



**VIRGINIA
CAREER WORKS**

**One Stop Center
MOU**

BCWDA XIII

July 01, 2024 – June 30, 2027

BCWDA XIII – Bay Consortium Region

Bay Consortium Workforce Development Board

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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. **Please note that a MOU is complete only when it's inclusive with the Infrastructure Funding Agreement (IFA).** This requirement is further described in the Workforce Innovation and Opportunity Act; Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions: Final Rule at 20 CFR 678.500, 34 CFR 361.500, and 34 CFR 463.500, and in Federal guidance.

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

Memorandum of Understanding

This MOU is executed between the Bay Consortium Workforce Development Board (BCWDB), the VA Career Works system Partners (Partners), and the Chief Elected Officials Consortium (CEO). They are collectively referred to as the “Parties” to this MOU.

This MOU is developed to confirm the understanding of the Parties regarding the operation and management of the VA Career Works Centers in the BCWDA XIII – Bay Consortium Region (BCWDA). The BCWDB provides local oversight of workforce programming for the BCWDA.

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

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

Introduction

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

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

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

VISION

Ensure the BCWDA 13 has a viable and qualified workforce that is capable of supporting existing businesses and attracting new businesses by providing a sustainable and expanding employment base.

MISSION

To achieve the purpose of WIOA and Virginia’s strategic and operational vision and goals by providing comprehensive, customer-driven workforce services that connect employers, education providers, job seekers, workers, and youth.

See ***Attachment A: Definitions*** for definitions pertaining to this MOU (Page 24)

System Structure

Virginia Career Works Centers

The BCWDA has (3) three VA Career Works centers, also known as America’s Job Centers that are designed to provide a full range of assistance to job seekers, workers and businesses under one roof. Established under the Workforce Investment Act of 1998 (*WIA*) and continued by the *WIOA*, the centers offer a comprehensive array of services designed to match talent with opportunities.

❖ **Fredericksburg VA Career Works Center (Comprehensive)**

| | |
|---|---|
| Jessica Weber, One Stop Manager | 540-690-0331 |
| 10304 Spotsylvania Ave. Suite 100 Fredericksburg, VA 22408 | jessica.weber@fredgoodwill.org |
| Mon., Tues., Thurs., Fri. 8:30 am – 4:30 pm Wed. 9:30 am – 4:30 pm | https://www.baywib.org |

❖ **Northern Neck VA Career Works Center (Affiliate) if applicable**

| | |
|---|---|
| Jessica Weber, One Stop Manager | 804-333-4048 |
| 487 Main St. Warsaw, VA 22572 | jessica.weber@fredgoodwill.org |
| Mon., Tues., Thurs., Fri. 8:00 am – 4:00 pm Wed. 9:30 am – 4:00 pm | https://www.baywib.org |

❖ **Eastern Shore VA Career Works Center (Affiliate) if applicable**

| | |
|---|---|
| Jamie Replogle, Office Manager | 757-302-4522 |
| 25036 Lankford Highway Onley, VA 23418 | jamie.replogle@vec.virginia.gov |
| Mon., Tues., Thurs., Fri. 8:30 am – 4:30 pm Wed. 9:30 am – 4:30 pm | https://www.baywib.org |

One-Stop Operator(s)

The BCWDB in consultation with the CEOs selected the one-stop operator, Rappahannock Goodwill Industries, through a competitive process in accordance with the Uniform Guidance, WIOA and its implementing regulations, and Local procurement laws and regulations. All documentation for the competitive one-stop operator procurement and selection process is published and may be viewed on the BCWDB website at: <https://www.baywib.org>. Functional details are outlined in the Roles and Responsibilities of Partners section, under One-Stop Operator.

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

Partners

| Program | Partner Organization | Authorization/Category |
|---|--|--|
| VA Career Works One Stop Operator | Rappahannock Goodwill Industries | WIOA Title I Program |
| (Comprehensive) WIOA Adult, Dislocated Worker Programs | Rappahannock Goodwill Industries | WIOA Title I Program |
| (Affiliate) WIOA Adult, Dislocated Worker Programs | Rappahannock Community College | WIOA Title I Program |
| (Affiliate) WIOA Adult, Dislocated Worker Programs | Eastern Shore Community College | WIOA Title I Program |
| (Comprehensive) WIOA Youth Program | Rappahannock Goodwill Industries | WIOA Title I Program |
| (Affiliate) WIOA Youth Program | Rappahannock Community College | WIOA Title I Program |
| (Affiliate) WIOA Youth Program | Eastern Shore Community College | WIOA Title I Program |
| Wagner-Peyser Employment Services | Virginia Works | Employment Services program, authorized under Wagner-Peyser Act, as amended by WIOA Title III providing the state's labor exchange |
| Adult Education & Literacy | Department of Education; Local Adult Education Agencies | WIOA Title II Program |
| Virginia Department for Aging & Rehabilitative Services | Virginia Department for Aging & Rehabilitative Services, | WIOA Title IV Program |

| | | |
|--|--|--|
| (Comprehensive) Title V of the Older Americans Act of 1965 | Healthy Generations/Rappahannock Agency on Aging | Title V of the Older Americans Act of 1965 |
| (Affiliate) Title V of the Older Americans Act of 1965 | Bay Aging | Title V of the Older Americans Act of 1965 |
| (Affiliate) Title V of the Older Americans Act of 1965 | Eastern Shore Area Agency on Aging/ Eastern Shore Community Action Agency | Title V of the Older Americans Act of 1965 |
| Job Corps | Job Corps | Job Corps, WIOA Title I Program, Subtitle C |
| Carl D. Perkins Career & Technical Education Act of 2017 | Department of Education Germanna Community College Rappahannock Community College Eastern Shore Community College | Postsecondary Career and Technical Education (CTE) programs under Carl D. Perkins Act of 2006 |
| Trade Adjustment Assistance | Virginia Works | Authorized under Chapter 2 of Title II of the Trade Act of 1974 |
| Veterans Employment & Training | Virginia Works | Veterans Transition Assistance Program and Virginia Values Veterans |
| Community Services Block Grant | Department of Health and Human Services/Social Services | Employment & Training Activities carried out under Community Services Block Grant Act (CSBG) 42 USC 9901 et seq. |
| Migrant Farm Worker Programs | Virginia Works | National Farmworker Jobs Program (NFJP) WIOA Section 167 |
| Unemployment Compensation | Virginia Works | Federal Unemployment Tax Act Unemployment Insurance (UI) programs under state unemployment compensation laws |
| Commission of Native American Affairs | Commission of Native American Affairs | Indian and Native American Programs (INA) WIOA Section 166, 29 USC 3221 |

TERMS AND CONDITIONS

Partner Services

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

| |
|---|
| BASIC CAREER SERVICES |
| Outreach, intake and orientation to the information, services, programs, tools and resources available through the BCWDA XIII Bay Consortium workforce system. |
| Initial assessments of skill level(s), aptitudes, abilities and supportive service needs. |
| In and out of area job search and placement assistance (including provision of information on in-demand industry sectors and occupations and non-traditional employment). |
| Access to employment opportunity and labor market information. |
| Performance information and programs costs for eligible providers of training, education and workforce services. |
| Information on performance of the local Workforce system. |
| Information on the availability of supportive services and referral to such, as appropriate. |
| Information and meaningful assistance on UI claim filing |
| Determination of potential eligibility for workforce Partner services, programs, referrals. |
| Information and assistance in applying for financial aid for training and education program not provided under WIOA. |
| |
| INDIVIDUALIZED CAREER SERVICES |
| Comprehensive and specialized assessments of skill levels and service needs. |
| Development of individual employability plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals. |
| Referral to training services. |
| Group counseling. |
| Literacy activities related to work readiness. |
| Individual counseling and career planning |
| Case management for customers seeking training services; individual in and out of area job search, referral and placement assistance. |
| Work experience, transitional jobs, registered apprenticeships and internships. |
| Workforce preparation services (e.g., development of learning skills, punctuality, communication skills, interviewing skills, personal maintenance, literacy skills, financial literacy skills, and professional conduct) to prepare individuals for unsubsidized employment or training. |
| Post-employment follow-up services and support (Is not an individualized career service but listed here for completeness). |
| |
| TRAINING SERVICES |
| Occupational skills training through Individual Training Accounts (ITAs) |
| Adult education and literacy activities, including English language acquisition (ELA), provided in combination with the training services described above. |
| On the Job Training (OJT) |
| Incumbent Worker Training |
| Programs that combine workplace training with related instruction which may include cooperative education. |
| Training programs operated by the private sector |
| Skill upgrading and retraining |

| |
|--|
| Entrepreneurial training |
| Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training. |
| Other training services as determined by the workforce partner's governing rules |
| |

See **Attachment B: Partner Program Services** for details of local services provided by partner agencies. (Page 26)

Roles and Responsibilities of Parties

The Parties to this agreement will work closely together to ensure that all VA Career Works centers are high-performing work places with staff that will ensure quality of service.

All Parties to this agreement shall comply with:

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

The previously listed provisions require, in part, that no persons in the United States shall, on the grounds of race, color, national origin, sex, 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.

- ❖ Additionally, all Parties shall:
- ❖ Collaborate and reasonably assist each other in the development of necessary service delivery protocols for the services outlined in the Partner Services section above,

- ❖ Agree that the provisions contained herein are made subject to all applicable federal and state laws, implementing regulations, and guidelines imposed on either or all Parties relating to privacy rights of customers, maintenance of records, and other confidential information relating to customers, and
- ❖ Agree that all equipment and furniture purchased by any party for purposes described herein shall remain the property of the purchaser after the termination of this agreement.

Chief Elected Official

The CEO for the Local Workforce Development Area (BCWDA) is Richmond County or F. Lee Sanders. The CEO will, at a minimum:

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

Local Workforce Development Board

The Local WDB ensures the workforce-related needs of employers, workers, and job seekers in the BCWDA are met, to the maximum extent possible with available resources. The BCWDB will, at a minimum:

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

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

Local Workforce Development Board Staff

Specific responsibilities include, at a minimum:

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

One-Stop Operator(s)

Rappahannock Goodwill Industries will oversee (2) two Center Manager(s) who will act as “functional leaders”. As such, they will have the authority to organize partner staff, in order to optimize and streamline service delivery efforts. Formal leadership, supervision, and performance responsibilities will remain with each staff member’s employer of record. The one-stop operator, through the Center Managers, will, at a minimum:

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

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

The one-stop operator will not assist in the development, preparation and submission of Local plans. They cannot manage or assist in future competitive processes for selecting operators or select or terminate one-stop operators, career services providers, or Youth providers. The operator cannot negotiate local performance accountability measures or develop and submit budgets for activities of the BCWDB. The BCWDB is responsible for the negotiated performance measures, strategic planning, budgets, and one-stop operator oversight (including monitoring).

Partners

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

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

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

Data Sharing

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

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

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

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

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

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

Confidentiality

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

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

Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

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

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

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

Referrals

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

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

Accessibility

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

Physical Accessibility

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

Virtual Accessibility

The BCWDB will work with the VA Workforce Development Board (VA WDB) to ensure that job seekers, workers and businesses have access to the same information online as they do in a physical facility. Information must be clearly marked and compliant with Section 508 of the U.S. Department of Health and Human Services code. Partners will comply with the Plain Writing Act of 2010; the law that requires that

federal agencies use "clear Government communication that the public can understand and use" and all information kept virtually will be updated regularly to ensure dissemination of correct information.

HELPFUL TIP – COMMUNICATION ACCESSIBILITY

For more information, please refer to the U.S. Department of Labor's Office of Disability Employment Policy's website at <https://www.dol.gov/odep/topics/CommunicationsAccess.htm>.

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

Communication Accessibility

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

Programmatic Accessibility

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

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

Outreach

The BCWDB and its Partners will develop and implement a strategic outreach plan that will include, at a minimum:

- ❖ Specific steps to be taken by each partner,
- ❖ An outreach plan to the region's human resources professionals,

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

Non-Discrimination and Equal Opportunity

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

The parties specifically agree that they will comply with Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule December 2, 2016), the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the Non-traditional Employment for Women Act of 1991, titles VI and VII of the Civil Rights of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1967, as amended, title IX of the Education Amendments of 1972, as amended, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37 and 38.

Responsibilities of the Parties

All parties to this MOU recognize the Partnership consists of various levels of government, not-for-profit, and for-profit entities. Each party to this agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No Partner assumes any responsibility for any other party, State or non-State, for the consequences of any act or omission of any third party. The parties acknowledge the Bay Consortium Workforce Development Board and the one-stop operator have no responsibility and/or liability for any actions of the one-stop center employees, agents, and/or assignees. Likewise, the parties have no responsibility and/or liability for any actions of the BCWDB or the one-stop operator. Nothing herein will be construed as a waiver of the sovereign immunity of the Commonwealth of Virginia.

Severability

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

Drug and Alcohol-free Workplace

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

Certification Regarding Lobbying

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

Debarment and Suspension

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

Priority of Service

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

Buy American Provision

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

Salary Compensation and Bonus Limitations

Each party certifies that, when operating grants funded by the U.S. Department of Labor, it complies with TEGL 05-06, Implementing the Salary and Bonus Limitations in Public Law 109-234, and Public Laws 114-113 (Division H, title I, Section 105) and 114-223, and WIOA section 194(15)(A), restricting the use of

federal grant funds for compensation and bonuses of an individual, whether charged to either direct or indirect, at a rate in excess of the Federal Office of Personnel Management Executive Level II.

Non-Assignment

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

Governing Law

This MOU will be construed, interpreted, and enforced according to the laws of the Commonwealth of Virginia. All parties shall comply with all applicable Federal and State laws and regulations, and Local laws where applicable and to the extent that they are not in conflict with State or Federal requirements.

Dispute Resolution

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

The following section details the dispute resolution process designed for use by the partners when unable to successfully reach an agreement necessary to execute the MOU. (Note: This is separate from the BCWDA Customer Grievance and Complaint Management Policy.) A disagreement is considered to have reached the level of dispute resolution when an issue arises out of the development and negotiation of an MOU that is not easily coming to a point of resolution. It is the responsibility of the BCWDB Chair (or designee) to coordinate the MOU dispute resolution to ensure that issues are being resolved appropriately. Any party to the MOU may seek resolution under this process.

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

- ❖ This MOU shall not affect the right of any party to seek all available remedies provided to it by law.

Modification Process

1. Notification of Partners

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

2. Discussion/Negotiation

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

Depending upon the type of modification, this can be accomplished through email communications of all the parties. If the proposed modification is extensive and is met with opposition, the BCWDB 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 BCWDB, wherein the new party assumes all of the rights and obligations of the original party. Upon execution, the BCWDB 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 BCWDB Chair (or designee) must ensure that the process in the Dispute Resolution section as outline above is followed.

3. Signatures

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

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

Effective Period

This MOU is entered into on July 1, 2024. This MOU will become effective as of the date of signing by the final signatory below and must terminate no later than June 30, 2027, unless any of the reasons in the Termination section apply.

This MOU is entered into as of July 1, 2024 and shall expire no later than June 30, 2027, unless any of the reasons in the Termination section apply.

Termination

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

- ❖ All parties mutually agree to terminate this MOU prior to the end date.
- ❖ Federal oversight agencies charged with the administration of WIOA are unable to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this MOU succeeding the first fiscal period. Any party unable to perform pursuant to MOU due to lack of funding shall notify the other parties as soon as the party has knowledge that funds may be unavailable for the continuation of activities under this MOU.
- ❖ WIOA is repealed or superseded by subsequent federal law.
- ❖ Local area designation is changed under WIOA.
- ❖ A party breaches any provision of this MOU and such breach is not cured within thirty (30) days after receiving written notice from the BCWDB 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.

In the event of termination, the parties to the MOU must convene within thirty (30) days¹ after the breach of the MOU to discuss the formation of the successor MOU. At that time, allocated costs must be addressed.

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

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

RESOURCE SHARING AGREEMENT

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

- ❖ Establishes and maintains the Local workforce delivery system at a level that meets the needs of the job seekers and businesses in the Local area;
- ❖ Reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among partners (thereby improving each program's effectiveness);
- ❖ Reduces overhead costs for any one partner by streamlining and sharing financial, procurement, and facility costs;

¹ The time period incorporated here, and throughout this Example MOU, is for hypothetical purposes only. Neither WIOA nor its implementing regulations impose such a requirement.

- ❖ Ensures that costs are appropriately shared by VA Career Works partners by determining contributions based on the proportionate use of the one-stop centers and relative benefits received, and requiring that all funds are spent solely for allowable purposes in a manner consistent with the applicable authorizing statutes and all other applicable legal requirements, including the Uniform Guidance;
- ❖ Outlines and describes infrastructure costs; and,
- ❖ Describes additional costs (career services and shared services)²

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

BCWDB and partners must complete the VA BCWDA One-Stop Center Budget and Cost Allocation Template, for each Center. Once completed, this document(s) will be accepted by all parties as the RSA, or per federal grant language, the Infrastructure Funding Agreement (IFA). These two acronyms (RSA & IFA) are interchangeable. RSA will be reviewed on an annual basis, recognized as a separate agreement to this MOU and that all parties may announce their consensus of the RSA through the exchange of correspondence between the BCWDB and partners or by some other agreed upon procedure.

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

RSA Timeline

Cost Allocation Methodology

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

Cost Reconciliation and Allocation Base Update

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

² Additional Costs: WIOA Section 121(i)(1) / Final Rule 678.760

- ❖ Partners will provide the BCWDB with the following information no later than thirty (30) days³ 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 a new program year and the 1st day of each subsequent quarter), and
 - ✓ Updated square feet occupied, and
 - ✓ Actual customer participation numbers (per the last day of the last month of each quarter).
- ❖ Upon receipt of the above information, the BCWDB, or Fiscal Agent, will provide a RSA – Financial Status Report on or before 45 days after the end of the quarter.

INFRASTRUCTURE FUNDING

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

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

All Parties to this MOU and separate RSAs for the Center(s) recognize that infrastructure costs are applicable to all required Partners, whether they are physically located in the center or not.⁴ Each partner’s contributions to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the Partner programs’ authorizing laws and regulations and the Uniform Guidance.

Partners

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

Cost Allocation Methodology

³ The time period incorporated here, and throughout this Example MOU, is for hypothetical purposes only. Neither WIOA nor its implementing regulations impose such a requirement.

⁴ When a local board has determined that a required program is not represented in the local workforce area (i.e., local area), then there is no requirement to include that program in the MOU. *For Example:* If there are no employment and training activities carried out by the Department of Housing and Urban Development (HUD) in the local area, then HUD would not be required to be a partner in that local workforce service delivery system. Thus HUD would not be a party to that local MOU. **Note:** It must be articulated in the MOU that a required program(s) is not available in the local area.

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

Cost Reconciliation and Allocation Base Update

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

Authority and Signature

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

By signing my name below, I, **F. Lee Sanders**, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

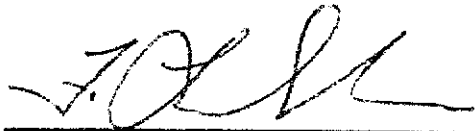
- ❖ This Virginia Career Works Bay Consortium Region MOU

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

- ❖ This Virginia Career Works Bay Consortium Region MOU

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

- three (3) years from effective date or June 30, 2027.
- Upon modified termination, whichever occurs earlier.



Signature

5/20/2024

Date

F. Lee Sanders

Print Name and Title

Chairman, Board of Supervisors Richmond County

Agency Name

Authority and Signature

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

By signing my name below, I, _____, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

- ❖ This Virginia Career Works Bay Consortium Region MOU

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

- ❖ This Virginia Career Works Bay Consortium Region MOU

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

- a) three (3) years from effective date or June 30, 2027.
- b) Upon modified termination, whichever occurs earlier.



Signature

Date

Print Name and Title

Agency Name

Authority and Signature

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

By signing my name below, I, Carrie Roth., certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU Modification, dated, July 1, 2024 – June 30, 2027.

All of my questions have been discussed and answered satisfactorily.

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

- ❖ This MOU dated July 1, 2024. I further understand that an amendment will be executed to include Registered Apprenticeship and a partner under Virginia Works

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

- ❖ This MOU Dated July 1, 2024

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

Except as provided herein, all terms and conditions of Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027, remains unchanged and in full force and effect.

Virginia Works: RESEA, Wagner Peyser, TAA, JVSG, RA



Signature



Date

Carrie Roth, Director

Print Name and Title

Virginia Works

Agency Name

Authority and Signature

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

By signing my name below, I, Demetrios Melis, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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


- ❖ This Virginia Career Works Bay Consortium Region MOU

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

- ❖ This Virginia Career Works Bay Consortium Region MOU

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

- a) Three (3) years from effective date or June 30, 2027.
- b) Upon modified termination, whichever occurs earlier.



Signature

7/15/2024

Date

Demetrios Melis, Commissioner

Print Name and Title

Virginia Employment Commission

Agency Name

Area 13 LWDA Bay Area Consortium, Fredericksburg, Eastern Shore, Northern Neck- MOU for 2024-2027

Authority, Signature and Service Commitments

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

My signature further certifies my understanding of the outlined provisions and that I also have the legal authority to bind my agency/organization to the terms contained herein. I further affirm that the attached outlined services will be made available within the Area 13 Bay Area Consortium Region's workforce system.

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

- a) three (3) years from effective date or
- b) Upon modified termination, whichever occurs earlier.

Lisa A. Martinez

Signature

05/31/2024

Date

Lisa A. Martinez, Senior Procurement Officer

Print Name and Title

Virginia Department for Aging and Rehabilitative Services

Agency / Organization Name

Authority and Signature

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

By signing my name below, I, Stephen A. Cox, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

- ❖ This Virginia Career Works Bay Consortium Region MOU

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

- ❖ This Virginia Career Works Bay Consortium Region MOU

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

- a) three (3) years from effective date or June 30, 2027.
- b) Upon modified termination, whichever occurs earlier.



Signature

May 21, 2024

Date

Stephen A. Cox, President & CEO

Print Name and Title

Rappahannock Goodwill Industries, Inc. (WIOA Title I One Stop Operator)

Agency Name

Authority and Signature

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

By signing my name below, I, Stephen A. Cox, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

- ❖ This Virginia Career Works Bay Consortium Region MOU

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

- ❖ This Virginia Career Works Bay Consortium Region MOU

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

- a) three (3) years from effective date or June 30, 2027.
- b) Upon modified termination, whichever occurs earlier.



Signature

May 21, 2024

Date

Stephen A. Cox, President & CEO

Print Name and Title

Rappahannock Goodwill Industries, Inc. (WIOA Title I A-DW-Y)

Agency Name

Authority and Signature

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

By signing my name below, I, Shannon L. Kennedy, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

- ❖ This Virginia Career Works Bay Consortium Region MOU

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

- ❖ This Virginia Career Works Bay Consortium Region MOU

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

- three (3) years from effective date or June 30, 2027.
- Upon modified termination, whichever occurs earlier.

Shannon Kennedy Digitally signed by Shannon Kennedy
Date: 2024.06.20 13:30:28 -04'00'

Signature

6/20/2024

Date

Shannon L. Kennedy, President

Print Name and Title

Rappahannock Community College

Agency Name

Authority and Signature

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

By signing my name below, I, James Shaeffer, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

- ❖ This Virginia Career Works Bay Consortium Region MOU

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

- ❖ This Virginia Career Works Bay Consortium Region MOU

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

- three (3) years from effective date or June 30, 2027.
- Upon modified termination, whichever occurs earlier.

James Shaeffer

Signature

July 15, 2024

Date

James Shaeffer President

Print Name and Title

Eastern Shore Community College (WIOA Title I)

Agency Name

Authority and Signature

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

By signing my name below, I, Nichole Bennett, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

- ❖ This Virginia Career Works Bay Consortium Region MOU

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

- ❖ This Virginia Career Works Bay Consortium Region MOU

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

- three (3) years from effective date or June 30, 2027.
- Upon modified termination, whichever occurs earlier.


Signature

5/24/24

Date

Nichole Bennett, Program Manager

Print Name and Title

Rappahannock Area Regional Adult Education

Agency Name

Authority and Signature

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

By signing my name below, I, Shannon L. Kennedy, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

- ❖ This Virginia Career Works Bay Consortium Region MOU

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

- ❖ This Virginia Career Works Bay Consortium Region MOU

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

- three (3) years from effective date or June 30, 2027.
- Upon modified termination, whichever occurs earlier.

Shannon Kennedy Digitally signed by Shannon Kennedy
Date: 2024.06.20 13:30:28 -04'00'

Signature

6/20/2024

Date

Shannon L. Kennedy, President

Print Name and Title

Rappahannock Community College, Adult Education

Agency Name

Authority and Signature

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

By signing my name below, I, Tracy Elliott, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

- ❖ This Virginia Career Works Bay Consortium Region MOU

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

- ❖ This Virginia Career Works Bay Consortium Region MOU

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

- three (3) years from effective date or June 30, 2027.
- Upon modified termination, whichever occurs earlier.

Tracy Elliott
Signature

6/26/24
Date

Tracy Elliott - Regional Program Manager

Print Name and Title

Middle Peninsula R.A.C.E.

Agency Name

Authority and Signature

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

By signing my name below, I, James Shaeffer, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

- ❖ This Virginia Career Works Bay Consortium Region MOU

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

- ❖ This Virginia Career Works Bay Consortium Region MOU

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

- a) three (3) years from effective date or June 30, 2027.
- b) Upon modified termination, whichever occurs earlier.

James Shaeffer

Signature

July 15, 2024

Date

James Shaeffer President

Print Name and Title

Eastern Shore Community College (Adult Education)

Agency Name

Authority and Signature

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

By signing my name below, I, Dr. John Davis certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

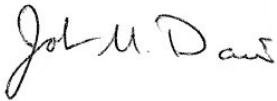
- ❖ This Virginia Career Works Bay Consortium Region MOU

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- ❖ This Virginia Career Works Bay Consortium Region MOU

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- three (3) years from effective date or June 30, 2027.
- Upon modified termination, whichever occurs earlier.



06/09/2024

Signature

Date

Dr. John Davis, Vice President, Administrative Services

Print Name and Title

Germanna Community College

Agency Name

Authority and Signature

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

By signing my name below, I, Patricia Holland, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

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- three (3) years from effective date or June 30, 2027.
- Upon modified termination, whichever occurs earlier.



Signature

July 15, 2024

Date

Patricia Holland, Executive Director

Print Name and Title

Rappahannock Area Agency on Aging, Inc. d/b/a Healthy Generations

Agency Name

Authority and Signature

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

By signing my name below, I, Kathy Vesley, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

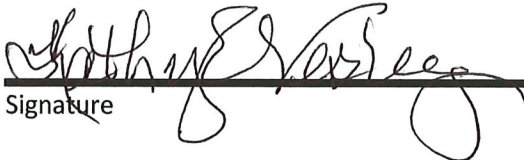
- ❖ This Virginia Career Works Bay Consortium Region MOU

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- three (3) years from effective date or June 30, 2027.
- Upon modified termination, whichever occurs earlier.


Signature


Date

Kathy Vesley, President & CEO

Print Name and Title

Bay Aging

Agency Name

Authority and Signature

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

By signing my name below, I, Donna F Smith, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

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- a) three (3) years from effective date or June 30, 2027.
- b) Upon modified termination, whichever occurs earlier.

Donna F Smith

7/15/2024

Signature

Date

DONNA F SMITH

CEO

Print Name and Title

Eastern Shore Area Agency on Aging Community Action Agency

Agency Name

Authority and Signature

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

By signing my name below, I, Chris D.Mackey, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

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- three (3) years from effective date or June 30, 2027.
- Upon modified termination, whichever occurs earlier.

Chris D. Mackey Digitally signed by Chris D. Mackey
Date: 2024.08.05 14:10:36 -04'00'

Signature

August 5, 2024

Date

Chris D. Mackey, Director Agency Management Services

Print Name and Title

Department of Veterans Services

Agency Name

Authority and Signature

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

By signing my name below, I, Marshall Williams, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

- ❖ This Virginia Career Works Bay Consortium Region MOU

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- three (3) years from effective date or June 30, 2027.
- Upon modified termination, whichever occurs earlier.

Marshall Williams Digital Signature

Signature

7/16/2024

Date

Marshall Williams, Supervisor

Print Name and Title

VA Cares

Agency Name

Authority and Signature

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

By signing my name below, I, Christianne Queiroz, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

- ❖ This Virginia Career Works Bay Consortium Region MOU

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- ❖ This Virginia Career Works Bay Consortium Region MOU

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- three (3) years from effective date or June 30, 2027.
- Upon modified termination, whichever occurs earlier.

Christianne Queiroz

Signature

08/14/2024

Date

Christianne Queiroz, Virginia Farmworkers Program's Director at CVLAS

Print Name and Title

Central Virginia Legal Aid Society (CVLAS)

Agency Name

Authority and Signature

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

By signing my name below, I, Kimberly Young, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

- ❖ This Virginia Career Works Bay Consortium Region MOU

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- b) Upon modified termination, whichever occurs earlier.

Kimberly Young Digitally signed by Kimberly Young
Date: 2024.09.05 16:52:12 -04'00'

Signature

9/5/2024

Date

Dr. Kimberly Young, UMW Associate Provost for Career and Workforce

Print Name and Title

University of Mary Washington

Agency Name

Authority and Signature

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

By signing my name below, I, **Christina L. Clark, Executive Director STEM EIC**, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

with: ❖ This Virginia Career Works Bay Consortium Region MOU

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

❖ This Virginia Career Works Bay Consortium Region MOU

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- a) three (3) years from effective date or June 30, 2027.
- b) Upon modified termination, whichever occurs earlier.

Signature Date

Christina L. Clark 6/18/2024

Print Name and Title

CHRISTINA L. Clark, Executive Director

Agency Name STEM Education and Innovation (STEM EIC)

Authority and Signature

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

By signing my name below, I, Suzanne Orozco, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

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- Upon modified termination, whichever occurs earlier.

Suzanne Orozco Digitally signed by Suzanne Orozco
Date: 2024.05.23 01:24:04 -04'00'

Signature

5/23/2024

Date

Suzanne Orozco, President and Chief Executive Officer

Print Name and Title

Telamon

Agency Name



Authority and Signature

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

By signing my name below, I, Rebecca J. Morgan, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

- ❖ This Virginia Career Works Bay Consortium Region MOU

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- b) Upon modified termination, whichever occurs earlier.

Rebecca Morgan Digitally signed by Rebecca Morgan
Date: 2024.05.21 13:25:25 -04'00'

Signature

May 21, 2024

Date

Rebecca J. Morgan, Director

Print Name and Title

Middlesex Department of Social Services

Agency Name

Authority and Signature

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

By signing my name below, I, Candace Mickelborough, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

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- ❖ This Virginia Career Works Bay Consortium Region MOU

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- Upon modified termination, whichever occurs earlier.


Signature

6/28/24
Date

Candace Mickelborough, Director
Print Name and Title

Essex DSS
Agency Name

Authority and Signature

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

By signing my name below, I, Wendy Sneed, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

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- b) Upon modified termination, whichever occurs earlier.

Wendy Sneed
Signature

8/26/2024
Date

Wendy Sneed, Director
Print Name and Title

Caroline Co Dept of Social Services
Agency Name

Authority and Signature

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

By signing my name below, I, Marcy Bruce, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

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- three (3) years from effective date or June 30, 2027.
- Upon modified termination, whichever occurs earlier.

Marcy Bruce
Signature

7/31/2024
Date

Marcy Bruce, Assistant Director

Print Name and Title

Stafford County Department of Social Services

Agency Name

Authority and Signature

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

By signing my name below, I, Vicki Weakley, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

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- Upon modified termination, whichever occurs earlier.

Vicki Weakley
Signature

7.1.2024
Date

Vicki Weakley, Director
Print Name and Title

Accomack County Department of Social Services
Agency Name

Authority and Signature

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

By signing my name below, I, Amanda Tevis, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

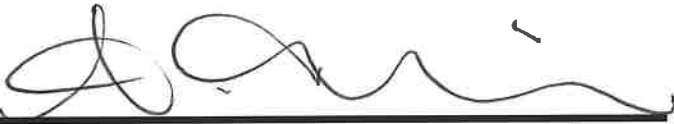
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- b) Upon modified termination, whichever occurs earlier.



Signature

July 17, 2024

Date

Amanda Tevis, Director

Print Name and Title

King William

Agency Name

Authority and Signature

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

By signing my name below, I, Vanessa Livingstone, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

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- Upon modified termination, whichever occurs earlier.


Signature

7/15/24
Date

Vanessa Livingstone, Director
Print Name and Title

Richmond County Department of Social Services
Agency Name

Authority and Signature

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

By signing my name below, I, **Jackie Clayton**, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

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- b) Upon modified termination, whichever occurs earlier.


Signature

5-20-2024
Date

Jackie Clayton
Print Name and Title

Northumberland Department of Social Services
Agency Name

Authority and Signature

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

By signing my name below, I, Jonathan Franklin, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

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- Upon modified termination, whichever occurs earlier.

Jonathan Franklin Digitally signed by Jonathan Franklin
Date: 2024.05.22 12:11:34 -04'00'

Signature

05/22/2024

Date

Jonathan Franklin - Director

Print Name and Title

King George County Department of Social Services

Agency Name

Authority and Signature

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

By signing my name below, I, CHRISTEN GALLIK, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

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- Upon modified termination, whichever occurs earlier.

Christen Gallik
Signature

06/06/2024
Date

CHRISTEN GALLIK, DIRECTOR
Print Name and Title

CITY OF FREDERICKSBURG DEPT OF SOCIAL SERVICES
Agency Name

Authority and Signature

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

Amy Swift

By signing my name below, I, _____, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027. All of my questions have been discussed and answered satisfactorily.

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

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- b) Upon modified termination, whichever occurs earlier.

DocuSigned by:

 022002802300718...

 Signature

11/12/2024 | 10:06 EST

Date

Amy Swift

DSS Director

Print Name and Title

Department of Social Services

Agency Name

Attachment A: Definitions

One-Stop Delivery System

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

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

Infrastructure Costs

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

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

Additional Costs

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

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

Resource Sharing Agreement (RSA)

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

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

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

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

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

Funding Types

Cash

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

Non-Cash⁵

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

Third-Party In-Kind

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

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

Allocation

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

[2 CFR 200.4]

⁵ The value of non-cash and third-party in-kind contributions must be fairly evaluated in accordance with the Uniform Guidance at 2 CFR 200.306.

Cost Objectives

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

[2 CFR 200.28]

Modification Authority and Signature

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

By signing my name below, I, _____, certify that I have read the information contained in this Virginia Career Works Bay Consortium Region MOU Modification, dated, July 1, 2024 – June 30, 2027.

All of my questions have been discussed and answered satisfactorily.

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

- ❖ This MOU Modification as outlined/described below:

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

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

Except as provided herein, all terms and conditions of Virginia Career Works Bay Consortium Region MOU, dated, July 1, 2024 – June 30, 2027, remains unchanged and in full force and effect.

Signature

Date

Print Name and Title

Agency Name

Attachment B: Partner Program Services

| | |
|---|--|
| Partner Program: Virginia Employment Commission, Unemployment Compensation | |
| Website: https://www.vec.virginia.gov/ | |
| Partner Program - Signatory Authority (Name, Job Title, email): Demetris Melis, Commissioner, demetrios.melis@vec.virginia.gov | |
| Partner Program State Contact: Jason Padgett, Senior Analyst, Jason.padgett@vec.virginia.gov | |
| Partner Program Local Area Contact (Name, Job Title, email, and telephone number): Hope Holley, Regional Tax Representative, Hope.Holley@vec.virginia.gov | |
| List of Services to be Made Available Through the Virginia Career Works Center(s) | |
| Partner will participate in the following manner (indicate Center Name and type of contact): | |
| 1. Permanent Presence and Service Provision | |
| 2. Itinerant Presence and Service Provision | |
| 3. Service Provision Only | In-person assistance in partnership with Virginia Works staff and virtually through VEC staff. Fredericksburg, Northern Neck and Eastern Shore |
| List services to be made available below (add additional pages if needed): | |
| Unemployment Compensation: <ul style="list-style-type: none"> • Provision of information and meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation. • Assistance may be provided on-site through a partnership with Virginia Works staff and the Virginia Employment Commission, where Virginia Works staff that are well trained in unemployment compensation claims filing and the benefit rights and responsibilities of claimants. This assistance may also be provided by phone or via other technology. • Tax Representatives may also assist business customers in-person or virtually. • Customer Escalation Specialists may also assist customers in-person or virtually. | |

Attachment B: Partner Program Services

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|---|------------------------------------|
| Partner Program: Virginia Works Website: http://www.virginiaworks.gov | |
| Partner Program - Signatory Authority (Name, Job Title, email): Carrie Roth, Commissioner, Virginia Works Partner Program Local Area Contact (Name, Job Title, email and telephone number): Jamie Replogle, Workforce Services Office Manager – Eastern Shore Jamie.Replogle@virginiaworks.gov Melissa King, Workforce Services Office Manager – Fredericksburg, Northern Neck Melissa.king@virginiaworks.gov Hosey Burgess, Workforce Services District Manager – Hampton Roads Hosey.Burgess@virginiaworks.gov Debbye Warf, Workforce Services District Manager – Northern Region Debbye.warf@virginiaworks.gov | |
| List of Services to be Made Available Through the Virginia Career Works Center(s) | |
| Partner will participate in the following manner (indicate Center Name and type of contact): | |
| 1. Permanent Presence and Service Provision | Permanent Presence (Eastern Shore) |
| 2. Itinerant Presence and Service Provision | |
| 3. Service Provision Only | |
| List services to be made available below (add additional pages if needed): Wagner-Peyser Act <ul style="list-style-type: none"> – Provide basic career services and individualized career services for job seekers and workers – Initial assessment of skill levels, aptitudes, abilities, and supportive service needs – Conduct outreach regarding local workforce system’s services and products in coordination with the local workforce development board – Provide access to labor market information and assist with the interpretation of this information relating to local, regional, and national labor market areas, including job vacancy listings, information on job skills necessary to obtain the jobs, and information | |

relating to local occupations in demand and their earnings, skill requirements, and opportunities for advancement for such occupations

- Conduct outreach and assist employers fill their workforce needs with qualified job seekers in coordination with the business services representative
- Provide customized recruitment and job applicant screening and referral services
- Conduct job fairs, use one-stop center facilities for recruiting and interviewing job applicants in coordination with the One-Stop Operator and Business Services Representative
- Post job vacancies in the state labor exchange system and take and fill job orders
- Provide information regarding workforce development initiatives and programs
- Conduct intake, outreach, and orientation to the information services, programs, tools and resources available through the workforce system in coordination with the local workforce development board
- Referral to training services
- Information on the availability of supportive services and referral to such as appropriate

Unemployment Insurance

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

Jobs for Veterans State Grant (JVSG)

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

Rapid Response

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

Trade Adjustment Assistance (TAA)

- The TAA Program is a federal program established under the Trade Act that provides aid to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports. The program develops On-the-Job Training (OJT) contracts
- Provide occupation skills training through Individual Training Accounts (ITAs)
- Development of an individual employability development plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals

Reemployment Services and Eligibility Assessments (RESEA)

- Provide specialize assessments of skill levels and service needs to claimants
- Review of Unemployment Insurance claims and benefits
- Development of an individual employability plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals.
- Referral to training services and reduction in duration of UI benefits

Foreign Labor Certification

- Process H-2A and H-2B foreign labor applications, conduct employer housing inspections, conduct prevailing wage and practice surveys, and conduct employer outreach for foreign labor programs

Migrant Seasonal Farmworker Services

- In and out of area job search and placement assistance
- Conduct outreach activities with growers and other employers

Registered Apprenticeship

- Employment training model that produces highly skilled workers to meet the demands of employers competing in a global economy, through a combination of on-the-job training and related technical instruction.
- Combines employer-specific training under the guidance of a highly skilled mentor at the work site.
- On-the-job training is supplemented with related classroom instruction.

Attachment B: Partner Program Services

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| Partner Program: University of Mary Washington - Virginia Talent + Opportunity Partnership (V-TOP) Website: https://www.umw.edu/cps/virginia-talent-opportunity-partnership-v-top/ | |
| Partner Program - Signatory Authority (Name, Job Title, email): Dr. Kimberly Young, Associate Provost for Career and Workforce (kyoung3@umw.edu) | |
| Partner Program Local Area Contact (Name, Job Title, email and telephone number): Dr. Antoinette Jenkins, Director of Rappahannock Work and Learn Collaborative (ajenkin5@umw.edu; 540-654-2104) | |
| List of Services to be Made Available Through the Virginia Career Works Center(s) | |
| Partner will participate in the following manner (indicate Center Name and type of contact): | |
| 1. Permanent Presence and Service Provision | |
| 2. Itinerant Presence and Service Provision | |
| 3. Service Provision Only | Fredericksburg VA Career Works Center Northern Neck Va Career Works Center |
| List services to be made available below (add additional pages if needed): Workshops to guide employers through training required for participation in the V-TOP Matching Funds Program | |

Attachment B: Partner Program Services

| | |
|---|---|
| Partner Program: National Farmworker Jobs Program | |
| Website: www.Telamon.org | |
| Partner Program - Signatory Authority (Name, Job Title, email): | |
| Partner Program Local Area Contact (Name, Job Title, email and telephone number): Jane Bacilio, Program Manager, jbacilio@telamon.org (304) 443-5699 | |
| List of Services to be Made Available Through the Virginia Career Works Center(s) | |
| Partner will participate in the following manner (indicate Center Name and type of contact): | |
| 1. Permanent Presence and Service Provision | Onley Warsaw |
| 2. Itinerant Presence and Service Provision | |
| 3. Service Provision Only | Telamon accepts referrals for the National Farmworker Jobs Program for the two (2) locations listed above. We refer and partner with other VCW partners to better serve individuals coming to the centers for assistance. |
| List services to be made available below (add additional pages if needed): | |
| <p>The National Farmworker Jobs Program (NFJP) provides grants to community-based organizations and public agencies that assist Migrant and Seasonal Farmworkers (MSFWs) and their families attain great economic stability. The program helps farmworkers acquire the skills they need to retain agriculture jobs or start new careers.</p> <p>The NFJP program was created under the 1964 Civil Rights Act and is currently authorized under Section 167 of the Workforce Innovation and Opportunity Act (WIOA).</p> <p>The program partners with community organizations and state agencies to counter the chronic unemployment and underemployment experience by farmworkers who depend primarily on jobs in agricultural labor performed across the country. The NFJP is an integral part of the public workforce system and partner in the nationwide network of American Job Centers. In addition, NFJP partners with state monitor advocates to provide services to farmworkers and their families working in agricultural employment.</p> <p>Services provided to MSFW and/or their dependents:</p> <ul style="list-style-type: none"> o Career Services - including outreach, skills assessment, labor market information, job search, program eligibility determination and placement assistance, individual employment plans developed through a case management-based service strategy, group and individual counseling, and short-term pre-vocational services, such as workplace readiness training. MSFWs can also access the other services of the American Job Center. o Training Services - including occupational skills and job training, on-the-job training opportunities, programs that combine workplace training with related instruction, skills upgrading and retraining, entrepreneurial training, and other training activities. o Youth Services - including tutoring, dropout prevention, paid and unpaid work experiences, occupational skills training, certain education, leadership development opportunities, mentoring, comprehensive guidance and counseling, financial literacy training, and entrepreneurial training. o Related Assistance Services - including short-term direct assistance that helps farmworkers and their family members to retain their agricultural employment or to participate in intensive or training services. | |

Attachment B: Partner Program Services

Partner Program: STEM Education and Innovation

Website: stemeic.org

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

Christina L. Clark, Executive Director, cclark@stemeic.org / stemeic.info@gmail.com

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

Christina L. Clark, Executive Director, cclark@stemeic.org / stemeic.info@gmail.com
571 494 6200

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

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

| | |
|---|---|
| 1. Permanent Presence and Service Provision | 10304 Spotsylvania Ave. Suite 100 Fredericksburg, VA 22408 571 494 6200 stemeic.info@gmail.com Mon., Tues., Thurs., Fri. 8:30 am – 4:30 pm Wed. 9:30 am – 4:30 pm |
| 2. Itinerant Presence and Service Provision | |
| 3. Service Provision Only | |

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

Workforce Development: We also promote the growth of STEM education and enrichment through Technovation Girls and a award-winning Afterschool Career Readiness Program for (high school students). STEM EIC connects STEM educators with valuable resources in order to prepare students to enter the STEM Workforce Pipeline.

Community Outreach: Building a stronger community through partnerships, through collaborations. Volunteer opportunities to support youth, Host, Technovation Girls (2-12th), Family STEM Engagement Events,

Youth Experience: Afterschool programming, hybrid Career Readiness Club, workshops and field trips.

CREATING A FUTURE WORKFORCE THROUGH AFTERSCHOOL - STEM/CTE PIPELINE

At STEM EIC, we have strategically partnered with other community organizations to create a STEM pipeline process that guides students through four levels of development, resulting in academic, personal and career success. The process allows students to progress independently through a series of tested programs that create a competitive advantage. At each step in the process we find resources to support schools and STEM coaches in an effort to help them guide students through the pipeline. Ultimately, entire communities will be impacted as students leave the pipeline with valuable experience and clear career direction.

LEVEL 1. INTRODUCTION AND EXPLORATION:

Afterschool programs, workshops and outreach events that give students access and introduce them personally to the fun aspects of STEM learning. These opportunities engage their creative problem solving skills and their ability to explore innovative ideas through inquiry-based learning activities.

LEVEL 2. EXPERIENCES AND LEARNING:

Opportunities for students to get their hands on and learn about STEM, often delivered through camps and workshops. This level introduces STEM opportunities to students and allows them to explore multiple disciplines and career possibilities, introducing them to important career decision-making skills.

LEVEL 3. APPLICATION AND PRACTICE:

Programs designed to allow students the opportunity to apply their education and learn from both success and failure in real life scenarios. Examples include internships, work based learning opportunities and participation in STEM competitions, both of which are valuable tools in narrowing student interests and making tangible career and education plans. In addition, leadership skills and other vital workplace skills are learned through these practice opportunities.

LEVEL 4. LAUNCH:

Community partners offer support for students, and often their families, as they transition from Levels 2 and 3 into Level 4 where their objective is application and career readiness. This Level is marked by a critical time of confidence building, values exploration, resume writing, scholarship and job applications and interviews. Students receive much needed support to successfully launch using workshops, online support, and career/life coaching.

Attachment B: Partner Program Services

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|---|---|
| Partner Program: Stafford County Department of Social Services | |
| Website: www.staffordcountyva.gov | |
| Partner Program - Signatory Authority (Name, Job Title, email): | |
| Partner Program Local Area Contact (Name, Job Title, email and telephone number): Marcy Bruce, Assistant Director, marcy.bruce@dss.virginia.gov | |
| List of Services to be Made Available Through the Virginia Career Works Center(s) | |
| Partner will participate in the following manner (indicate Center Name and type of contact): | |
| 1. Permanent Presence and Service Provision | n/a |
| 2. Itinerant Presence and Service Provision | Fredericksburg Virginia Carrer Works Center, when needed, to provide intensive assistance to DSS clients who are seeking employment and/or job skills training and education. |
| 3. Service Provision Only | Fredericksburg Virginia Career Works Center, PD 16 DSS agencies will provide DSS and agency-specific information for distribution. |
| List services to be made available below (add additional pages if needed): Reference 2 and 3 above. | |

Attachment B: Partner Program Services

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|--|-----------------------|
| Partner Program: Richmond County DSS VIEW/TANF Website: | |
| Partner Program - Signatory Authority (Name, Job Title, email): Vanesa Livingstone, Director, vanesal.livingstone@dss.virginia.gov Partner Program Local Area Contact (Name, Job Title, email and telephone number): Katina Johnson, BPS III, katina.johnson@dss.virginia.gov | |
| List of Services to be Made Available Through the Virginia Career Works Center(s) | |
| Partner will participate in the following manner (indicate Center Name and type of contact): | |
| 1. Permanent Presence and Service Provision | N/A |
| 2. Itinerant Presence and Service Provision | N/A |
| 3. Service Provision Only | Referrals For Service |
| List services to be made available below (add additional pages if needed): - VIEW/TANF - Child Care | |

Attachment B: Partner Program Services

| | |
|--|--|
| <p>Partner Program: Workforce Innovation and Opportunity Act (WIOA) Youth, Adult & Dislocated Worker Program Services One-Stop Operator Website: www.fredgoodwill.org</p> | |
| <p>Partner Program - Signatory Authority (Name, Job Title, email): Steve Cox, CEO, steve.cox@fredgoodwill.org</p> <p>Partner Program Local Area Contact (Name, Job Title, email and telephone number): Marty Bywaters-Baldwin, Chief Mission Officer, marty.baldwin@fredgoodwill.org, 540.718.8164</p> | |
| <p>List of Services to be Made Available Through the Virginia Career Works Center(s)</p> | |
| <p>Partner will participate in the following manner (indicate Center Name and type of contact):</p> | |
| <p>1. Permanent Presence and Service Provision</p> | <ul style="list-style-type: none"> • Virginia Career Works - Fredericksburg Center WIOA Adult & Dislocated Worker and Youth Program Service • Virginia Career Works - Fredericksburg Center WIOA One-Stop Operator |
| <ul style="list-style-type: none"> • Itinerant Presence and Service Provision | |
| <ul style="list-style-type: none"> • Service Provision Only | |
| <p>List services to be made available below (add additional pages if needed):</p> <p>The Adult and Dislocated Worker Program, under Title I of the Workforce Investment Act of 1998, is designed to provide quality employment and training services to assist eligible individuals in finding and qualifying for meaningful employment, and to help employers find the skilled workers they need to compete and succeed in business.</p> <p><i>Career Services</i></p> <p>Career services are offered to all qualified adults/ dislocated workers at Virginia Career Works Fredericksburg Center. These services include:</p> <ul style="list-style-type: none"> • Job search and placement assistance, including career counseling | |

- Labor market information identifying job vacancies, skills necessary for occupations in demand, and relevant employment trends in the local, regional, and national economies
- Initial assessment of skills and needs
- Information on available services and programs
- Follow up services to assist in job retention

Training Services

Qualified Adults/ Dislocated Workers can also receive assistance in training for in-demand occupations. To access training assistance, individuals must meet one of the following criteria:

- Has been terminated, laid off, or lost job due to company closing and is receiving or has exhausted unemployment insurance compensation
- Self-employed and is no longer able to maintain the business due to general economic conditions or natural disaster
- Displaced homemaker who has been providing unpaid services to family members in home and has been dependent on the income of another family member

Training may include:

- Occupational skills training in an occupation that is locally in demand
- Skills upgrading
- On the job training
- Industry recognized credentials
- Pre-apprenticeship and apprenticeship training
- Academic and career preparation for training
- Post-training job search assistance

Youth Services

Title I Youth Program provides services to disconnected youth, ages 14-24, who face barriers to employment, education and training.

The WIOA Youth program includes the following program elements: tutoring; alternative secondary school services; paid and unpaid work experiences, which include: summer and year round employment opportunities, pre-apprenticeship programs, internships and job shadowing, and on-the-job training; occupational skill training; education offered concurrently with workforce preparation and training; leadership development opportunities; supportive services; mentoring; follow-up services; comprehensive guidance and counseling; financial literacy education; entrepreneurial skills training; services that provide labor market and employment information; and postsecondary education and training preparation activities.

One-Stop Operator

- Manage the overall operations of the one-stop career center(s), including, but not limited to performance accountability, coordination of one-stop system financial management (including coordination of negotiated infrastructure funding models), and programmatic

activities as described in the partner MOU.

- Coordinate the service delivery of required one-stop partners and service providers, such as ensuring coverage during working hours, developing a one-stop career center(s) customer intake flow, and implementing other important customer service processes, consistent with the WIOA Local Workforce Development Area Plan and existing Memorandum of Understanding (MOU) guiding and governing service delivery to meet the employment and training needs of the community.
- Coordinate the provision of career services in the one-stop career center(s), including the coordination with WIOA Title 3-funded employment services, including basic career services, as appropriate.
- Conduct a financial and performance evaluation of partner operators on an annual basis.

Attachment B: Partner Program Services

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| Partner Program: Rappahannock Community College Adult Education Program | |
| Website: https://www.rappahannock.edu/explore-programs/specialty-programs/career-transition-services.html | |
| Partner Program - Signatory Authority (Name, Job Title, email): Dr. Shannon L. Kennedy, President skennedy@rappahannock.edu | |
| Partner Program Local Area Contact (Name, Job Title, email and telephone number): Marjorie Lampkin, Office of Career and Transition Services Coordinator, mlampkin@rappahannock.edu, 804-333-6825 | |
| List of Services to be Made Available Through the Virginia Career Works Center(s) | |
| Partner will participate in the following manner (indicate Center Name and type of contact): | |
| 1. Permanent Presence and Service Provision | RCC Warsaw Campus RCC Kilmarnock Center |
| 2. Itinerant Presence and Service Provision | |
| 3. Service Provision Only | |
| List services to be made available below (add additional pages if needed): | |
| <ul style="list-style-type: none"> • Basic Adult Education Instruction • High School Equivalency (GED®) Instruction • English Language Acquisition Instruction • Pearson Vue Testing Center (GED testing) • Workforce Readiness Skills • Digital Literacy • Integrated Education and Training (IET) • Direct referral to WIOA Adult & Dislocated Worker and Youth programs and support services • Access to CHAMPS (Career Help and Mentoring for Parenting Students) program for eligible students | |

Attachment B: Partner Program Services

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|---|---|
| Partner Program: Rappahannock Area Regional Adult Education | |
| Website: www.rarae.org | |
| Partner Program - Signatory Authority (Name, Job Title, email): <i>Nichole Bennett, Program Manager, nbennett@spotsylvania.k12.va.us</i> | |
| Partner Program Local Area Contact (Name, Job Title, email and telephone number): Nichole Bennett, Program Manager nbennett@spotsylvania.k12.va.us 540-898-8165 | |
| List of Services to be Made Available Through the Virginia Career Works Center(s) | |
| Partner will participate in the following manner (indicate Center Name and type of contact): | |
| 1. Permanent Presence and Service Provision | M/W/F Adult Ed staffing on-site from 9am-1pm for intake, registration assessment, and instruction |
| 2. Itinerant Presence and Service Provision | Adult Ed staff available by appointment and virtually to provide information and services |
| 3. Service Provision Only | |
| List services to be made available below (add additional pages if needed): -information and counseling in reference to high school completion options, trade and workplace based training opportunities, English language services, and educational skill review and advancement. -intake and registration for Adult Education services and classes -guidance on GED test registration and completion -Digital literacy instruction and learning opportunities | |

Attachment B: Partner Program Services

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|---|---|
| Partner Program: Northumberland Department of Social Services (NDSS) | |
| Website: | |
| Partner Program - Signatory Authority (Name, Job Title, email): | |
| Partner Program Local Area Contact (Name, Job Title, email and telephone number): Jackie Clayton, Director. jackie.clayton@dss.virginia.gov (804)580-3477 | |
| List of Services to be Made Available Through the Virginia Career Works Center(s) | |
| Partner will participate in the following manner (indicate Center Name and type of contact): | |
| 1. Permanent Presence and Service Provision | |
| 2. Itinerant Presence and Service Provision | |
| 3. Service Provision Only | NDSS will assist with intake and referrals to the Virginia Career Works Center. In addition, we will utilize VIEW funds for client specific services (for eligible VIEW clients) as deemed appropriate by NDSS. |
| List services to be made available below (add additional pages if needed): Intake and referrals. Utilization of VIEW funds as deemed appropriate by NDSS | |

Attachment B: Partner Program Services

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|--|--|
| Partner Program: Middle Peninsula Regional Adult & Career Education (Region 18) | |
| Website: www.mprace.org | |
| Partner Program - Signatory Authority (Name, Job Title, email): Dr. Charles Wagner, Superintendent KWCPs, cwagner@kwcps.k12.va.us | |
| Partner Program Local Area Contact (Name, Job Title, email and telephone number): Tracy Elliott, Regional Program Manager, tellriott@kwcps.k12.va.us, 804-769-1151 | |
| List of Services to be Made Available Through the Virginia Career Works Center(s) | |
| Partner will participate in the following manner (indicate Center Name and type of contact): | |
| 1. Permanent Presence and Service Provision | |
| 2. Itinerant Presence and Service Provision | |
| 3. Service Provision Only | Regional Office Base: Acquinton Elementary School(King William Co.) 18550 King William Rd.; King William VA, 23086. With instruction/classroom sites in Essex, Gloucester, King & Queen, King William, Mathews, Middlesex, and the Town of West Point. |
| List services to be made available below (add additional pages if needed): | |
| Direct support to businesses and community: Financially support and maintain a GED Testing Center within Region 18 service area in collaboration with Gloucester Co. Public Schools. MP R.A.C.E. is a Certified NorthStar Digital Literacy Testing Location serving Region 18 adult learners and the public. Workforce Readiness Skills Classes for adults at multiple levels to include: Literacy, Adult Basic Education, GED Prep, English Language Acquisition, Basic Digital Literacy Skills, & NorthStar Digital Literacy Certification. Career Pathways Exploration to include: Plugged-In Virginia Cohort (IET) development based on identified local in-demand career pathways. Seamlessly incorporate Career Survey, Career Interest Assessment, & Soft Skills Instruction and acquisition within the adult basic education curricula. In collaboration with Rappahannock Community College-Explore funding opportunities to support the development & implementation of Integrated Education & Training (IET) in specific career pathways as an important component of both workforce development and access to postsecondary education. Support Services: Engage in activities to facilitate co-location of WIOA partner services in the Middle Peninsula to promote equity of services to local area residents. Referrals to WIOA partner agencies to promote seamless service delivery and achievement of shared goals as articulated in the state combined plan. Work through each localities' resource council and local businesses to identify skills gap within the local workforce that can be filled by qualified adult learners. | |

Attachment B: Partner Program Services

Partner Program:

Middlesex County Department of Social Services

Website: www.co.middlesex.va.us

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

Rebecca Morgan, Director, Rebecca.morgan@dss.virginia.gov

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

Alease Tillage, Benefits Programs Supervisor, Alease.tillage@dss.virginia.gov

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

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

| | |
|--|--|
| 1. Permanent Presence and Service Provision | |
| 2. Itinerant Presence and Service Provision | |
| 3. Service Provision Only | Middlesex Social Services-Employment and Training Activities per CSBG |

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

See Attached Brochure

Services also open applicants:

Golden Age Program (GAP) – grant funded program to assist with housing and other services

Helping Hands – grant funded program to assist with client needs (utilities bills, etc.)



**Middlesex County
Department of Social
Services (FIPS 119)**

Cooks Corner Complex
2893 General Puller Highway
Saluda, VA 23148

Mailing Address:
PO Box 216
Urbanna, VA 23175

Phone: 804-758-2348
Fax: 804-758-2357

Visit our website:

[http://www.co.middlesex.va.us/
index_socialServices.html](http://www.co.middlesex.va.us/index_socialServices.html)

Follow us on Facebook:

[https://www.facebook.com/
FosterOnMiddlesexVA/](https://www.facebook.com/FosterOnMiddlesexVA/)

**Middlesex
Department
of Social
Services**



Telephone: 804-758-2348

**Middlesex County Department of Social Services:
Programs and Services**

Middlesex County Department of Social Services' purpose is to be mission focused, client centered and financially responsible; to be a model of efficient, effective, and responsive public service. The Department provides a range of public assistance and services, including:

- Adoption/Adoption Assistance
- Adult Protective Services (APS)
- Adult Services
- Auxiliary Grants
- Child Care Assistance
- Comprehensive Services Act (CSA)
- Domestic Violence Services
- Emergency Services
- Foster Care
- Fraud Investigation
- Information and Referral Services
- Medicaid & Family Access to Medical Insurance Security (FAMIS)
- Nursing Facility and Community Based Care Pre-Screening Services
- Supplemental Nutritional Assistance Program (SNAP) (formerly food stamps)
- Temporary Assistance for Needy Families (TANF)
- Virginia Initiative for Employment not Welfare (VIEW)

What is Our Mission?

Collaboration for Strengthening Families to Better Futures!

Definition of Services

Adoption/Adoption Assistance

The Adoption Program places children, permanently separated from their birth parents, with a new family. Adoption Assistance provides financial assistance to families who have adopted a child.

Adult Protective Services

Adult Protective Services investigates reports of abuse, neglect, and exploitation of adults age 60 and over or adults over 18 with disabilities and provides protective services, as needed.

Adult Services

Adult Services are provided to seniors age 60 and over, or disabled adults 18 years or older with specific needs. The services are designed to allow an adult to function as independently as possible.

Auxiliary Grant

An Auxiliary Grant supplements income for aged, blind or disabled individuals who meet certain eligibility criteria and reside in a licensed Adult Living Facility/Adult Foster Care Home.

Child Care Assistance

Eligible working families may receive help paying for child care costs.

Fraud Investigation

Investigates all instances of suspected program fraud, waste, and abuse.

Child Protective Services

CPS identifies, assesses and provides services to children and families in an effort to protect children, preserve families whenever possible, and prevent further maltreatment.

Comprehensive Services Act

CSA is a 1993 Virginia Law which provides funds to purchase services for eligible high risk youth. CSA's purpose is to provide high quality, child centered, family focused, cost effective, community based services to youth and their families.

Domestic Violence Services

Domestic Violence Services assists victims of domestic violence in finding resources to improve their situation.

Emergency Services

Emergency Services provides temporary assistance with paying electric bills, heating/cooling and water bills, and other services.

Foster Care

The Foster Care Program provides homes and foster parents for children who have been temporarily removed due to abandonment, abuse, neglect or other family circumstances.

Informational and Referral Services

The Agency also offers information and referral services for clients in need of further assistance.

Medicaid & FAMIS

Medicaid enables states to provide medical and health-related services for certain individuals and families with low income; FAMIS offers affordable children's health insurance.

Nursing Home Pre-Screening Services

Workers complete a Uniform Assessment Instrument (UAI) for clients wishing to enter a Nursing Home, Adult Home, or receive in-home services.

SNAP (formerly Food Stamps)

SNAP provides eligible participants a monthly supplement for buying select food items.

Temporary Assistance for Needy Families (TANF)

The TANF program provides temporary financial assistance to needy families with children.

Virginia Initiative for Employment not Welfare (VIEW)

The VIEW program is available for past or present TANF recipients. Services can include job retention, readiness workshops, job placement assistance, and supportive programs and services.

Please note:

- Most Programs require an application. Processing timeframes for review of income and resources may apply. Eligibility criteria does apply based on policy.
- All information is confidential. Only persons directly connected with administering/enforcing provisions of programs for which applied, other federal assistance, or programs that assist low income individuals have access to information.
- The Department of Social Services (DSS) is an Equal Opportunity provider. The benefits and services of DSS are provided without regard to race, color, national origin, disability, sex, age, political beliefs, religion, sexual orientation, or marital or family status.

To report suspected child abuse or neglect, call the Child Abuse Toll Free Hotline at :
1-800-552-7096

To report suspected adult abuse, neglect, or exploitation, call the Adult Protective Services Toll Free Hotline at:
1-888-832-3858

To report Public Assistance fraud, call the Fraud, Waste, and Abuse Toll Free Hotline at:
1-800-723-1615

Attachment B: Partner Program Services

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|---|-----------------------|
| Partner Program: King William Department of Social Services VIEW/TANF | |
| Website: | |
| Partner Program - Signatory Authority (Name, Job Title, email): Amanda Tevis, Director, Amandar.tevis@dss.virginia.gov | |
| Partner Program Local Area Contact (Name, Job Title, email and telephone number): Candace Carey, BPS Supervisor, Candace.Carey@dss.virginia.gov | |
| List of Services to be Made Available Through the Virginia Career Works Center(s) | |
| Partner will participate in the following manner (indicate Center Name and type of contact): | |
| 1. Permanent Presence and Service Provision | N/A |
| 2. Itinerant Presence and Service Provision | N/A |
| 3. Service Provision Only | Referrals for Service |
| List services to be made available below (add additional pages if needed): - VIEW/TANF - Child Care | |

Attachment B: Partner Program Services

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|---|---|
| Partner Program: Title V of the Older Americans Act | |
| Website: www.healthygenerations.org | |
| Partner Program - Signatory Authority (Name, Job Title, email): Patricia Holland, Executive Director, pholland@healthygenerations.org | |
| Partner Program Local Area Contact (Name, Job Title, email and telephone number): Michelle Stewart, Title V Coordinator, mstewart@healthygenerations.org 540-371-3375 | |
| List of Services to be Made Available Through the Virginia Career Works Center(s) | |
| Partner will participate in the following manner (indicate Center Name and type of contact): | |
| 1. Permanent Presence and Service Provision | |
| 2. Itinerant Presence and Service Provision | |
| 3. Service Provision Only | Referral to HGAAA for those possibly qualified for the Title V Program. |
| List services to be made available below (add additional pages if needed): Any agency services which are deemed appropriate and the client is qualified for. | |

Attachment B: Partner Program Services

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|---|---|
| Partner Program: Germanna Community College Website: www.germanna.edu | |
| Partner Program - Signatory Authority (Name, Job Title, email): Dr. John M. Davis, Vice President of Administrative Services, jdavis@germanna.edu | |
| Partner Program Local Area Contact (Name, Job Title, email and telephone number): Tina Lance, Dean of Professional & Technical Studies and Workforce Development, (540) 834-1906, tlance@germanna.edu | |
| List of Services to be Made Available Through the Virginia Career Works Center(s) | |
| Partner will participate in the following manner (indicate Center Name and type of contact): | |
| 1. Permanent Presence and Service Provision | N/A |
| 2. Itinerant Presence and Service Provision | N/A |
| 3. Service Provision Only | Germanna Community College educational programs and services. |
| List services to be made available below (add additional pages if needed): <p>Germanna Community College Mission: As a public, comprehensive community college, Germanna provides accessible, high quality educational and training opportunities that address our communities' diverse and changing learning needs. This mission is achieved through courses, program and services that enable students to gain access to and succeed in higher education; associate degrees and courses that prepare students to advance and to succeed in four-year colleges and universities, training and services to develop successful employees who meet employers' specific needs; in the workplace and support for community and economic development.</p> <p>Services include: Assisting students and partner referrals in accessing needed training and educational opportunities and providing available support services to help ensure student success. Germanna will provide direct support at the Virginia Career Works Center through: providing promotional and informational materials, participating in community, business and partner meetings, providing workforce related workshops and attending informational meetings as needed/requested, making referrals to partner agencies and organizations; full participation in Rapid Response activities; and ensuring positive customer outcomes.</p> <p>Under terms of the MOU, Germanna Community College will incur no financial obligations related to Operational costs.</p> | |

Attachment B: Partner Program Services

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| Partner Program: Fredericksburg Department of Social Services | |
| Website: www.fredericksburgva.gov | |
| Partner Program - Signatory Authority (Name, Job Title, email): | |
| Partner Program Local Area Contact (Name, Job Title, email and telephone number): Christen Gallik, Director, christen.gallik@dss.virginia.gov | |
| List of Services to be Made Available Through the Virginia Career Works Center(s) | |
| Partner will participate in the following manner (indicate Center Name and type of contact): | |
| 1. Permanent Presence and Service Provision | n/a |
| 2. Itinerant Presence and Service Provision | Fredericksburg Virginia Career Works Center, when needed, to provide intensive assistance to DSS clients who are seeking employment and/or job skills training and education. |
| 3. Service Provision Only | Fredericksburg Virginia Career Works Center, PD 16 DSS agencies will provide DSS and agency-specific information for distribution. |
| List services to be made available below (add additional pages if needed): Reference 2 and 3 above. | |

Attachment B: Partner Program Services

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|---|---|
| Partner Program: Essex County Department of Social Services | |
| Website: essex-virginia.org/services | |
| Partner Program - Signatory Authority (Name, Job Title, email): Candace Mickelborough, Director candace.mickelborough@dss.virginia.gov | |
| Partner Program Local Area Contact (Name, Job Title, email and telephone number): Ann Jennings Self-Sufficiency Specialist II a.jennings@dss.virginia.gov | |
| List of Services to be Made Available Through the Virginia Career Works Center(s) | |
| Partner will participate in the following manner (indicate Center Name and type of contact): | |
| 1. Permanent Presence and Service Provision | |
| 2. Itinerant Presence and Service Provision | |
| 3. Service Provision Only | ✓ |
| List services to be made available below (add additional pages if needed): Essex County Department of Social Services assists residents through the following programs: TANF, VIEW, SNAP, Medicaid, Energy Assistance Programs, and Energy Share. | |

Attachment B: Partner Program Services

Partner Program:

Eastern Shore Community College—WIOA Adult & Dislocated Worker and Youth Programs

Website:

<https://es.vccs.edu/workforce-and-continuing-education/>

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

Dr. James Shaeffer, President
jshaeffer@es.vccs.edu

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

Tina Stratton-Taylor, WIOA Program Manager
taylor@es.vccs.edu
 757-789-1757

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

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

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| 1. Permanent Presence and Service Provision | Virginia Career Works Eastern Shore Center |
| 2. Itinerant Presence and Service Provision | |
| 3. Service Provision Only | |

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

Career Services

Career Services

- Career, Aptitude, and Literacy Assessments
- Career Planning
- Workforce Readiness
- Individualized Employment Plans
- Financial Literacy
- High School Equivalency Education
- Leadership Development
- Post-secondary Education Preparation
- Tutoring and Basic Skills Education

Training Services

- Internships and Work Experiences
- On-The-Job Training
- Occupational Skills Training
- Entrepreneurial Skills Training
- Incumbent Worker Training
- Skills upgrading and Retraining
- Apprenticeship and Pre-Apprenticeship Training

Supportive Services

- Transportation Assistance
- Books and training materials
- Required uniforms and other work-related expenses
- Credentialing/licensing fees
- Referrals to Community Services and Health Care

Attachment B: Partner Program Services

Partner Program: Eastern Shore Community College's Adult Education Program (Region 22)

Website: <https://es.vccs.edu/workforce-and-continuing-education/adult-education/>

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

Dr. James Shaeffer, ESCC President

jshaeffer@es.vccs.edu

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

Amy Shockley, Regional Program Manager for Adult Education

ashockley@es.vccs.edu 757-789-1793

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

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

| | |
|--|---|
| 1. Permanent Presence and Service Provision | |
| 2. Itinerant Presence and Service Provision | |
| 3. Service Provision Only | Onley VA Career Works Center; Direct Services via referral |

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

Initial assessments of skill levels

Referral to training services (Integrated Education and Training, FastForward, etc.)

Literacy activities related to work readiness

Workforce preparation services

Adult education and literacy services, including ELA, provided in combination with training services

Attachment B: Partner Program Services

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|--|--|
| Partner Program: Eastern Shore Area Agency on Aging/Community Action Agency Website: www.esaaacaa.org | |
| Partner Program - Signatory Authority (Name, Job Title, email): Donna Smith, Chief Executive Officer, dsmith@esaaacaa.org | |
| Partner Program Local Area Contact (Name, Job Title, email and telephone number): Donna Smith, Chief Executive Officer, dsmith@esaaacaa.org 757-442-9652 | |
| List of Services to be Made Available Through the Virginia Career Works Center(s) | |
| Partner will participate in the following manner (indicate Center Name and type of contact): | |
| 1. Permanent Presence and Service Provision | VA Career Works Eastern Shore Center Eastern Shore Area Agency on Aging /Community Action Agency will provide integrated user friendly and responsive workforce development services for employers, employees, those seeking employment and other interested parties within the counties of Accomack and Northampton Counties |
| 2. Itinerant Presence and Service Provision | |
| 3. Service Provision Only | |
| List services to be made available below (add additional pages if needed): The Eastern Shore Area Agency on Aging/Community Action Agency will provide the following services: | |
| <ul style="list-style-type: none"> • WIOA outreach • Distribution and collection of the WIOA " Common Intake Form" for all ESAAA clients • Determination of individual eligibility for Senior Community Service Employment Program (SCSEP) • Outreach, intake and orientation to services • Initial assessment of skill levels, aptitudes and abilities and supportive service needs • Job search and placement assistance | |

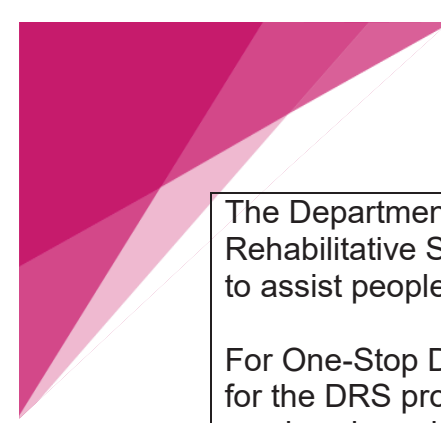
- Support in obtaining meaningful unsubsidized jobs in the public sector or private industry
- Provision of information relating to the availability of support services
- Additional Services for "Older Workers ":
 - Comprehensive and specialized assessments of skill levels
 - Individual counseling and career planning
 - Personal and job-related counseling
 - Development of an individual employment plan
 - Short-term pre-vocational services including communication skills, interviewing skills, punctuality and professional conduct to prepare individual for unsubsidized employment or training.
 - Monthly "Job Club"
 - Occupational skills training, including training for non-traditional employment
 - Subsidized work experience
 - Skill upgrade and retaining
 - In-house on the job training with ESAAA/CAA
- Customized and personalized training in specified skill areas Employer Services:
- Pre-screening and referral of qualified applicants
- Trial employment agreements
- Subsidized part-time temporary workers
- Job coaching
- Placement follow up

Attachment B: Partner Program Services

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| Partner Program: Virginia Department of Veterans Services (DVS) | |
| Website: www.dvs.virginia.gov | |
| Partner Program - Signatory Authority (Name, Job Title, email): | |
| Partner Program Local Area Contact (Name, Job Title, email and telephone number): Chris Mackey, Director Agency Management Services, chris.mackey@dvs.virginia.gov , (804) 786-6691 | |
| List of Services to be Made Available Through the Virginia Career Works Center(s) | |
| Partner will participate in the following manner (indicate Center Name and type of contact): | |
| 1. Permanent Presence and Service Provision | |
| 2. Itinerant Presence and Service Provision | Virginia Career Center, Fredericksburg |
| 3. Service Provision Only | |
| List services to be made available below (add additional pages if needed): Advocates for Virginia veterans and connects them to earned benefits and services. Provide information on current federal, state and local veterans' programs, entitlements and referral services. Conduct appointments with Veterans and family members to develop disability claims which will be sent to the Veterans Administration for determination. | |

Attachment B: Partner Program Services

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|---|---|
| <p>Partner Program: Department for Aging and Rehabilitative Services (DARS) - Division of Rehabilitative Services (DRS) Website: https://www.vadars.org/drs/</p> | |
| <p>Partner Program - Signatory Authority (Name, Job Title, email): Kathryn Hayfield, DARS Commissioner Kathryn.hayfield@dars.virginia.gov</p> | |
| <p>Partner Program District Director (Name, Job Title, email and telephone number):- Sherrina Sewell, Capitol, District Director, DARS Sherrina.Sewell@dars.virginia.gov 804-662-7220</p> | |
| <p>Partner Program Local Area Contact (Name, Job Title, email and telephone number):</p> | |
| <p>Partner Program Local Area Contact Natasha Fry, Human Services Manager, Fredericksburg Office Natasha.Fry@dars.virginia.gov 540-706-3910</p> | |
| <p>Jerron Byers, Human Services Manager, Eastern Shore Office Jerron.byers@dars.virginia.gov 757- 451-7089 Office</p> | |
| <p>Amanda Habel, Human Services Manager, Greater Richmond Office Amanda.Habel@dars.virginia.gov 804-588-3303</p> | |
| <p>List of Services to be Made Available Through the Virginia Career Works Center(s)</p> | |
| <p>Partner will participate in the following manner (indicate Center Name and type of contact):</p> | |
| <p>1. Permanent Presence and Service Provision</p> | <ul style="list-style-type: none"> • Fredericksburg Comprehensive Center-Campus, full time access plus office in center to be used when necessary. • Eastern Shore VA Career Works Center (Onley) Affiliate Center, Full Time Access. |
| <p>2. Itinerant Presence and Service Provision</p> | <ul style="list-style-type: none"> • Northern Neck VA Career Works Center (Warsaw) Affiliate Center by appointment <p>Other access provided via referral, email, telephone, virtual, and website.</p> |
| <p>3. Service Provision Only</p> | <ul style="list-style-type: none"> • Middle Peninsula Job Assistance Center Inc. (Shakleforts) Affiliate Center by appointment <p>Other access provided via referral, email, telephone, virtual and website.</p> |
| <p>List services to be made available below (add additional pages if needed):</p> | |



The Department for Aging and Rehabilitative Services (DARS) - Division of Rehabilitative Services (DRS) offers vocational rehabilitation programs and services to assist people with disabilities to prepare for, secure, retain or regain employment.

For One-Stop Delivery System job seekers, determined eligible by and appropriate for the DRS program in open order of selection categories*, the scope of workforce services based on an assessment of service needs may include:

- ✓ Vocational Evaluation/Counseling
- ✓ Career/Post Secondary Education Planning
- ✓ Training and Credentials
- ✓ Work Readiness and Support Services
- ✓ Job Development/Coaching/Placement

* When it has been determined that DARS does not have sufficient funds to serve all eligible individuals, federal law requires that DARS implement an order of selection. Order of selection prioritizes individuals into categories according to the significance of their disabilities and ensures that those with the most significant disabilities are selected first to receive services. Those individuals assigned to a closed category remain on a waiting list for services until there are sufficient resources to open closed categories and they are referred to the Virginia Career Works Center(s) for workforce services.

Attachment B: Partner Program Services

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| Partner Program: Virginia Cares and People Incorporated Website: | |
| Partner Program - Signatory Authority (Name, Job Title, email): Kathy Vesley, President & CEO, kvesley@bayaging.org Partner Program Local Area Contact (Name, Job Title, email and telephone number): Marshall Williams, Case Manager marshall.williams@vadoc.virginia.gov 540.376.3380 | |
| List of Services to be Made Available Through the Virginia Career Works Center(s) | |
| Partner will participate in the following manner (indicate Center Name and type of contact): | |
| 1. Permanent Presence and Service Provision | |
| 2. Itinerant Presence and Service Provision | |
| 3. Service Provision Only | VACARES: In person, virtual, email, phone |
| List services to be made available below (add additional pages if needed): -Family Counseling -Mental Health -Substance Abuse -Financial Counseling JOB ASSISTANCE -Job Readiness Work shops -Mock Interviews -Resume' Preparation -Career Counseling -Education Opportunities -Job Search and skill leads -Financial aid -Career development, human relations and self-awareness training, and ongoing support services. In addition to working directly with participants, Virginia CARES works with service agencies, probation officers, churches, and more so every participant has a strong local support network. We also educate employers about the benefits of hiring returning citizens. We help individuals Immediately obtain basic needs such as: FOOD, CLOTHING, FORMS OF ID's | |

Attachment B: Partner Program Services

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|---|--|
| Partner Program: Accomack County Department of Social Services- VIEW Website: https://www.co.accomack.va.us/ | |
| Partner Program - Signatory Authority (Name, Job Title, email): Vicki Weakley, Director vicki.j.weakley@dss.virginia.gov Partner Program Local Area Contact (Name, Job Title, email and telephone number): Jodi Urban, Self Sufficiency Specialist, III, jodi.urban@dss.virginia.gov . 757-787-5526 | |
| List of Services to be Made Available Through the Virginia Career Works Center(s) | |
| Partner will participate in the following manner (indicate Center Name and type of contact): | |
| 1. Permanent Presence and Service Provision | N/A |
| 2. Itinerant Presence and Service Provision | N/A |
| 3. Service Provision Only | Eastern Shore, in person at Accomack Co. DSS |
| List services to be made available below (add additional pages if needed): Assess VIEW participants to include work history, education, and barriers. Make appropriate referrals (education to include GED prep, counseling, skills training) Transportation assistance, for VIEW participants. Provide child care and other supportive services as needed and available through use of VIEW and Child Care funds. Arrange for Community Work Experience for VIEW participants. | |

Attachment B: Partner Program Services

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| Partner Program: Spotsylvania County Department of Social services | |
| Website: www.spotsylvania.va.us | |
| Partner Program - Signatory Authority (Name, Job Title, email): | |
| Partner Program Local Area Contact (Name, Job Title, email and telephone number): Robin Zuk, Benefit Division Director, r.zuk@dss.virginia.gov, (540) 507-7853 | |
| List of Services to be Made Available Through the Virginia Career Works Center(s) | |
| Partner will participate in the following manner (indicate Center Name and type of contact): | |
| 1. Permanent Presence and Service Provision | N/A - no permanent placement of staff at VCW. |
| 2. Itinerant Presence and Service Provision | When needed, will provide intense assistance to DSS clients who are seeking employment and/or job skills training and education. |
| 3. Service Provision Only | Provide DSS information and agency-specific information for distribution to Spotsylvania County residents. |
| List services to be made available below (add additional pages if needed): Reference 2 and 3 above. | |