

These documents are provided as Example Templates. The actual Memorandum of Understanding must include the relevant information that is needed to document the role and responsibilities related to recruitment, eligibility determination, enrollment, and performance requirements and strategies.

MEMORANDUM OF UNDERSTANDING

Between
[Name of School]
and
[Name of Grantee]

I. PURPOSE & SCOPE

The purpose of this Memorandum of Understanding (MOU) is to clearly identify the roles and responsibilities of each party as they relate to implementation of the *[Training Program Name]*, funded by *[Name of Grantor]*.

In particular, this MOU is intended to: [NOTE: This should be customized for each project]

- Expedite the recruitment of WIOA-eligible participants into the program.
- Ensure that participants are accurately assessed for experience, interests, and skills before being referred to potential training pathways.
- Ensure that participants are enrolled in their chosen career pathway.
- Ensure that participants are supported in the completion of their chosen career pathway and achieve marketable credentials.
- Ensure that participants are assisted, as needed, to be placed in gainful employment

II. BACKGROUND

[Name of School] and *[Name of Grantee]* have jointly planned the *[Training Program Name]* to meet the needs of the over *[number]* recently laid off workers in **XXXXXXX** County, as well as the growing Veteran student population at *[Name of School]*. The following areas of employment training will be featured in the program: **XXXXXXXXXXXXXXXXXX**, **XXXXXXXXXXXXXXXXXX**, and **XXXXXXXXXXXXXXXXXX**. These areas represent a large percentage of available employment opportunities in **XXXXXXX** County, as well as pathways where participants can quickly earn credentials that will lead to gainful employment.

III. RESPONSIBILITIES UNDER THIS MOU

[Name of School] shall undertake the following activities:

- Provide career pathways in each of the target areas (**XXXXXXXXXXXXXXXXXX**, **XXXXXXXXXXXXXXXXXX**, and **XXXXXXXXXXXXXXXXXX**) that quickly lead to industry-recognized credentials for program participants.
- Recruit potential WIOA-eligible unemployed workers and eligible students through the existing *[XXX Services]* at *[Name of School]*.
- Refer potential participants to *[Name of Grantee]* for eligibility determination.
- Conduct comprehensive assessments of program participants' skills, interests, and

work experiences in order to advise them about which career pathways are likely to meet their needs.

- Assist program participants in finding employment in their chosen career through employer partnerships with the professional programs and existing Career Services at *[Name of School]*.
- Provide competency-based assessments within the course sequences as appropriate to determine if program participants already have the skills and/or experience that will allow them to move through their programs more quickly.
- Provide Case Management for enrollees and provide **XXXXXXXXXXXXXXXXX/LWA** with monthly contacts.
- Provide access for program participants to counseling, advising, and other student services, as needed, to ensure their success.
- Point person will be **XXXXXXXXXXXXXXXXX**.

IV. RESPONSIBILITIES UNDER THIS MOU

XXXXXXXXXXXXXXXXX/LWA shall undertake the following activities:

- Perform WIOA eligibility determination on referred customers.
- Work in coordination with *[Name of School]* on assessments.
- Enroll students into IWDS for this grant after **XXXXXXXXXXXXXXXXX/LWA** approval.
- Maintain contact with *[Name of School]* program personnel to ensure that program participants have monthly contacts and are completing their chosen career pathway of courses.
- Provide follow up services as appropriate
The Point person will be **XXXXXXXXXXXXXXXXX**.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. Each year **XXXXX** participants will be recruited into the program.
2. **XXX%** of these participants will complete their programs and secure employment.
3. Any modification to this agreement must be agreed upon by both parties.

VI. EFFECTIVE DATE AND SIGNATURE

This MOU shall be in effect upon the signature of both parties' authorized officials. It shall be in force from **XXXXXXXXXXXXX**, 20**XX** to **XXXXXXXXXXXXX**, 20**XX**. Both parties indicate agreement with this MOU by affixing their signatures to this document.

SIGNATURES and DATES

[Name of Grantee]

[Name of Grantee]

Date

Date

EXAMPLE