

July 11, 2019

## WORKFORCE DEVELOPMENT FIELD INFORMATION MEMO NO: 19-02

**TOPIC:** Memorandum of Understanding (MOU) Guidance for Local Workforce Development Boards

1. **Purpose:** To transmit guidance on the extension or renegotiation of MOUs in the Local Service Delivery Areas.
2. **Background:** WIOA section 121(a)(1) and section 121(c) require that Local Workforce Development Boards (LWDBs), with the agreement of the Chief Elected Officials (CEOs), enter into an MOU with the one-stop partners concerning the operation of the one-stop delivery system in the local area. The existing MOUs in each local area in Iowa were negotiated and in place from July 1, 2016 – June 30, 2019.
3. **Substance:** The LWDBs must complete one of the below options in regards to MOUs in their local areas:
  - a. **Extend Existing MOUs with No Changes**

To complete this option, the LWDB must provide notice to all one-stop partners that the terms of the existing MOU are now in effect from the start date of the original MOU (most likely July 1, 2016) through an end date of the LWDB's choosing, not to extend beyond June 30, 2020.
  - b. **Renegotiate MOUs**

If a local area chooses to renegotiate its existing MOU, all required and additional partners as identified in WIOA sections 121(b)(1) and 121(b)(2) must be included. In addition, the MOU must contain all required contents identified in WIOA section 121(c), including the Infrastructure Funding Agreement. Any renegotiation of MOUs at this time will be completed in the absence of state policy and may result in a non-compliant agreement that will be required to be renegotiated at such time that state policy is published. State policy is currently being developed in conjunction with required and additional partners.
4. **Action:** This information should be shared with LWDB and CEO Board Members as well as appropriate One-Stop and other partner staff.

Each LWDB must provide notice of the extension or renegotiate the MOU and provide a copy of that documentation to Iowa Workforce Development no later than August 31, 2019. Please submit required documentation to [WIOAgovernance@iwd.iowa.gov](mailto:WIOAgovernance@iwd.iowa.gov).
5. **Effective Date:** This field memo is effective from the date of this memo.
6. **Contact:** For questions related to the information in this issuance, contact Michelle McNertney at 515-242-0408 or [michelle.mcnertney@iwd.iowa.gov](mailto:michelle.mcnertney@iwd.iowa.gov).



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