

	New Jersey Workforce Innovation Notice		WD-PY22-4.2
	Issued By:	Workforce Development Division of Career Services	
	Approved By:	Dr. Yolanda Allen, D.P.A., Assistant Commissioner Workforce Development	
	Issued Date:	Revised January 30, 2023	

SUBJECT: New Jersey Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) Guidance for Program Year 2022 (PY22) and Program Year 2023 (PY23)

EFFECTIVE DATE: This NJWIN is effective **Immediately**.

PURPOSE

This policy provides an overview of the expectations and processes required for developing new MOUs and IFAs in New Jersey’s 17 Local Workforce Development Areas (LWDAs) led by the Local Workforce Development Boards (LWDB) that oversee them. This policy introduces new materials, including revised MOU/IFA guidelines and a revised MOU template. Additionally, this policy offers an overview of the specific processes that LWDBs are required to utilize to develop new MOUs and IFAs. A new One Stop Operating Budget template used to develop the IFA and a One Stop Partnership Technical Assistance Guide will follow in Spring 2023.

The policy highlights specific steps and deadlines for ensuring that all MOUs and IFAs across the state are in full compliance by January 1, 2024. This will require the development of new MOUs and IFAs that include all One Stop Partners as well as an extension of current MOUs and IFAs through December 31, 2023.

Upon final release of the new MOU template and guidelines, this guidance will replace all prior policies related to MOU/IFA development, including WD-PY22-4, NJWIN 17-16, NJWIN 7-17, and NJWIN WD-PY19-2. All relevant information from these rescinded policies is included in the final version of this new policy and corresponding resources.

OVERVIEW

The MOU and IFA outline the way the LWDB and One Stop Partners providing workforce development services will share responsibilities in supporting One Stop Career Center operations. These agreements guide partners in setting plans and budgets for operationalizing shared customers, shared services, and shared costs approach. Through the development of MOUs and IFAs, LWDBs, with required One Stop Partners and additional partners, identify and concretize plans for providing a spectrum of workforce development and supportive services to job seekers, individuals who want to build employment skills,

employers, and businesses.¹ These MOUs and IFAs are critical components of the operation of New Jersey's One-Stop Career Centers/American Job Center network. Development of a MOU and IFA among partners is required under the Workforce Investment and Opportunity Act.

NJDOL encourages LWDBs to use the MOU/IFA, and the process of developing these agreements, as a tool for deepening partnerships, building new partnerships, and enhancing service integration. To facilitate this approach to the MOU/IFA, NJDOL has issued this policy and is issuing revised guidelines and templates to support this work.

NJDOL is requiring that new MOUs and IFAs be finalized, including securing the signatures of all required One Stop partners, by January 1, 2024. To facilitate this timeline, LWDBs must begin convening partners by Spring 2023. Any WIOA-required partners (listed on page 3 in this policy) that are missing from current agreements must be incorporated into new MOUs and IFAs to comply with WIOA law. LWDBs must take steps to include all WIOA-required partners that are missing from current agreements, as well as specific recommended partners, in new agreements put in place for 2024 to ensure compliance with WIOA law. Partner information is highlighted on pages 3-4 of this policy, as well as in policy WD-PY22-3, which is available here: <https://www.nj.gov/labor/wioa/documents/resources/WD-PY22-3.pdf>.

EXTENSION OF CURRENT MOU AND IFA

An LWDB's current MOU and IFA may have an expiration date prior to January 1, 2024. In that case, the LWDB should extend the MOU/IFA.

As an interim step toward full compliance, each LWDB should secure a commitment from its Board to extend the current MOU/IFA through December 31, 2023. A verbal commitment, recorded in meeting minutes of the Board, is sufficient to document this extension; individual WDBs may conduct this vote according to their governing documents and bylaws. LWDB Directors and Chairs can sign an extension on behalf of all partners, utilizing the extension template included in Attachment 1 or a similar document that includes all of the information in this template. Please provide the signed addendum and the meeting minutes to NJDOL at WIOAPOD@dol.nj.gov.

NEW GUIDELINES AND TEMPLATES

NJDOL is issuing updated MOU/IFA documents that include a stand-alone guidelines document that supports development of local MOUs/IFAs utilizing the MOU and IFA templates. LWDBs must follow these guidelines and utilize the streamlined MOU/IFA template to execute a local partner agreement for the operation and support of local One Stop Career Center/American Job Center networks.

New Jersey's MOU/IFA Guidelines: These new guidelines consolidate guidance from the previous MOU/IFA template, as well as prior MOU/IFA policies to offer a comprehensive set of instructions regarding the development, documentation, and ongoing monitoring activities required as part of the MOU and IFA process. These guidelines can be found here: https://www.nj.gov/labor/wioa/documents/resources/MOU_IFAGuidanceDecember2022.pdf

¹ See WD-PY22-3, "One Stop Career Center Partners" for additional detail on required, suggested, and optional partners.

New Jersey's Local MOU/IFA Template: This new template streamlines the sections of the MOU/IFA to facilitate its development and use as a working document for developing agreements regarding outreach plans, service integration, capacity development, and cost sharing related to the operations of One Stop Career Centers. This document includes the following elements:

- Sections for developing and documenting a comprehensive agreement with local partners, including specific matrices for summarizing partner and service agreements
- A section providing an overview of the standard assurances that all partners agree to in signing the MOU/IFA
- A section providing an overview of the One Stop Operating Budget and the IFA

This template can be found here:

<https://www.nj.gov/labor/wioa/documents/resources/NJMOUandIFATemplateDecember2022.pdf>

Please note that NJDOL is in the process of also revising the One Stop Operating Budget template that is utilized to develop the IFA and identify shared costs. We will be releasing a new template in Spring 2023. Until then, LWDBs can continue to use the existing One Stop Operating Budget template in concert with new MOU/IFA materials: <https://www.nj.gov/labor/wioa/documents/resources/One-Stop%20Operating%20Budget%20Template.xlsx>

REQUIRED MOU/IFA PARTNERS AND SIGNATORIES

TEGL [16-16](#) identifies specific partners that are required to integrate services and supports through the American Job Center network and in the One Stop Career Centers of individual LWDBs. This federally required list of partners includes:

Overview of WIOA Required One Stop Partners		
Core (Required) Partners	<ul style="list-style-type: none"> • Title I Adult Program • Title I Dislocated Worker Program • Title I Youth Program • Title II Adult Education and Family Literacy 	<ul style="list-style-type: none"> • Title III Wagner-Peyser Employment Service (ES) • Title IV Vocational Rehabilitation Services
Additional Required Partners	<ul style="list-style-type: none"> • Title I Indian and Native American Programs² • Title 1 NFJP (National Farmworker Job Program)/MSFW (Migrant and Seasonal Farmworker)³ • Title 1 Job Corps • Title 1 YouthBuild • Title III Unemployment Compensation • SCSEP (Senior Community Service Employment) • TAA Program (Trade Adjustment Assistance) • Jobs for Veteran State Grants 	<ul style="list-style-type: none"> • REO (Reentry Employment Opportunities) • CTE (Career technical education programs) at postsecondary level - Carl D. Perkins Act • Housing and Urban Development Employment and Training programs • Health and Human Services Employment and training activities carried out under Community Services Block Grant • TANF (Temporary Assistance for Needy Families) programs

² Native American programs through federally-recognized tribes are not currently present in New Jersey. However, engagement with state-recognized Native groups is recommended.

³ MSFW programs currently exist in Atlantic, Cumberland, Gloucester, and Somerset counties

In addition to the required partners, NJDOL also suggests the incorporation of additional One Stop partners representing state-directed workforce programs. Many of these partners are already integrated into New Jersey’s One Stop Career Centers. However, this policy and the revised resources move toward formalizing the engagement of these partners and their inclusion in the MOUs and IFAs. These partners include:

Overview of NJDOL Required and Recommended One Stop Partners	
Required State Partners	<ul style="list-style-type: none"> NJDOL State Business Outreach Team
Recommended State Partners	<ul style="list-style-type: none"> New Jersey Youth Corps (NJYC) Pathways to Recovery Pre-Apprenticeship in Career Education (PACE) Growing Apprenticeships in Nontraditional Sectors (GAINS) WorkFirst New Jersey Employment and Training (E&T) General Assistance⁴

In addition to these required partners, TEGL 16-16 from USDOL also outlines additional, optional partners that may offer services and supports that can also be integrated into One Stop operations.

Overview of USDOL Optional One Stop Partners	
Optional Partners	<ul style="list-style-type: none"> Ticket-to-Work SNAP Small Business Administration (SBA) Programs Client Assistance Program (CAP) (Rehabilitation Act of 1973, as amended by WIOA title IV) Public Libraries National Dislocated Worker Grants (WIOA Title I) Human Service Transportation Coordination Mental Health Agencies

[Policy WD-PY22-3](#) provides an Overview of Required and Optional partners, as well as details regarding MOU/IFA signatories for each partner.

PY22/PY23 PROCESS AND TIMELINE

NJDOL recognizes that many MOUs and IFAs are currently out of compliance, and is setting a timeline to bring the full system into compliance by January 2024.

Full compliance is defined as follows:

- MOUs and IFAs will include all required partners
- MOUs and IFAs will include additional recommended partners
- MOUs will include meaningful service agreements and pathways for serving shared customers – including specifications around referral mechanisms and opportunities for co-enrollment across partners
- IFAs will include a comprehensive One Stop Budget that reflects all costs and the contributions of all partners

⁴ Note TANF is a WIOA-required partner and SNAP is a WIOA-optional partner. NJDOL recommends including all WFNJ E&T and SNAP E&T programs as partners in New Jersey’s One Stop Career Centers.

- Processes will be specified and in place to continually revisit MOUs and reconcile IFAs with partners to track progress and make adjustments based on actual implementation of agreements

Because the MOU/IFA operationalizes the strategic work of LWDAs and their partners, the MOU process draws from other documents and plans prepared by LWDAs, particularly through regional and local planning processes. NJDOL has developed a timeline for MOU/IFA development in concert with the State Employment and Training Commission (SETC) to ensure alignment with regional and local planning processes that are currently underway and will be completed in Spring 2023.

Below is a detailed timeline of expectations related to the development of new MOUs/IFAs that aligns with current planning processes underway and supports finalization of documents by January 1, 2024.

Estimated Timeline	MOU/IFA Expectations and Tasks
December 2022	NJDOl releases final guidance and tools and expectations for developing new agreements in compliance with WIOA law by January 2024.
January/February 2023	LWDBs take steps to extend current MOU/IFA through December 2023.
Winter/Spring 2023	Local Workforce Development Areas (LWDAs) are required to take steps to identify and develop relationships with new partners – required and recommended partners – missing from current agreements. NJDOl’s Program Oversight and Development team will provide Technical Assistance to our LWDAs in helping to identify and connect with missing partners and facilitate their inclusion in development of new MOUs and IFAs. LWDAs may decide to begin convening these partners and initiate initial discussions through local and regional planning processes.
Spring 2023	NJDOl will offer additional tools and resources to support MOU/IFA development, including a new One Stop Operating Budget template and a One Stop Partnership Technical Assistance Guide detailing general parameters for service agreements.
Spring/ Summer 2023	As local plans are finalized, LWDAs will be required to turn attention to developing service and operations agreements for the MOU/IFA that align with regional and local plan priorities. Some of the activities related to the MOU/IFA may overlap with activities related to the development of the local plan. The sequence of activities related to development of local plans and MOUs/IFAs will be left to the discretion of LWDAs. The documentation of virtual and/or in-person partner meetings and discussions that focus on developing service agreements and cost sharing plans across partners are a requirement of the MOU/IFA process.
Fall 2023	LWDAs finalize draft of new MOUs/IFAs utilizing new guidance and templates and inclusive of all required partners, detailed service integration plans, and cost and resource sharing across all partners whether virtually or physically located at One Stop Career Centers.
November 2023	LWDAs submit MOU/IFA draft to NJDOl for state partner review.
December 2023	Every LWDA finalizes their MOU/IFA and secures signatures from all partners represented in the MOU/IFA. The agreement is ready for execution on January 1, 2024.

NJDOL recognizes the investment of time and resources that this process requires to support the development of meaningful agreements, as well as the critical importance in aligning MOUs/IFAs with regional and local plans which are being developed currently. The current timeline has been developed to reflect these realities.

If an LWDB has a need to put a new agreement in place on a shorter timeline because of specific partner disputes, NJDOL will work with individual Local Workforce Development Boards to support this work on an accelerated timeline.

CONTACT

NJDOL's Program Oversight and Development (POD) team is available to provide Technical Assistance and support LWDA's in developing plans for MOUs/IFAs in alignment with this policy. The POD team can be reached at WIOAPOD@dol.nj.gov. Additionally, inquiries regarding this policy can be directed to WIOAPolicy@dol.nj.gov.

ATTACHMENTS

- **MOU-IFA Extension Template**

Attachment 1: Memorandum of Understanding Addendum and
Extension
Local Workforce Development Board

Date of Addendum: Add Start Date

Addendum Overview: This addendum extends the MOU and IFA through December 31, 2023.

Addendum Details: Pursuant to the action of the **LOCAL** Workforce Development Board on **[MEETING DATE]**, the Memorandum of Understanding and Infrastructure Funding Agreement are extended through December 31, 2023.

Workforce Development Board Director

Date

Workforce Development Board Chair

Date