

WIOA/TAA Memorandum of Operation

Memorandum of Operation Agreement

Memorandum of Operation (MOO) between the Workforce Innovation and Opportunity Act (WIOA) Program and the Employment Development Department/Trade Adjustment Assistance (TAA) Program Within Mendocino County

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This MOO is entered into by and between the **Mendocino Private Industry Council, Inc. (MPIC)**, a contractor for the **Mendocino County Workforce Development Board** and the **Employment Development Department (EDD)**.

Effective dates: From: _____ To: _____

I. Purpose:

The purpose of this agreement is to establish a cooperative relationship between the MPIC and EDD, define TAA roles and responsibilities, and initiate TAA services for displaced workers.

This MOO is subject to the provisions of Code Federal Regulations (20 CFR 617/618) for the TAA Program and Public Law 113-128 for the WIOA program.

II. Roles and Responsibilities

The EDD and the MPIC have jointly determined what organization will coordinate WIOA and TAA services.

- EDD will provide services in accordance with the Federal Regulations and required timelines of the TAA program. (Current TAA operating procedures can be referenced within the Department of Labor's (DOL) Training and Employment Guidance Letter (TEGL) 11-02; TEGL 22-08; TEGL 16-10; TEGL 10-11)
- MPIC will provide WIOA services to workers in compliance with WIOA regulations (Public Law 113-128) and in accordance with local procedures established by the Mendocino County Workforce Development Board.

Rapid Response Services

As outlined in the DOL Training and Employment Notice (TEN) 32-11, rapid response activities are designed to respond to layoffs and plant closings by coordinating services to provide immediate assistance to employers and affected workers.

As outlined within the Trade Act Regulations (CFR 617, Section 221(2)(A)), each State must ensure that rapid response assistance and appropriate core and intensive services are available to all trade affected workers.

In compliance with TEN 32-11 and as outlined in the Mendocino County Workforce Development Board Policy 26A, the MPIC will provide services in accordance to the following procedures:

- Immediate contact with employers, labor representatives, EDD, and the local community partners to assess plans and resources (notify all rapid response partners of all rapid response presentations),

- Provide uniform assistance and coordinated response to plant closings, layoffs or disasters

In compliance with TEGL 11-02, the EDD will provide services in accordance to the following procedures:

- Provide consistent information to local partners related unemployment compensation benefits, TAA services through America's Job Center of AmericaSM network and employment and training activities to be included at all rapid response presentations.
- Attend and assist local area partner at rapid response sessions, as needed.
- Provide training to local area rapid response coordinators to cover basic EDD and TAA information, as needed.

Co-enrollment Supportive Services

Co-enrollment is concurrent or dual-enrollment in the WIOA and TAA programs. Co-enrollment procedures are administered as allowed by their respective programs.

The MPIC will provide services in accordance to the following procedures:

- Participate in WIOA/TAA Overview Program Workshops;
- Case Management: Discuss career goals, barriers, career changes, and any discussions involving advice or guidance to a WIOA/TAA co-enrolled worker;
- Barriers to Employment: Discuss lack of transportation, language barriers, educational levels;
- Provide Comprehensive Assessment: An extensive examination testing a client's proficiency in a specific field and/or their education level (a comprehensive assessment is a tool to measure a client's proficiency levels in math, English, etc.);
- Job Referrals: Assist with job referrals of TAA clients after completion of TAA funded training.
- Job Placement: Assist TAA clients in finding jobs matching their abilities after completion of TAA training;
- Supportive Services (20 CFR, 663.800): Whenever necessary and if funds exist, provide TAA clients with WIOA allowable supportive services assistance.

In coordination with the MPIC, the EDD will provide services in accordance to the following procedures:

- Participate in WIOA/TAA Overview Program Workshops;
- Case Management: Discuss career goals, barriers, career changes, and any discussions involving advice or guidance to a WIOA/TAA co-enrolled worker;
- Barriers to Employment: Discuss lack of transportation, language barriers, educational levels;
- Job Referrals: Assist with job referrals of TAA clients after completion of TAA funded training;
- Job Placement: Assist TAA clients in finding jobs matching their abilities after completion of TAA training;
- Training Support: Fund client training through the TAA program;

- TAA Benefits and Services: Provide TAA benefits and services in accordance with published TAA guidance (i.e., current and published TAA Policy and Procedure Checklist).

III. Procedure for Referral

Potential TAA participants will be referred by either EDD and/or MPIC:

- a. The client will be referred to go through a WIOA Orientation process.
- b. EDD and/or MPIC will complete the EDD Trade Adjustment Assistance/Workforce Innovation and Opportunity Act Co-Enrollment Referral Form (DE 8308) and provide the completed form to the respective agency.

IV. Case Files:

All TAA clients must have a paper-based case file with the original and/or copies of all applicable documentation included in every co-enrolled client file. All co-enrollment supportive services provided by MPIC must be documented as to when they were given; what services were given and then placed in the clients file. In addition, each file must contain a TAA/WIOA referral form, DE 8308 with the client's signature allowing the sharing of client information between the EDD and MPIC.

V. Amendments:

Amendments: Either the partner or EDD may propose amendments to this agreement at any time by providing a 30-day written notice to the WIOA Administrative Unit. Amendments of this agreement shall require approval by both the partner and EDD.

VI. Cancellation:

Cancellation: Either the partner or EDD may propose to cancel the agreement upon a thirty-(30) day written notice to the WIOA Administrative Unit.

- The agreement is valid only if continued TAA funds are made available to the State by the DOL.

VI. Compliance:

Compliance: The TAA/WIOA programs are highly regulated. As with any findings determined by the DOL during a program review, the organization approving disallowed training will be responsible for reimbursing the DOL for the disallowed training costs.

Note: Clients cannot enter training without verification that the criteria for approval of training from the WIOA and TAA programs have both been met.

Signatures:

By: _____
Partner Representative Name Title

Signature Date

By: _____
EDD Representative Name Title

Signature Date

By: _____
WIOA Admin Unit Director Title

Signature Date