
	New Jersey Workforce Innovation Notice		WD-PY19-2
	Issued By:	Workforce Development Division of Career Services	
	Approved By:	Hugh Bailey, Assistant Commissioner Workforce Development 	
	Issued Date:	October 24, 2019	

1. **SUBJECT:** One-Stop Partner Memorandum of Understanding (MOU) and One-Stop Operating Budget and Infrastructure Funding Agreement (IFA) Standardization
2. **PURPOSE:** The purpose of this NJWIN is to improve quality and efficiency in the creation of MOUs and IFAs through the implementation of standardized templates.
3. **EFFECTIVE DATE:** This NJWIN is effective immediately.
4. **BACKGROUND:** The use of MOUs and IFAs is the product of local discussion and negotiation developed and executed between the Chief Elected Official, Workforce Development Board (WDB) and the One-Stop Partners for the operation of the One-Stop delivery system in the local area. The New Jersey Department of Labor (NJDOLE) has received United States Department of Labor (USDOL) approval for this MOU and IFA template. The template provided contains embedded instructions and guidance for completing each section.
5. **ACTIONS REQUIRED:** WDB Directors are to use the attached standard MOU and IFA template and budget spreadsheet to execute a partner agreement for the operation and support of the local One-Stop Career Center system. MOU/IFAs cannot exceed three-year terms. Fully-executed MOU/IFAs must be completed by December 31, 2019 and electronically sent to Assistant Director of Field Services Joseph Dombrowski (joseph.dombrowski@dol.nj.gov).
6. **RESCISSION:** This New Jersey Workforce Innovation Notice (NJWIN) replaces NJWIN 2-15 and any related guidance previously issued by the New Jersey Department of Labor (NJDOLE) regarding standard language for constructing a local One-Stop Partner MOU and One-Stop Operating Budget and IFA.
7. **QUESTIONS:** For any questions regarding this guidance, please contact Joseph Dombrowski (joseph.dombrowski@dol.nj.gov), Assistant Director, Field Services at 609-777-1042.
8. **ATTACHMENTS:**
 - NJ MOU and IFA Template (Word)
 - One-Stop Operating Budget Template (Excel)