



WIOA Title I Monitoring Guide

PARTNERSHIP

This monitoring guide provides an overview of data collection and analysis processes related to New Jersey Department of Labor (NJDOL) oversight and monitoring processes of WIOA (Workforce Innovation and Opportunity Act) partnership expectations, including the engagement with Required and Optional One-Stop Partners, partnership and provider relationships in place for supporting provision of the 14 youth program elements, and the engagement of and connection to partners supporting supportive service needs across Title I programs.



Updated September 2021
Version 1.0

Overview of Partnership Document and Data Collection

As part of NJDOL's WIOA Title I monitoring, we are requesting that your local Workforce Development Board (WDB) provide us with specific documents and details related to existing partnership and relationships that support the provision of quality services. We are requesting that you submit a series of documents, answer a set of questions, and provide additional information outlined in this form. If you have any questions about this process, please reach out to your local monitor for support.

Step 1: Please submit the following documents related to your local partnerships and service delivery relationships.

- Most recent MOU and IFA agreements¹
- Contracts related to procured youth services
- Contracts related to procured One-Stop Operator¹

Step 2: Please provide information about all locations that are part of your One Stop System.

Location	Primary or Affiliate Site	Description of Site

Step 3: Please fill out specific information related to your required and optional One-Stop Partners (See Appendix A).

Pages 2-7 provide an overview of required and optional partnership details that we are seeking to obtain related to the following questions:

- Which partners have representatives onsite at primary and affiliate sites?
- What services does each partner offer onsite?
- What services do partners offer virtually?
- Did the partner sign the MOU?
- What was the cost allocation of this partner highlighted in the IFA?
- Who is the lead contact from this partner organization to the One Stop?
- What are the strengths of the relationship and service provision from this partner?
- What areas of improvement would you highlight regarding the relationship and service provision from this partner?

¹Documents already submitted to NJDOL or SETC are included in shared monitoring folders, please review these documents to ensure that these reflect the most updated versions if they have already been submitted.

Engagement of One-Stop Partners – Services

Partners		Onsite Rep at One-Stop (Y/N)	Onsite Rep at Affiliate Site(s) (Y/N)	Services available onsite	Services available virtually	Lead Program Contact(s)
Required Partnerships	Title I Adult, DW, and Youth Programs					
	Title I Indian and Native American Programs					
	Title 1 NFJP (National Farmworker Job Program)/MSFW (Migrant and Seasonal Farmworker)					
	Title 1 Job Corps					
	Title 1 YouthBuild					
	Title III Unemployment Compensation					
	Title III Wagner Peyser					
	SCSEP (Senior Community Service Employment)					
	TAA Program (Trade Adjustment Assistance)					
	Jobs for Veteran State Grants					
	REO (Reentry Employment Opportunities)					
	Title II AEFLA (Adult Education and Family Literacy Act) program					
	Title IV State VR (Vocational Rehabilitation) Service program					
	CTE (Career technical education programs) at postsecondary level - Carl D. Perkins Act					
	HUD Employment and Training programs					
	HHS Employment and training activities carried out under Community Services Block Grant					
TANF (Temporary Assistance for Needy Families) programs						

Partners		Onsite Rep at One-Stop (Y/N)	Onsite Rep at Affiliate Site(s) (Y/N)	Services available onsite	Services available virtually	Lead Program Contact(s)
Optional Partnerships	Ticket-to-Work					
	SNAP					
	Small Business Administration (SBA) Programs					
	Client Assistance Program (CAP)					
	Public Libraries					
	National Dislocated Worker Grants (WIOA Title I)					
	Human Service Transportation Coordination					
	Mental Health Agencies					

Engagement of One-Stop Partners – Administrative

		Signed MOU (Y/N)	IFA Contribution (Amount Designated in IFA)	Lead Admin Contact(s)
Required Partnerships	Title I Adult, DW, and Youth Programs			
	Title I Indian and Native American Programs			
	Title 1 NFJP (National Farmworker Job Program)/MSFW (Migrant and Seasonal Farmworker)			
	Title 1 Job Corps			
	Title 1 YouthBuild			
	Title III Unemployment Compensation			
	Title III Wagner Peyser			
	SCSEP (Senior Community Service Employment)			
	TAA Program (Trade Adjustment Assistance)			
	Jobs for Veteran State Grants			
	REO (Reentry Employment Opportunities)			
	Title II AEFLA (Adult Education and Family Literacy Act) program			
	Title IV State VR (Vocational Rehabilitation) Service program			
	CTE (Career technical education programs) at postsecondary level - Carl D. Perkins Act			
	HUD Employment and Training programs			
	HHS Employment and training activities carried out under Community Services Block Grant			
TANF (Temporary Assistance for Needy Families) programs				

	Partners	Signed MOU (Y/N)	IFA Contribution (Amount Designated in IFA)	Lead Admin Contact(s)
Optional Partnerships	Ticket-to-Work			
	SNAP			
	Small Business Administration (SBA) Programs			
	Client Assistance Program (CAP)			
	Public Libraries			
	National Dislocated Worker Grants (WIOA Title I)			
	Human Service Transportation Coordination			
	Mental Health Agencies			

Engagement of One-Stop Partners – Assessment

Partners		Areas of Partnership Strength	Areas of Partnership Improvement
Required Partnerships	Title I Adult, DW, and Youth Programs		
	Title I Indian and Native American Programs		
	Title 1 NFJP (National Farmworker Job Program)/MSFW (Migrant and Seasonal Farmworker)		
	Title 1 Job Corps		
	Title 1 YouthBuild		
	Title III Unemployment Compensation		
	Title III Wagner Peyser		
	SCSEP (Senior Community Service Employment)		
	TAA Program (Trade Adjustment Assistance)		
	Jobs for Veteran State Grants		
	REO (Reentry Employment Opportunities)		
	Title II AEFLA (Adult Education and Family Literacy Act) program		
	Title IV State VR (Vocational Rehabilitation) Service program		
	CTE (Career technical education programs) at postsecondary level - Carl D. Perkins Act		
	HUD Employment and Training programs		
	HHS Employment and training activities carried out under Community Services Block Grant		
	TANF (Temporary Assistance for Needy Families) programs		

	Partners	Areas of Partnership Strength	Areas of Partnership Improvement
Optional Partnerships	Ticket-to-Work		
	SNAP		
	Small Business Administration (SBA) Programs		
	Client Assistance Program (CAP)		
	Public Libraries		
	National Dislocated Worker Grants (WIOA Title I)		
	Human Service Transportation Coordination		
	Mental Health Agencies		

Step 3: Please fill out specific information related to the provision of WIOA's 14 youth program elements.

Youth Program Elements

Program Element	Provided by WDB	Procured	Provided through Partner	Details about service (including partner/vendor information if relevant)
Tutoring, study skills, and dropout prevention				
Alternative secondary school services or dropout recovery services				
Paid and unpaid work experience				
Occupational Skills Training				
Education offered concurrently with workforce preparation activities				
Leadership development				
Supportive services				
Adult mentoring for at least 12 months				
Follow-up services				
Comprehensive guidance and counseling				
Financial literacy				
Entrepreneurial Skills Training				
Services that provide Labor Market Information				
Postsecondary Preparation and Transition activities				

Step 4: Please fill out specific information about specific partners providing supportive services and the nature of your local WDBs connection to these partners.

Supportive Services

	Partners providing services	Supported through Offsite Referral, Funded Service, Co-Located Support, Other Method?
Supporting housing needs		
Connection to health insurance		
Supporting medical needs		
Supporting mental health needs		
Assistance with child care or other family care		
Assistance with legal issues		
Assistance with transportation		
Supporting educational needs (books, fees, school supplies, technology)		
Supporting employment needs (documents, work attire, uniforms, work-related tools)		
Other needs-related payments		

Partnership Monitoring Analysis Worksheet

Key Monitoring Questions	Evidence of Quality Practice	Improvement Areas
How are required One-Stop partner services integrated on site?		
How are required One-Stop partner services integrated virtually?		
How are optional One-Stop partners integrated into onsite and virtual service provision?		
To what extent do MOU agreements reflect required partnerships?		
To what extent do IFAs include appropriate cost-sharing agreements?		
How are youth program elements provided and integrated into Service Delivery models?		
How does the local area draw on partnerships to offer and provide supportive services?		

Appendix A: Overview of Required and Optional WIOA One-Stop Partnership

Required WIOA Partner Descriptions

Partners	Partnership Description	Admin Lead Contact(s)
Title I Adult, DW, and Youth Programs	Title I programs provide tailored career and training services to support the individual needs of job-seekers of the American Job Center network. Title I programs are responsible for combined planning, shared performance indicators, and aligned service delivery with other core and one-stop partner programs.	Alice Hunnicutt, Director, DVRS
Title I Indian and Native American Programs	The Indian and Native American (INA) Employment and Training Program helps qualifying American Indians, Alaska Natives and Native Hawaiians (AI/AN/NH) obtain employment in occupations that provide a wage that leads to self-sufficiency and eventually into the middle class.	
Title 1 NFJP (National Farmworker Job Program)/MSFW (Migrant and Seasonal Farmworker)	The National Farmworker Jobs Program (NFJP) is a nationally-directed, locally-administered program of services for migrant and seasonal farmworkers (MSFWs). The program partners with community organizations, state agencies, and State Monitor Advocates to provide appropriate career and training services, youth services, housing assistance services, and related assistance services, to eligible migrant and seasonal farmworkers, and their dependents. USDOL contracted with PathStone as the national grantee to provide MSFW program services in Atlantic County (Atlantic WDB) and Cumberland County (Cumberland/Salem/Cape May WDB). These WDBs must enter into MOUs with Pathstone for the MSFW program.	Pathstone
Title 1 Job Corps	Job Corps is a required partner where the services are provided. The objective of Job Corps is to support responsible citizenship and provide young people, ages 16-24, with the skills that lead to successful careers that will result in economic self-sufficiency and opportunities for advancement. In areas where the only activities are recruitment/intake, they are an additional partner, and the local WDB can include them in the IFA at its discretion.	Required if Job Corps program available locally
Title 1 YouthBuild	YouthBuild is a discretionary grant program that serves 16-24 year old youth who are high school dropouts or those who have dropped out and subsequently re-enrolled. YouthBuild combines academics to support secondary diploma or equivalency receipt for participants with hands-on occupational skills training in construction and/or other in-demand industries, resulting in industry-recognized credentialing. The program also includes a strong emphasis on leadership development, community service, and soft-skills competencies.	
Title III Unemployment Compensation	Individuals who have lost employment due to lack of suitable work and have earned sufficient wage credits may receive Unemployment Insurance (UI) benefits if they meet initial and continuing eligibility requirements. The American Job Center network must provide reemployment services to UI claimants for whom such services are required as a condition for receipt of UI benefits. Services must be appropriate to the needs of UI claimants who are referred to reemployment services under any Federal or State UI law.	Gregory Castellani, Director, NJDOL

Appendix A: Overview of Required and Optional WIOA One-Stop Partnership

Partners	Partnership Description	Admin Lead Contact(s)
Title III Wagner Peyser	The ES program provides “universal access” to job seekers seeking employment and career services, provides referrals to partner programs, and provides reemployment services to individuals receiving unemployment insurance.	Hugh Bailey, Assistant Commissioner, NJDOLE
SCSEP (Senior Community Service Employment)	The Senior Community Service Employment Program (SCSEP) is a community service and work-based job training program for older Americans. Authorized by the Older Americans Act, the program provides training for low-income, unemployed older Americans and supportive services that allow them to participate in the training. NJDOLE is responsible for directly providing Senior Community Service Employment in most local workforce development areas. NJDOLE does not directly provide SCSEP in Bergen, Burlington, Greater Raritan Essex and Passaic.	For state partnerships: Hugh Bailey, Assistant Commissioner, NJDOLE For local partnerships: local administrative entity
TAA Program (Trade Adjustment Assistance)	Trade Adjustment Assistance Program (TAA Program) and provide assistance to workers who have been adversely affected by foreign trade. The TAA program seeks to provide adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed.	Hugh Bailey, Assistant Commissioner, NJDOLE
Jobs for Veteran State Grants	JVSG is a key partner in the workforce system providing Disabled Veterans’ Outreach Program (DVOP) specialists who provide key services to veterans with significant barriers to employment, and Local Veterans Employment Representatives (LVERs), who provide outreach to employers to help veterans achieve employment.	Hugh Bailey, Assistant Commissioner, NJDOLE
REO (Reentry Employment Opportunities)	REO is authorized under the Workforce Innovation and Opportunity Act of 2014 (WIOA), and tests the effectiveness of service delivery models found in community, faith-based organizations, and government systems for their adoptability in assisting the reentry population enter the workforce. REO projects also promote collaboration and coordination between community-based organizations, foundations, state and local justice agencies, community colleges, and the workforce system.	
Title II AEFLA (Adult Education and Family Literacy Act) program	Title II of WIOA reauthorizes the Adult Education and Family Literacy Act (AEFLA). AEFLA, administered by the U.S. Department of Education, is designed to create a partnership among the Federal Government, States, and localities to provide, on a voluntary basis, adult education and literacy activities. Each local board must enter into the MOU for Adult Education programs with the local entity who was awarded a Title II Adult Education and Family Literacy grant.	IFAs signed by state: MOUs signed by local Title II grantee:

Appendix A: Overview of Required and Optional WIOA One-Stop Partnership

Partners	Partnership Description	Admin Lead Contact(s)
Title IV State VR (Vocational Rehabilitation) Service program	Vocational rehabilitation services are designed to improve and align core programs towards the goal of assisting individuals with disabilities to maximize employment, economic self-sufficiency, independence, and inclusion and integration into society. Vocational rehabilitation services are provided by two entities in New Jersey; the Division of Vocational Rehabilitation Services and the Commission for the Blind and Visually Impaired.	Alice Hunnicutt, Director, DVRS CBVI
CTE (Career technical education programs) at postsecondary level - Carl D. Perkins Act	The Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) is a principal source of federal funding to states for the improvement of secondary and postsecondary career and technical education (CTE) programs across the nation. The purpose of the Act is to develop more fully the academic, career, and technical skills of secondary and postsecondary students who elect to enroll in CTE programs.	Individual or consortia recipients at the postsecondary level
HUD Employment and Training programs	Recipients of certain HUD financial assistance should have access to the training, employment, contracting and other economic opportunities. This includes low- and very low-income persons, especially recipients of government assistance for housing, and to businesses that provide economic opportunities to low- and very low-income persons.	Local or state administrative entity
HHS Employment and training activities carried out under Community Services Block Grant	The CSBG provides assistance to States and local communities, working through a network of community action agencies and other neighborhood-based organizations, for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low- income families and individuals in rural and urban areas to become fully self-sufficient. CSBG-funded organizations are a resource for providing supportive services.	Local or state administrative entity
TANF (Temporary Assistance for Needy Families) programs	The local TANF program is a required partner in the American Job Center network. TANF serves individuals who also may be served by WIOA programs and, through appropriate linkages and referrals, these customers will have access to a broader range of services through the cooperation of the TANF program in the one-stop delivery system. TANF participants, who are determined to be WIOA eligible, and who need occupational skills training may be referred through the American Job Center network to receive WIOA training, when TANF grant and other grant funds are not available to the individual.	Local or state administrative entity

Appendix A: Overview of Required and Optional WIOA One-Stop Partnership

Optional WIOA Partner Descriptions

Partners	Partnership Description	Admin Lead Contact(s)
Ticket-to-Work	TTW is a free and voluntary program that can help Social Security beneficiaries go to work, get a good job that may lead to a career, and become financially independent, while they keep their Medicare or Medicaid. As part of TTW, Employment Networks (ENs), with the Social Security Administration (SSA), provide employment support services to beneficiaries. Because there has been an increasing trend of the number of people applying for disability benefits, there is a significant role for American Job Centers to become ENs and help provide high quality services resulting in employment for Ticket holders. ENs receive payments from SSA when Ticket holders they serve work and achieve benchmark earnings levels.	
SNAP	SNAP offers nutrition assistance to millions of eligible, low-income individuals and families and provides economic benefits to communities. SNAP is the largest program in the domestic hunger safety net. The Employment & Training (E&T) program and its components assist SNAP participants in gaining skills, training, work or experience that will increase their ability to obtain regular employment. The components of an E&T program are designed to help SNAP clients move promptly into employment.	
Small Business Administration (SBA) Programs	ETA encourages Local WDBs and American Job Centers to partner with SBA programs to provide resources for aspiring entrepreneurs and self-employed individuals. Partnering with local entrepreneurial resources can help adults and dislocated workers see if starting a business is right for them. There are Small Business Development Centers (SBDCs) located in communities across the nation which provide assistance to small businesses and aspiring entrepreneurs.	
Client Assistance Program (CAP)	The purpose of this program is to advise and inform clients, client applicants, and other individuals with disabilities of all the services and benefits available to them under the Americans with Disabilities Act (ADA). A CAP agency may provide assistance and advocacy with respect to services that are directly related to employment for the client or client applicant.	
Public Libraries	WIOA explicitly identifies public libraries as potential partners of the American Job Center network, and acknowledges libraries' ability to provide an expansive array of job search services. It also recognizes libraries as important providers of Federally- supported training and employment for adult education and literacy.	
National Dislocated Worker Grants (WIOA Title I)	National Dislocated Worker Grants (DWGs) provide employment and training services for dislocated workers and other eligible populations and disaster relief employment. Employment-recovery DWGs expand service capacity of the workforce system temporarily by providing time-limited funding assistance in response to major economic dislocations or other events that affect the U.S. workforce that cannot be accommodated with WIOA formula funds or other existing resources.	

Appendix A: Overview of Required and Optional WIOA One-Stop Partnership

Partners	Partnership Description	Admin Lead Contact(s)
Human Service Transportation Coordination	Local WDBs have the opportunity to establish partnership activities between the American Job Center and local transportation agencies to address transportation barriers.	
Mental Health Agencies	Local WDBs have the opportunity to establish partnership activities between the American Job center and local mental health agencies to address mental health barriers.	