

**Department of Workforce Development**  
**Employment and Training Division**  
Administrator's Office  
201 E. Washington Avenue  
P.O. Box 7972  
Madison, WI 53707  
Email: [dwdet@dwd.wisconsin.gov](mailto:dwdet@dwd.wisconsin.gov)



A proud partner of the [AmericanJobCenter](#) network

**Tony Evers**, Governor  
**Amy Pechacek**, Secretary-designee

June 20, 2023

To: Chief Elected Officials  
Workforce Development Board Chairs  
Workforce Development Board Directors

From: Steve Laesch, DET Deputy Division Administrator

DocuSigned by:  
*Steve Laesch*  
62ED58FF015F480...

RE: Memorandum of Understanding (MOU) Guidelines for Program Year 2023-24

**Purpose:** To provide updated guidance for One-Stop Partners in both comprehensive and affiliate job centers on the classification of costs associated with the operation of the one-stop system, and the process for obtaining required approvals on budget documents included as part of a Memorandum of Understanding (MOU). Aligned with DWD-DET's continuous improvement efforts, Workforce Development Boards (WDBs) must develop, in collaboration with the One-Stop Partners, an operating budget for the one-stop delivery system and/or job center(s) within the local Workforce Development Area (WDA). Budgets must be entered into the SOLAR application, and made available to all partners for review, before changing the budget status to "In Review" for Parley Pro routing.

**Background:** The Workforce Innovation and Opportunity Act (WIOA) Sec. 121(c)(1) requires the local Workforce Development Board (WDB), with the agreement of the Chief Elected Official (CEO), to develop and enter into an MOU between the WDB and the One-Stop Partners, consistent with WIOA Sec. 121(c)(2), concerning the operation of the one-stop delivery system in a local area. The cost sharing methodologies that best suit the requirements of the participating one-stop partners must be locally driven. All shared costs must be in accordance with Part 200, Subpart E of the Uniform Guidance and comply with TEGL 17-16/RSA-TAC-17-03 and Chapter 2.6 of the WIOA Policy Manual at the following link: <https://dwd.wisconsin.gov/wioa/policy/02/02.6.htm>.

If local areas are having difficulties with required partners agreeing to pay their proportionate share/relative benefit of infrastructure costs as required, please contact Stephanie Elmer, Bureau Director for Workforce Training to initiate the use of the State Funding Mechanism.

**PY2023-24 Guidance:** DWD-DET has developed the "WIOA MOU Infrastructure/Shared Delivery Cost Guidance for DWD Directors and Supervisors for PY23-24." That guidance is attached to this communication. This document explains those shared costs that DET and DVR will and will not pay.

For PY2023-24, WDBs who determine through the local negotiation process that no substantial changes have occurred are allowed to execute a one-year extension of their existing, fully executed MOU using the "PY23-24 MOU Renewal Amendment" as long their initial MOU has not exceeded the maximum three-year limitation.

Any WDB that does not have an existing, fully executed MOU, or that determines through the local negotiation process that substantial changes to its MOU are required, must collaborate with its One-Stop Partners to develop a PY23-24 MOU using the:

- "PY23-24 MOU Template,"
- "Attachment A - Infrastructure Funding Agreement Template,"
- "Attachment B – Shared Delivery Costs Agreement Template,"
- "Attachment C - Services Grid Template,"

Using these documents, WDBs must develop a related budget in SOLAR reflective of its shared costs and service delivery model.

All of the documents referenced above are available in the Resources Box of WIOA Policy 2.6.1:

<https://dwd.wisconsin.gov/wioa/policy/02/02.6.htm#sectionOne>.

Whether executing a "PY23-24 MOU Renewal Amendment" or a full PY2023-24 MOU using the documents referenced above, once the document(s) are completed, including being signed by all parties to the MOU, and submitted to [DETWIOA@dwd.wisconsin.gov](mailto:DETWIOA@dwd.wisconsin.gov) they will be uploaded to the SOLAR application and the SOLAR budget will be changed to "Active" status.

### **MOU Review and Approval Process**

The MOU and budget review process is as follows:

1. Local WDB staff input negotiated cost methodologies and budgets in SOLAR, with the status of "Draft".
2. Local WDB staff share the MOU and budgets with all partners either by using SOLAR, or the print functionality of SOLAR for their review.
3. Once all partners approve the MOU(s) and budgets, local WDB staff change the status of the budgets in SOLAR from "Draft" to "In Review".
4. The "In-Review" status signifies to DWD-DET that documents are ready to route in Parley Pro for DWD review/approval.
5. A Word version of the MOU(s) and relevant attachments (IFA, SDCA, and Services Grid(s)) must be sent to [DETWIOA@dwd.wisconsin.gov](mailto:DETWIOA@dwd.wisconsin.gov).
6. DWD leadership and legal staff will review the MOU/Budgets/Supporting Documents in Parley Pro.
  - a. If DWD staff have questions, leadership will contact the WDB so they can be resolved.
  - b. Once DWD staff have approved the MOU/budgets, the documents will be sent back to the WDBs for signature routing in DocuSign.
7. Once all documents are signed through DocuSign, the WDBs must return all the signed documents to [DETWIOA@dwd.wisconsin.gov](mailto:DETWIOA@dwd.wisconsin.gov). DWD staff will then upload the completed documents in SOLAR.
8. WDBs must share a copy of the final MOU/budgets with all partners or notify them that they are available in SOLAR.

### **Review and Approval if Using the Amendment to the MOU:**

1. Local WDB staff convene partners and all parties jointly agree that no substantial changes to the PY22-23 MOU or PY22-23 MOU Amendment terms have occurred.
2. Local WDB staff prepare the "PY23-24 Renewal Amendment" document to reflect current signatories for all partners.
3. Local WDB staff send a Word version of the "PY23-24 Renewal Amendment" document to [DETWIOA@dwd.wisconsin.gov](mailto:DETWIOA@dwd.wisconsin.gov).
4. DWD-DET staff route the "PY23-24 MOU Renewal Amendment" through ParleyPro for review and approval by DWD Leadership.

5. DWD-DET staff will return the approved document to the local WDB for signature routing in DocuSign.
6. Once all signatures are collected, the local WDB submits the finalized MOU document(s) to [DETWIOA@dwd.wisconsin.gov](mailto:DETWIOA@dwd.wisconsin.gov) and DWD-DET staff will upload the final signed document to SOLAR

### **Timeline**

**July 14, 2023:** Target date for all MOUs/Budgets to be ready for Parley Pro review by DWD leadership and legal staff.

**July 31, 2023:** Target date for MOUs/Budgets to be final.

If you are unable to complete the MOU/Budgets by the target dates, please contact Stephanie Elmer at [stephanie.elmer@dwd.wisconsin.gov](mailto:stephanie.elmer@dwd.wisconsin.gov) to secure an extension.

Cc:

Christina Lorge  
Ben Konruff  
Tasha Jenkins  
Gary Meyer  
Delora Newton  
Meredith Dressel  
Michele Carter  
Renee O'Day