



**VIRGINIA  
CAREER WORKS**

**VCW – Northern  
Center System  
Memorandum of  
Understanding (MOU)**

**July 1, 2022 – June 30, 2024**

**Northern Virginia Local Workforce Development Area #11  
Virginia Career Works – Northern Region**

Virginia (VA) Career Works Service Delivery System  
A Proud Partner of the American Job Center Network

# TABLE OF CONTENTS

Legal Authority	i
Memorandum of Understanding	1
Introduction	3
Vision	3
Mission	3
System Structure	4
Virginia Career Works Centers	4
One-Stop Operator	5
Partners	5
Terms and Conditions	6
Partner Services	6
Roles and Responsibilities of Parties	8
Data Sharing	12
Confidentiality	13
Referrals	14
Accessibility	14
Outreach	15
Non-Discrimination and Equal Opportunity	16
Responsibilities of the Parties	16
Severability	16
Drug and Alcohol-free Workplace	16
Certification Regarding Lobbying	17
Debarment and Suspension	17
Priority of Service	17
Buy American Provision	17
Salary Compensation and Bonus Limitations	17
Non-Assignment	17
Governing Law	18
Dispute Resolution	18
Modification Process	18
Effective Period	19
Termination	19
Resource Sharing Agreement	21
Cost Allocation Methodology	21
Cost Reconciliation and Allocation Base Update	21
Infrastructure Funding	22

Authority and Signature Pages	23
Attachment A: Definitions	39
One-Stop Delivery System	39
Infrastructure Costs	39
Additional Costs	39
Resource Sharing Agreement (RSA)	39
Funding Types	40
Allocation	41
Cost Objectives	41
Attachment B: Partner Services	42
Modification Authority and Signature	
Attachment C: Virginia Career Works – Prince William Center IFA	
Attachment D: Virginia Career Works – Cherokee Avenue Center IFA	
Attachment E: Virginia Career Works – Northern Affiliate Centers Funding Matrix	

## Legal Authority

---

The Workforce Innovation and Opportunity Act (WIOA) sec. 121(c)(1) requires the Virginia Career Works - Northern, with the agreement of the Chief Elected Official (CEO), to develop and enter into a Memorandum of Understanding (MOU) between the Local Board and the One-Stop Partners, consistent with WIOA Sec. 121(c)(2), concerning the operation of the one-stop delivery system in a local area. **Please note that a MOU is complete only when it's inclusive with the Infrastructure Funding Agreement (IFA).** This requirement is further described in the Workforce Innovation and Opportunity Act; Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions: Final Rule at 20 CFR 678.500, 34 CFR 361.500, and 34 CFR 463.500, and in Federal guidance.

Additionally, the resource sharing and allocation of infrastructure costs among one-stop partners is governed by WIOA sec. 121(h), its' implementing regulations, and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR part 200.

# Memorandum of Understanding

---

This MOU is executed between the Virginia Career Works – Northern Region (Local Workforce Development Area #11), the Chief Elected Official (CEO), the Honorable Jeffrey McKay, Chairman of the Fairfax County Board of Supervisors, and the Partners at the Virginia Career Works - Northern Center(s) (Partners):

- The **SkillSource** Group, Inc. on behalf of Virginia Career Works - Northern
- Fairfax County Government (through the Chairman of the Board of Supervisors as the Chief Elected Official for Northern Virginia Area #11)
- Fairfax County (through its Department of Family Services)
- Fairfax County (through its Department of Housing and Community Development)
- Fairfax County School Board, which operates Fairfax County Public Schools (FCPS)
- Loudoun County (through its Department of Family Services)
- Loudoun County School Board, which operates as Loudoun County Public Schools (LCPS)
- Prince William County (through its Department of Social Services)
- Prince William County Public Schools (PWCS), Adult Education
- City of Manassas (through its Department of Family Services)
- City of Manassas Park (through its Department of Social Services)
- Commonwealth of Virginia (through its Department for Aging and Rehabilitative Services)
- Commonwealth of Virginia (through its Department for the Blind and Vision Impaired)
- Commonwealth of Virginia (through the Virginia Employment Commission)
- Northern Virginia Community College
- Melwood Horticultural Training Center
- Educational Credit Management Corporation – The College Place

They are collectively referred to as the “Parties” to this MOU.

This MOU is developed to confirm the understanding of the Parties regarding the operation and management of the Virginia Career Works – Northern Center in the Northern Virginia Local Workforce Development Area #11 (LWDA). Virginia Career Works - Northern serves as the Local Workforce Development Board (LWDB) and provides strategic direction and local oversight of workforce programming for the LWDA.

The LWDB, with the agreement of the Chief Local Elected Official, has (competitively) selected Fairfax County Department of Family Services, as the one-stop operator for the LWDA, as further outlined in the One-Stop Operator section.

The Resource Sharing Agreement and Infrastructure Funding Agreement establish a financial plan, including terms and conditions, to fund the services and operating costs of the Virginia Career Works – Northern Centers. The Parties to this MOU agree that joint funding is an essential foundation for an integrated service delivery system and necessary to maintain the LWDA’s high-standard VA Career Works system.

The Vision, Mission, System Structure, Terms and Conditions, Resource Sharing Agreement, and Infrastructure Funding Agreement outlined herein reflect the commitment of the Parties to their job seeker, workers and business customers, as well as to the overall LWDA community.

# Introduction

Changing labor markets and advances in technology have revolutionized how businesses find talent and jobseekers look for work. Social media, online talent platforms, and professional networking sites are evolving rapidly, perpetuating shifts in labor market dynamics. Additionally, rising consumer expectations and global competition have transformed how business is conducted in most industries. Employers must move faster and more efficiently in order to stay ahead of (or at least keep up with) competitors. This makes it imperative for the public workforce system to continuously adapt and reframe strategies and policies designed to support employers and job seekers.

The Virginia Career Works – Northern seeks to establish a system that stands in stark contrast to the “traditional”/historical transaction-based model, whereby each agency operates its own business and job seeker services functions, and participants move from place to place seeking services. Instead, the goal is to create integrated locations and a unified structure and process of proactive, transparent, and effective job seeker and business services, orchestrated by a seamless collaboration of talent development and support agencies.

The purpose of this Memorandum of Understanding (MOU) is to define the parameters within which education, workforce, economic development, and other Partner programs and entities operating in the Virginia Career Works – Northern Region create a seamless, customer-focused service delivery system that aligns service delivery across the board and enhances access to program services. By realizing one-stop opportunities together, partners are able to build community-benefiting bridges, rather than silos of programmatic isolation. These partnerships will reduce administrative burden and costs and increase customer access and performance outcomes.

## VISION

Every business has access to a qualified, job-ready workforce and every resident has the skills needed to connect with meaningful employment and advance in a career in the Northern Virginia region.

## MISSION

We help drive Northern Virginia’s economic growth by implementing an effective and efficient workforce system that delivers innovative, integrated, data-driven products and services that meet the needs of businesses and job seekers. We hold ourselves accountable to the system’s goals and support high-impact outcomes.

See ***Attachment A: Definitions*** for definitions pertaining to this MOU.

# System Structure

## Virginia Career Works Centers

The Virginia Career Works – Northern Region has one (1) Comprehensive Virginia Career Works Center and four (4) Affiliate sites, that are designed to provide a full range of assistance to job seekers, workers and businesses under one roof. Established under the Workforce Investment Act of 1998 (*WIA*) and continued by the *WIOA*, the centers offer a comprehensive array of services designed to match talent with opportunities.

### ❖ Virginia Career Works – Prince William Center (Comprehensive)

Rebecca Bennett, Center Manager	703-586-6542
13370 Minnieville Road, Woodbridge, VA 22192	<a href="mailto:Rebecca.bennett@vcwnorthern.com">Rebecca.bennett@vcwnorthern.com</a>
Mon-Fri – 9:00 am – 4:30 pm	<a href="http://www.vcwnorthern.com">www.vcwnorthern.com</a>

### ❖ Virginia Career Works – Cherokee Avenue Center (Affiliate)

Rebecca Bennett, Center Manager	571-395-4487
5520 Cherokee Avenue, #100, Alexandria, VA 22312	<a href="mailto:Rebecca.bennett@vcwnorthern.com">Rebecca.bennett@vcwnorthern.com</a>
Mon-Fri – 9:00 am – 4:30 pm	<a href="http://www.vcwnorthern.com">www.vcwnorthern.com</a>

### ❖ Virginia Career Works – Fairfax Annandale Center (Affiliate)

Myra Mobley, Center Manager	703-531-4601
7611 Little River Turnpike, Suite 300W, Annandale, VA 22003	<a href="mailto:Myra.mobley@fairfaxcounty.gov">Myra.mobley@fairfaxcounty.gov</a>
Mon-Thurs – 8:00 am – 4:30 pm	<a href="http://www.vcwnorthern.com">www.vcwnorthern.com</a>
Fri – 10 am – 4:30 pm	

### ❖ Virginia Career Works – Fairfax Alexandria Center (Affiliate)

Myra Mobley, Center Manager	703-531-4601
8350 Richmond Highway, Suite 327, Alexandria, VA 22309	<a href="mailto:Myra.mobley@fairfaxcounty.gov">Myra.mobley@fairfaxcounty.gov</a>
Mon-Thurs – 8:00 am – 4:30 pm	<a href="http://www.vcwnorthern.com">www.vcwnorthern.com</a>
Fri – 10 am – 4:30 pm	

### ❖ Virginia Career Works – Loudoun Workforce Resource Center (Affiliate)

Shelly Rodriguez, Program Manager	703-737-8081
705 East Market Street, Suite E, Leesburg, VA 20176	<a href="mailto:Shelly.rodriguez@loudoun.gov">Shelly.rodriguez@loudoun.gov</a>
M, Tues, Thurs, Fri – 9:00 am – 4:30 pm	<a href="http://www.vcwnorthern.com">www.vcwnorthern.com</a>
Wed – 9:00 am – 12 pm	<a href="http://www.loudoun.gov/wrc">www.loudoun.gov/wrc</a>



## One-Stop Operator(s)

The Virginia Career Works – Northern, in consultation with the CLEOs, selected the one-stop operator, Fairfax County Department of Family Services, through a competitive process in accordance with the Uniform Guidance, WIOA and its implementing regulations, and Local procurement laws and regulations. All documentation for the competitive one-stop operator procurement and selection process is published and may be viewed on the LWDB website at: [www.vcwnorthern.com](http://www.vcwnorthern.com). Functional details are outlined in the Roles and Responsibilities of Partners section, under One-Stop Operator.

Please note that it is very important to populate the table below by inserting the Partner identification information as outlined in specific detail in **VBWD Policy 300-02 One Stop Delivery: Comprehensive and Affiliate One-Stop Centers**.

## Partners

Program	Partner Organization	Authorization/Category
WIOA Adult, Dislocated Worker, and Youth Program – Title I	The <b>SkillSource</b> Group, Inc.	Workforce Innovation and Opportunity Act (WIOA) Title I
Adult Education – Title II	Fairfax County Public Schools, Loudoun County Public Schools, Prince William County Public Schools	Workforce Innovation and Opportunity Act (WIOA) Title II
Wagner-Peyser; Rapid Response; Unemployment Compensation; Veterans Employment and Training; Trade Adjustment Assistance – Title III	Virginia Employment Commission	Workforce Innovation and Opportunity Act (WIOA) Title III; Trade Adjustment Assistance activities authorized under chapter 2 of title II of the <a href="#">Trade Act of 1974 (19 U.S.C. 2271 et seq.)</a>
Rehabilitative Services – Title IV	Virginia Department for Aging & Rehabilitative Services	Workforce Innovation and Opportunity Act (WIOA) Title IV
Rehabilitative Services – Title IV	Virginia Department for the Blind & Vision Impaired	Workforce Innovation and Opportunity Act (WIOA) Title IV
Senior Community Service Employment Program – Title V	The <b>SkillSource</b> Group, Inc.	<a href="#">Older Americans Act of 1965 (42 U.S.C. 3056 et seq.)</a> Title V
Temporary Assistance for Needy Families Program	Fairfax County Department of Family Services, Prince William County Department of Social Services, Loudoun County Department of Family	Part A of Title IV of the <a href="#">Social Security Act (42 U.S.C. 601 et seq.)</a> , U.S. Department of Health and Human Services, Administration for Children and Families, TANF Block Grant

	Services, City of Manassas Department of Family Services, City of Manassas Park Department of Social Services	
Temporary Assistance for Needy Families Employment Advancement Program	The <b>SkillSource</b> Group, Inc.	U.S. Department of Health and Human Services, Administration for Children and Families, TANF Block Grant
Temporary Assistance for Needy Families Employment Advancement Program	Melwood Horticultural Training Center	U.S. Department of Health and Human Services, Administration for Children and Families, TANF Block Grant
Employment and Training activities carried out by the Department of Housing and Community Development	Fairfax County Department of Housing and Community Development	U.S. Department of Housing and Urban Development
Ex-offender Programs under the Second Chance Act of 2007 (Reentry Employment Opportunities grants)	The Virginia Career Works – Northern Region does not have these required partners included in this MOU as these programs are either not active in our region or are administered by organizations not affiliated with the Virginia Career Works – Northern Region. However, as appropriate, the Centers will include referrals and information for these programs that exist outside the LWDA. Employment and training activities carried out under the Community Services Block Grant are generally administered by the Commonwealth of Virginia and Individual counties or city agencies within our region and are not affiliated with the Virginia Career Works – Northern Region.	
Job Corps		
Youth Build		
Native American Programs		
National Migrant and Seasonal Worker Programs		
Jobs for Veterans State Grant Program		
Community Services Block Grant		

## TERMS AND CONDITIONS

### Partner Services

At a minimum, partners will make the services listed below available, consistent with Virginia and LWDA policies and Virginia's WIOA Combined State Plan. Partner program services beyond those required may be provided on a case by case basis, with the approval of the LWDB and the CEOs, and must be included on the table below.

<b>BASIC CAREER SERVICES</b>
Outreach, intake and orientation to the information, services, programs, tools and resources available through the Area 11 workforce system.
Initial assessments of skill level(s), aptitudes, abilities and supportive service needs.
In and out of area job search and placement assistance (including provision of information on in-demand industry sectors and occupations and non-traditional employment).

Access to employment opportunity and labor market information.
Performance information and programs costs for eligible providers of training, education and workforce services.
Information on performance of the local Workforce system.
Information on the availability of supportive services and referral to such, as appropriate.
Information and meaningful assistance on UI claim filing
Determination of potential eligibility for workforce Partner services, programs, referrals.
Information and assistance in applying for financial aid for training and education program not provided under WIOA.
<b>INDIVIDUALIZED CAREER SERVICES</b>
Comprehensive and specialized assessments of skill levels and service needs.
Development of individual employability plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals.
Referral to training services.
Literacy activities related to work readiness.
Individual counseling and career planning
Case management for customers seeking training services; individual in and out of area job search, referral and placement assistance.
Work experience, transitional jobs, registered apprenticeships and internships.
Workforce preparation services (e.g., development of learning skills, punctuality, communication skills, interviewing skills, personal maintenance, literacy skills, financial literacy skills, and professional conduct) to prepare individuals for unsubsidized employment or training.
Post-employment follow-up services and support (Is not an individualized career service but listed here for completeness).
<b>TRAINING SERVICES</b>
Occupational skills training through Individual Training Accounts (ITAs)
Adult education and literacy activities, including English language acquisition (ELA), provided in combination with the training services described above.
On the Job Training (OJT)
Incumbent Worker Training
Programs that combine workplace training with related instruction which may include cooperative education.
Training programs operated by the private sector
Skill upgrading and retraining
Entrepreneurial training
Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.
Other training services as determined by the workforce partner's governing rules

In order to limit the spread of Coronavirus disease (COVID-19) and ensure the safety of our customers, staff, and our community, partners may deliver services through virtual and online methods. The delivery of Basic and Individualized Career Services, as well as some Training Services, through the use of telephonic and online technology will be utilized to the extent possible.

See ***Attachment B: Partner Program Services*** for details of local services provided by partner agencies.

## **Roles and Responsibilities of Parties**

---

The Parties to this agreement will work closely together to ensure that the Virginia Career Works – Northern Centers is a high-performing workplace with staff that will ensure quality of service.

All Parties to this agreement shall comply with:

- ❖ Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule, published December 2, 2016),
- ❖ Title VI of the Civil Rights Act of 1964 (Public Law 88-352),
- ❖ Section 504 of the Rehabilitation Act of 1973, as amended,
- ❖ The Americans with Disabilities Act of 1990 (Public Law 101-336),
- ❖ The Jobs for Veterans Act (Public Law 107-288) pertaining to priority of service in programs funded by the U.S. Department of Labor,
- ❖ Training and Employment Guidance Letter (TEGL) 37-14, Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender Identity, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System and other guidance related to implementing WIOA sec. 188,
- ❖ The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99),
- ❖ Confidentiality requirements governing the protection and use of personal information held by the VR agency (34 CFR 361.38),
- ❖ The confidentiality requirements governing the use of confidential information held by the State UI agency (20 CFR part 603),
- ❖ All amendments to each, and
- ❖ All requirements imposed by the regulations issued pursuant to these acts.

The previously listed provisions require, in part, that no persons in the United States shall, on the grounds of race, color, national origin, sex, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity and/or expression, age, genetic information, disability, marital status, political beliefs, veteran status, or religion be excluded from participation in, or denied, any aid, care, services or other benefits provided by federal and/or state funding, or otherwise be subjected to discrimination.

- ❖ Additionally, all Parties shall:
- ❖ Collaborate and reasonably assist each other in the development of necessary service delivery protocols for the services outlined in the Partner Services section above,
- ❖ Agree that the provisions contained herein are made subject to all applicable federal and state laws, implementing regulations, and guidelines imposed on either or all Parties relating to privacy rights of customers, maintenance of records, and other confidential information relating to customers, and

- ❖ Agree that all equipment and furniture purchased by any party for purposes described herein shall remain the property of the purchaser after the termination of this agreement.

### *Chief Local Elected Official (CLEO)*

The CLEO for the Virginia Career Works – Northern Region is Jeffrey McKay, Chairman of the Fairfax County Board of Supervisors, on behalf of the Consortium of three counties (Fairfax, Loudoun and Prince William) and four cities (Fairfax, Falls Church, Manassas and Manassas Park). Through the 2022-2024 Virginia Career Works – Northern Consortium Agreement, the Chief Elected Officials have identified the **SkillSource** Group, Inc. as the fiscal agent for the Northern Virginia Workforce Consortium. The **SkillSource** Group, Inc. will, at a minimum:

- ❖ Approve the Local Workforce Development Board (LWDB) budget and workforce center cost allocation plan
- ❖ Procure the one-stop operator following a competitive procurement process, and
- ❖ Coordinate with the Virginia Career Works – Northern to oversee the operations of the VA Career Works Northern system.

### *Virginia Career Works – Northern (LWDB)*

Virginia Career Works – Northern, the Local WDB, ensures the workforce-related needs of employers, workers, and job seekers in the LWDA are met, to the maximum extent possible with available resources. The LWDB will, at a minimum:

- ❖ In partnership with the CEO and other applicable partners within the LWDA, develop and submit a LWDA plan that includes a description of the activities that shall be undertaken by the LWDB and its Partners, and that aligns its strategic vision, goals, objectives, and workforce-related policies to the regional plan and economy,
- ❖ In cooperation with the Local CEO, design and approve the VA Career Works system structure. This includes, but is not limited to:
- ❖ Adequate, sufficient, and accessible one-stop center locations and facilities,
- ❖ Sufficient numbers and types of providers of career and training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities),
- ❖ A holistic system of supporting services, and
- ❖ One or more competitively procured one-stop operators.
- ❖ In collaboration with the CEO, designate through a competitive process, oversee, monitor, implement corrective action, and, if applicable, terminate the one-stop operator(s),
- ❖ Determine the role and day-to-day duties of the one-stop operator,
- ❖ Approve annual budget allocations for operation of the VA Career Works system,
- ❖ Help the one-stop operator recruit operational partners and negotiate MOUs with new Partners,

- ❖ Leverage additional funding for the VA Career Works system to operate and expand one-stop customer activities and resources, and
- ❖ Review and evaluate performance of the LWDA and one-stop operator.

### *Virginia Career Works - Northern Staff*

Specific responsibilities include, at a minimum:

- ❖ Assist the CEO and the LWDB with the development and submission of a LWDA plan,
- ❖ Support the LWDB with the implementation and execution of the LWDA vision, goals, objectives, and workforce-related policies, including all duties outlined above,
- ❖ Provide operational and grant-specific guidance to the one-stop operator,
- ❖ Investigate and resolve elevated customer complaints and grievance issues,
- ❖ Prepare regular reports and recommendations to the LWDB, and
- ❖ Oversee negotiations and maintenance of MOUs with one-stop Partners.

### *One-Stop Operator(s)*

The Fairfax County Department of Family Services, as the One-Stop Operator, will coordinate with the Center Managers who will act as “functional leaders”. As such, they will have the authority to organize partner staff, in order to optimize and streamline service delivery efforts. Formal leadership, supervision, and performance responsibilities will remain with each staff member’s employer of record. The one-stop operator, in coordination with the Center Managers, will, at a minimum:

- ❖ Manage daily operations, including but not limited to:
- ❖ Managing and coordinating Partner responsibilities, as defined in this MOU,
- ❖ Managing hours of operation, including the once weekly extended hours of operation,
- ❖ Coordinating daily work schedules and workflow based upon operational needs, and
- ❖ Coordinating staff vacations/unscheduled absences with the formal leader to ensure service coverage by center staff.
- ❖ Assist the Local WDB in establishing and maintaining the VA Career Works system structure. This includes but is not limited to:
- ❖ Ensuring that State requirements for center certification are met and maintained,
- ❖ Ensuring that career services such as the ones outlined in WIOA sec. 134(c)(2) are available and accessible,
- ❖ Ensuring that LWDB policies are implemented and adhered to,
- ❖ Adhering to the provisions outlined in the contract with the Virginia Career Works – Northern and the Virginia Career Works - Northern Business Plan,
- ❖ Reinforcing strategic objectives of the LWDB to Partners, and
- ❖ Ensuring staff are properly trained by their formal leadership organizations and provided technical assistance, as needed.

- ❖ Ensuring integration of systems and services coordination for the center and its partners, placing priority on customer service.
- ❖ Integrated Workforce Service Delivery, as defined by WIOA, means organizing and implementing services by function (rather than by program), when permitted by a program's authorizing statute and as appropriate, and by coordinating policies, staff communication, capacity building, and training efforts.
- ❖ Ensuring functional alignment includes having one-stop center staff who perform similar tasks serve on relevant functional teams, e.g. Skills Development Team or Business Services Team.
- ❖ Ensuring service integration focuses on serving all customers seamlessly (including targeted populations) by providing a full range of services staffed by cross-functional teams, consistent with the purpose, scope, and requirements of each program.
- ❖ Ensuring services are seamless to the customer, meaning the services are free of cumbersome transitions or duplicative registrations from one program service to another and there is a smooth customer flow to access the array of services available in the workforce center.
- ❖ Oversee and coordinate partner, program, and VA Career Works system performance. This includes but is not limited to:
- ❖ Providing and/or contributing to reports of center activities, as requested by the LWDB,
- ❖ Providing input to the formal leader (partner program official) on the work performance of staff under their purview,
- ❖ Notifying the formal leader immediately of any staff leave requests or unexcused absences, disciplinary needs, or changes in employee status,
- ❖ Identifying and facilitating the timely resolution of complaints, problems, and other issues,
- ❖ Collaborating with the LWDB on efforts designed to ensure the meeting of program performance measures, including data sharing procedures to ensure effective data matching, timely data entry into the case management systems, and coordinated data batch downloads (while ensuring the confidentiality requirements of FERPA, 34 CFR 361.38, and 20 CFR part 603),
- ❖ Ensuring open communication with the formal leader(s) in order to facilitate efficient and effective center operations,
- ❖ Evaluating customer satisfaction data and propose service strategy changes to the LWDB based on findings.
- ❖ Manage fiscal responsibilities and records for the center. This includes assisting the LWDB with cost allocations and the maintenance and reconciliation of one-stop center operation budgets.

*Fairfax County, in its role as the one-stop operator, will not assist in the development, preparation and submission of Local plans. It cannot manage or assist in future competitive processes for selecting operators or select or terminate one-stop operators, career services providers, or Youth providers. The operator cannot negotiate local performance accountability measures or develop and submit budgets for activities of the LWDB. The LWDB is responsible for the negotiated performance measures, strategic planning, budgets, and one-stop operator oversight (including monitoring). The Fairfax County CLEO may assist in the development, preparation, and submission of the Local Plan in their role on the LWDB.*

## *Partners*

Each partner commits to cross-training of staff, as appropriate, and to providing other professional learning opportunities that promote continuous quality improvement.

Partners will further promote system integration to the maximum extent feasible through:

- ❖ Effective communication, information sharing, and collaboration with the one-stop operator,
- ❖ Joint planning, policy development, and system design processes,
- ❖ Commitment to the joint mission, vision, goals, strategies, and performance measures as delineated in the local plan,
- ❖ The design and use of common intake, assessment, referral, and case management processes,
- ❖ The use of common and/or linked data management systems and data sharing methods, as appropriate,
- ❖ Leveraging of resources, including other public agency and non-profit organization services,
- ❖ Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction, and
- ❖ Participation in regularly scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration.

## **Data Sharing**

---

Partners agree that the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and job seekers. Additionally, it is vital to develop and maintain an integrated case management system, as appropriate, that informs customer service throughout customers' interaction with the integrated system and allows information collected from customers at intake to be captured once.

Partners further agree that the collection, use, and disclosure of customers' personally identifiable information (PII) is subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all of these requirements.

All data, including customer PII, collected, used, and disclosed by partners will be subject to the following:

- ❖ Customer PII will be properly secured in accordance with the Local WDB's policies and procedures regarding the safeguarding of PII.
- ❖ The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under FERPA, shall comply with FERPA and applicable State privacy laws.
- ❖ All confidential data contained in UI wage records must be protected in accordance with the requirements set forth in 20 CFR part 603.
- ❖ All personal information contained in VR records must be protected in accordance with the requirements set forth in 34 CFR 361.38.



- ❖ Customer data may be shared with other programs, for those programs' purposes, within the VA Career Works system only after the informed written consent of the individual has been obtained, where required.
- ❖ Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations.
- ❖ All data exchange activity will be conducted in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)).

***The following bullet points in this section apply to Fairfax County Public Schools data only:***

- ❖ All encrypted information sent to partners must remain encrypted and not stored in unencrypted systems.
- ❖ All sensitive data exchange activity will be conducted in a method that must be authenticated and encrypted during rest and transit. Solutions such as Secure FTP need an additional layer of file encryption on top of SFTP to ensure files are protected before and after transmission (at rest).
- ❖ To the extent permitted by law, all data received by partners will be deleted from their primary, backup, and e-discovery systems as soon as the data is processed or at the conclusion of the engagement, whichever comes first.
- ❖ Data access will be audited and should include user ID, timestamp, activity performed, and source IP address.
- ❖ Data accessible via a website must be protected by MFA, server-side enforcement of TLS 1.2 or higher for browsers, and HTTP Strict Transport Security (HSTS).
- ❖ Any bulk transfer of data must be approved by FCPS Office of Cybersecurity (OCS) prior to sending or receiving.

All one-stop center and partner staff will be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs, including FERPA-protected education records, confidential information in UI records, and personal information in VR records

## **Confidentiality**

---

All parties expressly agree to abide by all applicable Federal, State, and, where applicable, local laws and regulations regarding confidential information, including PII from educational records, such as but not limited to 20 CFR Part 603, 45 CFR Section 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38, as well as any applicable State and, where applicable, local laws and regulations. In addition, in carrying out their respective responsibilities, each Party shall respect the confidentiality policies and legal requirements of all of the other Parties.

Each party will ensure that the collection and use of any information, systems, or records that contain PII and other personal or confidential information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law.

Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned

responsibilities in support of the services and activities described herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

To the extent that confidential, private, or otherwise protected information needs to be shared amongst the Parties for the Parties' performance of their obligations under this MOU, and to the extent that such sharing is permitted by applicable law, the appropriate data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals. With respect to confidential unemployment insurance information, any such data sharing must comply with all of the requirements in 20 CFR Part 603, including but not limited to requirements for an agreement consistent with 20 CFR 603.10, payments of costs, and permissible disclosures.

With respect to the use and disclosure of FERPA-protected customer education records and the PII contained therein, any such data sharing agreement must comply with all of the requirements set forth in 20 U.S.C. § 1232g and 34 CFR Part 99.

With respect to the use and disclosure of personal information contained in VR records, any such data sharing agreement must comply with all of the requirements set forth in 34 CFR 361.38.

## **Referrals**

---

The primary principle of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. In order to facilitate such a system, Partners agree to:

- ❖ Familiarize themselves with the basic eligibility and participation requirements, as well as with the available services and benefits offered, for each of the Partners' programs represented in the Virginia Career Works – Northern system and through the Virginia Career Works Referral Portal,
- ❖ Develop materials summarizing their program requirements and making them available for Partners and customers,
- ❖ Develop and utilize common intake, eligibility determination, assessment, and registration forms,
- ❖ Provide substantive referrals – in accordance with the Virginia Career Works – Northern Referral Process – to customers who are eligible for supplemental and complementary services and benefits under partner programs,
- ❖ Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys,
- ❖ Commit to robust and ongoing communication required for an effective referral process, and
- ❖ Commit to actively follow up on the results of referrals and assuring that Partner resources are being leveraged at an optimal level.

## **Accessibility**

---

Accessibility to the services provided by the VA Career Works Centers and all Partner agencies is essential to meeting the requirements and goals of the local service delivery system. Job seekers and businesses must be able to access all information relevant to them via visits to physical locations as well as in virtual spaces, regardless of gender, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law.

### *Physical Accessibility*

One-stop centers will maintain a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, will meet the latest standards of accessible design. Services will be available in a convenient, high traffic, and accessible location, taking into account reasonable distance from public transportation and adequate parking (including parking clearly marked for individuals with disabilities). Indoor space will be designed in an "equal and meaningful" manner providing access for individuals with disabilities.

### *Virtual Accessibility*

The Virginia Career Works – Northern will work with the VA Workforce Development Board (VA WDB) to ensure that job seekers, workers and businesses have access to the same information online as they do in a physical facility. Information must be clearly marked and compliant with Section 508 of the U.S. Department of Health and Human Services code. Partners will comply with the Plain Writing Act of 2010; the law that requires that federal agencies use "clear Government communication that the public can understand and use" and all information kept virtually will be updated regularly to ensure dissemination of correct information.

Partners should either have their own web presence via a website and/or the use of social media, or work out a separate agreement with the local board to post content through its website.

### *Communication Accessibility*

Communications access, for purposes of this MOU, means that individuals with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities. All Partners agree that they will provide accommodations for individuals who have communication challenges, including but not limited to individuals who are deaf and hard of hearing, individuals with vision impairments, and individuals with speech-language impairments.

### *Programmatic Accessibility*

All Partners agree that they will not discriminate in their employment practices or services on the basis of sex, sexual orientation, gender, gender identity and/or expression, age, race, religion, national origin, disability, pregnancy, childbirth or related medical conditions, marital status, genetic information, veteran's status, or on the basis of any other classification protected under state or federal law. Partners must assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues.

All Partners will cooperate with compliance monitoring that is conducted at the local level to ensure that all VA Career Works programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level. An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive listening devices must be available to ensure physical and programmatic accessibility within the local service delivery system.

## **Outreach**

---

The Virginia Career Works – Northern and its Partners will develop and implement a strategic outreach plan that will include, at a minimum:

- ❖ Specific steps to be taken by each partner,
- ❖ An outreach plan to the region's human resources professionals,
- ❖ An outreach and recruitment plan to the region's job seekers, including targeted efforts for populations most at-risk or most in need,
- ❖ An outreach and recruitment plan for out-of-school youth,
- ❖ Sector strategies and career pathways,
- ❖ Connections to registered apprenticeship,
- ❖ A plan for messaging to internal audiences,
- ❖ An outreach tool kit for Partners,
- ❖ Regular use of social media,
- ❖ Clear objectives and expected outcomes, and
- ❖ Leveraging of any statewide outreach materials relevant to the region.

## **Non-Discrimination and Equal Opportunity**

---

All parties to this MOU certify that they prohibit, and will continue to prohibit, discrimination, and they certify that no person, otherwise qualified, is denied employment, services, or other benefits on the basis of: (i) political or religious opinion or affiliation, marital status, sexual orientation, gender, gender identification and/or expression, race, color, creed, or national origin; (ii) sex or age, except when age or sex constitutes a bona fide occupational qualification; or (iii) the physical or mental disability of a qualified individual with a disability.

The parties specifically agree that they will comply with Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule December 2, 2016), the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the Non-traditional Employment for Women Act of 1991, titles VI and VII of the Civil Rights of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1967, as amended, title IX of the Education Amendments of 1972,

as amended, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37 and 38.

### **Responsibilities of the Parties**

---

All parties to this MOU recognize the Partnership consists of various levels of government, not-for-profit, and for-profit entities. Each party to this agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No Partner assumes any responsibility for any other party, State or non-State, for the consequences of any act or omission of any third party. Nothing herein will be construed as a waiver of the sovereign immunity of the Commonwealth of Virginia or any local government.

### **Severability**

---

If any part of this MOU is found to be null and void or is otherwise stricken, the rest of this MOU shall remain in force.

### **Drug and Alcohol-free Workplace**

---

All parties to this MOU certify they will comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR part 182 which require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment under 2 CFR part 180, as adopted by the U.S. Department of Education at 2 CFR 3485, and the U.S. Department of Labor regulations at 29 CFR part 94.

### **Certification Regarding Lobbying**

---

All parties shall comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. Section 1352), 29 C.F.R. Part 93, and 34 CFR part 82, as well as the requirements in the Uniform Guidance at 2 CFR 200.450. The parties shall not lobby federal entities using federal funds and will disclose lobbying activities as required by law and regulations.

### **Debarment and Suspension**

---

All parties shall comply with the debarment and suspension requirements (E.O. 12549 and 12689) and 2 CFR part 180 and as adopted by the U.S. Department of Labor at 29 CFR part 2998 and by the U.S. Department of Education at 2 CFR 3485.

### **Priority of Service**

---

All parties certify that they will adhere to all statutes, regulations, policies, and plans regarding priority of service, including, but not limited to, priority of service for veterans and their eligible spouses, and priority of service for the WIOA title I Adult program, as required by 38 U.S.C. sec. 4215 and its implementing regulations and guidance, and WIOA sec. 134(c)(3)(E) and its implementing regulations and guidance. Partners will target recruitment of special populations that receive a focus for services under WIOA, such

as individuals with disabilities, low-income individuals, basic skills deficient youth, and English language learners.

### **Buy American Provision**

---

Each Party that receives funds made available under title I or II of WIOA or under the Wagner-Peyser Act (29 U.S.C. Section 49, et. seq.) certifies that it will comply with Sections 8301 through 8303 of title 41 of the United States Code (commonly known as the “Buy American Act.”) and as referenced in WIOA Section 502 and 20 CFR 683.200(f).

### **Salary Compensation and Bonus Limitations**

---

Each party certifies that, when operating grants funded by the U.S. Department of Labor, it complies with TEGL 05-06, Implementing the Salary and Bonus Limitations in Public Law 109-234, and Public Laws 114-113 (Division H, title I, Section 105) and 114-223, and WIOA section 194(15)(A), restricting the use of federal grant funds for compensation and bonuses of an individual, whether charged to either direct or indirect, at a rate in excess of the Federal Office of Personnel Management Executive Level II.

### **Non-Assignment**

---

Except as otherwise indicated herein, no party may, during the term of this MOU or any renewals or extensions of this MOU, assign or subcontract all or any part of the MOU without prior written consent of all other parties.

### **Governing Law**

---

This MOU will be construed, interpreted, and enforced according to the laws of the Commonwealth of Virginia. All parties shall comply with all applicable Federal and State laws and regulations, and Local laws where applicable, and to the extent that they are not in conflict with State or Federal requirements. Nothing contained herein shall be deemed as, or construed to be, a waiver of sovereign immunity.

### **Dispute Resolution**

---

The parties to this MOU agree to communicate openly and directly and that every effort will be made to resolve any problems or disputes in a cooperative manner. In the event that an impasse should arise regarding the terms and conditions of this MOU that cannot be resolved through communication between the parties, the One-Stop Operator will negotiate a resolution with the parties. The One-Stop Operator shall determine the process to mediate and resolve the matter.

The following section details the dispute resolution process designed for use by the partners when unable to successfully reach an agreement necessary to execute the MOU. (Note: This is separate from the LWDA Customer Grievance and Complaint Management Policy.) A disagreement is considered to have reached the level of dispute resolution when an issue arises out of the development and negotiation of an MOU that is not easily coming to a point of resolution. It is the responsibility of the LWDB Chair (or designee)

to coordinate the MOU dispute resolution to ensure that issues are being resolved appropriately. Any party to the MOU may seek resolution under this process.

- ❖ All parties are advised to actively participate in Local negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally.
- ❖ Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send a notification to the LWDB Chair (or designee) and all parties to the MOU regarding the conflict within five business days.
- ❖ The LWDB Chair (or designee) shall place the dispute on the agenda of a special meeting of the LWDB's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a 2/3 majority consent of the Executive Committee members present. This decision shall not be binding on any partner that is an agency or public body of the Commonwealth of Virginia.
- ❖ The Executive Committee must provide a written response and dated summary of the proposed resolution to all Parties to the MOU.
- ❖ The LWDB Chair (or designee) will contact the petitioner and the appropriate parties to verify that all are in agreement with the proposed resolution.
- ❖ This Dispute Resolution provision shall not affect the right of any party to seek all available remedies provided by law.

## **Modification Process**

---

### **1. *Notification of Partners***

When a partner wishes to modify the MOU, the partner must first provide written notification to all signatories of the existing MOU and outline the proposed modification(s).

### **2. *Discussion/Negotiation***

Upon notification, the Virginia Career Works - Northern Chair (or designee) must ensure that discussions and negotiations related to the proposed modification take place with partners in a timely manner and as appropriate.

Depending upon the type of modification, this can be accomplished through email communications of all the parties. If the proposed modification is extensive and is met with opposition, the Virginia Career Works - Northern Chair (or designee) may need to call a meeting of the parties to resolve the issue. Upon agreement of all parties, a modification will be processed.

If the modification involves substitution of a party that will not impact any of the terms of the agreement, it can be accomplished by the original party and the new party entering into an MOU that includes the Virginia Career Works - Northern, wherein the new party assumes all of the rights and obligations of the original party. Upon execution, the Virginia Career Works - Northern Chair (or designee) presents the agreement as a proposed modification to the MOU, and the remaining steps are followed.

If determined that a partner is unwilling to agree to the MOU modification, the Virginia Career Works - Northern Chair (or designee) must ensure that the process in the Dispute Resolution section as outline above is followed.

### 3. *Signatures*

The Virginia Career Works - Northern Chair (or designee) must immediately circulate the MOU modification and secure partner signatures. The modified MOU will be considered fully executed once all signatories have reviewed and signed.

The modification may be signed in counterparts, meaning each signatory can sign a separate document as long as the Virginia Career Works - Northern Chair (or designee) acquires signatures of each party and provides a complete copy of the modification with each party's signature to all the other Parties.

## **Effective Period**

---

This MOU is entered into as of July 1, 2022 and shall expire no later than June 30, 2024, unless any of the reasons in the Termination section apply.

## **Termination**

---

This MOU will remain in effect until the end date specified in the Effective Period section, unless:

- ❖ All parties mutually agree to terminate this MOU prior to the end date.
- ❖ Federal oversight agencies charged with the administration of WIOA are unable to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this MOU succeeding the first fiscal period. Any party unable to perform pursuant to MOU due to lack of funding shall notify the other parties as soon as the party has knowledge that funds may be unavailable for the continuation of activities under this MOU.
- ❖ WIOA is repealed or superseded by subsequent federal law.
- ❖ Local area designation is changed under WIOA.
- ❖ A party breaches any provision of this MOU and such breach is not cured within thirty (30) days after receiving written notice from the Virginia Career Works – Northern Chair (or designee) specifying such breach in reasonable detail. In such event, the non-breaching party(s) shall have the right to terminate this MOU by giving written notice thereof to the party in breach, upon which termination will go into effect immediately.
- ❖ Notwithstanding anything to the contrary contained herein, Educational Credit Management Corporation (ECMC) shall have the right to terminate its obligations and liabilities in this MOU with 30 days' written notice to the Virginia Career Works – Northern Chair (or designee).

In the event of termination, the parties to the MOU must convene within thirty (30) days after the breach of the MOU to discuss the formation of the successor MOU. At that time, allocated costs must be addressed.



Any party may request to terminate its inclusion in this MOU by following the modification process identified in the Modification Process section above.

All Parties agree that this MOU shall be reviewed not less than once every year to ensure appropriate funding and delivery of services.

## **RESOURCE SHARING AGREEMENT**

---

The purpose of this section is to establish a financial plan, including terms and conditions, to fund the services and operating costs of the Virginia Career Works – Northern Centers. The Parties to this MOU agree that joint funding is a necessary foundation for an integrated service delivery system. The goal of the Resource Sharing Agreement (RSA) is to develop the overarching parameters in establishing a funding mechanism that:

- ❖ Establishes and maintains the Local workforce delivery system at a level that meets the needs of the job seekers and businesses in the Local area;
- ❖ Reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among partners (thereby improving each program’s effectiveness);
- ❖ Reduces overhead costs for any one partner by streamlining and sharing financial, procurement, and facility costs;
- ❖ Ensures that costs are appropriately shared by VA Career Works partners by determining contributions based on the proportionate use of the one-stop centers and relative benefits received, and requiring that all funds are spent solely for allowable purposes in a manner consistent with the applicable authorizing statutes and all other applicable legal requirements, including the Uniform Guidance;
- ❖ Outlines and describes infrastructure costs; and,
- ❖ Describes additional costs (career services and shared services)<sup>1</sup>

*The partners consider this RSA the master budget that is necessary to maintain the LWDA’s high-standard VA Career Works – Northern System. Furthermore, the Resource Sharing Agreement (RSA) will be the actual document that reflects each partner’s shared cost, or contribution, of funding the VA Career Works – Northern Center(s) pursuant to the provisions of this MOU and its subparts.*

*The Virginia Career Works - Northern and partners must complete the VA LWDA One-Stop Center Budget and Cost Allocation Template, for each Center. Once completed, this document(s) will be accepted by all parties as the RSA, or per federal grant language, the Infrastructure Funding Agreement (IFA). These two acronyms (RSA & IFA) are interchangeable. RSAs will be reviewed on an annual basis, and are attached to this MOU (see Attachments C – Virginia Career Works – Prince William Center IFA and D – Virginia Career Works – Cherokee Avenue Center IFA). There is*

---

<sup>1</sup> Additional Costs: WIOA Section 121(i)(1) / Final Rule 678.760

*no required IFA for the other three (3) Affiliate Center Sites. A Virginia Career Works - Northern Affiliate Center Funding Matrix is attached to this MOU (see Attachment E).*

All costs will be allocated according to partners' proportionate use and relative benefits received, and reconciled on a quarterly basis against actual costs incurred and adjusted accordingly. The VA Career Works RSA is expected to be transparent and negotiated among partners on an equitable basis to ensure costs are shared appropriately. All Partners must negotiate in good faith and seek to establish outcomes that are reasonable and fair.

## **RSA Timeline**

### **Cost Allocation Methodology**

---

Within the one-stop system, a variety of allocation methods may be used as agreed upon by the partners, which reflect the best measure of benefit received by the partner programs. The VA Career Works – Northern Center Budget and Cost Allocation template only provides the following three options: (1) number of partner **program positions** dedicated to the one-stop center services; (2) **square feet occupied** by partner program staff; and (3) **number of one-stop center customers** served by partner program.

### **Cost Reconciliation and Allocation Base Update**

---

All parties agree that a quarterly reconciliation of budgeted and actual costs and update of the allocation bases will be completed in accordance with the following process:

- ❖ Partners will provide the Virginia Career Works - Northern with the following information no later than thirty (30) days after the end of each quarter, as applicable:
  - ✓ Quarterly cost information and documentation of the actual costs,
  - ✓ Updated staffing information (per the 1<sup>st</sup> day of a new program year and the 1<sup>st</sup> day of each subsequent quarter), and
  - ✓ Updated square feet occupied, and
  - ✓ Actual customer participation numbers (per the last day of the last month of each quarter).
- ❖ Upon receipt of the above information, the **SkillSource** Group, Inc., as the Fiscal Agent of the Virginia Career Works - Northern, will provide a RSA – Financial Status Report on or before forty-five (45) days after the end of the quarter.

## **INFRASTRUCTURE FUNDING**

---

Infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the Virginia Career Works – Northern Center(s) including, but not limited to:

- ❖ Rental of the facilities;
- ❖ Utilities and maintenance;

- ❖ Equipment, including assessment-related products and assistive technology for individuals with disabilities; and,
- ❖ Technology to facilitate access to the American Job Center, including technology used for the center's planning and outreach activities.

All Parties to this MOU and RSAs for the Center(s) recognize that infrastructure costs are applicable to all required Partners, whether they are physically located in the center or not. Each partner's contributions to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the Partner programs' authorizing laws and regulations and the Uniform Guidance.

## **Partners**

---

Partners funding the costs of infrastructure according to the RSA are the same as identified in the RSA agreements for the Center(s).

## **Cost Allocation Methodology**

---

All Parties agree that the cost allocation methodology for the costs of one-stop infrastructure will be the same as described in the [Cost Allocation Methodology](#) section of the MOU, subpart Resource Sharing Agreement.

## **Cost Reconciliation and Allocation Base Update**

---

All Parties agree that the cost reconciliation and allocation base update for the infrastructure costs will be the same as described in the [Cost Reconciliation and Allocation Base Update](#) section of the MOU, subpart Resource Sharing Agreement.

## Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, David A. Hunn, certify that I have read the information contained in the FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ The FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU
- ❖ Attachment C – Virginia Career Works – Prince William Center IFA
- ❖ Attachment D – Virginia Career Works – Cherokee Avenue Center IFA
- ❖ Attachment E – Virginia Career Works – Northern Affiliate Center Funding Matrix

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ The FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU
- ❖ Attachment C – Virginia Career Works – Prince William Center IFA
- ❖ Attachment D – Virginia Career Works – Cherokee Avenue Center IFA
- ❖ Attachment E – Virginia Career Works – Northern Affiliate Center Funding Matrix

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- As of June 30, 2024 or
- Upon modified termination, whichever occurs earlier.

  
Signature

1-12-2023  
Date

David A. Hunn  
Print Name and Title

President and CEO

The SkillSource Group, Inc.  
Agency Name

## Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Chairman Jeffrey McKay, certify that I have read the information contained in the FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ The FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ The FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- As of June 30, 2024 or
- Upon modified termination, whichever occurs earlier.

Signature Jeffrey McKay 11/28/2022  
Date

Jeffrey McKay Chairman  
Print Name and Title

Fairfax County Board of Supervisors  
Agency Name

## Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Bryan J. Hill, certify that I have read the information contained in the FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ The FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU
- ❖ Attachment E – Virginia Career Works – Northern Affiliate Center Funding Matrix

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ The FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU
- ❖ Attachment E – Virginia Career Works – Northern Affiliate Center Funding Matrix

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- As of June 30, 2024 or
- Upon modified termination, whichever occurs earlier.

DocuSigned by:

*Bryan Hill*

Signature

2022 November 28 | 12:34:24 EST

Date

**Bryan J. Hill**

**County Executive**

Print Name and Title

**Fairfax County (Acting through its Department of Family Services and Department of Housing and Community Development)**

Agency Name

## Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Dr. Michelle Reid, certify that I have read the information contained in the FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ The FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ The FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU

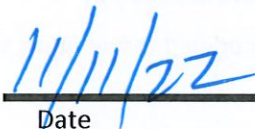
I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- As of June 30, 2024 or
- Upon modified termination, whichever occurs earlier.

Signature



Date



Dr. Michelle Reid

Print Name and Title

Superintendent

Fairfax County Public Schools

Agency Name

## Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Tim Hemstreet, certify that I have read the information contained in the FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

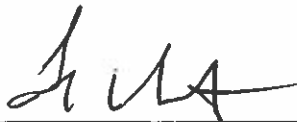
- ❖ The FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU
- ❖ Attachment E – Virginia Career Works – Northern Affiliate Center Funding Matrix

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:


- ❖ The FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU
- ❖ Attachment E – Virginia Career Works – Northern Affiliate Center Funding Matrix

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- As of June 30, 2024 or
- Upon modified termination, whichever occurs earlier.



Signature



Date

Tim Hemstreet

County Administrator

Print Name and Title

Loudoun County (Acting through its Department of Family Services)

Agency Name



## Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Dr. Scott A. Ziegler, certify that I have read the information contained in the FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ The FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU

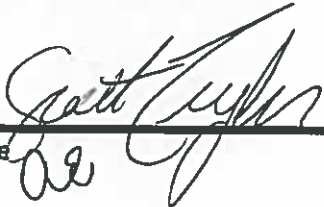
By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ The FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- As of June 30, 2024 or
- Upon modified termination, whichever occurs earlier.

Signature



Date

09-22-2022

Dr. Scott A. Ziegler

Superintendent

Print Name and Title

Loudoun County School Board operating as Loudoun County Public Schools

Agency Name

## Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Courtney Tierney, certify that I have read the information contained in the FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ The FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU
- ❖ Attachment C – Virginia Career Works – Prince William Center IFA

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ The FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU
- ❖ Attachment C – Virginia Career Works – Prince William Center IFA

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- As of June 30, 2024 or
- Upon modified termination, whichever occurs earlier.

Courtney Tierney  
Signature

October 11, 2022  
Date

Courtney Tierney Director  
Print Name and Title

Prince William County Department of Social Services  
Agency Name

## Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, LaTanya D. McDade, Ed.D., certify that I have read the information contained in the FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:


- ❖ The FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ The FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- As of June 30, 2024 or
- Upon modified termination, whichever occurs earlier.

  
LaTanya D. McDade (Jun 21, 2022 09:20 EDT)  
\_\_\_\_\_  
Signature

Jun 21, 2022

\_\_\_\_\_  
Date

**LaTanya D. McDade, Ed.D.** **Superintendent**  
\_\_\_\_\_  
Print Name and Title

**Prince William County Public Schools**  
\_\_\_\_\_  
Agency Name

## Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Nicole L. Kirven, certify that I have read the information contained in the FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ The FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU

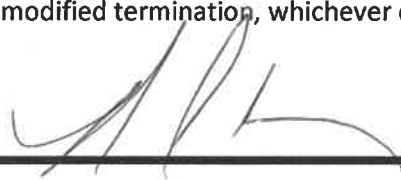
By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ The FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- As of June 30, 2024 or
- Upon modified termination, whichever occurs earlier.

Signature



Date

11/10/2022

Nicole L. Kirven

Director of Social Services

Print Name and Title

City of Manassas (through its Department of Family Services)

Agency Name

## Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Jeanette Rishell, certify that I have read the information contained in the FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ The FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ The FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- As of June 30, 2024 or
- Upon modified termination, whichever occurs earlier.

Jeanette Rishell  
Signature

10-4-22  
Date

Jeanette Rishell Mayor  
Print Name and Title

City of Manassas Park (through its Department of Social Services)  
Agency Name

## Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Jen Nuckols, certify that I have read the information contained in the FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ The FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU
- ❖ Attachment C – Virginia Career Works – Prince William Center IFA

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ The FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU
- ❖ Attachment C – Virginia Career Works – Prince William Center IFA

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- As of June 30, 2024 or
- Upon modified termination, whichever occurs earlier.

Jen Nuckols  
Signature

9/19/2022  
Date

Jen Nuckols Procurement Officer II  
Print Name and Title

Virginia Department for Aging and Rehabilitative Services  
Agency Name

## Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Raymond E. Hopkins, certify that I have read the information contained in the FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ The FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ The FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- As of June 30, 2024 or
- Upon modified termination, whichever occurs earlier.



5/25/2022

---

Signature

---

Date

**Rick Mitchell**

**Commissioner**

---

Print Name and Title

**Virginia Department for the Blind and Vision Impaired**

---

Agency Name

## Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Carrie Roth, certify that I have read the information contained in the FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ The FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU
- ❖ Attachment C – Virginia Career Works – Prince William Center IFA
- ❖ Attachment D – Virginia Career Works – Cherokee Avenue Center IFA

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ The FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU
- ❖ Attachment C – Virginia Career Works – Prince William Center IFA
- ❖ Attachment D – Virginia Career Works – Cherokee Avenue Center IFA

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- As of June 30, 2024 or
- Upon modified termination, whichever occurs earlier.

Carrie Roth  
Signature

1.11.2023  
Date

<u>Carrie Roth</u>	<u>Commissioner</u>
Print Name and Title	Advisor to the Governor for Strategic Initiatives

Virginia Employment Commission  
Agency Name



## Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Dr. Anne M. Kress, certify that I have read the information contained in the FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ The FY 2023-FY 2024 Virginia Career Works – Northern Center System MOU

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ The FY 2023-FY 2024 Virginia Career Works – Northern Center System MOU

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- As of June 30, 2024 or
- Upon modified termination, whichever occurs earlier.

  
\_\_\_\_\_  
Signature

11/10/22  
\_\_\_\_\_  
Date

Dr. Anne M. Kress President  
\_\_\_\_\_  
Print Name and Title

Northern Virginia Community College  
\_\_\_\_\_  
Agency Name

## Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Emily Homer, certify that I have read the information contained in the F FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ The FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU
- ❖ Attachment C – Virginia Career Works – Prince William Center IFA

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ The FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU
- ❖ Attachment C – Virginia Career Works – Prince William Center IFA

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- As of June 30, 2024 or
- Upon modified termination, whichever occurs earlier.

Emily Homer  
Signature

9/20/22  
Date

Emily Homer Vice President, Community Service  
Print Name and Title

Melwood Horticultural Training Center  
Agency Name

## Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Chad Tate, certify that I have read the information contained in the FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ The FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU
- ❖ Attachment D – Virginia Career Works – Cherokee Avenue Center IFA

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ The FY 2023 - FY 2024 Virginia Career Works – Northern Center System MOU
- ❖ Attachment D – Virginia Career Works – Cherokee Avenue Center IFA

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- As of June 30, 2024 or
- Upon modified termination, whichever occurs earlier.



Signature

November 7, 2022

Date

**Chad Tate**

**President**

Print Name and Title

**Educational Credit Management Corporation – The College Place**

Agency Name

## Attachment A: Definitions

---

### One-Stop Delivery System

---

The one-stop delivery system (herein also referred to as the VA Career Works Service Delivery System) brings together workforce development, educational, and other human resource services in a seamless customer-focused service delivery network that enhances access to the programs' services and improves long-term employment outcomes for individuals receiving assistance. One-stop partners administer separately funded programs as a set of integrated streamlined services to customers.

[20 CFR 678.300(a); 34 CFR 361.300(a); and 34 CFR 463.300(a)]

### Infrastructure Costs

---

Non-personnel costs that are necessary for the general operation of the one-stop center, including but not limited to applicable facility costs (such as rent), costs of utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities), and technology to facilitate access to the one-stop center, including technology used for the center's planning and outreach activities. Common identifier costs may be considered as costs of one-stop infrastructure.

[WIOA sec. 121(h)(4); 20 CFR 678.700(a)-(b); 34 CFR 361.700(a)-(b); and 34 CFR 463.700(a)-(b)]

### Additional Costs

---

Shared operating costs and shared services costs may include costs of shared services that are authorized for and may be commonly provided through the one-stop Partner programs, including initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services, referrals to other one-stop Partners, and business services.

[WIOA sec. 121(i)(2); 20 CFR 678.760(b); 34CFR 361.760(b); 34 CFR 463.760(b); and TEGL 17-16, RSA TAC 17-03, and OCTAE Program Memo 17-3, Infrastructure Funding of the One-Stop Delivery System (pp. 4-5, Attachment II)]

### Resource Sharing Agreement (RSA)

---

The resource sharing agreement (RSA) of VA Career Works Center(s) is the financial plan that the one-stop partners, the CEO, and the Local WDB have agreed to in the MOU that will be used to achieve their goals of delivering services in a local area. The MOU must contain, among other things, provisions describing how the costs of shared services provided by the one-stop system and the operating costs of such system will be funded, including the infrastructure costs for the one-stop system (WIOA sec. 121(c)(2)(A) and 20 CFR 678.500(b)).

The RSA may be considered the master budget that contains a set of resource sharing agreement budgets (RSA) or components that consist of costs that are specifically identified in the statute: infrastructure costs, defined in WIOA sec. 121(h)(4); and additional costs which must include applicable career services

and may include shared operating costs and shared services that are related to the operation of the one-stop delivery system and do not constitute infrastructure costs. These additional costs are described in WIOA sec. 121(i). The resource sharing agreement must be periodically reconciled against actual costs incurred and adjusted accordingly. This reconciliation helps to ensure that the budget reflect a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to the partner's use of the one-stop center and relative benefit received. The one-stop operating budget may be further refined by the one-stop partners, as needed, to assist in tracking their contributions. It may be necessary at times to separate the budget of a comprehensive one-stop center from a specialized one-stop center or an affiliate one-stop center.

One-Stop operating costs include infrastructure costs and additional costs, which are made up of applicable career service, shared operating costs and shared services.

[TEGL 17-16, RSA TAC 17-03, and OCTAE Program Memo 17-3, Infrastructure Funding of the One-Stop Delivery System (pp. 3-4)]

## **Funding Types**

---

### *Cash*

- ❖ Cash funds provided to the Local WDB or its designee by one-stop Partners, either directly or by an interagency transfer, or by a third party.

### *Non-Cash<sup>2</sup>*

- ❖ Expenditures incurred by one-stop Partners on behalf of the one-stop center; and
- ❖ Non-cash contributions or goods or services contributed by a Partner program and used by the one-stop center.

### *Third-Party In-Kind*

- ❖ Contributions of space, equipment, technology, non-personnel services, or other like items to support the infrastructure costs associated with one-stop operations, by a non-one-stop Partner to:
- ❖ Support the one-stop center in general; or
- ❖ Support the proportionate share of one-stop infrastructure costs of a specific partner.

[20 CFR 678.720; 20 CFR 678.760; 34 CFR 361.720; 34 CFR 361.760; 34 CFR 463.720; and 34 CFR 463.760]

---

<sup>2</sup> The value of non-cash and third-party in-kind contributions must be fairly evaluated in accordance with the Uniform Guidance at 2 CFR 200.306.

## **Allocation**

---

Allocation means the process of assigning a cost, or a group of costs, to one or more cost objective(s), in reasonable proportion to the benefit provided or other equitable relationship. The process may entail assigning a cost(s) directly to a final cost objective or through one or more intermediate cost objectives.

[2 CFR 200.4]

## **Cost Objectives**

---

Cost objective means a program, function, activity, award, organizational subdivision, contract, or work unit for which cost data are desired and for which provision is made to accumulate and measure the cost of processes, products, jobs, capital projects, etc. A cost objective may be a major function of the non-federal entity, a particular service or project, a federal award, or an indirect (Facilities & Administrative (F&A)) cost activity, as described in Subpart E—Cost Principles of this Part. See also 2 CFR §§ 200.44 Final cost objective and 200.60 Intermediate cost objective.

[2 CFR 200.28]

## Attachment B: Partner Program Services

<b>Partner Program: Fairfax County Government (Acting through its Department of Family Services)</b>  <b>Website:</b> <a href="https://www.fairfaxcounty.gov/familyservices/">https://www.fairfaxcounty.gov/familyservices/</a>	
<b>Partner Program - Signatory Authority (Name, Job Title, email):</b>  Bryan Hill, County Executive  <b>Partner Program Local Area Contact (Name, Job Title, email and telephone number):</b>  Lisa Tatum, Director, Self-Sufficiency Division, <a href="mailto:lisa.tatum@fairfaxcounty.gov">lisa.tatum@fairfaxcounty.gov</a> , 703-324-7744	
<b>List of Services to be Made Available Through the Virginia Career Works Center(s)</b>	
<b>Partner will participate in the following manner (indicate Center Name and type of contact):</b>	
<b>Permanent Presence and Service Provision</b>	Virginia Career Works – Fairfax Annandale Center Virginia Career Works – Fairfax Alexandria Center Virginia Career Works – Prince William Center Virginia Career Works – Cherokee Avenue Center Virginia
<b>Itinerant Presence and Service Provision</b>	
<b>Service Provision Only</b>	
<b>List services to be made available below (add additional pages if needed):</b>  <div style="margin-top: 10px;"> <b style="color: #c00000;">BASIC CAREER SERVICES</b> <ul style="list-style-type: none"> <li>Outreach, intake and orientation to the information, services, programs, tools and resources available through the Area 11 workforce system.</li> <li>Initial assessments of skill level(s), aptitudes, abilities and supportive service needs.</li> <li>In and out of area job search and placement assistance (including provision of information on in-demand industry sectors and occupations and non-traditional employment).</li> <li>Access to employment opportunity and labor market information.</li> <li>Performance information and programs costs for eligible providers of training, education and workforce services.</li> <li>Information on performance of the local Workforce system.</li> <li>Information on the availability of supportive services and referral to such, as appropriate.</li> <li>Information and meaningful assistance on UI claim filing</li> </ul> </div>	

- Determination of potential eligibility for workforce Partner services, programs, referrals.
- Information and assistance in applying for financial aid for training and education program not provided under WIOA.

### **INDIVIDUALIZED CAREER SERVICES**

- Comprehensive and specialized assessments of skill levels and service needs.
- Development of individual employability plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals.
- Referral to training services.
- Literacy activities related to work readiness.
- Individual counseling and career planning
- Case management for customers seeking training services; individual in and out of area job search, referral and placement assistance.
- Work experience, transitional jobs, registered apprenticeships and internships.
- Workforce preparation services (e.g., development of learning skills, punctuality, communication skills, interviewing skills, personal maintenance, literacy skills, financial literacy skills, and professional conduct) to prepare individuals for unsubsidized employment or training.
- Post-employment follow-up services and support.

### **TRAINING SERVICES**

- Occupational skills training through Individual Training Accounts (ITAs)
- Adult education and literacy activities, including English language acquisition (ELA), provided in combination with the training services described above.
- On the Job Training (OJT)
- Incumbent Worker Training
- Programs that combine workplace training with related instruction which may include cooperative education.
- Training programs operated by the private sector
- Skill upgrading and retraining
- Entrepreneurial training (through community partners: SBDC & Mason Enterprise Center)
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.
- Other training services as determined by the workforce partner's governing rules.



## Attachment B: Partner Program Services

<b>Partner Program: Fairfax County Public Schools (Regional Adult Education Program)</b>  <b>Website:</b> <a href="https://www.novarae.org/">https://www.novarae.org/</a>	
<b>Partner Program - Signatory Authority (Name, Job Title, email):</b>  Dr. Michelle Reid, Division Superintendent, <a href="mailto:superintendent@fcps.edu">superintendent@fcps.edu</a>  <b>Partner Program Local Area Contact (Name, Job Title, email and telephone number):</b>  Shekera D. Alvarado, Regional Program/Grant Manager, <a href="mailto:sdalvarado@fcps.edu">sdalvarado@fcps.edu</a> , 571.296.7437	
List of Services to be Made Available Through the  Virginia Career Works Center(s)	
<b>Partner will participate in the following manner (indicate Center Name and type of contact):</b>	
1. Permanent Presence and Service Provision	
2. Itinerant Presence and Service Provision	
3. Service Provision Only	Service Provision Only
<b>List services to be made available below (add additional pages if needed):</b> <ul style="list-style-type: none"> <li>Adult education and literacy activities, including English language acquisition (ELA) provided in combination with Adult Basic Education (ABE) services</li> <li>Referral to training services</li> <li>Literacy activities related to workforce readiness</li> </ul> <p>Workforce preparation services (i.e., development of learning skills, punctuality, communication skills, interviewing skills, personal maintenance, literacy skills, financial literacy skills, and professional conduct) to prepare individuals for unsubsidized employment or training</p>	

## Attachment B: Partner Program Services

<b>Partner Program: Loudoun County Department of Family Services</b>  <b>Website:</b> <a href="http://www.loudoun.gov/dfs">www.loudoun.gov/dfs</a> ; <a href="http://www.loudoun.gov/wrc">www.loudoun.gov/wrc</a>	
<b>Partner Program - Signatory Authority (Name, Job Title, email):</b>  Ina G. Fernández, Director, <a href="mailto:ina.fernandez@loudoun.gov">ina.fernandez@loudoun.gov</a>  <b>Partner Program Local Area Contact (Name, Job Title, email and telephone number):</b>  Shelly Rodriguez, Program Manager, <a href="mailto:shelly.rodriguez@loudoun.gov">shelly.rodriguez@loudoun.gov</a> , 703-737-8081	
<b>List of Services to be Made Available Through the Virginia Career Works Center(s)</b>	
<b>Partner will participate in the following manner (indicate Center Name and type of contact):</b>	
<b>1. Permanent Presence and Service Provision</b>	Loudoun Workforce Resource Center
<b>2. Itinerant Presence and Service Provision</b>	
<b>3. Service Provision Only</b>	
<b>List services to be made available below (add additional pages if needed):</b>  <div style="margin-top: 10px;"> <b style="color: #c00000;">BASIC CAREER SERVICES</b> <ul style="list-style-type: none"> <li>Outreach, intake and orientation to the information, services, programs, tools and resources available through the Area 11 workforce system.</li> <li>Initial assessments of skill level(s), aptitudes, abilities and supportive service needs.</li> <li>In and out of area job search and placement assistance (including provision of information on in-demand industry sectors and occupations and non-traditional employment).</li> <li>Access to employment opportunity and labor market information.</li> <li>Performance information and programs costs for eligible providers of training, education and workforce services.</li> <li>Information on performance of the local Workforce system.</li> <li>Information on the availability of supportive services and referral to such, as appropriate.</li> <li>Information and meaningful assistance on UI claim filing</li> <li>Determination of potential eligibility for workforce Partner services, programs, referrals.</li> <li>Information and assistance in applying for financial aid for training and education program not provided under WIOA.</li> </ul> </div> <div style="margin-top: 10px;"> <b style="color: #c00000;">INDIVIDUALIZED CAREER SERVICES</b> <ul style="list-style-type: none"> <li>Comprehensive and specialized assessments of skill levels and service needs.</li> <li>Development of individual employability plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals.</li> </ul> </div>	

- Referral to training services.
- Literacy activities related to work readiness.
- Individual counseling and career planning
- Case management for customers seeking training services; individual in and out of area job search, referral and placement assistance.
- Work experience, transitional jobs, registered apprenticeships and internships.
- Workforce preparation services (e.g., development of learning skills, punctuality, communication skills, interviewing skills, personal maintenance, literacy skills, financial literacy skills, and professional conduct) to prepare individuals for unsubsidized employment or training.
- Post-employment follow-up services and support.

### **TRAINING SERVICES**

- Occupational skills training through Individual Training Accounts (ITAs)
- Adult education and literacy activities, including English language acquisition (ELA), provided in combination with the training services described above.
- On the Job Training (OJT)
- Incumbent Worker Training
- Programs that combine workplace training with related instruction which may include cooperative education.
- Training programs operated by the private sector
- Skill upgrading and retraining
- Entrepreneurial training (through community partners: SBDC & Mason Enterprise Center)
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.
- Other training services as determined by the workforce partner's governing rules.

## Attachment B: Partner Program Services

<b>Partner Program:</b>	
<b>Website:</b>	
<b>Partner Program - Signatory Authority (Name, Job Title, email):</b>	
<b>Partner Program Local Area Contact (Name, Job Title, email and telephone number):</b>	
<b>List of Services to be Made Available Through the Virginia Career Works Center(s)</b>	
<b>Partner will participate in the following manner (indicate Center Name and type of contact):</b>	
<b>1. Permanent Presence and Service Provision</b>	
<b>2. Itinerant Presence and Service Provision</b>	
<b>3. Service Provision Only</b>	
<b>List services to be made available below (add additional pages if needed):</b>	

## Attachment B: Partner Program Services

**Partner Program:** Loudoun County Public Schools: Community Connections & Adult Education

**Website:** [www.lcps.org/adulted](http://www.lcps.org/adulted)

**Partner Program - Signatory Authority (Name, Job Title, email):**

Dr. Scott A. Ziegler, Superintendent of Schools, [scott.ziegler@lcps.org](mailto:scott.ziegler@lcps.org)

**Partner Program Local Area Contact (Name, Job Title, email and telephone number):**

Carolyn Solares, Adult Education Supervisor, [Carolyn.solares@lcps.org](mailto:Carolyn.solares@lcps.org), (571)-252-2930

**List of Services to be Made Available Through the  
Virginia Career Works Center(s)**

**Partner will participate in the following manner (indicate Center Name and type of contact):**

<b>1. Permanent Presence and Service Provision</b>	
<b>2. Itinerant Presence and Service Provision</b>	
<b>3. Service Provision Only</b>	<b>X</b>

**List services to be made available below (add additional pages if needed):**

Adult English Learners classes  
Adult GED classes

## Attachment B: Partner Program Services

<p><b>Partner Program:</b> The Virginia Department of Social Services VIEW and SNAP E &amp;T programs will be discussed with community partners and participants who have an inactive or active status.</p>  <p><b>Website:</b> pwcva.gov</p>	
<p><b>Partner Program - Signatory Authority (Name, Job Title, email):</b></p> <p>Courtney Tierney, Director of Social Services Prince William County, <a href="mailto:ctierney@pwcgov.org">ctierney@pwcgov.org</a></p> <p><b>Partner Program Local Area Contact (Name, Job Title, email and telephone number):</b></p> <p>Kathy Palin, Employment Services Manager, <a href="mailto:kpalin@pwcgov.org">kpalin@pwcgov.org</a>, 703-792-7579</p> <p>Lucia Dentone, CSS Program Manager, <a href="mailto:mpintado@pwcgov.org">mpintado@pwcgov.org</a>, 703-792-7608</p> <p>Holly Handy, CSS Assistant Director, <a href="mailto:hhandy@pwcgov.org">hhandy@pwcgov.org</a>, 703-792-7620</p>	
<p><b>List of Services to be Made Available Through the</b></p> <p><b>Virginia Career Works Center(s)</b></p>	
<p><b>Partner will participate in the following manner (indicate Center Name and type of contact):</b></p>	
<p><b>1. Permanent Presence and Service Provision</b></p>	
<p><b>2. Itinerant Presence and Service Provision</b></p>	<p>Virginia Career Works, Minnieville Road, Woodbridge, VA</p> <p>Local DSS Staff will provide a presence at the VCW 4-5 days a week to see active and inactive VIEW and SNAP E &amp;T clients for participation assessments. Staff will attend quarterly community partnership meetings and interact with community partners on site to collaborate on employment service opportunities.</p>
<p><b>3. Service Provision Only</b></p>	
<p><b>List services to be made available below (add additional pages if needed):</b></p>	

- **Conduct assessments with active and inactive VIEW and SNAP E & T participants**
- **Collaborate with community partners on employment service opportunities**
- **Refer active participants to various grants and training opportunities offered at the VCW**

## Attachment B: Partner Program Services

<b>Partner Program: Prince William County Public Schools Adult Education</b>  <b>Website: <a href="http://adulthood.pwcs.edu">http://adulthood.pwcs.edu</a></b>	
<b>Partner Program - Signatory Authority (Name, Job Title, email):</b>  <b>LaTanya D. McDade, Ed.D., Superintendent of Schools, <a href="mailto:pwcssupt@pwcs.edu">pwcssupt@pwcs.edu</a></b>	
<b>Partner Program Local Area Contact (Name, Job Title, email and telephone number):</b>  <b>Dara J. Dugger, Director, Student Management and Alternative Programs Department, <a href="mailto:duggerdj@pwcs.edu">duggerdj@pwcs.edu</a>, 703-791-8577</b>	
<b>List of Services to be Made Available Through the</b>  <b>Virginia Career Works Center(s)</b>	
<b>Partner will participate in the following manner (indicate Center Name and type of contact):</b>	
<b>1. Permanent Presence and Service Provision</b>	
<b>2. Itinerant Presence and Service Provision</b>	<b>Virginia Career Works-Northern, Woodbridge Center</b>
<b>3. Service Provision Only</b>	
<b>List services to be made available below (add additional pages if needed):</b>  <b>On-site Services Include:</b>  <b>Adult ESOL Classes</b>  <b>Adult Pre-GED®/GED®Preparation Classes</b>  <b>Career Ready Workshops for Adults</b>  <b>Digital Workshops for Adults</b>  <b>Support Staff: Client Support, Assist Center Workflow, CQI Team Membership, Referral Services</b>	



## Attachment B: Partner Program Services

<b>Partner Program: City of Manassas Department of Social Services</b>  <b>Website:</b> <a href="https://www.manassasva.gov/social_services/index.php">https://www.manassasva.gov/social_services/index.php</a>	
<b>Partner Program - Signatory Authority (Name, Job Title, email):</b>  <b>Nicole L. Kirven</b> , City of Manassas Department of Social Services Director, <a href="mailto:nkirven@ci.manassas.va.us">nkirven@ci.manassas.va.us</a> or <a href="mailto:nicole.l.kirven@dss.virginia.gov">nicole.l.kirven@dss.virginia.gov</a>	
<b>Partner Program Local Area Contact (Name, Job Title, email and telephone number):</b>  <b>Nicole Kirven</b> , <a href="mailto:nicole.l.kirven@dss.virginia.gov">nicole.l.kirven@dss.virginia.gov</a> or <a href="mailto:nkirven@ci.manassas.va.us">nkirven@ci.manassas.va.us</a> , 703-361-8277 x 2329	
<b>List of Services to be Made Available Through the</b>  <b>Virginia Career Works Center(s)</b>	
<b>Partner will participate in the following manner (indicate Center Name and type of contact):</b>	
<b>1. Permanent Presence and Service Provision</b>	<b>Virginia Career Works – Prince William Center</b>
<b>2. Itinerant Presence and Service Provision</b>	
<b>3. Service Provision Only</b>	
<b>List services to be made available below (add additional pages if needed):</b>  <b>Manassas City Department of Social Services takes applications and determines eligibility for Federal and State assistance programs including SNAP, Medicaid, Energy Assistance, Child Care and TANF. TANF participants may be required to participate in the Virginia Initiative for Education and Work (VIEW) program to assist them in attaining self-sufficiency. Under the VIEW program participants complete an assessment of their skill levels, aptitudes, abilities and supportive service needs. Each participant will have an individual Activity and Service Plan that assigns them to a variety of work activities, which may include job search and job readiness, employment, work experience placements, and/or education and training. In addition</b>	

to case management the department is able to provide supportive services to VIEW participants for transportation, childcare, medical and dental needs, other work or education related expenses depending on the availability of funds. In the event that our department cannot provide these services, a referral is sent to a partner program that is able to meet the needs of the client.

Partner program such as Virginia Career Works Center:

### **BASIC CAREER SERVICES**

- Outreach, intake and orientation to the information, services, programs, tools, and resources available through the Area 11 workforce system.
- Initial assessments of skill level(s), aptitudes, abilities, and supportive service needs.
- In and out of area job search and placement assistance (including provision of information on in-demand industry sectors and occupations and non-traditional employment).
- Access to employment opportunity and labor market information.
- Performance information and programs costs for eligible providers of training, education, and workforce services.
- Information on performance of the local Workforce system.
- Information on the availability of supportive services and referral to such, as appropriate.
- Information and meaningful assistance on UI claim filing
- Determination of potential eligibility for workforce Partner services, programs, referrals.
- Information and assistance in applying for financial aid for training and education program not provided under WIOA.

### **INDIVIDUALIZED CAREER SERVICES**

- Comprehensive and specialized assessments of skill levels and service needs.
- Development of individual employability plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals.
- Referral to training services.
- Literacy activities related to work readiness.
- Individual counseling and career planning
- Case management for customers seeking training services; individual in and out of area job search, referral, and placement assistance.
- Work experience, transitional jobs, registered apprenticeships, and internships.
- Workforce preparation services (e.g., development of learning skills, punctuality, communication skills, interviewing skills, personal maintenance, literacy skills, financial literacy skills, and professional conduct) to prepare individuals for unsubsidized employment or training.
- Post-employment follow-up services and support.

### **TRAINING SERVICES**

- Occupational skills training through Individual Training Accounts (ITAs)
- Adult education and literacy activities, including English language acquisition (ELA), provided in combination with the training services described above.
- On the Job Training (OJT)
- Incumbent Worker Training
- Programs that combine workplace training with related instruction which may include cooperative education.
- Training programs operated by the private sector
- Skill upgrading and retraining
- Entrepreneurial training (through community partners: SBDC & Mason Enterprise Center)
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.
- Other training services as determined by the workforce partner's governing rules.

Partner program such as GRADUATE Manassas:

### **BASIC CAREER SERVICES**

- Offers the General Educational Development (GED) program, which awards a high school equivalency certificate upon successful completion.
- The official GED Get Ready practice test is often used to determine test readiness. Class instruction is standards based and follows the College and Career Readiness Standards and instructors are highly qualified.
- Interested students must take a placement test to ensure proper program entrance level. Students need to attend a Zoom Information Session during one of the dates and times available. This session will take approximately one hour.

### **INDIVIDUALIZED CAREER SERVICES**

- Registrants are tested with state approved assessments to determine the proper level of placement in classes.
- Class instructors monitor student progress and advise them as to when they are ready to take the official GED Test.
- The GED Distance Education program is for students who desire the convenience of studying from a computer with internet access while an instructor monitors the student's progress and provides feedback. The flexibility of this program allows students to begin at any time, on their own time.
- Provide tutoring, mentoring, course materials, online instruction, and test taking expenses FREE to City of Manassas residents who want to get their GED.
- Graduates will receive \$250 worth of gift certificates to participating Manassas restaurants and retailers.

**Partner program such as Write Touch:**

### **BASIC CAREER SERVICES**

- Provide services to help client's advance in their career journey with coaching, resume services, and career workshops.
- Conveniently meet and communicate with clients in various ways such as in-person, virtually, telecommunication, and electronically. That is the beauty of our services, we can be everywhere you are!

### **INDIVIDUALIZED CAREER SERVICES**

- Clients who work with us achieve more in less time, feel empowered to take control of their career choices, and gain replicable techniques that apply to all areas of their lives.
- Provide clients with the best techniques, skills, and trainings available. Also, partner with our clients to design a unique plan to fit their career or business need.
- Career Coaching is an individualized program and, in many areas, can be taught in a group setting; however, in many situations conducting one-on-one sessions offers benefits to both the client and the Career Coach. Catering the services directly to the client is one of the benefits as well as establishing a foundation of trust.
- An initial consultation includes 15-30 minutes conversation where the Career Coach and client meet to begin a relationship and establish rapport. This is where the Career Coach determines if the client is someone, they can indeed work with or if they would be better suited with a Coach with a different personality. This is also a time when they gain a topical understanding of the client's career challenges.
- To help the client understand their personality characteristics and compatible careers, they are sent to a link to a free assessment that will take them 20 to 30 minutes to complete.
- In order to gain an understanding of the client's goals prior to the first session, the client is asked to complete a goals form before meeting. Then, assess their goals later in our coaching relationship to determine if there have been any changes.

### **TRAINING SERVICES**

- Client and Coach perform exercises to determine those things that are most important in client's life. Coach also helps client determine how to find value in themselves so that they can display that value to their prospective employers and others.
- Client and Coach perform exercises to help client determine their purpose and evaluate and assess their skills and interest which will lead the client to define their own mission statement.
- Job Search Strategy – Client and Coach collaborate to create a job strategy that is customized to the client's unique needs. It includes goals, with actionable items and realistic timelines holding the client accountable for results within their span of control.
- Interview Training – Client and Coach prepare for virtual, telephone and in-person interviews and the importance of image and communication.

- **Resume Writing Services** - Career Coach develops a targeted resume utilizing key words highlighting skills, talents, experience, and career accomplishments.
- **At the end of the program, the Career Coach will provide the client with a Certificate showing client has completed the Career Coaching 4 Week (or the number of weeks selected) program of completion.**

**Partner program such as Didlake:**

### **BASIC CAREER SERVICES**

- **Create opportunities that enrich the lives of people with disabilities, opens the door to innovative thinking and creative approaches to challenges.**
- **Help people find competitive employment and get engaged with their community.**
- **Collaborate with community members and local businesses to further our mission and successfully effect change.**

### **INDIVIDUALIZED CAREER SERVICES**

- **The Didlake Autism Center of Excellence (ACE) is a resource for specialized services to support individuals with autism spectrum disorder (ASD) throughout the supported employment process.**
- **Diverse workforce of over 1300 people provides custodial, logistics, grounds maintenance and landscaping services as well as administrative and total facilities management services.**
- **Dedication to quality management, cost-effective streamlined operations, communication, and training.**
- **ISE (Individual Supported Employment) Services: Support is provided by an Employment Specialist on a one-to-one basis to meet the need of each individual in a supported employment position.**
- **GSE (Group Supported Employment) Services: Continuous support provided by staff for eight or fewer individuals in a work crew model.**
- **Assists clients and their employer as needed to fully integrate them into the workplace culture.**
- **Services can include assistance with the company orientation, supplemental job skills training, and travel training. The Employment Specialist works with the client and the employer to identify needed accommodations, natural supports, and helpful assistive technology options.**

### **TRAINING SERVICES**

- **Highly trained professional staff is committed to delivering the service clients deserve.**
- **Services provided for Administrative & IT Support Services (Front Desk Security & Visitor Support, Help Desk Services, etc.), Facilities Management Support Services (Conference Center Services, Custodial & Recycling, Grounds & Landscape Management, etc.) and Logistics Support Services (Shipping and Receiving, Travel Department Operations, Warehouse Management, etc.)**

- Clients participate in Situational Assessments to begin their path to employment. Over a period of 3-4 months, client's work one-on-one with your Didlake Employment Specialist to experience and learn more about different types of jobs in your community.

Partner program such as FastForward:

#### **BASIC CAREER SERVICES**

- Short-term training program for high-demand industries, helping Virginians get the jobs they want and the salaries they need.
- Training is offered locally through Virginia's Community Colleges.
- Workforce training programs are based on the needs of local employers, which means students are in demand for skilled jobs when they graduate.

#### **INDIVIDUALIZED CAREER SERVICES**

- Expert instructors are veterans in their fields and FastForward Career Coaches help every step of the way.
- Some of the programs even have guaranteed interview agreements with local businesses.
- Some credentials stack based on skill (e.g., basic and advanced), while some stack to allow you to be a more well-rounded candidate (e.g., Certified Clinical Medical Assistant, EKG Technician, Phlebotomy Technician). Some programs can also propel towards an associate degree at Virginia's Community Colleges

#### **TRAINING SERVICES**

- Most programs take between 6-12 weeks and are flexible so students can get their education while they work.
- While the programs are founded on hands-on, expert-led training, to be more accessible, more and more training is becoming available online.

Partner program such as Virginia G3:

#### **BASIC CAREER SERVICES**

- G3 is a tuition assistance program for any Virginia resident who qualifies for in-state financial aid and whose family income falls below an identified threshold.
- G3 is available for select programs in five of Virginia's most in-demand industries, including Early Childhood Education, Healthcare, Information Technology, Public Safety and Skilled Trades (construction and manufacturing).
- Each of Virginia's 23 community colleges has a list of approved G3 programs – and the program offerings will vary from college to college to match the local business needs in the community.

### **INDIVIDUALIZED CAREER SERVICES**

- Many G3 programs are made up of multiple levels of training. For some programs, first semester or two will be made up of specialized training. By the end of those training programs, take a certification exam and earn a workplace credential. Then, take additional courses and training to earn an associate degree.
- Programs under G3 are stackable, which means students could graduate with two workplace certifications and an associate degree – three from the price of one!
- Virginia's Community Colleges are also actively working with local businesses to learn more about open jobs, career fairs and other opportunities to connect students with positions after they graduate.

### **TRAINING SERVICES**

- G3 is offered at your local community college, there are student support services like the Career Center which can help find a job as students approach graduation.

Partner program such as VA Ready:

### **BASIC CAREER SERVICES**

- Partnered with the Virginia Community College System and Virginia's FastForward Workforce Credential Grant Program as well as Sentara College of Health Sciences to offer credentials for in-demand occupations across three broad industry categories – Technology, Healthcare, and Skilled Trades.
- Focus on occupations with the most need for skilled workers, the skills that can be acquired through short-term, rigorous programs, and programs that are already part of our Education Partners' curriculum (note that not all programs are offered at every college that we support).

### **INDIVIDUALIZED CAREER SERVICES**

- Rapidly reskill Virginians for in-demand jobs by supporting credentials in high-growth industries where Scholars have a better chance of finding career pathways that are family-sustaining and fulfilling.
- VA Ready partners with businesses and the VCCS to incentivize Virginians to pursue training for in-demand jobs and supports them along their journey to a new career.
- Career pathways include Tech / IT, Healthcare, Skilled Trades, and others, such as electricians, logistics, heating, A/C, welders, etc.

### **TRAINING SERVICES**

- Work with our business partners to provide career-readiness training in areas such as resume writing, interview preparation, and more.



**Partner program such as Workforce Innovation and Opportunity Act (WIOA) – Northern Region / Virginia Career Works:**

#### **BASIC CAREER SERVICES**

- Offers an integrated and comprehensive range of services consisting of workforce development activities benefiting job seekers—adults, dislocated workers, youth, incumbent workers, new entrants to the workforce, veterans, individuals with disabilities—and employers.
- Objective is to meet employers' needs by increasing employment, job retention, earnings, and occupational skills among all job seeker populations.

#### **INDIVIDUALIZED CAREER SERVICES**

- Attend a virtual information session hosted by a WIOA team member.
- WIOA assists workers with tools to manage their career and helps employers find skilled workers.
- *SkillSource* operates seven (7) One Stop Employment Centers in Annandale, Alexandria, Leesburg, Manassas, Reston, and Woodbridge. These resource centers provide free access to numerous career development, training, and support services to benefit both local employers and job seekers.
- *SkillSource* partners include Virginia Employment Commission, Northern Virginia Community College, Job Corps, Family and Social Services and Department of Aging and Rehabilitative Services and public schools.

#### **TRAINING SERVICES**

- Through a network of One Stop Centers, WIOA offers employers and job seekers, universal access to free employment and training services.
- Receive employment guidance and training. Services include career coaching, resume and job search assistance, occupational trainings, and credentials, paid work experience opportunities, work uniforms, tools, and other supportive services.

**Partner program such as Virginia Department for Aging and Rehabilitative Services (DARS):**

#### **BASIC CAREER SERVICES**

- To improve the employment, quality of life, security, and independence of older Virginians, Virginians with disabilities, and their families.
- Offers vocational rehabilitation to assist people with disabilities to prepare for, secure, retain or regain employment




### **INDIVIDUALIZED CAREER SERVICES**

- Eligible for these services if you have a physical, mental, or emotional disability; this disability keeps you from working; you live, work, or attend school in Virginia; and DRS certifies that there is a good chance that these services will result in your employment.
- Vocational rehabilitation counselors may provide or assist with physical and mental restoration, vocational evaluation / career exploration, vocational / job training, job placement assistance, situational assessment, and job development / job coaching.
- Assistive technology devices, services or accommodations may help consumers live and work independently. Services and supports are also available to businesses to improve workplace accessibility.
- Community Partners and businesses to assist individuals with disabilities in achieving their goals of employment and/or independence.

### **TRAINING SERVICES**

- Counselors work with clients to assist in counseling and career planning, assessing job readiness skills, developing a resume, prepping for GED, adult education, preparing for job search, identifying supports and assistive technology needed, etc.

## Attachment B: Partner Program Services

<b>Partner Program:</b>	
<b>Website:</b>  <a href="https://www.cityofmanassaprk.us/city-services/family-a-social-services.html">https://www.cityofmanassaprk.us/city-services/family-a-social-services.html</a>	
<b>Partner Program - Signatory Authority (Name, Job Title, email):</b>  Jeanette Rishell, Mayor, <a href="mailto:j.rishell@manassasparkva.gov">j.rishell@manassasparkva.gov</a> 	
<b>Partner Program Local Area Contact (Name, Job Title, email and telephone number):</b>  Randi Knights, Director, City of Manassas Park Department of Social Services  <a href="mailto:Randi.Knights@dss.virginia.gov">Randi.Knights@dss.virginia.gov</a> , 703-335-8888	
List of Services to be Made Available Through the  Virginia Career Works Center(s)	
<b>Partner will participate in the following manner (indicate Center Name and type of contact):</b>	
1. Permanent Presence and Service Provision	
2. Itinerant Presence and Service Provision	
3. Service Provision Only	x
<b>List services to be made available below (add additional pages if needed):</b>  Persons on TANF will receive case management and referral to SkillSource partners   Persons visiting SkillSource will be able to discuss public benefits, their potential eligibility, and how to access services	

## Attachment B: Partner Program Services

Partner Program: Virginia Department for the Blind and Vision Impaired

Website: WWW.VDBVI.org

Partner Program - Signatory Authority (Name, Job Title, email):



DBVI Commissioner Dr. Rick Mitchell

Rick.Mitchell@DBVI.virginia.Gov

Partner Program Local Area Contact (Name, Job Title, email and telephone number):

DBVI Fairfax Regional Office Manager, Timothy Brown

[Timothy.Brown@DBVI.Virginia.gov](mailto:Timothy.Brown@DBVI.Virginia.gov)

703 277 3596

List of Services to be Made Available Through the  
Virginia Career Works Center(s)

Partner will participate in the following manner (indicate Center Name and type of contact):

1. Permanent Presence and Service Provision	
2. Itinerant Presence and Service Provision	
3. Service Provision Only	Prince William Center, telephonic referral and resource sharing

List services to be made available below (add additional pages if needed):

Vocational Rehabilitation services to visually impaired individuals determined eligible.

## Attachment B: Partner Program Services

<b>Partner Program: Virginia Employment Commission</b>  Website: <a href="http://www.vec.virginia.gov/">http://www.vec.virginia.gov/</a>	
<b>Partner Program - Signatory Authority (Name, Job Title, email):</b>  Carrie Roth, Commissioner, Advisor to the Governor for Strategic Initiatives  <b>Partner Program Local Area Contact (Name, Job Title, email and telephone number):</b>  Susan Orehowsky, Manager (Prince William) (703) 897-0407  <a href="mailto:susan.orehowsky@vec.virginia.gov">susan.orehowsky@vec.virginia.gov</a>  Dorthea Brown, Manager (Cherokee Avenue) (703) 813-1300  <a href="mailto:dorthea.brown@vec.virginia.gov">dorthea.brown@vec.virginia.gov</a>  Debbye Warf, District Manager (540) 322-5766  <a href="mailto:debbye.warf@vec.virginia.gov">debbye.warf@vec.virginia.gov</a>	
<b>List of Services to be Made Available Through the Virginia Career Works Center(s)</b>	
<b>Partner will participate in the following manner (indicate Center Name and type of contact):</b>	
<b>1. Permanent Presence and Service Provision</b>	<b>Permanent Presence (Prince William and Cherokee Avenue)</b>
<b>2. Itinerant Presence and Service Provision</b>	
<b>3. Service Provision Only</b>	
<b>List services to be made available below (add additional pages if needed):</b>  <b>Wagner-Peyser Act</b>  – Provide basic career services and individualized career services for job seekers and	

## **workers**

- Initial assessment of skill levels, aptitudes, abilities, and supportive service needs– Conduct outreach regarding local workforce system’s services and products– Provide access to labor market information and assist with the interpretation of this information relating to local, regional, and national labor market areas, including job vacancy listings, information on job skills necessary to obtain the jobs, and information relating to local occupations in demand and their earnings, skill requirements, and opportunities for advancement for such occupations
- Conduct outreach and assist employers fill their workforce needs with qualified job seekers
- Provide customized recruitment and job applicant screening and referral services
- Conduct job fairs, use one-stop cent facilities for recruiting and interviewing job applicants
- Post job vacancies in the state labor exchange system and take and fill job orders
- Provide information regarding workforce development initiatives and programs
- Develop, convene, or implement industry or sector partnerships
- Conduct intake, outreach, and orientation to the information services, programs, tools and resources available through the workforce system
- Referral to training services
- Information on the availability of supportive services and referral to such as appropriate

## **Unemployment Insurance**

- Provide information and services related to Unemployment Insurance taxes and claims

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

- Provide individualized career and training-related services to veterans and eligible persons with significant barriers to employment
- Conduct outreach and assist employers fill their workforce needs with job seeking Veterans

## **Rapid Response**

- Respond to announcements of layoffs and plant closings by quickly coordinating services and providing immediate aid to companies and their affected workers to ensure rapid reemployment and to minimize the negative impacts of the layoff

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

- The TAA Program is a federal program established under the Trade Act that provides aid to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports. The program develops On-the-Job Training (OJT) contracts
- Provide occupation skills training through Individual Training Accounts (ITAs)
- Development of an individual employability development plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals
- Reemployment Services and Eligibility Assessments (RESEA) - Provide specialize assessments of skill levels and service needs - Review of Unemployment Insurance - Development of an individual employability plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals - Referral to training services and reduction in duration of UI benefits
- Foreign Labor Certification - Process H-2A and H-2B foreign labor applications, conduct employer housing inspections, conduct prevailing wage and practice surveys, and conduct employer outreach for foreign labor programs
- Migrant Seasonal Farmworker Services - In and out of area job search and placement assistance - Conduct outreach activities with growers and other employers

## Attachment B: Partner Program Services

**Partner Program:** Northern Virginia Community College (NOVA) - Labor Market Intelligence for job seekers and employers.

**Website:** NVCC.edu/LMI

**Partner Program - Signatory Authority (Name, Job Title, email):**

Anne M. Kress  
President  
akress@nvcc.edu

**Partner Program Local Area Contact (Name, Job Title, email and telephone number):**

Tucker Plumlee  
Associate Director, Labor Market Intelligence  
Office of Strategic Insights  
[tplumlee@nvcc.edu](mailto:tplumlee@nvcc.edu)  
703-425-0778

### List of Services to be Made Available Through the Virginia Career Works Center(s)

**Partner will participate in the following manner (indicate Center Name and type of contact):**

<b>1. Permanent Presence and Service Provision</b>	
<b>2. Itinerant Presence and Service Provision</b>	
<b>3. Service Provision Only</b>	<b>X - virtual</b>

**List services to be made available below (add additional pages if needed):**

Labor Market Intelligence data for job seekers and employers. Also job seekers may qualify for Fast Forward funding to take short term training classes at NOVA.

## Attachment B: Partner Program Services

### Partner Program:

The Melwood JOBs program is funded by Virginia Department of Social Services and Alexandria Fund for Human Services. Melwood JOBs is designed to assist Temporary Assistance for Needy Families (TANF) recipients of differing abilities obtain and maintain employment while mitigating crises. Through collaborations and partnerships with City of Alexandria, Arlington County Department of Human Services, Virginia Department of Rehabilitation Services, Career Works, and Prince William County Department of Social Services; Melwood JOBs is able to provide career development tools that assess the needs of participant's and coordinate professional development trainings towards self-sufficiency. Currently the Melwood JOBs program serve individuals that reside in Arlington County, City of Alexandria, Prince William County and the City of Fredericksburg.

**Website:** <https://www.melwood.org/community-services/melwood-jobs-tanf-temporary-assistance-for-needy-families>

### Partner Program - Signatory Authority (Name, Job Title, email):

**Melwood Horticultural Training Center**

**Emily Homer**

**Vice President, Community Services**

[Ehomer@melwood.org](mailto:Ehomer@melwood.org)

**301-599-2726 (o)**

**Partner Program Local Area Contact (Name, Job Title, email and telephone number):**

**Partner Program Local Area Contact (Name, Job Title, email and telephone number):**

**Jennifer Van Buren, MPHIL, MSA, CWDP**

**Program Director**

[jvanburen@melwood.org](mailto:jvanburen@melwood.org)

**703-299-3232 (o)**

**List of Services to be Made Available Through the**



Virginia Career Works Center(s)	
Partner will participate in the following manner (indicate Center Name and type of contact):	
1. Permanent Presence and Service Provision	Virginia Career Works – Northern 13370 Minnieville Road Woodbridge, VA 22192
2. Itinerant Presence and Service Provision	n/a
3. Service Provision Only	n/a
List services to be made available below (add additional pages if needed): <ul style="list-style-type: none"> <li>• Career Exploration</li> <li>• Career Development</li> <li>• Counseling and Guidance</li> <li>• Job Seeking Skills</li> <li>• Interviewing Training</li> <li>• Soft Skills Training</li> <li>• Job Retention Services</li> <li>• Professional and Life Skills Development</li> </ul>	

## Attachment B: Partner Program Services

<b>Partner Program: ECMC The College Place</b>  Website: <a href="http://www.ecmc.org/TCP">www.ecmc.org/TCP</a>	
<b>Partner Program - Signatory Authority (Name, Job Title, email):</b>  Chad Tate  President, ECMC  <a href="mailto:ctate@ecmc.org">ctate@ecmc.org</a>  <b>Partner Program Local Area Contact (Name, Job Title, email and telephone number):</b>  Angela Greenlay  Director, Student Success  <a href="mailto:agreenlay@ecmc.org">agreenlay@ecmc.org</a>  651-325-3725	
<b>List of Services to be Made Available Through the Virginia Career Works Center(s)</b>	
<b>Partner will participate in the following manner (indicate Center Name and type of contact):</b>	
<b>1. Permanent Presence and Service Provision</b>	
<b>2. Itinerant Presence and Service Provision</b>	Jason Puryear – TCP director of the Alexandria office based at VCW will be in the office 1-2 days per week. He will offer the services of The College Place listed below both to staff at VCW as well as external parties.
<b>3. Service Provision Only</b>	
<b>List services to be made available below (add additional pages if needed):</b>  ECMC The College Place offers college access support to students of all ages. Support may include: <ul style="list-style-type: none"> <li>Individual assistance completing applications for admission, financial aid, and scholarships</li> </ul>	

- College resource guides covering a range of topics related to preparing for and going to college
- Internet access for researching educational information and scholarship opportunities
- Access to career assessment tools
- Assistance developing educational plans
- Participation at college fairs, community events and other awareness activities
- One-on-one mentoring: in person, virtual, phone, text, or email
- Small group workshops on topics of interest
- Encouragement, support, and accountability

## Modification Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I \_\_\_\_\_, certify that I have read the information contained in this \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

❖ This MOU Modification as outlined/described below:

---

---

---

---

---

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of this modification and all changes made herein.

I understand that this modification may be executed in counterparts, each being considered an original, and that this modification shall expire with the terms of the MOU.

Except as provided herein, all terms and conditions of \_\_\_\_\_, dated \_\_\_\_\_, remains unchanged and in full force and effect.

---

Signature

---

Date

---

Print Name and Title

---

Agency Name