

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL  
JOB SERVICE NORTH DAKOTA

This Memorandum of Understanding (“MOU”) is entered into by the North Dakota Workforce Development Council (“NDWDC”), which serves as the State Workforce Development Board and Local Workforce Development Board for the state, as a single Workforce Development Area under the Workforce Innovation and Opportunity Act (“WIOA”) of 2014 and Job Service North Dakota (“Job Service”) designated by the Governor as the WIOA Fiscal Agent, Grant Recipient and State Administrative Entity.

This agreement is entered into in accordance with WIOA section 123(b). The term “State” as used in this MOU shall refer to the state of North Dakota.

This MOU becomes effective on July 1, 2017, and will remain in effect until June 30, 2021. However, this MOU may be terminated at any time by either of the parties upon providing 120 days written notice to the other parties.

The activities included in this MOU will be covered by Title I Youth funds received in the State and allocated based on the formula set out within WIOA and the State. The total amount will be based on the fiscal year federal allocation and any additional carry in WIA funds unexpended from the prior biennium.

It is agreed and understood between the parties that the NDWDC shall:

1. Monitor and evaluate the performance of Job Service as the WIOA Youth services provider. Areas of evaluation include but are not limited to:
  - a. The federally negotiated performance accountability measures established by the Department of Labor Employment and Training Administration (ETA);
  - b. Budget; and
  - c. Enrollment information.

It is agreed and understood between the parties that Job Service shall:

1. Serve as the single WIOA Youth program provider for the State. Provide-
  - a. Activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized postsecondary credential;
  - b. Preparation for postsecondary educational and training opportunities;
  - c. Strong linkages between academic and occupational education that lead to the attainment of recognized postsecondary credentials;

- d. Preparation for unsubsidized employment opportunities, in appropriate cases; and
  - e. Effective connections to employers, including small employers, in in-demand industry sectors and occupations of the local and regional labor markets.
2. Outreach and recruitment – Implement a plan based on diverse target groups and how it relates to the workforce system. Outreach and recruitment will be directed by WIOA requirements of 75 percent Out-of-School Youth expenditure levels and 20 percent requirement for paid and unpaid work experiences (see section 6. c. below).
3. Coordinate with the core program partners when designing service delivery for youth.
4. Eligibility determination and assessment-Provide an objective assessment of the academic levels, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participant, for the purpose of identifying appropriate services and career pathways for participants.
5. Employment Plan development-develop service strategies for each participant that are Directly linked to 1 or more of the indicators of performance and that shall identify career pathways that include education and employment goals (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant.
6. WIOA Youth program elements: In order to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants, Job Service shall provide elements consisting of:
  - a. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
  - b. Alternative secondary school services, or dropout recovery services, as appropriate;
  - c. Paid and unpaid work experiences that have as a component academic and occupational education, which may include—
    - (i) Summer employment opportunities and other employment opportunities available throughout the school year;
    - (ii) Pre-apprenticeship programs;
    - (iii) Internships and job shadowing; and

(iv) On-the-job training opportunities;

d. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations;

e. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;

f. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;

g. Supportive services;

h. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;

i. Follow-up services for not less than 12 months after the completion of participation, as appropriate;

j. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;

k. Financial literacy education;

l. Entrepreneurial skills training;

m. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and

n. Activities that help youth prepare for and transition to postsecondary education and training.

7. Information and referral - Each participant shall receive:

a. Information on the full array of applicable or appropriate services that are available through the local board or other eligible providers or one-stop partners, including those providers or partners receiving funds under this subtitle; and

b. Referral to appropriate training and educational programs that have the capacity to serve the participant either on a sequential or concurrent basis.

c. Ensure that an eligible applicant who does not meet the enrollment requirements of the particular program or who cannot be served shall be referred for further assessment, as necessary, and referred to appropriate programs to meet the basic skills and training needs of the applicant.

8. Ensure that not less than 75 percent of the funds available will be used to provide youth workforce investment activities to Out-of-School Youth.
9. Ensure that not less than 20 percent of the funds allocated shall be used to provide In-School Youth and Out-of-School Youth with the activities listed in section 6. c. above.
10. Ensure that the 5 percent exception for individuals assisted who are considered to be not low-income is met.
11. Ensure that the 5 percent limitation for In-School Youth assisted may be a low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.
12. Provide the NDWDC quarterly reports on program participants and program expenditures at a level of detail to track the level of service and priorities identified in the State Plan.
13. Provide Statewide youth activities as directed.

It is the intent of this MOU that Job Service will comply with current ETA and NDWDC requirements, policies and guidance. If there is any discrepancy between this MOU and current or future ETA and/or NDWDC policy, the new policy shall supersede.

David Farnsworth

David Farnsworth, Chairperson  
North Dakota Workforce  
Development Council

3/7/2017

Date

Cheri Giesen

Cheri Giesen, Executive Director  
Job Service North Dakota

3/8/2017

Date