

**DIVISION OF EMPLOYMENT & REHABILITATION SERVICES
Workforce Innovation and Opportunity Act (WIOA) Title I-B
Fiscal Broadcast (FB)**

20-001

**ARIZONA@WORK Job Center MOU/IFA Submission Requirements
and IFA Review Checklist**
Effective Immediately

This Fiscal Broadcast (FB) is to inform all Local Workforce Development Boards (LWDBs) and interested parties of the submission requirements for the ARIZONA@WORK Job Center Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) for 2020, the availability of the IFA review checklist which is now on the DES website under WIOA Title I-B Policy and Procedures page, and to remind LWDBs of the ARIZONA@WORK MOU/IFA requirements from the Workforce Arizona Council's ARIZONA@WORK Job Center MOU and Infrastructure Cost Policy (#5) and Training and Employment Guidance Letter (TEGL) [17-16](#).

- ❖ LWDBs are to submit a draft of the MOU and IFA before execution to ensure compliance with federal and state requirements.
 - IFAs must be effective July 1, 2020
 - All LWDB final drafts of the IFA must be submitted for review to Finance and Business Operations Administration (FBOA) at Wioafiscalreports@azdes.gov on or before August 31, 2020. The final drafts of the IFAs will be reviewed by the FBOA to ensure compliance with federal and state requirements.
 - LWDBs must submit the draft non-financial portion of the MOU to Title I Policy at TitleIPolicy@azdes.gov for review before finalizing to ensure compliance, on or before August 31, 2020.
- ❖ Signed copies are not required for the August 31 submission, but must be sent to the two email addresses listed above once the agreements are fully executed.

Memorandum of Understanding Requirements

The Memorandum of Understanding (MOU) is an agreement relating to the operation of the ARIZONA@WORK system in the Local Workforce Development Area (LWDA). The LWDB develops the MOU through local discussion and negotiation, and executes the agreement between the LWDB, the Chief Elected Official (CEO), and the ARIZONA@WORK partners.

1. A single "umbrella" MOU may be developed that addresses the issues relating to the local one-stop delivery system for the LWDB, CEO and all partners. Alternatively, the LWDB (with agreement of CEO) may enter into separate agreements between each partner or groups of partners.
2. Since funds are generally appropriated annually, the LWDB may negotiate financial agreements with each partner annually to update funding of services and operating costs of the system under the MOU.
3. The MOU, whether an umbrella MOU or separate partner agreements, must include:
 - a. A detailed description of services to be provided through the ARIZONA@WORK system, including the manner in which the services will be coordinated and delivered through all components of the system;
 - b. A final plan, or an interim plan if needed, on how the costs of the services and the operating costs of the system will be funded, including:
 - i. Funding of infrastructure costs of the ARIZONA@WORK Job Centers in accordance with 20 CFR § 678.700 through 678.755 and TEGL [17-16](#); and
 - ii. Funding of the shared services and operating costs of the ARIZONA@WORK system described in 20 CFR § 678.760 and TEGL [17-16](#).
 - c. Methods for referring individuals between the one-stop operators and partners for appropriate services and activities;
 - d. Methods to ensure that the needs of workers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the ARIZONA@WORK system;
 - e. The duration of the MOU and procedures for amending it;
 - f. 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; and
 - g. Any other provisions agreed to by the parties that are consistent with WIOA Title I, the authorizing statutes and regulations of ARIZONA@WORK partner programs, and the WIOA regulations. (WIOA

sec. 121(c)). This includes personnel rules and regulations and collective bargaining agreements of the respective partner entities.

The IFA Review Checklist is located under the Monitoring Tools, [click here](#).

All requests for clarification regarding implementation of the IFA may be sent to Wioafiscalreports@azdes.gov.

All requests for clarification regarding the non-financial portion of the MOU may be sent to TitleIPolicy@azdes.gov.