



Technical College System of Georgia

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Everything You Need to Know About One- Stop MOUs

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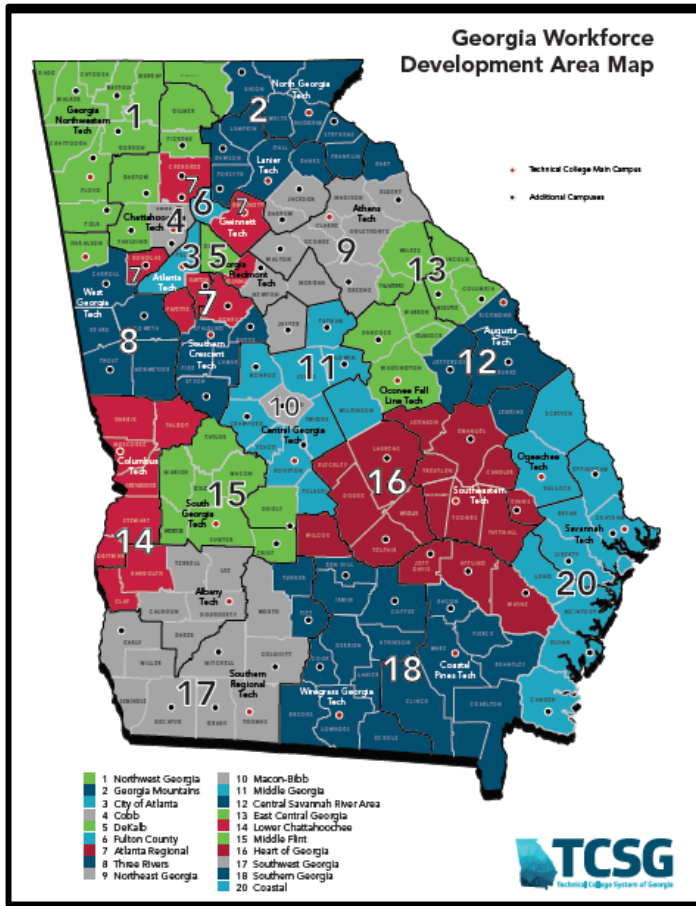
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Why This Matters



It will all be okay.





Seriously, it will be okay.

1. What is the one-stop delivery system?

- Seamless, customer-service oriented way for individuals to access job services
 - **Comprehensive one-stop centers** (access to required partners, including adult education)
 - **Affiliate one-stop centers** (more limited)

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2. What is a one-stop delivery system MOU?

- An agreement between the Local Workforce Development Board (LWDB) and the one-stop partners relating to the operation of the one-stop delivery system ([34 CFR §463.500](#))
- Written document that outlines how the one-stop works and how it is funded

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3. What should be in the MOU?

- Per [34 CFR § 463.500](#), the MOU must include:
 - Services provided and how they will be coordinated
 - Funding structure (infrastructure and other shared services)
 - Referral methods/system
 - How it will provide services to those with barriers to employment and disabilities
 - The duration of the MOU and procedures for amending it; and
 - Assurances that each MOU will be reviewed, and if substantial changes have occurred, renewed, not less than once every 3-year period to ensure appropriate funding and delivery of services.

4/5. Is adult education a required one-stop partner?

- The state agency that administers the Adult Education and Family Literacy Act (AEFLA) program (OAE) is the required one-stop partner ([34 CFR § 463.400](#) and [34 CFR § 463.415](#))
- The state can delegate its one-stop partner responsibilities to one or more local programs ([34 CFR § 463.415](#))

6. Who will sign the MOU and pay infrastructure costs? Is it the same as FY18?

- OAE would like local programs to take the lead in renegotiating the one-stop MOUs.
- Program administrator or the college president/agency head or their designee should sign the MOU on behalf of their respective adult education program.
- Local programs will pay the one-stop infrastructure and other shared costs for their respective one-stop centers.

7/8. Will only one program in a region sign the MOU and pay infrastructure costs?

- If one adult education provider in your region pays infrastructure costs, you can continue that arrangement.
- The infrastructure costs must be based on a “reasonable cost allocation methodology by which infrastructure costs are charged to each partner based on proportionate use and relative benefit received” ([34 CFR § 463.420](#)).
- If all providers in a region currently pay or would like to pay infrastructure costs, you can do so. Please just let OAE know. If this is the case, all programs should sign the MOU.

9. If I am paying one-stop infrastructure and other shared costs, what do I need to ensure before signing the MOU?

- It contains the elements outlined in [34 CFR § 463.500](#)
- **Infrastructure costs** are calculated based on a reasonable cost allocation methodology whereby infrastructure costs are charged to each partner in proportion to its use of the one-stop center, relative to the benefits received (ex: square footage use of partners) ([34 CFR § 463.715](#)).
- The MOU may also include a calculation for “other shared costs,” such as career services. Similar to infrastructure costs, these costs must be allocated in proportion to the benefit each partner received.

10. If I am paying one-stop costs, which budget should I pay those out of?

- Please pay one-stop infrastructure costs out of your federal 231 administrative budget. ([34 CFR § 463.720](#)).
- One-stop infrastructure costs are considered administrative and subject to the 5% administrative cost limit ([34 CFR § 463.26](#))

11. If my program is not paying one-stop costs and is not on the one-stop MOU, do I still have to be involved with the one-stop?

- Attend one-stop partner meetings
- Each program should ensure that its services have a “**direct linkage**” to the one-stop centers in its assigned area. A “direct linkage” means that an interested student who learns of adult education through a one-stop center will be contacted directly (by phone call, web-based communication, etc.), within a reasonable time frame, by a program staff member who can provide information about its services.”

12. As an adult education provider, am I required to sit on the Local Workforce Development Board?

- Per [20 CFR § 679.320](#), Local Workforce Development Boards must include “at least one eligible training provider administering adult education and literacy activities under WIOA Title II.”
- Each LWDB should have at least one adult education representative (Program Administrator or other representative such as a college president)
- Per OAE policy, the program administrators or adult education representatives that sit on the board are responsible for ensuring they provide any relevant information and represent all of the adult education programs in their region.

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13. If I am not on the Local Workforce Development Board, do I still have to attend the meetings?

- Yes. If you are not the adult education representative on the LWDB, you should still attend, either in person or virtually, the LWDB meetings for the boards in your region.
- You should keep evidence of your attendance, such as meeting minutes, in the event OAE monitors your program.

14. I have experienced challenges collaborating with my Local Workforce Development Board and/or one-stop. What should I do?

- If you have had challenges collaborating with any of the LWDBs and/or one-stops, please let us know.
- Keep documentation of your efforts and challenges.

Questions/Concerns/ Comments?