandum of Understanding (MOU) between Employment Connection System of Tulare County Partners and the Workforce Investment Board of Tulare County

I. Preamble/Purpose of MOU

This MOU is established between the Workforce Investment Board of Tulare County, hereafter referred to as the “WIB” and the Tulare County One-Stop delivery system signatory partners, hereafter referred to as the “Employment Connection Partners.” This MOU will describe how, through an integrated service delivery system, various funding streams and resources will be used to better serve the mutual customers of businesses and job seekers. The “Tulare County Employment Connection system,” hereafter referred to as “One-Stop” system will require mutual trust and teamwork between the WIB and all Employment Connection Partners to achieve shared goals.

II. Mission/Vision

The Tulare County Employment Connection system mission is to promote employment and business development in Tulare County by providing both businesses and job seekers easily accessible comprehensive services.

The Tulare County Employment Connection system vision is to respectfully offer the community universal access, seamless professional services and workforce information that encourage job creation and skill development. Collaborative service will be provided to maximize effectiveness, while minimizing service duplication.

III. Parties to the MOU

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

WIOA Programs	MOU Partner
<ul style="list-style-type: none"> • Title I Adult • Title I Dislocated Worker • Title I Youth 	Workforce Investment Board of Tulare County
<ul style="list-style-type: none"> • Title III Wagner-Peyser • Jobs for Veteran State Grant (JVSG) • Unemployment Insurance (UI) • Trade Adjustment Assistance Act (TAA) 	Employment Development Department (EDD)
Title II Adult Education and Literacy	Visalia Unified School District/Visalia Adult School Tulare Joint High School District/Tulare Adult School Porterville Unified School District/Porterville Adult School Cutler-Orosi Joint Unified School District/Cutler-Orosi Adult School
Title IV Vocational Rehabilitation	California Department of Rehabilitation (DOR)
<ul style="list-style-type: none"> • Temporary Assistance for Needy Families (TANF)/CalWORKs 	Tulare County Health and Human Services (HHSA)
<ul style="list-style-type: none"> • Community Services Block Grant (CSBG) • Title V Senior Community 	Community Services and Employment Training (CSET)

Service Employment Program (SCSEP) • #LEAD • Youth Transitions	
Carl Perkins Career, Technical Education	Kern Community College District/Porterville College College of the Sequoias
Native American	Tule River Indian Tribe of California
Migrant/Seasonal	Proteus, Inc.
Job Corps	Job Corps
Community Partners	Porterville Sheltered Workshop (PSW) Tulare Office of Education – Ticket to Success Sequoias Adult Education Consortia (SAEC)

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 services of the Employment Connection will meet those services required under WIOA. The system shall have the following components:

1. **Integrated Services:** A seamless system presented to the customer.
2. **Customer Focused:** All aspects of service delivery designed with consideration of customer needs and interest.
3. **Customer Choice:** A system that provides a wide array of useful information to assist the customer in making an informed choice.
4. **Customer Access:** A system design 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.

To negotiate an increasingly complex and demanding labor market, Employment Connection services includes readily accessible, comprehensive information about area employment and educational opportunities as well as customized service delivery. The Employment Connection sites are strategic in upgrading the basic and occupational skills of both incumbent workers and those newly entering the workforce. At the Employment Connections, customers can obtain information about job availability and career educational opportunities. By becoming effective and efficient consumers of career programs and services, customers can make a positive step toward the attainment of better skills, jobs, higher wages, and an improved quality of life.

Offering a highly skilled, motivated workforce is a major consideration for locating and expanding businesses. A strong One-Stop system is a major step in promoting economic development in Tulare County. Doing so, Tulare County is poised to retain and attract high-quality jobs to the area.

The Employment Connection System provides integrated services through its comprehensive Employment Connection One-Stop Centers in Visalia and in Porterville. The Visalia center is centrally located within the county and the Porterville center is in the south-east part of the county. In addition to these locations, basic and individualized career services are provided through affiliate sites in Dinuba and Tulare. Employment Connection – AJCC locations and contact information can be found in Attachment D.

The Employment Connection staff is divided into service delivery teams in order to offer efficient integrated services and high quality customer care: 1) Welcome Team 2) Skills and Talent Team 3) Employment Solution Team 4) Customer Experience Team. An organizational chart for the Employment Connection One-Stop Centers can be found in Attachment C.

V. MOU Partnership Agreement

The one-stop partners of this MOU agree to participate in joint planning, plan development, and modification of activities to accomplish the following:

- Accessibility of the partners' applicable services. To provide the One-Stop services to the target populations outlined in Attachment F – AJCC Partners and Services Matrix.
- The WIB, appointed by and in 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 *Tulare County Employment Connection* system. The WIB established the Tulare County Employment Connection Committee (ECC) as its advisory body for the One-Stop system. The ECC is a committee of the WIB, composed of One-Stop Partners and chaired by a member of the WIB.
- **Cost Sharing** - Employment Connection Partners agree to pay a proportional share of 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 cost, 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. Infrastructure Funding Agreement is outlined in Attachment B.
 - 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 are reflected in the Infrastructure Funding Agreement section.
 - Each co-located partner agrees to negotiate and implement an infrastructure funding plan by June 30, 2019.
- Regular participation in 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 as a result of their participation in capacity building and staff development opportunities.
- Review and update this MOU, at minimum, *every three years* in order to ensure it contains updated information regarding funding, delivery of services, and changes in the signatory official of each party. If necessary, renegotiate after Local Workforce Development Plans and Regional Workforce Development Plans 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** – Each one-stop delivery system partner will include the “AJCC” branding or “A proud partner of the American Job Center of California” on any joint products programs, activities, services, facilities and materials used by the combined partnership of the one-stop system.

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

The WIB and AJCC Partners have chosen to develop a separate infrastructure cost budget for each of the two comprehensive AJCCs located in Tulare County: Employment Connection/AJCC in Visalia and Employment Connection/AJCC in Porterville.

All Parties agree to review and modify the Infrastructure Funding Agreement (IFA), at minimum, annually in order to ensure it contains updated information regarding infrastructure and other system costs and delivery of services. The WIB will be responsible for reviewing and sharing infrastructure and other system costs on an annual basis with Parties and renegotiate 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 of the AJCC infrastructure costs are paid according to the provisions of their signed IFA. The estimated proportionate share of costs for each Party are based on budgeted expectations. Until the actual costs are known, and the usage and benefits are calculated, each Party’s true proportionate share of cost will be unknown. Therefore, all Parties’ contributions, regardless of the type, will be reconciled on an annual basis, comparing expenses incurred to relative benefits received. The process is necessary in order to ensure that the proportionate share each Partner program is contributing remains consistent with the cost methodology, is up to date, and in compliance with the terms of this MOU. IFA and Other Shared System costs can be found in Attachment B.

Reconciliation Schedule	Reconciliation Date
July 1, 2019 – June 30, 2020	September 15, 2020
July 1, 2020 – June 30, 2021	September 15, 2021
July 1, 2021 – June 30, 2022	September 15, 2022

Other One-Stop Delivery System Costs – Applicable Services

All One-Stop System Partners are responsible for the sharing of Other One-Stop Delivery System Costs – Applicable Career Services. The agreed-upon budget for other-system-costs must align with the MOU agreement that outlined shared customers and services. If it does not, then the MOU must be amended to justify the budgeted system costs and align with the Infrastructure Funding Agreement.

The other-system-costs budget must be a consolidated budget that includes a line item for applicable career services. The MOU requires identification of the career services that are applicable to each Partner program. Accordingly, this budget must include each of the 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 Infrastructure Funding Agreement, then they must include language amending the MOU descriptions to align for this budget. Please refer to Attachment A – Employment Connection System Career Services Budget.

Applicable Career Services are services authorized to be provided under each Partner’s program can be found in Attachment F – AJCC Partners and Services Matrix.

Partners Sharing Infrastructure Cost When Benefit Data Are Available

Infrastructure Funding Agreement Requirement: “The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-co-located Partners who are receiving benefit from the AJCCs will also be required to contribute their proportionate share towards infrastructure costs. Consequently, the Infrastructure Funding Agreement must include an assurance from all non-co-located 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 Partner is committed to mutually implement processes for the referral of customers to services not provided on-site. Partners are expected to be thoroughly familiar with the functions and basic eligibility requirements of each program in order to appropriately assist customers and make knowledgeable referrals to partner programs. The implemented referral process that is described in Attachment E is focused 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 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 co-location, 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 term Barriers to Employment is defined as characteristics that may hinder an individual's hiring, promotion or participation in the labor force. Some examples of individuals who may face barriers to employment include: single parents, women, displaced homemakers, youth, public assistance recipients, older workers, substance abusers, teenage parents, certain veterans, ethnic minorities, and those with limited English speaking ability or a criminal record or with a lack of education, work experience, credential, child care arrangements, transportation or alternative working parents.

The Employment Connection Partners are committed to offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient when providing individualized career services and training services with WIOA adult funds.

Each Employment Connection Partner will ensure their policies, procedures, programs, and services are in compliance with the *Americans with Disabilities Act of 1990* and its amendments, in order to provide equal access to all customers with disabilities.

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 share 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 and 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 common information needs, as appropriate.
- Understand that system security provisions shall be agreed upon by all partners.

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 referral, shall be confidential and shall 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 pertaining to 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 shall share information necessary for the administration of the program as allowed under law and regulation. The Employment Connection Partner, therefore, 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.

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

XI. American's with Disabilities Act and Amendments Compliance

The Employment Connection Partner agrees to ensure that the policies and procedures as well as the programs and services provided at the Employment Connection are in compliance with the Americans with Disabilities Act and its amendments. Additionally, partners agree to fully comply with the provisions of WIOA, Title VII of the Civil Rights Act of 1964, the Age Decimation Act of 1975, Title IX of the Education Amendments of 1972, 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

XII. Duration

The term of this agreement shall be **July 1, 2019 to June 30, 2022**, 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 other parties, 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

In order to provide a vehicle for on-going evaluation, review and discussion of operational issues, the WIB and the Employment Connection Partners agree to meet on a regular basis to discuss issues related to the implementation of this MOU.

XV. Grievance and Complaint Resolution

The Parties hereto shall first attempt to resolve all grievance and complaints informally at the lowest level starting with the site 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 One-Stop Operator. Those issues not resolved by the One-Stop Operator may be appealed to the WIB, whose decision shall be final. The process for handling grievances and complaints from customers is 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 Paragraph of this document, "WITHDRAWAL FROM MOU".

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.

The WIB's Employment Connection Committee will work with all Employment Connection Partners in developing policies and procedures for the Tulare County Employment Connection system, in order to avoid inconsistencies with those of each Employment Connection Partner.

Supervision/Day to Day Operations

The day-to-day supervision of staff assigned to the Employment Connection Center will be the responsibility of the supervisor(s) of the partner agency. 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 any 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 site supervisor(s) of the primary employer. All staff will comply with the holiday schedule of their primary employer and will coordinate their holiday schedule with the One-Stop Career Services Provider at the beginning of each fiscal year.

Disciplinary actions for staff assigned to the Employment Connection Center are the sole responsibility of the partner agency. Disciplinary concerns from one partner about any other partner shall be coordinated through the WIB. In addition to any disciplinary action by the employing partner, serious offenses by any partner may result in removal of co-located staff from the Employment Connection Center.

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

Press Releases and Communications

All relevant parties shall be copied when communicating with the press, television, radio or any other form of media regarding the operation of the Employment Connection Center. Participation of each party in press/media presentations will be determined by each party's public relations policies. 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 also include letterhead, envelopes, business cards, any written correspondence and fax transmittals.

No Joint Venture

The parties expressly agree that it is not intended in any way that this MOU be 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 any and 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, 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 provisions of the Fair Employment and Housing Act (Government Code Section 12990) and related, applicable regulations.

The partner will assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibits discrimination on the basis of disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

XIX. Attachments

- A. Employment Connection System Career Services Consolidated Budget
- B. Infrastructure Funding Agreement and Other Shared System Costs
- C. One-Stop Flow Chart
- D. Employment Connection-AJCC Location and Contact Information
- E. Partner Referral Guide
- F. AJCC 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

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

Porterville Sheltered Workshop

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

Community Services Employment Training

Tule River Indian Tribal Council

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

State of California Department of Rehabilitation

**Tulare County Office of Education
Ticket to Success**

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

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

Tulare County Health and Human Services Agency

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

Workforce Investment Board of Tulare County

Printed Name and Title

Signature and Date

Employment Connection System Career Services Consolidated Budget

Applic Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF	
Basic Career Services: T-I Eligib/Initial Assess Outreach, Intake, Orient Labor Exch/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	WIB - \$408,288 \$408,288	WIB - \$432,603 \$432,603	WIB - \$457,859 \$457,859	COUSD - \$5,000 PAS - \$10,000 TAS - \$525,000 VAS - \$850,000 \$1,390,000	EDD/WSD/WP \$1,396,543 EDD-LMI \$41,227 \$1,437,770	DOR - \$1,570,844 \$1,570,844	TCHHSA - \$4,303,205 \$4,303,205	
Applic Career Services	CTE	SCSEP	Job Corps	Nativ Am	MSFW	CSBG	UI	VETS JVSG
Basic Career Services: T-I Eligib/Initial Assess Outreach, Intake, Orient Labor Exch/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	PC - \$52,286 COS - \$259,067 \$311,353	CSET - \$3,718 \$3,718	Job Corps - \$1,512 \$1,512	TR Tribal Council \$83,204 \$83,204	Proteus - \$271,396 \$271,396	CSET - \$3,874 \$3,874	EDD - \$35,249 \$35,249	EDD - \$192,647 \$192,647
Applic Career Services	Cmmnty Partners	Tckt to Success	#LEAD	Transitional Youth	SAEC			Total
Basic Career Services: T-I Eligib/Initial Assess Outreach, Intake, Orient Labor Exch/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	PSW - \$12,360 \$12,360	TCOE - \$57,500 \$57,500	CSET - \$23,746 \$23,746	CSET - \$27,442 \$27,442	SAEC- \$460,000 \$460,000			Basic Career Services Total \$11,484,570
Applic Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF	
Indiv Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Prevoc Internship/Wk Exper Financial Literacy IET/ELA/WF Prep	WIB - \$ 1,034,676 \$ 1,034,676	WIB -\$1,032,383 \$1,032,383	WIB - \$ 457,859 \$ 457,859	COUSD - \$5,000 PAS - \$10,000 TAS - \$500,000 VAS - \$1,200,000 \$1,715,000	EDD/WSD/WP- \$246,448 \$246,448	DOR - \$6,283,376 \$ 6,283,376	TCHHSA - \$251,969 \$ 251,969	
Applic Career Services	Cmmnty Partners	SCSEP	Job Corps	Native Am	MSFW	VETS JVSG	Tckt to Wrk	SAEC
Indiv Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Prevoc Internship/Wk Exper Financial Literacy IET/ELA/WF Prep	PSW - \$12,360 \$12,360	CSET - \$85,555 \$85,555	Job Corps - \$1,512 \$1,512	TR Tribal Council \$83,204 \$83,204	Proteus \$356,474 \$356,474	EDD/VETS \$33,996 \$33,996	TCOE - \$57,500 \$57,500	SAEC - \$5,000 \$5,000
Applic Career Services	#LEAD	Transitional Youth						Total
Indiv Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Prevoc Internship/Wk Exper Financial Literacy IET/ELA/WF Prep	CSET - \$23,746 \$23,746	CSET - \$27,442 \$27,442						Indiv Career Services \$11,708,500

**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. Tulare County Office of Education/ Ticket-to-Success
5. Community Services Employment Training – LIHEAP, Mental Health Supported Employment Program, Title V Senior Community Service Employment Program, #LEAD, Youth Transitions
6. Tulare County Health & Human Services Agency – Welfare-to-Work

Participating in the other share system – Applicable Career Service Cost:

1. College of the Sequoias
2. Kern Community College District/Porterville College
3. Community Services Employment Training – Community Services Block Grant
4. CA Employment Development Department (Vets, UI, TAA, WP)
5. Tulare County Health & Human Services Agency
6. US Department of Labor/Job Corps
7. Proteus, Inc./Migrant Seasonal Farmworker
8. 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
15. Porterville Unified School District/Porterville Adult School
16. Tulare County Office of Education – Ticket-to-Success
17. Porterville Sheltered Workshop

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

III. Comprehensive Employment Connection/American’s Job Center of California Centers and Co- located Partners

The WIB and AJCC Partners have chosen to develop a separate infrastructure cost budget for each of the two comprehensive AJCCs located in Tulare County.

Employment Connection/AJCC - 4025 W. Noble Ave., Visalia, CA 93291

1. State of California Employment Development Department/Workforce Services Division
2. Workforce Investment Board of Tulare County
3. State of California Department of Rehabilitation
4. Tulare County Office of Education/ Ticket-to-Work (TCOE)
5. Community Services Employment Training (CSET)
6. Tulare County Health & Human Services Agency (TC HHSA), through a contractual agreement with CSET and WIB.

Employment Connection/AJCC - 1063 W. Henderson Ave., Porterville, CA 93257

1. State of California Employment Development Department/Workforce Services Division
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 and WIB

Definition of Co-located Partners – “All AJCC Partners who have a physical presence within the center, either full time or part-time.”

IV. Infrastructure Cost Allocation Methodology

The co-located Partners agree that the cost methodology to be used to determine the proportionate share of infrastructure costs for each co-located Partner is the proportion of a Partner program’s occupancy percentage of the AJCC (square footage).

The initial proportionate share of infrastructure costs allocated to each partner 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 co-located Partner.

V. Infrastructure Cost Budget: Employment Connection/AJCC - Visalia

FY 2019-20 Estimated Infrastructure Budget: Employment Connection/AJCC - Visalia		
<i>Cost Category/Line Item</i>	<i>Line Item Cost Detail</i>	<i>Annual Cost</i>
Rent		
Rental of Facilities	4025 W. Noble Ave., Visalia Rent	\$ 456,029.00
Subtotal: Rental Costs		\$ 456,029.00
Utilities and Maintenance		
Electric	Southern California Edison	\$ 52,417.78
Gas	Southern California Gas	\$ 2,352.03
Water/ Sewer Connections	City of Visalia	\$ 14,091.19
Custodial	Janitorial Service	\$ 26,400.00
Facility Maintenance/Repair	Building Maintenance and Repairs	\$ 10,384.12
High-Speed Internet	Internet-Resource Room/Reception/ Computer Lab Internet	\$ 10,623.12
Telephones	VOIP - AT&T	\$ 10,618.56
Security	Security Guard Contract	\$ 30,171.02
Subtotal: Utilities and Maintenance Costs		\$ 157,057.82
Equipment		
Assistive technology for individuals with disabilities (“Access and Accommodation”)	No expenditures in previous year.	\$ 0
Copiers	Resource Room Copier	\$ 17,092.32
Subtotal: Equipment Costs		\$ 17,092.32
SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY CO-LOCATED PARTNERS		
<i>Cost Category</i>	<i>Total Cost</i>	
Subtotal: Rental Costs	\$ 456,029.00	
Subtotal: Utilities and Maintenance Costs	\$ 157,057.82	
Subtotal: Equipment Costs	\$ 17,092.32	
TOTAL INFRASTRUCTURE COSTS FOR THE EC/AJCC- VISALIA	\$ 630,179.14	

Co-located Partner Infrastructure Cost Budget PY 2019-20
Employment Connection AJCC – Visalia

Visalia Employment Connection/AJ CC Co-located Partners	Funding Source	Shared Infra- structure Costs	Methodology Square Footage Occupancy	Allocated Initial Share Amount: Cash
EDD: Workforce Services	Title III Wagner-Peyser	\$ 630,179.14	5,999.47 Sq. Ft.	\$ 151,050.89 *\$ 8,572.19 \$ 159,623.08 <i>*Costs not included in EDD sublease.</i>
Department of Rehabilitation	Title IV Vocational Rehabilitation	\$ 630,179.14	223.05 Sq. Ft.	\$ 6,093.44
Workforce Investment Board	WIOA Title I Adult/DW WIOA Title I Youth	\$ 630,179.14	10,317.64 Sq. Ft. 2,902.61 Sq. Ft.	\$ 275,764.40 \$ 77,728.78
Tulare County HHSA via contract with CSET	Temporary Aide for Needy Families/ Welfare-to-Work	\$ 630,179.14	823.24 Sq. Ft.	\$ 22,747.22
Tulare County HHSA via contract with WIB	Temporary Aide for Needy Families/ Expanded Subsidized Employment	\$ 630,179.14	1,481.49 Sq. Ft.	\$ 39,212.70
Tulare County Office of Education	Ticket-to-Work	\$ 630,179.14	127.12 Sq. Ft.	\$ 3,588.43
CSET	SCSEP Mental Health Supported Employment LIHEAP Youth Transitions #LEAD	\$ 630,179.14	43.98 Sq. Ft. 996.40 Sq. Ft. 98.95 Sq. Ft. 281.75 Sq. Ft. 211.31 Sq. Ft.	\$ 1,140.64 \$ 28,014.76 \$ 2,582.57 \$ 7,896.16 \$ 5,786.96

VI. Infrastructure Cost Budget: Employment Connection/AJCC – Porterville

PY 2019-20 Estimated Infrastructure Budget: Employment Connection/AJCC - Porterville		
<i>Cost Category/Line Item</i>	<i>Line Item Cost Detail</i>	<i>Annual Cost</i>
Rent		
Rental of Facilities	1063 W. Henderson Ave., Porterville Rent	\$ 182,554.00
Subtotal: Rental Costs		\$ 182,554.00
Utilities and Maintenance		
Electric	Southern California Edison	\$ 26,320.99
Gas	Southern California Gas	\$ 750.28
Water/ Sewer Connections	City of Porterville	\$ 1,949.14
Custodial	Janitorial Service	\$ 17,636.03
Facility Maintenance/Repair	Building Maintenance and Repair	\$ 2,217.88
High-Speed Internet*	Internet RR/Reception/Computer Lab	\$ 16,144.44
Telephones*	VOIP – AT&T	\$ 2,348.04
Security	Security Guard Contract	\$ 15,197.00
Subtotal: Utilities and Maintenance Costs		\$ 82,563.80
Equipment		
Assistive technology for individuals with disabilities (“Access and Accommodation”)*	No expenditures in previous year.	\$ 0
Copiers*	Resource Room Copier	\$ 10,488.98
Subtotal: Equipment Costs		\$ 10,488.98
SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY CO-LOCATED PARTNERS		
<i>Cost Category</i>	<i>Total Cost</i>	
Subtotal: Rental Costs	\$ 182,554.00	
Subtotal: Utilities and Maintenance Costs	\$ 82,563.80	
Subtotal: Equipment Costs	\$ 10,488.98	
TOTAL INFRASTRUCTURE COSTS FOR THE EC/AJCC- Porterville	\$ 275,606.78	

**Co-located Partner Infrastructure Cost Budget PY 2019-2020
Employment Connection AJCC – Porterville**

Porterville Employment Connection/AJCC Co-located Partner	Funding Source	Shared Infra- structure Costs	Methodology Square Footage Occupancy	Allocated Initial Share Amount: Cash
EDD: Workforce Services Division	Title III - Wagner-Peyser	\$ 275,606.78	2,834.01 Sq. Ft.	\$ 63,179.63 *\$ 5,995.85 \$ 69,175.78 <i>*costs not included in EDD Sublease.</i>
Department of Rehabilitation	Title IV - Vocational Rehabilitation	\$ 275,606.78	136.78 Sq. Ft.	\$ 3,702.45
Workforce Investment Board	Title I - Adult/Dislocated Worker Title I - Youth	\$ 275,606.78	5,491.60 Sq. Ft. 1,025.84 Sq. Ft.	\$ 135,614.07 \$ 26,508.54
Tulare County HHSA via contract with CSET	Temporary Aide for Needy Families Welfare-to-Work	\$ 275,606.78	527.58 Sq. Ft.	\$ 13,516.67
Tulare County HHSA via contract with WIB	Temporary Aide for Needy Families Expanded Subsidized Employment	\$ 275,606.78	529.20 Sq. Ft.	\$ 13,559.04
CSET	Mental Health Supported Employment LIHEAP	\$ 275,606.78	376.14 Sq. Ft. 151.84 Sq. Ft.	\$ 9,873.26 \$ 3,656.98

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 terms partners and partnerships in this MOU, I understand that these terms are used only in a colloquial sense. Therefore, both 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.

Co-located Partners Sharing AJCC 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

**Tulare County Office of Education
Ticket to Success**

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

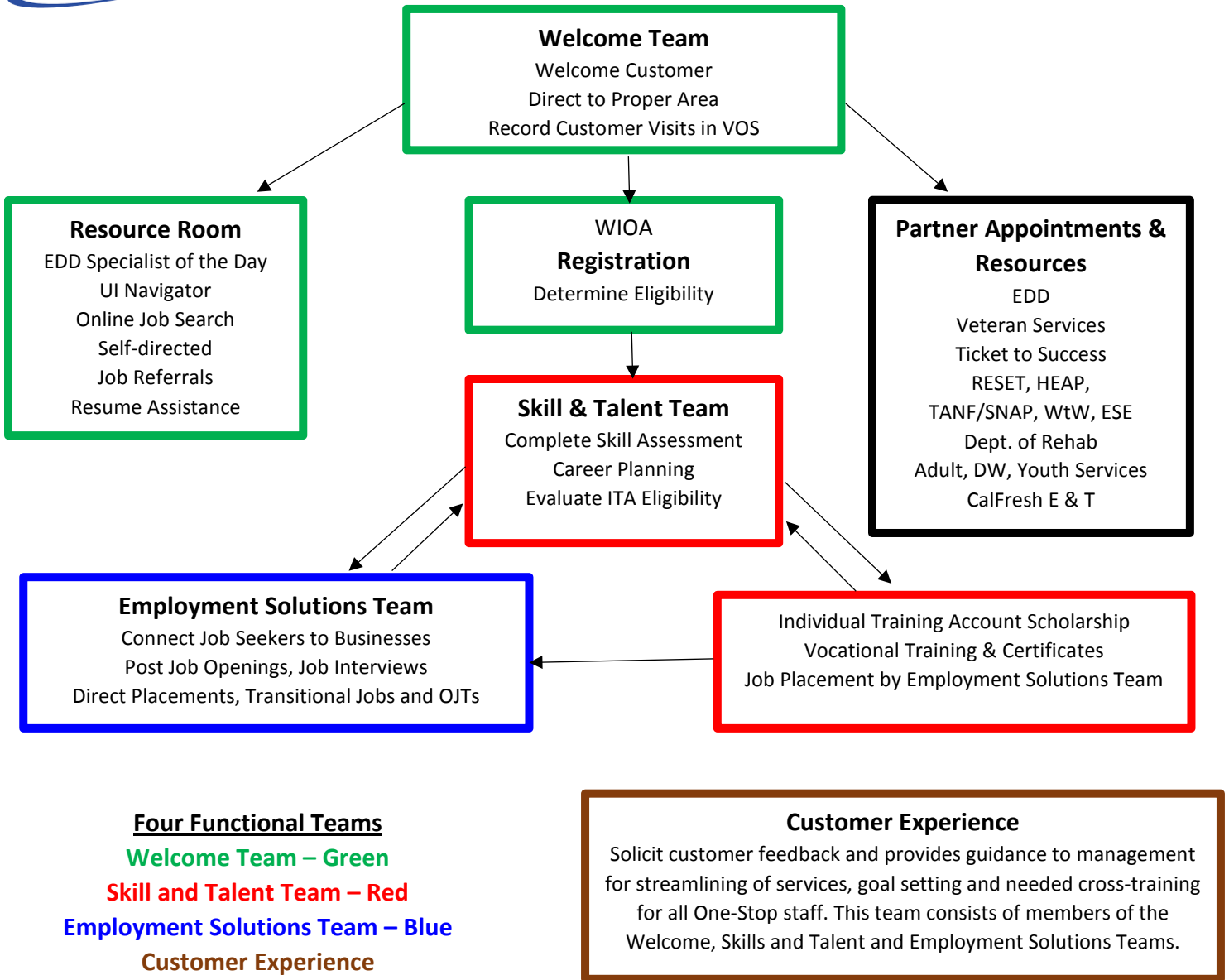
Tulare County Health and Human Services Agency

Printed Name and Title

Signature and Date



One-Stop Flow Chart



Employment Connection – AJCC Locations and Contact Information
Website: www.employmentconnect.org

Employment Connection – Visalia Comprehensive Center

4025 West Noble Ave, Suite B
Visalia, CA 93291

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

304 East Tulare Ave
Tulare, CA 93274

Phone: (559) 684-1987

Employment Connection – Dinuba Affiliate Center

400 West Tulare Street
Dinuba, CA 93618

Phone: (559) 406-1001

Tulare County Employment Connection Partner Referral Guide & Form

The purpose of the Tulare County Employment Connection partner referral form and guide is to assist Employment Connection partners, co-located and non-co-located staff, to be highly familiar with the functions and basic eligibility requirements of each program, and to appropriately assist customers and make knowledgeable referrals to partner programs. The referral process is being implemented with a focus on quality referrals that are likely to convert to services.

Each partner has completed a Partner Referral Guidelines that provide an overview of the services each agency offers to eligible customers. In addition, the Partner Referral Guide provides in-depth information that includes the following:

- Basic eligibility information
- Program services
- Average wait time for eligibility
- Duration of programs
- Follow-up services
- Contact information (option-designated contact person)
- Office hours, locations

Referral Process

- 1) Provide the Partner Referral Guide and Tulare County Employment Connection Partner Referral Form to frontline staff and to staff who provide direct services.
- 2) Referring agency provides program information to customer and may assist customer with scheduling an appointment to the referring agency.
- 3) May provide basic eligibility requirements to prepare customer for the referral.

For example, an agency may require customers to have an original social security card or driver's license, Staff may assist customer to schedule an online appointment to obtain documents.

- 4) Referring agency completes referral form and may give the completed referral form to the customer to take to the partner agency.
- 5) Referring agency may also email the referral when there is direct contact with partner agency staff.
- 6) Customer arrives at partner agency with an EC Partner Referral Form.
 - a) Staff welcome customer and assist with next steps to apply for services.
 - b) Agency shall retain a copy of the referral and
 - c) Return the referral form to the customer if the customer chooses to retain the referral form.
- 7) Tracking Partner Referrals
 - a) Partner agencies asked to track the number of referrals received
 - b) Email the number of referrals received every month to ehernandez3@tularewib.org
 - c) Use the subject line: Partner Referrals – (Total Number of Referrals)
 - d) In the body of the email, provide comments and feedback to improve the process.



Tulare County Employment
Connection
Partner Referral

Customer Name	Date:
Address:	Veteran: Yes <input type="checkbox"/> No <input type="checkbox"/>
Phone:	Email:
Does customer require accommodations for services?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, specify what type:	Primary Language:

Referred to:
Partner Contact:
Address:
Phone:

Referred from:
Staff Name:
Phone:
E-mail:
Attachments Included: Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for referral:

Receiving Partner Use Only		
Date Referral Received:	Date Assigned:	Staff Name:

Project funded by the Workforce Investment Board of Tulare County an equal opportunity employer/program. Auxiliary aids, and services are available upon request. Please call 713-5000 to request your accommodation

Employment Connection - AJCC 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

Agency:	CORE PARTNERS									OTHER REQUIRED PARTNERS											COMMUNITY									
	Title I Adult/DW	Title I Youth	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	Native (Sec 166)	HUD	CSBG	Second Chance Pgm	TtS	Community Partners							
	WIB	WIB	COUSD	PAS	VAS	TAS	EDD	DOR	HHSA	COS	PC	PI	EDD	EDD	Job Corps	EDD	CSET	Tule River		CSET		TCOE	PSW	SAEC						
Basic Career Services																														
WIOA Eligibility	L 1234	L 1234						LX 1234									LX 234	D												
Outreach, Intake, Orientation	L 1234	L 1234					L 34 X 12	LX 1234													X 234		X 34							
Initial Assessment	L 1234	L 1234					L 34	D	L 1234				L 1	L 34				LX 234	D					D						
Labor Exchange, Job Search Assistance	L 1234	L 1234					L 34 X 1	D										L 34	L 34				LX 234	D			DX 34	DX 3		
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					
Labor Market Information	L 1234	L 1234					L 34 D 12	LD 34										L 34	L 34	D				D			LD 34			
Performance & Cost Information	L 1234	L 1234						D											D											
Supportive Services Information	L 1234	L 1234	D		X	X	L 34 D 12	D	L 1234	X	X	D	L 34	L 34	D				LD 234	D		D			LD 34		X 1234			
UI Information/Assistance	X						L 34 D 12											L 34	D 34					D 1234	X	X		X		
Financial Aid Information	L 1234	L 1234																							X 234	D			L 124	
RESEA							L 134												L 34						D 1234					
Individualized Career																														
Comprehensive and specialized assessments	L 1234	L 1234																								D				
Individual Employment Plan	L 1234	L 1234					L34	D																		D			L 34	D

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	Title I Adult/DW	Title I Youth	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	Native (Sec 166)	HUD	CSBG	Second Chance Pgm	TtS	Community Partners			
	WIB	WIB	COUSD	PAS	VAS	TAS	EDD	DOR	HHSA	COS	PC	PI	EDD	EDD	Job Corps	EDD	CSET	Tule River		CSET		TCOE	PSW	SAEC		
Career Plan/Counseling	L 1234	L 1234					L34	D				D	L34	L34	D		D	D				LD 34	D			
Short-Term Prevocational Services	L 1234			X 1234	X 1234	X 1234		D				D						D						LX 134		
Internships, Work Experience	L 1234	L 1234						D				D			D		D	D								
Out-of -Area Job Search							L34	D	D				L34	L34				D				D				
Financial Literacy	L 1234	L 1234								D					D					D		L 34				
English Language Acquisition	X	X						X																		
Workforce Preparation Services	L 1234	L 1234	DX	X 1234	X 1234	X 1234	L 34 X 1	D				D	L34	L34	D		D	D						LD 134		
Training Services																										
Occupational skills training	L 1234	L 1234		X 1234	X 1234	X 1234				X 1234	X 1234	X 1234	L 34		D		X 1234								X 1234	
On-the-Job Training	L 34																X 34									
Incumbent worker training	L 34																									
Workplace training with related instruction																										
Training Programs - Private sector																										
Skills upgrading and retaining	X 1234									D	D	D														
Entrepreneurial training																										

Employment Connection - AJCC Partners and Services Matrix

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Agency:	CORE PARTNERS									OTHER REQUIRED PARTNERS											COMMUNITY				
	Title I Adult/DW	Title I Youth	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	Native (Sec 166)	HUD	CSBG	Second Chance Pgm	TtS	Community Partners		
	WIB	WIB	COUSD	PAS	VAS	TAS	EDD	DOR	HHSA	COS	PC	PI	EDD	EDD	Job Corps	EDD	CSET	Tule River		CSET		TCOE	PSW	SAEC	
Transitional Job	L 34 X 12																								
Job readiness training combination with another training service	L 34 X 12																								
Adult educational/Literacy with another training program	X 1234	X 1234	D	D	D	D						D			D										X
Customized training with employer(s) with intent to hire upon successful completion of training	L 34 X 12																								
Business Services																									
Employer Directory																									D
Tax Credit information or processing	X 34																								DX
Assessment of client skills, interest, aptitude and/or work values	L 1234																								D
Job specification development	L 34 X 12																								X 1234
Fee or licensing information	X 1234																								

Employment Connection - AJCC Partners and Services Matrix

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	Title I Adult/DW	Title I Youth	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	Native (Sec 166)	HUD	CSBG	Second Chance Pgm	TtS	Community Partners	
	WIB	WIB	COUSD	PAS	VAS	TAS	EDD	DOR	HHSA	COS	PC	PI	EDD	EDD	Job Corps	EDD	CSET	Tule River		CSET		TCOE	PSW	SAEC
Business assistance (Labor Code, Tax Codes & Cal/OSHA Workshops)							LD 34															X		
Interviewing facilities	L 1234						L 34													D				
Job readiness training	L 1234								L 1234	D							LX 1234							
Consulting services and workshops																				D				
Business Planning & Management																				D				
Research Services																				D				
Marketing & E-Commerce Support																				D				
Other services identified by the employer community (i.e. workshops on ADA)							X 34	D																
Cross inform partners about business services available	L 34						L 34 X 12	L 34						L 34 X 12		X							L 1234	
Other																								
General Services (i.e. GED/HSD)			D	D	D	D		X							D					X				

Employment Connection - AJCC Partners and Services Matrix

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Agency:	CORE PARTNERS									OTHER REQUIRED PARTNERS											COMMUNITY			
	Title I Adult/DW	Title I Youth	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	Native (Sec 166)	HUD	CSBG	Second Chance Pgm	TtS	Community Partners	
	WIB	WIB	COUSD	PAS	VAS	TAS	EDD	DOR	HHSA	COS	PC	PI	EDD	EDD	Job Corps	EDD	CSET	Tule River		CSET		TCOE	PSW	SAEC
Guided tours of the One-Stop	L 1234	X 1234															X 1234					L 1234		L 1234
Transitory Services																						D		D
Child Care Referrals	X	X						X	D															
Provide information brochures, posters, handouts	L 1234	L 1234	D	D	D	D	D		D	D	D		D	D	D	D	D			D		D		D
Provide video, electronic presentations & online links (multi-media formats) regarding services									D	D					D					D				D
Resources and staff on an as-available basis to the system	L 1234	L 1234	D	D	D	D	L 134		L 134						D		L 134	D		D				L 124
Certification for Limited Examination & Appointment Program (LEAP) Schedule A&B (Public Employment)									D													D		
Energy Assistance information and referral																				D				

Employment Connection - AJCC 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
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Agency:	CORE PARTNERS									OTHER REQUIRED PARTNERS											COMMUNITY				
	Title I Adult/DW	Title I Youth	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	Native (Sec 166)	HUD	CSBG	Second Chance Pgm	TtS	Community Partners		
	WIB	WIB	COUSD	PAS	VAS	TAS	EDD	DOR	HHSA	COS	PC	PI	EDD	EDD	Job Corps	EDD	CSET	Tule River		CSET		TCOE	PSW	SAEC	
Tax preparation assistance for seniors																				D					
Learning Disability Assessment (Pre-enrollment & Post enrollment at Porterville College)								LD 34																	
Tutoring, GED Study Class, Life-goal study assistance, Referral to testing												LD 1			D		D								D
Information and assistance in applying for TulareWORKS services									D											DX					

Partner Description – Employment Development Department

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)

UI Claim Filing Assistance and Information

- The UI program is committed to providing AJCC staff with training on resources available on the EDD website for filing a UI claim, accessing UI Online, viewing tutorials, and FAQs.
- The AJCC staff should be guiding customers through the online methods for filing a UI claim available on the EDD website. If the individual is considered irate/disruptive or all other means to provide meaningful assistance have been exhausted, the AJCC staff can direct the customer to the PSP line.
- The UI program is committed to making the PSP line available in the offices to provide the real-time technology for providing meaningful access after all in-person attempts by cross-trained AJCC staff have been exhausted.

California Training Benefits (CTB)

Website: 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)

Trade Adjustment Assistance (TAA) / Trade Readjustment Allowances (TRA)

Website: http://www.edd.ca.gov/pdf_pub_ctr/de8714x.pdf

- Contribute to consistent and meaningful collaboration and communication pathways within the Trade Adjustment Assistance (TAA) program, specific to the Trade Readjustment Allowance (TRA).

Personalized Job Search Assistance (PJSA), Reemployment Services and Eligibility Assessment (RESEA)

Website: http://www.edd.ca.gov/UIBDG/Miscellaneous_MI_100.htm

- Committed to profiling and scheduling job seekers to PJSA and RESEA workshops.
- Committed to collaborating with the local areas to establish one reemployment workshop that includes all core components for PJSA and RESEA while retaining individual tracking and reporting for each respective workshop.
- Committed to collaborating on feedback loops for reporting UI eligibility issues that may arise during interaction with the customer during the reemployment workshops.

Work Share

Website: http://www.edd.ca.gov/unemployment/Work_Sharing_Program.htm

- Committed to providing lay off aversion information to Employers.

Migrant Seasonal Farm Workers (MSFW)

Website: http://www.edd.ca.gov/jobs_and_training/Migrant_and_Seasonal_Farm_Worker_Outreach_Program.htm

- Committed to continued collaboration to provide specialized UI claim filing services in specific locations for migrant and seasonal farmworkers.

Partnership Description – Tulare County Health and Human Services-TulareWORKs

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 initiate a pilot to assess the level of need for services available through TulareWORKs and Employment Connection (One Stops). The pilot will consist of assigning a TulareWORKs staff person on a part time basis to the Porterville and Visalia One Stop locations. 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 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.

Partnership Description - Title V Partner Services

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. Employment Connection One-Stop Centers also offer SCSEP customers an exceptional experience in a professional environment.

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.

Tulare County residents are assessed for co-enrollment in WIOA services available through the Employment Connection system. Kings County residents are not assessed for co-enrollment and may be referred to Kings County JTO for additional services.

SCSEP services are co-located at the Visalia Employment Connection Center, providing an integrated service delivery approach. The following SCSEP activities are available at the EC:

- Location of the SCSEP coordinator, who primarily provides WIOA services.
- Orientation, which includes an introduction to WIOA services and other partner services.
- Access to weekly WIOA career workshops.
- Access to the EC Resource Room.
- Referrals to WIOA services and other partner services.
- Placement site for SCSEP community service assignments

Annual funding provides for a small percentage for salary of the SCSEP Coordinator and State minimum wage for SCSEP customers during time spent in orientation and pre-job training, as well as time on the job. Approximately 8-10 SCSEP customers are served annually, depending on funding level.