

# MEMORANDUM OF UNDERSTANDING

One-Stop Career Center Partners  
January 1, 2024 – December 31, 2027

Cumberland,  
Salem, Cape May  
Workforce  
Development  
Board

## Table of Contents

Section 1: Purpose	2
Section 2: Effective Period	2
Section 3: One Stop/American Job Centers: Administration	3
Table A, List of Centers	3
Common Identifier	3
One Stop Operator	3
Fiscal Agent	4
Section 4: Role of the Chief Elected Official	4
Section 5: Role of the Local Workforce Development Board	5
Section 6: Role of the One Stop Operator	6
Section 7: Partners	6
Required Federal Partners	6
Recommended State Partners	6
Additional Partners	7
Table B, Required, Suggested, and Optional Partners	10-13
Attachment: Partner Narrative	13-25
Section 8: One Stop/American Job Centers: Operation	26
Description of Services	26
Co-Enrollment and Integrated Case Management	26
Data Sharing	26
Referral Processes	30
Service Integration	28
Attachment: Partner-Service Matrix	33
Section 9: Infrastructure Funding Agreement	35
Attachment: IFA Budget Template	37-39
Section 10: MOU and IFA Process	40
Table C, MOU/IFA Meeting and Planning Form	41
Section 11: General Provisions, Assurances, and Certifications	47
Section 12: Summary of Attachments	50
Section 13: Authority and Signatures	51-66

## Memorandum of Understanding

### Section 1: Purpose

#### Purpose

This Memorandum of Understanding (MOU) is executed among the Local Workforce Development Board (LWDB), the One Stop Career Center (American Job Center Network) Partners (Partners), and the Chief Elected Official (CEO). They are collectively referred to as the “Parties” to this MOU. The MOU incorporates an Infrastructure Funding Agreement (IFA) in which Parties agree to the shared costs and benefits of operating a local workforce system. The term “MOU” throughout this document incorporates the IFA.

#### Mission and Vision

Provide a narrative of the mission and vision of the One Stop Career Center/American Job Center Network in the Local Workforce Development Area (LWDA).

#### **Mission and Vision Narrative**

To provide an integrated system of training, retraining, and employment for job seekers and employers of each County to build a globally competitive workforce, and positively influence the economic development of the service region. Our goal is to increase employment and training opportunities for the County’s citizens, as well as enhance their productivity and competitiveness in the workplace.

### Section 2: Effective Period

#### Effective Period

This MOU is effective as of January 1, 2024 which corresponds to the date of signing by the final signatory below and must terminate on December 31, 2027, unless any of the reasons in the termination section (Section 10, MOU and IFA Process) apply.

Section 3: One Stop/American Job Centers: Administration

One Stop Career Centers/ American Job Centers

List all One Stop Centers in the local workforce development area in table A below.

**TABLE A: One Stop Centers**

Mailing Address	Hours of Operation	Telephone Number	URL	Comprehensive (C) or Affiliate (A)
Cumberland County Workforce Development Center 3322 College Drive Vineland, NJ 08360	8:30AM-4:30PM	856-696-5660	www.ccoel.org	(C)
Salem County One Stop Career Center 147 South Virginia Avenue, Penns Grove, NJ 08069	8:00AM-4:00PM	856-299-7200	salemcountynj.gov	(C)
County Commons Complex 3801 Route 9 South, Unit C Rio Grande, NJ 08242	8:30AM-4:30PM	609-886-6529	capemaycountynj.gov	(C)

One Stop Operator

Provide the contact information for the current One Stop Operator.

Operator Name:	Cynthia Angelo
Name of Operator Contact Person:	Cynthia Angelo
Online location for all documentation for the competitive One Stop Operator procurement and selection process:	<a href="https://cumberlandprocure.org/index.php">https://cumberlandprocure.org/index.php</a>
Date of Current Contract with One Stop Operator:	7-1-2023

Common Identifier

The Partners agree to identify as the Cumberland, Salem, and Cape May Counties One Stop Career Center, Conjunction with “A Proud Partner of the American Job Center Network.”

## Fiscal Agent

Provide contact information for the fiscal agent.

Fiscal Agent:	County of Cumberland, NJ
Name of Fiscal Agent Contact Person:	Jeffrey Ridgway, Jr.
Fiscal Agent Mailing Address:	67 Broad Street, Bridgeton, NJ 08302
Fiscal Agent Phone Number:	856-453-2132
Fiscal Agent Email Address:	jeffri@cumberlandcountynj.gov

## Section 4: Role of Chief Elected Official

*References:* MOU/IFA Guidance, Section 4; Policy on Local Governance, WD-PY21-6

Provide contact information for each Chief Elected Official (CEO) in the LWDA.\*\*\*

Name of Chief Elected Official:	Jim Sauro
Role/Title: Cumberland County	Commissioner Director
CEO Mailing Address:	Cumberland County Administration Building, 164 West Broad Street, Bridgeton NJ 08302
CEO Phone Number:	856-453-2125
CEO Email Address:	jamessa@cumberlandcountynj.gov
Name of Chief Elected Official:	Benjamin.Laury@salemcountynj.gov
Role/Title: Salem County	Commissioner Director
CEO Mailing Address:	110 Fifth Street, Salem NJ 08079
CEO Phone Number:	856-935-7510
CEO Email Address:	ben.laury@salemcountynj.gov
Name of Chief Elected Official:	Leonard Desiderio
Role/Title: Cape May County	Commissioner Director
CEO Mailing Address:	4 Moore Rd. Cape May Court House, NJ 08210
CEO Phone Number:	609-465-1065
CEO Email Address:	leonard.desidario@capemaycountynj.gov

**\*\*\*Serves as point of contact for partners in the absence of the LWDB Director, especially with urgent matters such as a data breach.**

## Section 5: Role of Local Workforce Development Board

*References: MOU/IFA Guidance, Section 5; Policy on Local Governance, WD-PY21-6*

Provide a brief narrative of the LWDB's role in working with partners to ensure the One Stop operations are effective.

### **LWDB Narrative**

**The Cumberland, Salem, and Cape May County Workforce Development Board is a local organization dedicated to bringing together employers and employees in within Southern New Jersey to promote a healthy economy in the region.**

**We seek to provide citizens with access to training and educational opportunities and the necessary support to obtain sustainable employment that leads to a livable wage. Workforce Board and provide employers with a skilled workforce.**

**Our Local Workforce Development Board will direct the use of employment resources for the benefit of our residents and current and future employers by:**

- **Promoting Economic Development:** Workforce development boards aim to contribute to the economic vitality of their region by fostering a skilled and adaptable workforce that meets the needs of employers.
- **Connecting Employers and Job Seekers:** Facilitating the connection between employers seeking skilled workers and individuals seeking employment opportunities, thereby addressing skill gaps in the labor market.
- **Enhancing Workforce Skills:** Providing training and education programs to enhance the skills and competitiveness of the local workforce in alignment with the demands of key industries.
- **Supporting Career Advancement:** Offering services and resources that support career advancement, including job placement assistance, career counseling, and support for professional development.
- **Collaborating with Partners:** Working collaboratively with educational institutions, government agencies, businesses, and community organizations to create a comprehensive approach to workforce development.
- **Addressing Workforce Disparities:** Striving to reduce disparities in employment opportunities by promoting inclusivity and equal access to training and employment resources.
- **Responding to Industry Needs:** Adapting programs and initiatives to address the changing needs of industries and ensuring that the local workforce remains competitive on a regional and global scale.

*References: MOU/IFA Guidance, Section 6*

**Section 6: Role of One Stop Operator**

Provide a brief narrative of ways the One Stop Operator works with partners to ensure effective operations, service delivery, and service integration.

The LWDB One Stop Operator leads the coordination in service delivery of required One-Stop partners and service providers within the three assigned areas. The position ensures One-Stop system partners communicate, address values and performance expectations with a focus on customer needs, stakeholder abilities, empowerment, innovation, learning and organizational direction. The operator will work collaboratively with the LWDB members and area directors to ensure the centers provide the best overall customer experience and satisfaction of service delivery.

**Section 7: Partners**

*References: MOU/IFA Guidance, Section 7*

Contact information for partners to the MOU should be included in Table B, on page 6. Following this table on page 6, please provide a short (1-2 paragraph) narrative for each partner that is a party to the MOU. The narrative should explain:

- The services that a partner provides
- The method(s) the partner uses to provide services (in-person, virtually, through cross-trained partners, direct linkage)
- Strategies for cross-training other staff and partners
- The partner's role in outreach, recruitment, and marketing
- The partner's contributions to programmatic accessibility
- The partner's contributions to any priorities of service and/or to targeting particular special population.

**Required Federal Partners**

*References: MOU/IFA Guidance Section 7(a)*

Provide the names and contact information for required federal Partners in Table B, on page 6

**State Partners (Recommended)**

*References: MOU/IFA Guidance Section 7(b)*

### Additional Partners (optional)

*References: MOU/IFA Guidance Section 7(c)*

Provide the names and contact information for any additional Partners in Table B.

### Partner Overview

#### Partner Narratives

For each partner, include a short narrative (1-2 paragraphs) that explains:

- The services that partner provides
- The method(s) the partner uses to provide services (in-person, virtually, through cross-trained partners)
- Strategies for cross-training other staff and partners
- The partner's role in outreach, recruitment, and marketing
- The partner's contributions to programmatic accessibility
- The partner's contributions to any priorities of service and/or to targeting particular special populations.

#### **Access to and Understanding of AEFLA Title II Services**

In coordination with the Title II partner(s), the Cumberland, Salem, and Cape May OSCC will work to ensure initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and need for supportive services is generated upon client intake at the OSCC and shared with the appropriate parties.

Access to services in partnership will take place through cross training of Title II/OSCC staff and access to services as available through a direct linkage. Co-enrollment would occur if career planning services are needed while the customer is participating in the Title II program but is not automatic. If the customer's desire is to enter training after receipt of their HSE, they will be connected to a WIOA counselor to discuss a plan of action prior to exit from Title II.

Title II providers will agree to represent the AEFLA program in a part-time capacity at OSCC location or if not feasible, the Title II provider will work with the OSCC Operator to develop and provide an annual required training held with OSCC staff on AEFLA and NJ Title II policies; including intake, assessment, referrals, and Title II provider locations/contacts for service within or near the County, and any required follow-up.

#### **Referrals**

The Cumberland, Salem, and Cape May OS staff will provide referrals to and coordination of activities with other programs and services, including programs and services within the One-stop delivery system and, when appropriate, other workforce development programs, including AEFLA Title II. The OSCC Operator/WDB will provide annually an updated flow chart of service intake to all mandated partners and providers.

Referrals will be made via the following approved mechanisms: Electronically via forms/case management system shared weekly with Title II providers or through other means: (County should detail how the referrals are handled, including customer flow through OSCC and onwards to Title II if clients fit federal parameters for intake).

**TITLE II ADULT LITERACY PROGRAM  
SALEM COUNTY VOCATIONAL & TECHNICAL SCHOOLS**

**Contact Person: Dr Jennifer Bates  
Email: Jbates@SCVTS.org**

Cumberland Title II services are offered in classrooms within the Cumberland County One Stop. Participants will have the opportunity to have work experiences that follow a traditional structured learning experience (SLE) model. SLE starts with a mentoring or shadowing opportunity, followed by hands-on work experience. Participants will not only still be receiving instruction that relates to the fields they are interested in working in but will also have the opportunity to put these skills to use by being placed in a job with one of our existing partners. Because participants in the day school program at SCVTS are regularly placed in internships and externships, there is an existing network of partners who work with the district to place participants. The after-school instructors will evaluate participants to ensure proper placement and that their placement will set them up for future success. All offerings will culminate in the opportunity to acquire an industry recognized credential. Instructors will provide participants with necessary training and support to be able to pass the examination to acquire the credential. All participants will have the opportunity to participate in the OSHA 10 General Industry training course that teaches health and safety awareness and assists employers in reducing risks of workplace hazards. Additionally, based on the participants chosen industry, additional credentials may be needed such as CPR from the American Heart Association, NRF Customer Service and Retail, or Serv Safe for food handling. These credentials will be available to participants if needed. Participants will begin the program being exposed to all of the career pathways that are ultimately going to be offered. During this period, instructors will teach introductory material for all of the career options so that participants may gain a deeper understanding of each field. Individuals who are currently employed in these occupations will present to the participants with information on the reality of working in that field. Participants will evaluate their interests and abilities to choose a career pathway to focus on. Participants will have the opportunity to earn Industry-recognized credentials and be placed in internships, on the job training sites, or job shadowing. Instructors of the program will explicitly teach leadership skills following a curriculum like Leader In Me. Participants will have the opportunity to take part in student-led service and wellness activities for the betterment of the school community and the community at large. Participants will also have opportunities to work collaboratively with other afterschool program participants and take part in community service events. Participants will be allowed to take the lead in planning, organizing, executing and evaluating the service events in which they participate as part of their final portfolio.

When applicable, Out-of-school youth and In-School Youth will be provided with supportive services, as outlined in a RFP. Specifically, participants will be assisted with transportation to and from work experience sites, as well as home at the conclusion of the daily program. Participants will also be given assistance with educational testing and accommodation. Other supportive services deemed necessary, appropriate and allowable will be taken into consideration on an individual basis. Barriers will be identified, and solutions put in place to support the individual needs of the participants. A college and career counselor will be utilized to monitor and track participants, as they make their way through their training. This mentor will track student participation and outcomes until the contract end date and be reconnected with the Salem County One Stop Services. The mentor will also oversee the Structured Learning Experiences, ISS plans, and portfolios. A college and career counselor will provide

follow-up services for not less than 12 months after completion of participation. These services will continue for at least 180 days after participants exit the program where participants would then be reconnected to the Salem County One Stop Services for continued follow-up. The Salem-Cumberland WDB committee organizations such as Youth Services and Disabilities will be consulted. A college and career counselor will also be made available too, and this counselor will remain in contact with In-School Youth throughout the program. Financial literacy will be offered as part of the academic enrichment and remediation curriculum. We will also look to procure a financial literacy curriculum, like that offered by NJ CAN and Federal Reserve Education, to embed in the program.

Entrepreneurial skills training will be offered through participants' career pathway choices. Participants will be given the opportunity to learn about what it means to be an entrepreneur as well as hear from entrepreneurs as guest speakers. As part of the introductory coursework, participants will be provided with information on in-demand careers and prospects in the area. In-demand career pathway options that can be supported in the area will be the focus of the options that participants will have to choose from for their workplace experience activities and training. A career and college counselor will also provide participants with information and counseling on these in demand career sectors. Participants will utilize self-assessment inventories to determine where their interests lie. Participants will access NJ CAN as another opportunity to explore careers and determine what a student would need to work in the field of their choice. Sessions on applying to college (application process, FASFA, etc.) will be offered for participants and their families so that participants understand what choices they have. Job shadowing experiences, prior to internship/externship placement will allow participants to observe what it is like to work in their field of choice. Participants will also be able to build their workplace portfolio and receive some training in resume building and interview skills. We offer a full array of post-secondary training programs for students as well as adult literacy services for Adult Basic Education, GED testing, ESL/Civics and Individual Educational Training programs (IET) for ESL/Civics students.

**TABLE B**  
**Partner Information Cumberland, Salem and Cape May Counties**

<b>A. Required Federal Partners</b>	<b>Contact Person/Signatory</b>	<b>Contact Information</b>	<b>Service Provision Method</b>
<b>Title I Adult, Dislocated Worker, And Youth Programs /Cumberland County</b>	Jaime Gomez Director Cumberland County Division of Employment and Training/ Center For Workforce & Economic Development	3322 College Drive Vineland  Direct Line <b>856-238-6762</b>  <a href="mailto:jgomez@ccoel.org">jgomez@ccoel.org</a>	In Person
<b>Title I Adult, Dislocated Worker, And Youth Programs/ Salem County</b>	Richard Stewart Director Salem County Board of Social Services & Employment and Training	Richard Stewart <a href="mailto:richard.stuart@scbsnj.org">richard.stuart@scbsnj.org</a> 147 S Virginia Ave Penns Grove, NJ 08069 (856) 299-7200	Phone, Email, In person.
<b>Title I NFJP (National Farmworker Job Program)/MSFW (Migrant And Seasonal Farmworker)</b>	Minnett Santiago PathStone Senior Director NJ Operations	76 West Landis Avenue, Vineland 856-696-1000 <a href="mailto:msantiago@pathstone.org">msantiago@pathstone.org</a>	In Person, Phone, Email
<b>Title I Job Corps</b>	Lonnie Hall Center Director Edison Job Corps Academy	500 Plainfield Avenue Edison, NJ <b>732-393-3524</b> <a href="mailto:hall.lonnie@jobcorgs.org">hall.lonnie@jobcorgs.org</a>	In Person
<b>Title I Youthbuild</b>	This Partner Has No Presence in Our Local Area		
<b>Title III Unemployment Compensation</b>	Darlene Wilson On Behalf of Ronald Marino	<a href="mailto:Darlene.Wilson@dol.nj.gov">Darlene.Wilson@dol.nj.gov</a> <a href="mailto:Ronald.Marino@dol.nj.gov">Ronald.Marino@dol.nj.gov</a>	Email or by appointment

<b>Title III Wagner-Peyser</b>	Baden Almonor Director Career Services NJDOL and Workforce Development	Baden Almonor <a href="mailto:Baden.Almonor@dol.nj.gov">Baden.Almonor@dol.nj.gov</a> 1 John Fitch Way Trenton	
<b>SCSEP (Senior Community Service Employment)</b>	Mariana Beshai-Ascander State Director of Senior Community Service Employment Program Chief of Special Populations Programs New Jersey Department of Labor and Workforce Development	Mariana Beshai-Ascander Phone: 609-960-5043 <a href="mailto:Mariana.Beshai-Ascander@dol.nj.gov">Mariana.Beshai-Ascander@dol.nj.gov</a>	in-person or virtual

<b>TAA Program (Trade Adjustment Assistance)</b>	Howard Miller Chief	Howard Miller 609-984-4437 <a href="mailto:Howard.Miller@dol.nj.gov">Howard.Miller@dol.nj.gov</a>	Outreach By Phone/Email
<b>Jobs For Veteran State Grants</b>	Baden Almonor Director Career Services NJDOL and Workforce Development	Baden Almonor <a href="mailto:Baden.Almonor@dol.nj.gov">Baden.Almonor@dol.nj.gov</a> 1 John Fitch Way, Trenton	Currently there are no DVOP's in any of the 3 counties. ES managers receive referrals to assist Veterans.
<b>Reo (Reentry Employment Opportunities)</b>	This Partner Has No Presence In Our Local Area.		Not currently available
<b>Title II AEFLA (Adult Education and Family Literacy Act) Program</b>	Salem County Technical Vocational School	Jennifer Bates, Ed, D <a href="mailto:jbates@scvts.org">jbates@scvts.org</a> Asst. Superintendent 880 Route 45 Woodstown, NJ 08098 856-769-0101 x5346	In Person, Virtual, ap Top Loaner Program
<b>Title IV State VR (Vocational Rehabilitation) Service Program</b>	Karen Carroll Director, DVRS	<a href="mailto:Karen.carroll@dol.nj.gov">Karen.carroll@dol.nj.gov</a>	Local offices provide services in person, by phone and email, or virtually.
<b>Commission for the Blind and Visually Impaired</b>	Esther Lavarin Vocational Rehabilitation Coordinator	<a href="mailto:Esther.Lavarin@dhs.nj.gov">Esther.Lavarin@dhs.nj.gov</a>  Phone: 609-900-6107	

<b>CTE (Career Technical Education Programs) At Postsecondary Level - Carl D. Perkins Act Salem County</b>	Salem Community College	Dr. Michael Gorman <a href="mailto:mgorman@salemcc.edu">mgorman@salemcc.edu</a> 460 Hollywood Ave, Carneys Point, NJ 08069 856-299-2100	In person
<b>CTE (Career Technical Education Programs) At Postsecondary Level - Carl D. Perkins Act Cape May County</b>	Atlantic Cape Community College- Cape May County	Dr. Barbara Gaba <a href="mailto:bgaba@atlantic.edu">bgaba@atlantic.edu</a> 341 Court House South Dennis Rd, Cape May Court House, NJ 08210 609-343-4713	In person

<b>Workfirst New Jersey Employment And Training {E&amp;T} - General Assistance</b>	Jaime Gomez/Cumberland	3322 College Drive Vineland, NJ 08360  856-238-6762 <a href="mailto:jgomez@ccoel.org">jgomez@ccoel.org</a>	In-person Email Phone Virtually
<b>Workfirst New Jersey Employment And Training {E&amp;T} - General Assistance</b>	Richard Stewart/Salem	<a href="mailto:richard.stuart@scbssnj.org">richard.stuart@scbssnj.org</a> 147 S Virginia Ave Penns Grove, NJ 08069 (856) 299-7200	Email Phone Virtually
<b>Workfirst New Jersey Employment And Training (E&amp;T) - General Assistance</b>	Donna Groome/Cape May	Donna Groome <a href="mailto:donna.groome@co.cape-may.nj.us">donna.groome@co.cape-may.nj.us</a> 3801 US-9 Unit 4, Rio Grande, NJ 08242 (609) 886-6200	Email Phone Virtually In Person
<b><i>D. Additional Partners</i></b>			
<b>Millville Public Library</b>	Courtenay Reece MUS  Library Director	<a href="mailto:courtenayre@millvillepubliclibrary.org">courtenayre@millvillepubliclibrary.org</a> 210 Buck Street Millville NJ 08332 856-825-7087	In person
<b>Revive South Jersey</b>	Jonathan Cummings	<a href="mailto:jon@revivesj.org">jon@revivesj.org</a> Revive South Jersey 31 West Commerce St. Bridgeton, NJ 08302	Virtually

## MOU Targeted Questions

### 1. The services that each partner provides – The following services are provided to participants:

- A. Basic Career Services
- B. Individual Career services
- C. Education/Training services
- D. IEP
- E. Supportive Services
- F. Assistance with Obtaining/retaining unsubsidized employment

### 2. Strategies for cross-training other staff and partners

- A. NJ Staff meets quarterly to provide cross-training needs and program updates and discuss population trends in the counties in which we operate.
- B. Partners are individually cross trained on eligibility criteria and available services and to discuss co-enrollment opportunities.
- C. Participating in partner meetings is utilized to exchange information and identify opportunities for program and staff integration.

### 3. The partner's role in outreach, recruitment, and marketing

- A. NJDOL utilizes unorthodox schedules to reach targeted populations.
- B. Developed outreach plans are utilized providing an opportunity to partner with WDB outreach staff to disseminate program materials and deliver informational sessions.
- C. Outreach to inner-city neighborhoods, social service providers, minority-based community centers, low-income housing complexes, faith-based organizations, radio/television stations, newspapers, and local businesses are best practices to reach the population and provide program information.
- D. Social media platforms enhance marketing efforts and allow the sharing of partners' service information.

### 4. The partner's contributions to programmatic accessibility

- A. Ensures equity and inclusion of all individuals via its diverse marketing and outreach strategies. Marketing brochures are available in English, Spanish, and Haitian Creole.
- B. Maintains a diverse and multilingual workforce, which enhances the accessibility of services.
- C. Yearly staff training on Nondiscriminatory policies and procedures provides a recap of state and federal laws.
- D. Handicap-accessible facilities, transportation services, and telecommunications relay service are available for eligible individuals.

### 5. The partner's contributions to any priorities of service and/or to targeting special populations

- A. Programs are considered special populations under the U.S. Department of Labor.

**Partner Agency:**

**PathStone, LLC**

**Address: 76 West Landis Avenue, Ste. B-C Vineland, NJ 08360**

<b>A. Required Federal Partners</b>	<b>Contact Person/Signatory</b>	<b>Contact Information</b>	<b>Service Provision Method</b>
Title I NFJP (National Farmworker Job)	L. Minnett Santiago	856-696-1000 Ext. 124 msantiago@pathstone.org	In Person with Virtual option depending on customer's needs

**National Farmworker Jobs Program  
&  
Senior Community Service Employment Program**

**The National Farmworker Jobs Program (NFJP)** is a nationally directed, locally administered program of services for migrant and seasonal farmworkers and their dependents. Career Services and Training grant recipients help farmworkers and their dependents acquire the necessary skills to either stabilize or advance in their agricultural jobs or obtain employment in new industries. NFJP is an integral part of the public workforce system and a partner in the nationwide network of American Job Centers. Additionally, NFJP partners with the Monitor Advocate System to ensure farmworkers have equitable access to career services, skill development, and workforce protections offered by American Job Centers so they may improve their living and working conditions.

The **Vineland Housing Authority's (VHA)** Resident's Information and Referral Services/Case management assess Resident's academic and/or employability needs and refer (if needed) to the One Stop Career Service Program.

**VHA's Resident's Services**

1. Outreach, intake and orientation for VHA's Family Self-Sufficiency Program (FSS).
2. Outreach, intake and orientation for VHA's Resident's Opportunity for Self-Sufficiency (ROSS).
3. Resident Career Counseling.
4. Provision of Resident's referrals and coordination of academic/employability activities with program/services in the community.
5. Resident's Group and individual Resident's Counseling and Mentoring.
6. Resident's Career Planning/Case Management.
7. Work First Work Experience Program.
8. New Jersey Youth Corp. Work Experience.
9. Rowan University, South Jersey Cumberland Campus, Vineland, NJ Student Internships/Work experience.
10. Resident's Financial Literacy Classes.
11. Resident's Job Readiness Training.
12. Resident's Youth Program/Classes.

## **Vineland Housing Authority Social Services' Department Information and Referral Procedures:**

- 1) Family Self Sufficiency, Resident Opportunity for Self-Sufficiency, Congregate Service and Youth Programs.
  - a) Maintain current/updated Community/Agencies Referral list.
  - b) Resident's "goal setting"/services needed case management.
  - c) Resident's scheduling, referral sources in community (ie: One Stop) and tracking.
  - d) Resident's case management "identify referrals provided/incentives appointment/meeting.
  - e) Resident's information/referral "follow-ups."
  - f) Resident's information/referral case management completion.

### **Commission for the Blind and Visually Impaired (CBVI)**

CBVI's mission is **to promote and provide services in the areas of education, employment, independent living and eye health through informed choice and partnership with persons who are blind or visually impaired, their families and the community.** CBVI's service programs are designed to enable consumers to achieve full inclusion and integration in society through success in employment, independent living, and social self-sufficiency. These services are made available through state and Federal funding and for the most part, are provided free of charge to residents of New Jersey without regard to other disabling conditions, gender, age, race, ethnicity, religion, or sexual orientation. This agency works to provide and/or ensure access to services that will enable people who are blind or visually impaired to obtain their fullest measure of self-reliance and improved quality of life. It also seeks to assure them treatment as individuals with dignity and worth who are fully integrated into their community. The Commission recognizes three major thrusts in carrying out this mission, which are (1) providing specialized services to persons with vision problems, and (2) educating and working in the community to reduce the incidence of vision loss and (3) to improve attitudes concerning people with vision loss.

- **EDUCATIONAL SERVICES:** CBVI provides educational services from birth through high school years to eligible children and their families. These services are designed to allow students who are visually impaired to participate equally with other students in regular classroom activities.
- **VOCATIONAL REHABILITATION:** The goal of this program is to provide services that will enable people who are blind or visually impaired to develop, acquire or update skills that will help them secure and maintain suitable employment. This may include obtaining jobs in a wide array of competitive career fields like law, education, business, technology, as well as self-employment and other occupations.
- **INDEPENDENT LIVING SKILLS:** This program provides training designed to help people of any age who are blind or visually impaired to adjust to their vision loss and gain the skills of daily living they will need to lead a full and productive life.
- **EYE HEALTH SERVICES:** The goal of this program is to save sight and restore vision whenever it is medically possible. CBVI also conducts and sponsors a variety of educational programs and eye health screenings throughout the state to detect vision problems.
- **ADDITIONAL SERVICES:** services for people who are deaf-blind; business and entrepreneurial training; educational materials for visually impaired children; income tax certification letters; referral to community based programs and services; and low and high technical aids and appliances for people that are blind or visually impaired.

**THE METHOD(S) THE PARTNER USES TO PROVIDE SERVICES (IN-PERSON, VIRTUALLY THROUGH CROSS- TRAINED PARTNERS)**

- CBVI Services are generally provided in-person by itinerant staff who meet with consumers in their homes, schools, public areas, churches etc.
- If appropriate, services may be provided virtually via telephone, Zoom, TEAMS etc.

**STRATEGIES FOR CROSS-TRAINING OTHER STAFF AND PARTNERS**

- Host meetings with joint groups in MOU. Presentations and trainings for the dissemination of each agencies services. Send agency outreach materials to other agencies prior to meeting

**THE PARTNER'S ROLE IN OUTREACH, RECRUITMENT, AND MARKETING**

- Outreach efforts are provided by CBVI staff through presentations, attending job fairs, building relationships with employers, sharing agency materials and community events as appropriate
- We recruit consumers through collaboration on MOU's to maintain community involvement and referrals

**THE PARTNER'S CONTRIBUTIONS TO PROGRAMMATIC ACCESSIBILITY**

- CBVI specifically serves individual who are blind, deaf-blind and/or visually impaired
- We provide accessible materials for our consumers and staff
- We employ individuals who are blind, deaf-blind and/or visually impaired.
- We ensure agency website are accessible and provide translators as needed.
- **THE PARTNER'S CONTRIBUTIONS TO ANY PRIORITIES OF SERVICE AND/OR TO TARGETING PARTICULAR SPECIAL POPULATIONS.**
- N/A. CBVI does not provide priority services.

**Title IV State VR (Vocational Rehabilitation) Service program (generally Commission for the Blind and Visually Impaired [CBVI])**

New Jersey Vocational rehabilitation services (NJDVRS) is a federal/state program to help people who have a disability qualify for, find, or keep a job. The professional staff at DVRS assist with vocational rehabilitation services. Pre-Employment Transition Services are available to students with disabilities. Students may also qualify for services to help make the transition from school to work and to become successful in a chosen career. The mission of the New Jersey DVRS is to enable eligible individuals with disabilities to achieve an employment outcome consistent with their strengths, priorities, needs, abilities, and capabilities. NJDVRS provides quality services in person and virtually to accommodate the needs and preferences of consumers.

The core service of vocational rehabilitation services (VR) is vocational counseling and guidance. Examples of other services include job placement, supported employment (SE), time-limited placement and coaching (TLJC), job accommodations, skills training, college training, physical and mental restoration, diagnostic evaluations, assistive technology devices, and benefits counseling, among others. Any service provided must be in support of the consumer's vocational goal and needed in order for the individual to obtain, maintain, or advance in employment.

DVRS counselors from each field office are assigned to secondary schools to function as the liaison between the schools and DVRS. Our counselors collaborate with child study teams and other school personnel in regard to students' transition plans and offer in-service trainings to school staff, students, and parents.

Pre-Employment Transition Services (Pre-ETS) may be provided to students who are aged 14-21 and attend

any secondary education program or are home schooled. Five distinct Pre-ETS services prepare students for competitive integrated employment and/or post-secondary training opportunities. The five Pre-ETS services are: Job Exploration Counseling, Counseling on Post Secondary Employment Opportunities, Workplace Readiness Training, Self-Advocacy training and Work-Based Learning Experiences. These services are available to students who demonstrate a need for the services and students presumed eligible for Pre-ETS. Local education agencies i.e. high schools can also provide

Pre-ETS to students. These services cannot be duplicated. Pre-Employment Transition Services do not require a formal application, but students have to be “known” to DVRS before services can begin.

As a core workforce partner under Title IV (Vocational Rehabilitation) of the Rehabilitation Act of 1973, as amended by the Workforce Innovation and Opportunity Act of 2014, this addendum clarifies the role of the Commission for the Blind and Visually Impaired (CBVI) as a core partner in the workforce system providing vocational rehabilitation services to individuals who are blind, deaf-blind, and visually impaired, and to accurately reflect that role in the MOU/IFAs.

As CBVI is not a co-located partner, CBVI will contribute the following in-kind services and contribution to the local areas, in coordination with, and based on the need of, the local areas:

1. Training on CBVI Services, Assistive Technology and Accessibility, and Blindness Etiquette for serving blind, deaf-blind, and visually impaired consumers.
2. Invite training from the other workforce partners to enhance CBVI’s partnership and referral to other workforce services and programs.
3. In collaboration with the local area, purchase and install accessible software and hardware for consumer-use technology/computers to ensure accessibility for blind, deaf-blind, and visually impaired consumers who may receive services from another workforce program.
4. Participation in local area meetings and programming, as appropriate.
5. Designated VR Counselor contact and Business Relations Specialist contact for each local area, who may attend meetings (such as the disability issues committees), facilitate referrals, and otherwise work closely with the local WBD for the area they cover.

**The National Farmworker Jobs Program (NFJP)** is a nationally directed, locally administered program of services for migrant and seasonal farmworkers and their dependents. Career Services and Training grant recipients help farmworkers and their dependents acquire the necessary skills to either stabilize or advance in their agricultural jobs or obtain employment in new industries. NFJP is an integral part of the public workforce system and a partner in the nationwide network of American Job Centers. Additionally, NFJP partners with the Monitor Advocate System to ensure farmworkers have equitable access to career services, skill development, and workforce protections offered by American Job Centers so they may improve their living and working conditions.

### **SCSEP MOU/IFA Language**

The SCSEP program is implemented by New Jersey’s Department of Labor and Workforce Development Division of Workforce and National Grantees. This partnership is directly responsible for providing seamless and comprehensive services to participants, host agencies, and employers.

Senior Community Service Employment Program (SCSEP) provides subsidized, part-time, community service training for lower-income workers over 55 that face barriers to employment. Program participants work 15 to 25 hours a week in a community service assignment and are paid New Jersey’s minimum wage. SCSEP is designed to meet the needs of our NJ older workers.

SCSEP is fully integrated into the One-Stop Career Center system. This integration provides older workers with job placement assistance, vocational counseling, career exploration, and job search support, as well as access

to foundational skill development, occupational training, and a wealth of supportive services to help eliminate barriers and increase employment opportunities.

Co-enrollment in WIOA ensures participants receive a full array of wrap-around services. Participants receive career services, training, supportive services, and job coaching/mentoring to increase employment and retention opportunities.

### **1. The services that each partner provides**

SCSEP provides the following to participants:

- Assessment
- Intake/Registration
- Individual Employment Plans (IEP)
- Basic Skills/ESL Training
- Career Services
- Occupational Training
- Supportive Services
- Employment/Retention Services

The SCSEP Program continues to be fully integrated within the One-Stop system. As such, participants receive training, supportive services, and job placement and retention services. Program staff will continue to collaborate and ensure co-enrollment with the One-Stop system.

### **2. The method(s) the partner uses to provide services (in-person, virtually, through cross-trained partners, through direct linkage)**

SCSEP provides services to participants via:

- In-person
- Virtual
- Partnerships with Community Based Organizations/ Non-profits (such as libraries) and host agencies
- Co-enrollment with One-Stop Career Centers (OSCC)

### **3. Strategies for cross-training other staff and partners**

SCSEP grantees deliver consistent quality training and technical assistance on policies and procedures to staff on a regular basis. Teams calls are held with program staff to communicate program policy and vital information and provide training and technical assistance regarding policy changes, program goals and performance. The State SCSEP Director promptly informs grantees, management and staff of all policy changes and updates.

### **4. The partner's role in outreach, recruitment, and marketing**

SCSEP continues to develop outreach strategies (i.e. websites, social media, job fairs) to increase enrollment and unsubsidized employment opportunities for seniors. Through on-going marketing and outreach efforts as well as partnerships with employers, economic development partners, Chambers of Commerce, business associations, and other economic development groups job opportunities for participants are increased statewide.

### **5. The partner's contributions to programmatic accessibility**

SCSEP program staff will continue to provide quality services to older workers. SCSEP is successfully integrated into the One-Stop delivery system and has a positive reputation with employers, who have reported high satisfaction with SCSEP participants who have entered employment. NJ SCSEP's long-term strategy is to continue to upskill older workers to expand career paths that lead to employment, retention, and self-sufficiency.

SCSEP staff will continue to strengthen its collaboration with NJDOL's workforce development system (Apprenticeship/Business Engagement, Office of Research Information, and One-Stop Career Centers) to ensure participants are co-enrolled and have access to a wealth of programs, services, training, and employment opportunities. This will ensure the program's continued accessibility and success.

**6. The partner's contributions to any priorities of service and/or to targeting special populations**

In selecting eligible individuals for SCSEP participation priority will be given to individuals who have one or more of the following characteristics:

- Are 65 years of age or older.
- Have a disability.
- Have limited English proficiency.
- Have low literacy skills.
- Reside in a rural area.
- Are veterans (or eligible spouses of Veterans).
- Have low employment prospects.
- Have failed to find employment after using services provided under WIOA.
- Are homeless or are at-risk of homelessness.
- Are formerly incarcerated or on supervision from release from prison or jail within five years of the date of initial eligibility determination.

**NJDOL Business Services**

(Titled Business Engagement & Sector Strategies)

NJDOL Business Services Unit is comprised of multiple sub-units as outlined below. All outreach services will be coordinated with local WDB areas as part of this MOU process. Full scope is outlined below for consideration of continued coordination efforts.

**State Business Engagement/Outreach Team**

**Roles/positions:**

1. State Business Services Representatives
2. State OJT writers
3. State Business Services Coordinators
4. Apprenticeship Outreach

This unit provides employer engagement related to direct marketing of the local public workforce system in coordination with local WDB guidance and support. It also includes apprenticeship outreach and coordination with USDOL Office of Apprenticeship to help grow the apprenticeship model in New Jersey. This unit also provides talent acquisition services and management of State hiring incentive funds.

**Industry Partnership / Sector Strategies Team**

**Roles/positions**

1. Sector Lead / Project Manager

The Industry Partnership group focuses on collective workforce needs of identified sectors by region in alignment with State economic development strategies. The Industry Partnership team convenes businesses into action teams to discover common pipeline workforce needs, gain agreement on which workforce issues to tackle, and assist in facilitating outcome opportunities. The IP Team then works

within the framework of existing NJDOL, State & local education partners, and local WDB partners to connect resources to meet the identified skill needs defined by employers.

### ***Trade Act Unit (TAA)***

#### ***Roles/positions***

##### **1. Trade Act Counselors**

This unit provides career counseling and funds support to select employees identified as having lost their jobs due to a company being identified as negatively impacted by international trade.

- **At this time TAA has not been reauthorized. The program expired on June 30<sup>th</sup>, 2022. No new applications may be processed. Only customers already part of the established protocol may be served to completion. Until TAA is reauthorized this service will not be part of the MOU.**

### ***Federal Bonding***

#### ***Roles/positions***

##### **1. Bond Writer**

This program provides employers with a no-cost, six-month, \$25,000, federal bond insuring employers against theft, forgery, larceny, or embezzlement for hiring hard-to-place jobseekers such as individuals who have poor credit histories, recovering substance abusers, individuals on public assistance, and parolees.

### ***Work Opportunity Tax Credit Unit (WOTC)***

#### ***Roles/positions***

##### **1. Data Entry Clerks**

This Federal tax credit ranging from \$2,400 to up to \$9,600 is offered to employers who hire and retain veterans and individuals from other target groups with significant barriers to employment. The application process is simple, but paperwork must be submitted within 28 days of hire.

### **Funded Programs**

#### ***State Incumbent Worker unit (Upskill Grants)***

Competitive block grants awarded to employers designed to cost share approved training needed by NJ businesses to help grow or retain high skill / high wage job functions.

#### **Opportunity Partnership Grants**

Competitive Block Grants are awarded to training providers working in conjunction with identified employers to fund predicate skills trainings for dislocated workers. Employers are expected to be a part of both curriculum development and recruitment.

#### **Fellowship Grants**

Competitive 2-year grants awarded to NJ businesses to fund PHD candidates performing technology research at NJ companies contributing to the Science & Technology ecosystem of the State.

Business Service representatives from three counties along with WDB Director and Operator met and discussed the current collaborations in place, and how moving forward efforts can be improved. Discussions also included barriers for residents and employers, creating a possible task force for occupation insight, and review of reporting guidelines which will be helpful during the bi-monthly

meetings all agreed would assist in keeping the line of communication open Moving into 2024 Adriana will attend Salem/Cumberland and Ivonne will attend CM/Cumberland and report out on - On the Job Training Contracts/Incumbent Worker Training Contracts. In addition, we have bi-monthly Business Services meetings, and they will report out on anything new from the state. If the BR's are on that call they can report out as well.

### **Unemployment Insurance**

- Services provided- For those stops in which there is a UI presence, we provide support to the workforce staff as needed. Our well-trained staff service the constituents of NJ regarding unemployment needs (by appointment only). We also service walk in claimants for identity verification via our ID me kiosk.
- Method(s) to provide the services (in-person, virtually, cross trained partner) The methods used to provide our services are in person and virtually by our well-trained UI staff.
- Strategies for cross training other staff and partners- To train the workforce staff to assist claimants in ID me process
- Role in outreach, recruitment and marketing- none
- Contribution to programmatic accessibility- Our contribution to programmatic accessibility is that we provide in person support by appointment for the claimants who cannot reach our call center or for those who can not file a claim online.
- Priorities of Service and any targeting of special populations- N/A When claimants make an appointment they come in and we serve them. We do not target special populations or take priorities.

\*Also, the issue of co-enrollment will be dealt with at a later date after the NJLWD and the administrator of the partner programs have had meeting to resolve a number of significant issues.

\* We will however, have discussions on the referral process we have in place and the need to establish mechanism among all of the partners.

### **New Jersey Youth Corps**

#### **NEW JERSEY YOUTH CORPS (NJYC)**

**Summary of Partner and Services:** New Jersey Youth Corps is one of the largest youth service and conservation corps in the United States. Youth Corps is a year-round, voluntary program that engages out-of-school youth (ages 16 to 25) without a high school diploma in full-time community service, training, and educational activities. Guided by staff who serve as mentors and role models, teams of youth called "crews" carry out a wide range of service projects. In return for their efforts to restore and strengthen communities, Corpsmembers receive:

- Education development in basic skills and assistance in obtaining a high school diploma.
- Work experience opportunities through community service projects, which develop positive employability skills while addressing unmet community needs.
- Life skills and employability skills instruction.
- Personal and career counseling to build self-esteem, clarify values, and develop leadership skills while developing a career portfolio.
- Supportive services to resolve employment barriers and support program participation.
- Transition services and continuing support services for transitioning to college, training, employment, or other quality placements to continue career development beyond NJYC.
- Stipends and incentives while enrolled in Youth Corps.

**Participant Information:**

<b>Targeted population</b>	Out-of-school youth, 16 -25 years old, without a high school diploma.
<b>Eligibility</b>	NJ residency, proof of out-of-school status, proof of age.

**How customers/clients access services:** Word-of-mouth, referrals from local agencies. Interested youth contact their local NJYC site to begin interest intake, then are invited to attend pre-corps orientation. Upon successful completion of orientation (meeting local NJYC site’s attendance/behavior/engagement requirements), they are selected to enroll in NJYC.

**Summary of processes for Intake and referral for services:** NJYC requires that each participant completes academic assessments at intake and completes an Individual Service Strategy with an NJYC counselor at time of enrollment.

**Data systems used:** System for Administering Grants Electronically (SAGE). Grantees report extensive participant data profiles in SAGE - includes demographic info, barriers to employment, initial intake info, participation hours, supportive services, and education and placement achievements.

**Summary of ongoing contact/case management:** Personalized, ongoing case management with one-on-one counseling sessions at minimum every two weeks.

**Areas/Topics in which partner can cross-train to WDB:** NJYC requirements, expectations, and referral process.

**Areas/Topics in which partner would like cross-training from WDB:** AOSOS registration, services for English Language Learners, individual training (ITA) opportunities, supportive services and other resources.

**Rowan College of South Jersey/Cumberland County**

On the campus of RCSJ – Cumberland, there are 75 Perkins-approved programs. These programs are high-quality and well designed, staffed by academically prepared instructors and faculty. For potential students and current students in those CTE programs, the College provides:

- An extensive and comprehensive intake process
- Placement testing
- Academic advising
- Career discernment
- Case management using Starfish retention software.

Rowan College of South Jersey-Cumberland Campus is co-located on the Cumberland Campus with CWED and the two share a strong partnership, allowing RCSJ Cumberland’s Perkins V CTE program to utilize a variety of methods to create seamless co-enrollment and case management system. The following tools are used in the enrolment and case management process:

- Starfish retention software
- Cross training of staff
- Representation on advisory boards and regular meeting attendance
- Open lines of communication across organizations
- Shared assessment and testing results, such as TABE and CASAS testing
- Assessment intake sharing

Rowan College of South Jersey Cumberland shares an integrated intake system and onboarding process with CWED. This process is critical to getting students on a successful career path. The goal of the Perkins VCTE program is to guide students on a pathway to an in-demand, high-wage, high-skill career. The College’s “One Stop Enrollment Office” serves as the “front door” of the college, allowing staff to process new students, administer basic skills testing and share referrals with partners. Through testing, training and education, the referral system brings together workers, job seekers, and employers.

The staff members at the College's "One Stop Enrollment Office" are familiar with eligibility and participation requirements, as well as with the availability of specific services and benefits through the College, CWED and other possible partners. Within the ongoing open flow of communication and premier partnership with CWED, the College regularly evaluates ways to improve the referral process, including the use of student satisfaction surveys and other feedback. Using this feedback, the system includes follow-up on the results of referrals, assuring student success.

Rowan College of South Jersey- Cumberland's Adult Literacy programs prepare individuals for their high school equivalency diploma and improve English literacy skills. The High School Equivalency (HSE/GED) program provides adults who did not complete a formal high-school program the opportunity to obtain a High School Diploma issued by the State of New Jersey Department of Education. Students participate in reading, writing, math, social studies, and science. The program also provides college information sessions, work readiness, and computer literacy workshops. Students who successfully complete the program are prepared to take the GED assessment to earn their high school diploma.

The English as a Second Language (ESL) program helps adults whose first language is not English to improve their English speaking, reading, and writing skills. Students gain computer skills, work readiness skills, enroll in college, and prepare for career training or employment opportunities. Students may also choose to prepare for the US citizenship test.

Integrated Education and Training (IET) provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement. The IET program includes the following three components: adult education and literacy activities, workforce preparation activities, and workforce training.

Rowan College of South Jersey- Cumberland runs a Displaced Homemakers Program. A Displaced Homemaker is an individual who have worked in the home for a number of year and suddenly find that they are the primary source of household income. This situation may be the result of divorce, separation, death or the disability of a spouse or partner. In many cases, displaced homemakers are underemployed and unable to support themselves or their children. After losing a primary source of income, displaced homemakers often need to return to the workforce. The RCSJ Displaced Homemakers program helps these individuals learn or update skills for today's job market. The goal is to help them become financially self-sufficient and mentally empowered by providing education, job readiness training, career planning services, individual consulting, outreach, referrals to social services, and emotional support. The services RCSJ provides includes Job Skills Training, Job Readiness Workshops, Computer Skills Training, Life Skills Workshops, Individual Consultation and Case Management, Career Planning Services, Job Placement Assistance and Supportive Services and Referrals.

### **Salem County Community College**

The Carl D. Perkins Vocational and Technical Education Act is a federal program that provides grant funds to Salem Community College in order to foster academic achievement of career and technical education students, strengthen articulations between secondary and postsecondary education, and improve state and local accountability. The program's mission is to promote student achievement and preparation for global competitiveness through educational excellence and equitable access.

SCC provides 17 Perkins programs. These programs are high-quality and well designed, staffed by academically prepared instructors and faculty. For potential students and current students in those CTE programs, the College provides:

- An extensive and comprehensive intake process

- Placement testing
- Academic advising
- Career exploration and counseling

### **Salem County Vocational & Technical Schools**

Participants will have the opportunity to have work experiences that follow a traditional structured learning experience (SLE) model. SLE starts with a mentoring or shadowing opportunity, followed by hands-on work experience. Participants will not only still be receiving instruction that relates to the fields they are interested in working in but will also have the opportunity to put these skills to use by being placed in a job with one of our existing partners. Because participants in the day school program at SCVTS are regularly placed in internships and externships, there is an existing network of partners who work with the district to place participants. The after-school instructors will evaluate participants to ensure proper placement and that their placement will set them up for future success. All offerings will culminate in the opportunity to acquire an industry recognized credential. Instructors will provide participants with necessary training and support to be able to pass the examination to acquire the credential. All participants will have the opportunity to participate in the OSHA 10 General Industry training course that teaches health and safety awareness and assists employers in reducing risks of workplace hazards. Additionally, based on the participants chosen industry, additional credentials may be needed such as CPR from the American Heart Association, NRF Customer Service and Retail, or Serv Safe for food handling. These credentials will be available to participants if needed. Participants will begin the program being exposed to all of the career pathways that are ultimately going to be offered. During this period, instructors will teach introductory material for all of the career options so that participants may gain a deeper understanding of each field. Individuals who are currently employed in these occupations will present to the participants with information on the reality of working in that field. Participants will evaluate their interests and abilities to choose a career pathway to focus on. Participants will have the opportunity to earn Industry-recognized credentials and be placed in internships, on the job training sites, or job shadowing. Instructors of the program will explicitly teach leadership skills following a curriculum like Leader In Me. Participants will have the opportunity to take part in student-led service and wellness activities for the betterment of the school community and the community at large. Participants will also have opportunities to work collaboratively with other afterschool program participants and take part in community service events. Participants will be allowed to take the lead in planning, organizing, executing and evaluating the service events in which they participate as part of their final portfolio.

When applicable, Out-of-school youth and In-School Youth will be provided with supportive services, as outlined in a RFP. Specifically, participants will be assisted with transportation to and from work experience sites, as well as home at the conclusion of the daily program. Participants will also be given assistance with educational testing and accommodation. Other supportive services deemed necessary, appropriate, and allowable will be taken into consideration on an individual basis. Barriers will be identified, and solutions put in place to support the individual needs of the participants. A college and career counselor will be utilized to monitor and track participants, as they make their way through their training. This mentor will track student participation and outcomes until the contract end date and be reconnected with the Salem County One Stop Services. The mentor will also oversee the Structured Learning Experiences, ISS plans, and portfolios. A college and career counselor will provide follow-up services for not less than 12 months after completion of participation. These services will continue for at least 180 days after participants exit the program where participants would then be reconnected to the Salem County One Stop Services for continued follow-up. The

Salem-Cumberland WDB committee organizations such as Youth Services and Disabilities will be consulted. A college and career counselor will also be made available too, and this counselor will remain in contact with In-School Youth throughout the program. Financial literacy will be offered as part of the academic enrichment and remediation curriculum. We will also look to procure a financial literacy curriculum, like that offered by NJ CAN and Federal Reserve Education, to embed in the program.

Entrepreneurial skills training will be offered through participants' career pathway choices. Participants will be given the opportunity to learn about what it means to be an entrepreneur as well as hear from entrepreneurs as guest speakers. As part of the introductory coursework, participants will be provided with information on in-demand careers and prospects in the area. In-demand career pathway options that can be supported in the area will be the focus of the options that participants will have to choose from for their workplace experience activities and training. A career and college counselor will also provide participants with information and counseling on these in demand career sectors. Participants will utilize self-assessment inventories to determine where their interests lie. Participants will access NJ CAN as another opportunity to explore careers and determine what a student would need to work in the field of their choice. Sessions on applying to college (application process, FASFA, etc.) will be offered for participants and their families so that participants understand what choices they have. Job shadowing experiences, prior to internship/externship placement will allow participants to observe what it is like to work in their field of choice. Participants will also be able to build their workplace portfolio and receive some training in resume building and interview skills. We offer a full array of post-secondary training programs for students as well as adult literacy services for Adult Basic Education, GED testing, ESL/Civics and Individual Educational Training programs (IET) for ESL/Civics students.

#### **Atlantic Cape Community College Cape May Technical School**

Atlantic Cape Community College: The Strengthening Career and Technical Education for the 21st Century (Perkins V) Act is a federal education program that invests in secondary and post-secondary career and technical education (CTE) programs. Funds granted through this program are dedicated to increasing learner access to high-quality CTE programs of study, focusing on alignment across grades 5-12, post-secondary, and the workforce; program improvement; and economic development. Atlantic Cape Community College uses Perkins funds to strengthen career pathways between secondary and post-secondary education, including opportunities for dual enrollment, work-based learning, and industry-valued credential attainment. Funds are also used to ensure programs are relevant and innovative and prepare students for high-skill, high-wage, high-demand careers in Atlantic and Cape May counties. Atlantic Cape has 54 career and technical education degree and certificate programs eligible for Perkins funding. These programs are developed and facilitated by academically prepared faculty and staff with subject matter expertise in related disciplines.

The Cape May County Technical School District offers Adult Basic Education, HSE/GED preparation, ESL instruction, Civics Instruction, and IET Training for ESL/Civics students. Most of our classes are taught in person. We offer instruction at our school, 188 Crest Haven Road, on Mondays through Thursdays. Our daytime ABE and HSE/GED are taught Monday through Thursday from 9 AM to 12 PM. Our evening ABE and HSE/GED classes are taught Monday through Wednesday from 5:30 PM to 8:30 PM. We offer in-person ESL/Civics classes on our campus on Monday through Wednesday from 5:30 to 8:30 PM. Virtual ESL/Civics classes are Monday and Wednesday from 12 PM to 3 PM and Tuesday & Thursday from 5 PM to 8 PM.

Throughout the year, we offer IET programs for our ESL/Civics students to participate in.

Our district is committed to the recruitment and marketing of our programs. We work closely with the One Stop Career Center and Social Services to co-enroll students into ABE, GED, and ESL/Civics. We use a marketing company funded by the district to create flyers and brochures distributed throughout the community and online. The programs are also advertised on our district website. Twice a year, the programs are included in our district brochure, which is published in the local newspaper, The Herald, and distributed to local community centers. The flyers are also distributed through all local social service agencies. We work with local businesses and school districts to help advertise the opportunities available to individuals.

The Cape May County School District is fully committed to providing equal educational opportunities to all community members. The building is ADA-compliant. The school district has a community bus stop outside of the main entrance. Students are given the opportunity to work from home as needed, utilizing program resources such as Google Classroom, Aztec, and Burlington English as they apply to their program curriculum.

## **Title II**

The Cape May County Technical School District offers Adult Basic Education, HSE/GED preparation, ESL instruction, Civics Instruction, and IET Training for ESL/Civics students. Most of our classes are taught in person. We offer instruction at our school, 188 Crest Haven Road, on Mondays through Thursdays. Our daytime ABE and HSE/GED are taught Monday through Thursday from 9 AM to 12 PM. Our evening ABE and HSE/GED classes are taught Monday through Wednesday from 5:30 PM to 8:30 PM. We offer in-person ESL/Civics classes on our campus on Monday through Wednesday from 5:30 to 8:30 PM. Virtual ESL/Civics classes are Monday and Wednesday from 12 PM to 3 PM and Tuesday & Thursday from 5 PM to 8 PM. Throughout the year, we offer IET programs for our ESL/Civics students to participate in.

Our district is committed to the recruitment and marketing of our programs. We work closely with the One Stop Career Center and Social Services to co-enroll students into ABE, GED, and ESL/Civics. We use a marketing company funded by the district to create flyers and brochures distributed throughout the community and online. The programs are also advertised on our district website. Twice a year, the programs are included in our district brochure, which is published in the local newspaper, The Herald, and distributed to local community centers. The flyers are also distributed through all local social service agencies. We work with local businesses and school districts to help advertise the opportunities available to individuals.

The Cape May County School District is fully committed to providing equal educational opportunities to all community members. The building is ADA-compliant. The school district has a community bus stop outside of the main entrance. Students are given the opportunity to work from home as needed, utilizing program resources such as Google Classroom, Aztec, and Burlington English as they apply to their program curriculum.

## **Millville Public Library**

MPL provides a wide range of services to adults, teens and children. They include Computer Classes, HSE Classes, Poetry Workshops, Book Club, and career counseling  
LEGO Club, Family Craft Night, Nutrition Kits, Storytime's and a robust set of programming during the summer.

2. These services are primarily in-person, but HSE classes can have a virtual component.
3. Our staff is cross-trained, but not partners
4. MPL uses social media, e-newsletters and print resources to promote services, inform patrons, and recruit participants

- 5. This question is not pertinent to our organization
- 6. We plan our programs to align with the five literacies: Traditional (reading), Financial, Technology, Civics and Health. We serve all populations regardless of age, social standing or abilities physical or otherwise.

**Revive South Jersey**

Nonprofit organization serving residents of Cumberland and Salem counties with ESL classes in Basic, Beginner, Intermediate levels as well as GED classes in Spanish via Zoom. This organization consistently has wait lists and works well virtually for many of our farm workers and production employees as it allows classes to be provided during non working hours.

**Section 8: One Stop/American Job Center Operations**

**Description of Services**

**One Stop Centers**

Cumberland Mailing Address	Hours of Operation	Telephone Number	URL	Comprehensive (C) or Affiliate (A)
3322 College Dr Vineland, NJ 08360	Mon-Fri 8:30AM – 4:30PM	856-696-6600	<a href="http://www.nj.gov/labor/career-services/">www.nj.gov/labor/career-services/</a>	

**One-Stop Mission and Vision Narrative**

The *mission* of the One-Stop Career Center is to provide job search assistance, job search skills, career guidance, training aid, and referrals to supportive services for customers who are unemployed, underemployed, or seeking a change in career. This is to be accomplished by assessing the needs, qualifications, potential barriers, and the current labor market. Based on these factors each customer is to be offered or referred to services that will assist in accomplishing their employment goals.

The *vision* of the One-Stop Career Center is to continually adapt to an ever-changing labor market by using modern tools and methods, and to offer job seekers the skills and support to pursue their career goals.

**Partners**

**Co-Enrollment and Integrated Case Management Narrative**

Customers collecting Unemployment Insurance and selected to attend the RESEA Orientation may be coded by the UI profiling system as requiring co-enrollment. These customers who attend the RESEA Orientation will participate in an individual counseling session with the Employment Counselor. The Counselor will review their UI Job Search/Eligibility worksheet and develop a comprehensive employment plan to include a review of their background, qualifications, interests, and potential barriers to employment. Customers may be referred to job openings, JJC Workshops, career assessment tools, Workforce Orientation (for training grant), and other supportive services. Customers will then be scheduled for a follow up counseling session in two weeks. The follow-up counseling session will require the participant to submit a second UI Job Search/Eligibility worksheet and a review of the action items detailed in their employment plan. The Counselor may update their employment plan and then refer the customer to our County partner to submit identification documents to be filed for record keeping.

**Data Sharing Narrative**

A primary objective when seeing customers is to accurately collect information from them to determine how best they can be served. This information should be secured and made available only to those partners who

we have an established relationship with. The client's information may be in paper form such as Customer Intake forms, copies of identification, training process forms, UI information as it relates to training and ABT, and similar documentation. Certain client information may also be shared by email which should include the customer's AOSOS ID number in lieu of SS#. Information may also be shared through the AOSOS system, that would include activities conducted with the customer, comments that provide a description of services delivered, potential barriers to employment, employment plans, and information regarding customer's qualifications and employment status.

Partner staff will immediately notify the LWDB when a security incident(s) involving data shared under this MOU is suspected or verifiably detected, so the other partners may take steps to determine whether its system has been compromised and to take appropriate security precautions. Staff will provide reasonable support to their counterparts in support of analysis and/or investigation into any security incidents. "Security incident" refers to an occurrence that actually or potentially jeopardizes the confidentiality, integrity, or availability of an information system or the information the system processes, stores, or transmits or that constitutes a violation or imminent threat of violation of security policies, security procedures, or acceptable use policies.

### **Referral Narrative**

1. 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 WDB Area One-Stop Career Center Network,
2. Develop materials summarizing their program requirements and making them available for Partners and customers,
3. Develop and utilize common intake, eligibility determination, assessment, and registration forms,
4. Provide substantive referrals – in accordance with the WDB Area Referral Policy to customers who are eligible for supplemental and complementary services and benefits under Partner programs,
5. Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys,
6. Commit to robust and ongoing communication required for an effective referral process, and
7. Commit to actively follow up on the results of referrals and assuring that Partner resources are being leveraged at an optimal level.

### ***Referrals to partner agencies can be made in multiple ways.***

1. Staff may call the partner representative and set up an appointment for the customer.
2. Staff may speak in person with the partner representative and bring the customer directly to them.
3. Provide customer with the partner representative's phone number to contact directly.
4. Staff may email the partner representative regarding a prospective client.
5. Staff may submit referral form for customers who may qualify for DVRS
6. Services provided by Partner agency programs may be promoted on the public access job board, TV monitor, flyers at the front desk, and included in Orientations.

Partner staff will immediately notify the LWDB when a security incident(s) involving data shared under this MOU is suspected or verifiably detected, so the other partners may take steps to determine whether its system has been compromised and to take appropriate security precautions. Staff will provide reasonable support to their counterparts in support of analysis and/or investigation into any security incidents. "Security incident" refers to an occurrence that actually or potentially jeopardizes the confidentiality, integrity, or availability of an information system or the information the system processes, stores, or transmits or that constitutes a violation or imminent threat of violation of security policies, security procedures, or acceptable use policies.

### **Service Integration Narrative**

The primary approach to maintaining effective service integration within the One-Stop Career Center is to have continual dialogue and clear communication between partners that details specific roles and procedures. This can be done by way of formal meetings, email communications, and written protocols agreed upon by leadership. Partners should have a good understanding of what staff oversee what programs and implement office procedures that allow customers to efficiently navigate the various services offered. Changes to program requirements, funding, staffing, and customer needs will necessitate leadership to meet as needed to address how those changes should be handled and consider how decision will impact each partner.

With regard to business partners, it is important to be attentive and consider the needs of employers. Effective communication will be critical to creating job postings that will attract quality applicants, and following up will be important to see referral outcomes and/or if changes to the job postings are needed. Coordination between County and State staff will be necessary to ensure that outreach to employers is a united effort and that services extended to them are consistent. Employer Incentives should also be promoted, such as OJT or Federal Bonding to employ difficult to place customers.

### **MSFW Outreach**

Those One-Stop Career Centers with a high concentration of farms and farmworkers in their county are designated as "Significant Offices" and as such are required to provide outreach services to Migrant Seasonal Farmworkers (MSFW). The Cumberland One-Stop Career Center is one of four offices with such designation and consequently will provide a staff person to conduct outreach activities to MSFWs. These activities shall include but not be limited to the following:

1. Visit all farms in the Cumberland County area during the growing season and identify those farms that employ MSFWs.
2. Provide farmworkers an overview of the services offered at the One-Stop Career Centers.
3. Register farmworkers in the AOSOS system and identify their farmworker classification.
4. Offer services such as career assessment, job search assistance, job search skills, job readiness skills, resume writing, interview preparation, vocational training, OJT (on-the-job training), and Bonding assistance.
5. Offer pamphlets, business cards, or flyers with information on services and office contact information.
6. Network and make referrals to partner agencies for supportive services not offered at the One-Stop Career Center. This may include, food assistance, housing, transportation, childcare, and ESL classes.
7. Receive any MSFW complaints and submit them to the local office Workforce Manager and State Monitor Advocate for resolution.
8. Report any apparent violations related to working and/or living conditions when visiting farm sites.

### **Workforce 55+**

The aim of Workforce 55+ is to help mature workers return to the workforce through an "earn while you learn" program. The program partners with community-based, nonprofit organizations and government agencies to provide participants with training to update their skills. Program participants receive counseling, assessments, and training to obtain employment. Criteria to qualify:

- You must be 55 years of age or older.
- You must be currently unemployed.
- You must be living on a limited income.

**Jobs for Veterans**

Disabled Veterans’ Outreach Program (DVOP) Specialists -- Under 38 U.S.C. 4103A(a), a DVOP specialist provides intensive services<sup>5</sup> and facilitates placements to meet the employment needs of veterans, prioritizing service to special disabled veterans, other disabled veterans, and other categories of veterans in accordance with priorities determined by the Secretary of Labor (Secretary);

**One Stop Center**

<b>Salem County One Stop: Mailing Address</b>	<b>Hours of Operation</b>	<b>Telephone Number</b>	<b>URL</b>	<b>Comprehensive (C) or Affiliate (A)</b>
147 S. Virginia Ave. Penns Grove, NJ 08069	Mon-Fri 8:00am - 4:00pm	856-299- 7200	www.scbsnj.org	

**One Stop Mission and Vision Narrative**

The Salem County Board of Social Services and One Stop Career Center is committed to serving the citizens of Salem County. Our mission is to administer Federal and State public assistance programs in a competent, compassionate and efficient manner. Our goal is to meet the needs of our clients through the prudent use of public funds and ensure that those people who qualify for benefits receive them. We seek to continuously deliver high quality services and focus on achieving successful outcomes for our residents.

**Data Sharing Narrative**

Customer information can be viewed in AOSOS for those who have access. Customers referred to agency partners or vendors will receive necessary information limited to the service provided with customer permission. All staff comply with Federal and State data security requirements as prescribed for each program.

Partner staff will immediately notify the LWDB when a security incident(s) involving data shared under this MOU is suspected or verifiably detected, so the other partners may take steps to determine whether its system has been compromised and to take appropriate security precautions. Staff will provide reasonable support to their counterparts in support of analysis and/or investigation into any security incidents. “Security incident” refers to an occurrence that actually or potentially jeopardizes the confidentiality, integrity, or availability of an information system or the information the system processes, stores, or transmits or that constitutes a violation or imminent threat of violation of security policies, security procedures, or acceptable use policies.”

**Referral Narrative**

Referrals are sent through the AOSOS system to those who have access to the system. Referrals to other agencies or partners are made through various forms including warm hand offs, paper, phone calls etc. depending on the agencies referring process or a mutually agreed upon referral process with participant information specific only to the provided service.

Service integration and relationship building among partners occurs at Partner meetings. The meetings provide opportunities for partners to learn about programs, troubleshoot problems and identify program gaps. The meetings also allow for problem solving, integration of new and expanded services in the service delivery system and strengthening of relationships among the liaisons attending the meetings.

**Cape May County One Stop Center:**

<b>Cape May One Stop: Mailing Address</b>	<b>Hours of Operation</b>	<b>Telephone Number</b>	<b>URL</b>	<b>Comprehensive (C) or Affiliate (A)</b>
<b>3801 Rt. 9 S. Unit 3 Rio Grande, NJ 08242</b>	<b>8:30am- 4:30pm</b>	<b>609-886-6529</b>	<b><u>Capemaycounty.nj.gov</u></b>	<b>C</b>

**One Stop Mission and Vision Narrative**

Cape May County One Stop Career Center System is committed to providing job seekers and employers with a complete array of labor market and work preparation services. The design and delivery of core workforce development services are universally accessible to all individuals and employer customers. The One Stop system provides services in an efficient, user-friendly, technology-based environment. The goals are to support local business growth by connecting employers to well-prepared local work force, foster strong work preparation skills and empower job seekers with the information and support they need to make an informed decision leading to permanent, long-term work.

**Referral Processes**

We have one stop orientation two times a week for all customers who are interested in services other than job search. When orientation is complete customers are referred to their preferred interest which could be DVRS, training, literacy, job search, Job Corps etc. This is documented in case management system AOSOS (America One Stop Operating System).

**Data Sharing Narrative**

Partners share information by referrals using AOSOS.

**AEFLA Title II Services**

In coordination with the Title II partner(s), the Cumberland, Salem, Cape May OSCC will work to ensure initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and need for supportive services is generated upon client intake at the OSCC and shared with the appropriate parties.

Access to services in partnership will take place through cross training of Title II/OSCC staff and access to services as available through a direct linkage to appropriate Title II consortium partners.

Title II providers will agree to represent the AEFLA program in a part-time capacity at OSCC location or if not feasible, the Title II provider will work with the OSCC Operator to develop and provide an annual required training held with OSCC staff on AEFLA and NJ Title II policies: including intake, assessment, referrals, and Title II provider locations/contacts for services within or near the County, and any required follow-up.

**Referrals**

The Cumberland, Salem, and Cape May employment specialists will provide referrals to and coordination of activities with other programs and services, including programs and services within the One-stop delivery system and, when appropriate, other workforce development programs, including AEFLA Title II. Referrals will be made via the following approved mechanisms: Electronically via emails and phone calls. Quarterly meetings are held with Title II providers and partners with updates of the number of services provided, partner successes and challenges if warranted.

## **WorkFirst NJ**

The County Workforce Development /WorkFirst NJ administers public assistance programs for County residents. The state's welfare reform program, WorkForceNJ emphasizes work as the first step toward building a new life and brighter future.

The County Workforce Development / Work First New Jersey administers public assistance programs for County residents. The state's welfare reform program, Work First New Jersey, emphasizes work as the first step toward building a new life and a brighter future. Our goal is to help people get off welfare, secure employment and become self-sufficient, through job training, education, and work activities.

- ***The method(s) the partner uses to provide services (in-person, virtually, through cross-trained partners, direct linkage)***

The County Workforce Development/Work First New Jersey program provides case management to eligible Temporary Assistance for Needy Families and General Assistance clients by evaluating the clients for work readiness, identifying personal barriers, and registering clients for job training in in-person classrooms or on-line virtual classrooms. Cumberland offers three instructors for educational upgrade, Job Search, ESL, and Life Skills.

Specific to Cape May, customers make an appointment to meet staff in the office. The two instructors, a Social Worker and an Employment Specialist, address the job search piece and instruct on the job readiness/life skills components. Adult Basic Education and/or ESL classes are typically referred out to Cape May Technical Education Center.

Salem Board of Social Services/One Stop is currently seeking an instructor for a Group Job Search class. In the meantime, they are using job readiness courses on SkillUp. Staff meet with clients in person, by phone, or virtually when appropriate.

- ***Strategies for cross-training other staff and partners.***

The County Workforce Development/Work First New Jersey staff are available to participate in panel discussions to review services and supports clients are eligible for.

- ***The partner's role in outreach, recruitment, and marketing***

Work First New Jersey's role is to provide case management to eligible TANF, and GA clients. Work First New Jersey case managers outreach eligible clients via telephone to evaluate them for work readiness, register them in program activities and to monitor their attendance until their benefits terminate. Every month representatives from WFNJ/TANF and GA greet new participants to inform them of the various types of assistance available to them on their journey to self-sufficiency. Work First New Jersey notifies clients of job fairs and job postings via handouts and announcement board.

- ***The partner's contributions to programmatic accessibility***

The County Workforce Development provides dedicated classrooms for clients to participate in WorkFirst New Jersey program activities. WorkFirst New Jersey case managers assist with transportation reimbursement and childcare referrals to support clients' participation in WFNJ program activities.

- ***The partner's contributions to any priorities of service and/or to targeting particular special populations.***

The County Workforce Development Work First New Jersey program is designed for clients that are receiving TANF, GA and SNAP benefits. Priority of service would be expressly given to this group.

**CUMBERLAND SALEM CAPE MAY**

<b>New Jersey Local WIOA Planning Guidance: Partner Service Matrix</b>	<b>WIOA Title I Adult</b>	<b>WIOA Title I Dislocated Worker</b>	<b>WIOA Title I Youth</b>	<b>Other Title I- Job Corps</b>	<b>Other Title I- YouthBuild</b>	<b>Title II</b>	<b>Wagner- Peyser - ES</b>	<b>DVRS</b>	<b>SCSEP</b>	<b>COMMENTS</b>
<b>Strength of Partnership</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>1</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>4</b>	
<b>CAREER SERVICES</b>										
Eligibility Determination	X	X	X	X	X	X	X	X	X	
Outreach, Intake and Orientation	X	X	X	X	X	X	X	X	X	
Initial Assessment of skill levels	X	X	X	X	X	X	X	X	X	
Job Search and Placement Assistance	X	X	X	X	X	X	X	X	X	
Career Counseling	X	X	X	X	X	X	X	X	X	
Provision of info on on-in demand sectors and occupations	X	X	X	X	X	X	X	X	X	
Provision of info on non-traditional employment	X	X	X	X	X	X	X	X	X	
Appropriate recruitment and other business services	X	X	X	X	X	X	X	X	X	
Provision of referrals and coordination of activities with other programs and services.	X	X	X	X	X	X	X	X	X	
Provision of workforce and labor market statistics, including the provision of accurate information related to local, regional, and national labor market areas.	X	X	X	X	X	X	X	X	X	
Provision of performance information and cost on eligible providers	X	X	X	X	X	X	X	X	X	
Provision of information on how the local area is performing on local performance accountability measures and any additional measures.	X	X	X	X	X	X	X	X	X	
Provision of information relating the availability of support services or assistance and the appropriate referral to those services and assistance.	X	X	X	X	X	X	X	X	X	
Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided by WIOA.	X	X	X	X	X	X	X	X	X	
Provisional of information and assistance regarding filling claims under UI programs.	X	X	X	X	X	X	X	X	X	
<b>INDIVIDUALIZED CAREER SERVICES</b>										
Comprehensive and Specialized Assessment for Adults and Dislocated Workers	X	X								
Development of individual employment plans	X	X	X	X	X	X	X	X		
Group and Individual Counseling and mentoring	X	X	X	X	X	X	X	X	X	
Career Planning/Case Management	X	X	X	X	X	X	X	X	X	
Short Term Pre-Vocational services	X	X	X	X	X	X		X		
Internships and Work Experiences	X	X	X	X	X	X		X	X	
Workforce preparation Activities	X	X	X	X	X	X	X	X	X	
Financial Literacy	X	X	X							
Out-of-Area Job Search Assistance	X	X	X	X	X	X	X	X	X	
English language acquisition and integrated education.						X				
<b>FOLLOW UP SERVICES</b>										
Unsubsidized Employment for up to 12 months	X	X	X							
Transitioning to Career Services	X	X	X							
<b>TRAINING SERVICES</b>										
Occupational Skills Training	X	X	X	X	X			X		
On-The-Job Training	X	X	X							
Incumbent Worker Training	X	X								
Programs that combine Workplace Training with Related Instruction	X	X	X	X	X	X	X	X	X	
Training Programs operated by Private Sector										
Skill Upgrading and Retraining	X	X								
Entrepreneurial Training	X	X	X							
Transitional jobs										
Job Readiness Training	X	X	X	X	X	X	X	X	X	
Adult Education and Literacy Activities	X	X	X	X	X	X		X		
Customized Training	X	X								

## Section 9: Infrastructure Funding Agreement

*Reference:* MOU/IFA Guidance, Section 9

This IFA is entered into on January 1, 2024. This IFA will become effective as of the date of signing by the final signatory below and must terminate on December 31, 2027, unless any of the reasons in the termination section below apply.

### **Infrastructure Funding Agreement (IFA) Description**

1. One Stop infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the American Job Center, including, but not limited to:
  - a. Rental of the facilities.
  - b. Utilities and maintenance.
  - c. Equipment, including assessment-related products and assistive technology for individuals with disabilities; and,
  - d. Technology to facilitate access to the American Job Center, including technology used for the Center's planning and outreach activities.
2. All Parties to this MOU and IFA recognize that infrastructure costs are applicable to all required Partners, whether they are physically located in the American Job 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.
3. Partners funding the costs of infrastructure according to this IFA are the same as identified in the Partners section of the MOU.
4. All Parties agree that the cost allocation methodology for this IFA will be the same as described in the Cost Allocation Methodology section of the MOU.

### **One Stop Operating Budget**

Attach the completed One Stop Operating Budget developed with the Infrastructure Funding Agreement template, negotiated according to the process outlined in Section 10 and 10(d) of the MOU/IFA Guidance. Please note the pages of your One Stop Operating Budget in your final document.

### **Cost Reconciliation and Allocation**

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:

1. Partners will provide the LWDB with the following information no later than fifteen (15) days after the end of each quarter, as applicable:
  - Quarterly cost information and documentation of the actual costs,
  - Updated staffing information (per the 1st day of the 1st month of each quarter), and
  - Actual customer participation numbers (per the last day of the last month of each quarter).

2. Upon receipt of the above information, the LWDB will:

- Compare budgeted costs to actual costs,
- Update the allocation bases, and
- Apply the updated allocation bases, using a cost allocation methodology agreed to by all Partners, to determine the actual costs allocable to each Partner.

3. The LWDB will prepare an updated budget document showing cost adjustments and will alert each Partner to the actual costs allocable to each Partner for the quarter.

4. The LWDB will submit the updated budget to all Parties no later than forty-five (45) days after the end of each quarter. The Partners understand that the timeliness of the LWDB's preparation and submission of adjusted budgets is contingent upon the timeliness of each Partner in providing the necessary cost information. For Partners that advance funds to the LWDB area, the LWDB will only send a copy of the updated budget.

5. Upon receipt of the adjusted budget, each Partner will review both documents and will reconcile any necessary budgeted offsets to the satisfaction of LWDB no later than fifteen (15) days following receipt.

6. Partners will communicate any disputes with the adjusted budget to the LWDB in writing. The LWDB will review the disputed cost items and respond accordingly to the Partner within ten (10) days of receipt of notice of the disputed costs. When necessary, the LWDB will revise the adjusted budget upon resolution of the dispute.

Describe plans and processes in place to reconcile budgeted and actual costs on an ongoing basis, as outlined in Section 9(b) of the MOU/IFA Guidance.

***Cost reconciliation and Allocation narrative through the One Stop budgeting and resource sharing process, partnering agencies, including the provider of Title 1-B Services have separate agreements and will review yearly for modifications and updates.***

Infrastructure Funding Agreement - Based on Square Footage Occupied- Cape May County

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
Partner Program	Total Infrastructure Contributions from One-Stop Budget	Square Footage Charged Including Common Space	Square Footage Occupied Including Common Space	Cost Allocation Methodology Percentage	Total Infrastructure Owed Based on Proportionate Use and Benefits Received	Amount to be Reimbursed to Partner
ES	\$141,823	5,257	5,257	56.77%	\$141,823	
Title 1	\$82,363	3,053	3,053	32.97%	\$82,363	
DVRS	\$25,629	950	950	10.26%	\$25,629	
Total Rent/Related Costs	\$249,815	9,260	9,260	100.00%	\$249,815	

Infrastructure Funding Agreement - Based on Square Footage Occupied- Salem County

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
Partner Program	Total Infrastructure Contributions from One-Stop Budget	Square Footage Charged including Common Space	Square Footage Occupied including Common Space	Cost Allocation Methodology Percentage	Total Infrastructure Owed Based on Proportionate Use and Benefits Received	Amount to be Reimbursed to Partner
ES	\$125,333	4148	4,148	86.65%	\$208,094	
Title 1	\$114,818	639	639	13.35%	\$32,057	
Total Rent/Related Costs	\$240,151	4,787	4,787	100.00%	\$240,151	



**Section 10: Process for Developing the MOU**

All parties agree to the process for developing, modifying, and terminating the MOU (incorporating the IFA) outlined in this section.

*References: MOU/IFA Guidance, Section 10*

Complete Table C below, the Planning and Meeting Form, and a narrative of the process undertaken to identify and convene partners to complete the MOU and IFA.

Process Narrative

CSCMWD One Stop Operator discussed the 3-year renewal at monthly meetings with our community, county and state partners. The discussion continued regarding the importance of shared resources, communication between our offices, and the successes realized over the last three years in working together. Everyone agrees that together we have a stronger presence in the community.

There have not been any issues that we have been made aware of regarding this issue.

(If Necessary) Include the steps taken to attempt to reach consensus if the parties did not reach consensus on cost-sharing for the IFA and the state funding mechanism was triggered; and the process to be used among partners to resolve issues related to infrastructure funding during the MOU duration period when consensus cannot be reached.

**TABLE C**  
**MOU/IFA MEETING AND PLANNING FORM PROGRAM**  
**YEAR 2024**

For technical assistance in completing this form, please contact WIOA Policy at [wioapolicy@dol.nj.gov](mailto:wioapolicy@dol.nj.gov).

1. To ensure all required partners in the local area are aware of the contents submitted of this form, the form must be circulated to all required partners. Please indicate here the date by which the preliminary budget will be shared with all required partners: TBD Click or tap to enter a date.
  
2. Please identify the lead negotiator for the MOU negotiations in your LWDA. Enter  
name  
Enter email  
Enter phone #  
Enter organization name
  
3. Please identify the impartial budget negotiator in your LWDA.  
Enter name here  
Enter email here  
Enter phone number here Enter  
organization name here
  
4. Please identify the individual responsible for conducting periodic reconciliation of budgeted to actual costs in your LWDA.  
Enter name here Enter  
email here  
Enter phone number here Enter  
phone number here
  
5. Please identify the frequency at which reconciliation of budgeted to actual costs will occur in your local area (must occur at least semi-annually).  
Click or tap here to enter text.
  
6. Using the fillable table below, please submit information about the meetings that developed the MOU and IFA. Please include:
  - a. Title of the meeting;
  - b. What was discussed;
  - c. Whether the meeting was in-person or remote; and
  - d. Date of the meeting.

PRIMARY ACTIVITY IN NEGOTIATIONS OF SERVICES PROVIDED	DATE
Cumberland One Stop and WFNJ Partner Meeting	9/5/23
Salem One Stop and WFNJ Partner Meeting	9/12/23
Cape May One Stop and WFNJ Partner Meeting	9/19/23
Cumberland DOL and County Administration	11/12/23
WD and State Business Services Representatives	11/13/23
South Jersey Chamber of Commerce- Regional Economic Perspective	12/1/23
Salem County One Stop & BSS	12/12/23
Cape May County DOL & County Administration	2/21/24
Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date

Please select this checkbox if there is a partner agency or individual new to the MOU negotiations process in your local area that would benefit from a WIOA orientation.

## Steps in MOU/IFA Process

### *References: MOU/IFA Guidance Section 10*

#### 1. Notification of Partners

The WDB Chair (or designee) must notify all Parties in writing that it is necessary to renew and execute the MOU, including the IFA, and provide all applicable policies and preceding MOU documents, as applicable.

#### 2. Initial Meeting

The LWDB Chair (or designee) is responsible for convening all required and optional AJC/One Stop Career Center Partners to formally begin negotiations, and to ensure that, at a minimum, all One Stop Career Center Partners from all counties within the LWDB Area are appropriately represented.

#### 3. Negotiations

Partners must submit all relevant documents to the LWDB Chair (or designee) to begin the drafting of the MOU. During a timeframe established by the LWDB in accordance with the timeline provided by the state and NJDOL, additional formal or informal meetings (informational and negotiation sessions) may take place, so long as they are conducted in an open and transparent manner, with pertinent information provided to all Parties.

#### 4. Draft MOU

The LWDB Chair (or designee) must email a complete draft of the MOU to all Parties.

#### 5. Review and Comment upon Conclusion of the Negotiations

Within a timeframe determined by the LWDB, of receipt of the draft MOU, all Parties must review and return feedback to the LWDB Chair (or designee). It is advised that each Party also use this time to allow their respective Legal Departments to review the MOU for legal sufficiency. It is the responsibility of the LWDB Chair (or designee) to ensure all AJC/One Stop Career Center Partners to the MOU are aware of the comments and revisions that are needed.

## Steps to Reach Consensus

Partners will make a concerted effort to negotiate the IFA along with the remainder of the MOU, including the overall operating budget, for the LWDB Area AJC/One Stop Career Center Network. In the event that the LWDB cannot reach consensus with a required partner, the State Funding Mechanism is triggered. The State Funding Mechanism cannot be triggered by additional One Stop Partners not reaching consensus. IFAs must include information on the steps the LWDB, CEO, and One Stop Partners took to reach consensus or the assurance that the local area followed the State Funding Mechanism and a description of the process to be used among partners to resolve issues related to infrastructure funding during the MOU duration period when consensus cannot be reached.

## Modification Process

Modifications to the MOU require approval of the LWDB and Partners, but not of the Chief Elected Official.

1. Notification - 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 LWDB 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.

If the modification is minor, discussion can take place through email communications of all the Parties. If the proposed modification is extensive and is met with opposition, the LWDB 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 LWDB, wherein the new party assumes all of the rights and obligations of the original party. Upon execution, the LWDB 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 LWDB Chair (or designee) must ensure that the process in the Dispute Resolution section is followed.

3. Signatures - The LWDB Chair (or designee) must immediately circulate the MOU modification and secure Partner signatures within a designated timeframe such as two weeks from receipt. 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 LWDB 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. During the rollout of an MOU, the LWDB should make all Partners aware of the requirements concerning modification and renewal of the MOU (as outlined in TEGE 16-16, RSA TAC 17-02, and OCTAE Program Memo 17-4). Renewal of an MOU requires all parties to review and agree to all elements of the MOU and re-sign the MOU. Amendment or modification of the MOU only requires the parties to review and agree to the elements of the MOU that changed.

Non-substantive changes to the MOU, such as minor revisions to the budget or adjustments made due to the annual reconciliation of the budget, do not require renewal of the MOU. Substantial changes, such as changes in One Stop Partners, or a change due to the election of a new CEO, will require renewal of the MOU.

## Dispute Resolution

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. A disagreement is considered to have reached the level of dispute resolution when through thorough and productive discussion, a consensus cannot be reached. It is the responsibility of the CEO 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.

1. 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.
2. 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 CEO and all Parties to the MOU regarding the conflict within 10 business days.
3. The CEO shall determine the merit of the dispute and propose a resolution. In the event that the dispute is about contributions to the Infrastructure Funding Agreement, the CEO will indicate that failure to accept the proposed resolution will trigger the State Funding Mechanism.
4. The decision of the CEO shall be final and binding unless such a decision is in contradiction of applicable State and Federal laws or regulations governing the Partner agencies.
5. The right of appeal no longer exists when a decision is final. Additionally, final decisions will not be precedent-setting or binding on future conflict resolutions unless they are officially stated in this procedure.
6. The CEO must provide a written response and dated summary of the proposed resolution to all Parties to the MOU.
7. The CEO will contact the petitioner and the appropriate Parties to verify that all are in agreement with the proposed resolution.

## Termination

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

1. All Parties mutually agree to terminate this MOU prior to the end date.
2. 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.
3. 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.
4. WIOA is repealed or superseded by subsequent federal law.
5. Local area designation is changed under WIOA.
6. A party breaches any provision of this MOU and such breach is not cured within thirty (30) days after receiving written notice from the LWDB 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.
7. 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.
8. Any party may request to terminate its inclusion in this MOU by following the modification process identified in the Modification Process section above.
9. All Parties agree that this MOU shall be reviewed and renewed not less than once every 3- year period to ensure appropriate funding and delivery of services.

## Section 11: General Provisions, Assurances, and Certifications

### *References: MOU/IFA Guidance, Section 11*

This section includes the provisions and assurances to which the Parties agree. It ensures compliance with federal and state laws.

#### Legal Authority

The Workforce Innovation and Opportunity Act (WIOA) sec. 121(c)(1) requires the Local Board, 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. 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 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.

#### Assurances

All Parties to this agreement shall comply with:

1. Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule, published December 2, 2016),
2. Title VI of the Civil Rights Act of 1964 (Public Law 88-352),
3. Section 504 of the Rehabilitation Act of 1973, as amended,
4. The Americans with Disabilities Act of 1990 (Public Law 101-336),
5. The Jobs for Veterans Act (Public Law 107-288) pertaining to priority of service in programs funded by the U.S. Department of Labor,
6. 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,
7. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99),
8. Confidentiality requirements governing the protection and use of personal information held by the VR agency (34 CFR 361.38),
9. 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.
10. The above provisions require, in part, that no persons in the United States shall, on the grounds of race, color, national origin, sex, sexual orientation, gender identity and/or expression, age, disability,

political beliefs 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.

11. 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 of the MOU,
- 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.

### Data Confidentiality

1.All Parties expressly agree to abide by all applicable Federal, State, and 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 local laws and regulations. In addition, in carrying out their respective responsibilities, each Party shall respect and abide by the confidentiality policies and legal requirements of all of the other Parties.

2.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.

3.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.

4.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.

5.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.

6.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.

## Accessibility

29 CFR 38.13 requires that:

(a) No qualified individual with a disability may be excluded from participation in, or be denied the benefits of a recipient's service, program, or activity or be subjected to discrimination by any recipient because a recipient's facilities are inaccessible or unusable by individuals with disabilities.

(b) All WIOA Title I-financially assisted programs and activities must be programmatically accessible, which includes providing reasonable accommodations for individuals with disabilities, making reasonable modifications to policies, practices, and procedures, administering programs in the most integrated setting appropriate, communication with persons with disabilities as effectively as with others, and providing appropriate auxiliary aids or services, including assistive technology devices and services, where necessary to afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, the program or activity.

Accessibility to the services provided by the American Job Centers and all Partner agencies is essential to meeting the requirements and goals of the One Stop Career Center Network. 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.

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.

## Monitoring

The LWDB, or its designated staff, officials from the State and Local administrative entities, the U.S. Departments of Labor, Education, and Health and Human Services have the authority to conduct fiscal and programmatic monitoring to ensure that:

1. Federal awards are used for authorized purposes in compliance with law, regulations, and State policies;
2. Those laws, regulations, and policies are enforced properly;
3. Performance data are recorded, tracked, and reviewed for quality to ensure accuracy and completeness;
4. Outcomes are assessed and analyzed periodically to ensure performance goals are met,
5. Appropriate procedures and internal controls are maintained, and record retention policies are followed; and
6. All MOU terms and conditions are fulfilled.

### Non-Discrimination and Equal Opportunity

1. All Parties to this MOU should expect regular fiscal and programmatic monitoring to be conducted by each of the above entities, as appropriate.
2. 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.
3. 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

### Indemnification

1. 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. The Parties acknowledge the LWDB and the One Stop Operator have no responsibility and/or liability for any actions of the One Stop Center employees, agents, and/or assignees.
2. Likewise, the Parties have no responsibility and/or liability for any actions of the LWDB or the One Stop Operator.

### 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

1. 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.
2. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute.
3. 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

1. All Parties shall comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. Section 1352), 29 CFR Part 93, and 34 CFR part 82, as well as the requirements in the Uniform Guidance at 2 CFR 200.450.
2. 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 29 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.

### 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 Limitation

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 TEGL 09-21, 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 State of New Jersey. All Parties shall comply with all applicable Federal and State laws and regulations, and Local laws to the extent that they are not in conflict with State or Federal requirements.

### Section 12: Summary of Attachments

The following items are attached and included as part of this MOU:

- Narrative description of each partner's services (Section 7)
- Partner-Service Matrix (Section 8)
- Infrastructure Funding Agreement and Operating Budget (Section 9)

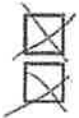
### Section 13: Authority and Signature

## Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully executed MOU/IFA.

By signing my name below, I, Dominick Burzichelli certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):



The MOU

The Operating Budget and Infrastructure Funding Agreement

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



The MOU

The Operating Budget and Infrastructure Funding Agreement

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either on December 31, 2027 or upon amendment, modification, or termination.

Signature: 

Date: 3/27/24

Name and Title: Dominick J. Burzichelli EIP + COO/CFO

Agency Name: Rowan College of South Jersey

Partner Programs Represented: HSE/GED, ESL, IET, Displaced Homemakers

Agency Contact Information: Dominick Burzichelli

dburzichelli@rcsj.edu  
856-415-2292

## Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully executed MOU/IFA.

By signing my name below, I, Karen Carroll certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.


My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

- The MOU  
 X The Operating Budget and Infrastructure Funding Agreement

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

- X The MOU  
 The Operating Budget and Infrastructure Funding Agreement

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either on December 31, 2027 or upon amendment, modification, or termination.

Signature: 

Date: 3/26/24

Name and Title: Karen Carroll, Director

Agency Name: NJ Division of Vocational Rehabilitation Services

Partner Programs Represented: Vocational Rehabilitation

Agency Contact Information: Karen.Carroll@dol.nj.gov

# Section 13: Authority and Signature

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By signing my name below, I, Courtenay Reece certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

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- The Operating Budget and Infrastructure Funding Agreement

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Signature: Courtenay Reece

Date: 3/25/24

Name and Title: Courtenay Reece, Library Director

Agency Name: Millville Public Library

Partner Programs Represented: ABE Classes, CLALCP grant

Agency Contact Information: 856-825-7087

## Section 13: Authority and Signature

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By signing my name below, I, Steven Medio certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):



The MOU

The Operating Budget and Infrastructure Funding Agreement

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



The MOU

The Operating Budget and Infrastructure Funding Agreement

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either on December 31, 2027 or upon amendment, modification, or termination.

Signature:

Steven Medio

Date:

9/11/2024

Name and Title:

Steven Medio, NJYC Director

Agency Name:

New Jersey Youth Corps of Vineland

Partner Programs  
Represented:

New Jersey Youth Corps of Vineland

Agency Contact  
Information:

stmedio@vineland.org

## Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully executed MOU/IFA.

By signing my name below, I, Jonathan Cummings certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

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- The Operating Budget and Infrastructure Funding Agreement

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Signature:



Date:

3/26/24

Name and Title:

Jonathan Cummings, Executive Director

Agency Name:

Revive South Jersey

Partner Programs  
Represented:

ESL

Agency Contact  
Information:

Jon@revivesj.org, 856-455-2509

## Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully executed MOU/IFA.

By signing my name below, I, Dr. Bernice Davis certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.


My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

- The MOU
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Signature: 

Date: 3/25/2024

Name and Title: Dr. Bernice Davis, Executive Director

Agency Name: Commission for the Blind and Visually Impaired

Partner Programs Represented: \_\_\_\_\_

Agency Contact Information: bernice.davis@dhs.nj.gov | (973) 648-3160

## Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully executed MOU/IFA.

By signing my name below, I, Howard Miller certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

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 The Operating Budget and Infrastructure Funding Agreement

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Signature: Howard K. Miller Jr.

Date: 3/25/2024

Name and Title: Howard Miller, Assistant Director Business Engagement & Sector Strategies

Agency Name: NJDOL

Partner Programs Represented: NJDOL – Business Services

Agency Contact Information: Howard.Miller@dol.nj.gov

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully-executed MOU/IFA.

By signing my name below, I, Jaime Gomez \_\_\_\_\_ certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

- The MOU
- The Operating Budget and Infrastructure Funding Agreement

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

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Signature: Jaime Gomez

Date: 12/12/23

Name and Title: Jaime Gomez, County Division Head

Agency Name: Cumberland County Division of Employment & Training

Partner Programs Represented: WIOA Adult, DW and youth services, WFNJ and WLL

Agency Contact Information: igomez@ccoel.org 856-696-5660 ext. 3003

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully-executed MOU/IFA.

By signing my name below, I, darlene Wilson certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

- The MOU
- The Operating Budget and Infrastructure Funding Agreement

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

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Signature: *Darlene Wilson*

Date: 11/30/23

Name and Title: Darlene Wilson

Agency Name: UI Asst Director

Partner Programs Represented: UI

Agency Contact Information: 609-286-5474

## Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully executed MOU/IFA.

By signing my name below, I, Leonard C. Desiderio, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement



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

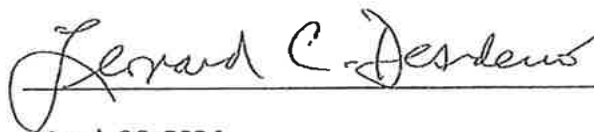
The MOU

The Operating Budget and Infrastructure Funding Agreement



I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either on December 31, 2027 or upon amendment, modification, or termination.

Signature:



Date:

March 26, 2024

Name and Title:

Leonard C. Desiderio, Commissioner Director

Agency Name:

County of Cape May

Partner Programs Represented:

Workforce Development

Agency Contact Information:

Donna Groome - 609-886-9332

## Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully executed MOU/IFA.

By signing my name below, I, Ashton Stripling certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.


My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

- The MOU
- The Operating Budget and Infrastructure Funding Agreement

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

- The MOU
- The Operating Budget and Infrastructure Funding Agreement

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either on December 31, 2027 or upon amendment, modification, or termination.

Signature: 

Date: 3.28.2024

Name and Title: Ashton Stripling, Center Director of Edison JCC

Agency Name: NJ Job Corps

Partner Programs Represented: Out of School Youth Type text here

Agency Contact Information: 732-393-3524

## Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully executed MOU/IFA.

By signing my name below, I, Benjamin H. Laury certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

- The MOU
- The Operating Budget and Infrastructure Funding Agreement

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

- The MOU
- The Operating Budget and Infrastructure Funding Agreement

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either on December 31, 2027 or upon amendment, modification, or termination.

Signature:

Benjamin H. Laury

Date:

3/28/24

Name and Title:

Benjamin H. Laury, Commissioner Director

Agency Name:

County of Salem

Partner Programs Represented:

Workforce Development and Training

Agency Contact Information:

Jeff Ridgway

## Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully executed MOU/IFA.

By signing my name below, I, Jennifer KA Bates certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.


My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

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 The Operating Budget and Infrastructure Funding Agreement

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

- The MOU  
 The Operating Budget and Infrastructure Funding Agreement

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either on December 31, 2027 or upon amendment, modification, or termination.

Signature: 

Date: 3/28/2024

Name and Title: Jennifer Bates, Assistant Superintendent Business Administrator

Agency Name: Salem County Vocational Technical Schools

Partner Programs Represented: Title II Lead Agency Adult Literacy Programs

Agency Contact Information: Maria Alleva

## Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully executed MOU/IFA.

By signing my name below, I, Joseph Sileo certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.


My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

- The MOU
- The Operating Budget and Infrastructure Funding Agreement

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

- The MOU
- The Operating Budget and Infrastructure Funding Agreement

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either on December 31, 2027 or upon amendment, modification, or termination.

Signature: 

Date: 3-27-24

Name and Title: JOSEPH V. SILEO, COMMISSIONER DIRECTOR

Agency Name: CUMBERLAND COUNTY, N.J.

Partner Programs Represented: Workforce Development and Training

Agency Contact Information: 856-453-2125

## Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully executed MOU/IFA.

By signing my name below, I, Richard M. Stuart Jr. certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.


My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

- The MOU
- The Operating Budget and Infrastructure Funding Agreement

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

- The MOU
- The Operating Budget and Infrastructure Funding Agreement

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either on December 31, 2027 or upon amendment, modification, or termination.

Signature: 

Date: 3/27/2024

Name and Title: Richard M. Stuart Jr., Director

Agency Name: Salem County One Stop Career Center

Partner Programs Represented: WIOA Title 1

Agency Contact Information: rich.stuart@scbssnj.org

## Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully executed MOU/IFA.

By signing my name below, I, Dawn Hunter certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

- The MOU
- The Operating Budget and Infrastructure Funding Agreement

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

- The MOU
- The Operating Budget and Infrastructure Funding Agreement

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either on December 31, 2027 or upon amendment, modification, or termination.

Signature: Dawn S. Hunter

Date: 3/27/24

Name and Title: Dawn Hunter, Chairwoman of the Cumberland, Salem, Cape May Workforce Development Board

Agency Name: \_\_\_\_\_

Partner Programs Represented: Cumberland, Salem, Cape May Workforce development Board

Agency Contact Information: dhunter@vinelandchamber.org