

**Guidance for Program Year 2025 MOU
Negotiations Under WIOA**

**Issued
December 4, 2024**

Guidance for Program Year 2025 MOU Negotiations Under WIOA

<p>Purpose of the PY 2025 MOU Guidance</p>	<p>This annual guidance is issued to support negotiations of memoranda of understanding (MOUs) between required partners under the federal Workforce Innovation and Opportunity Act (WIOA) of 2014. Per WIOA, the MOU must reflect each required program partner’s human and financial commitments to make their services accessible and to share in the cost of operating the local workforce delivery system. This includes required Infrastructure Funding Agreements to operate the physical comprehensive one-stop centers, affiliate centers and specialized centers within a local workforce area.</p> <p>This annual guidance applies to MOU negotiations that will occur between January 2025 and June 2025, resulting in an amended MOU that takes effect July 1, 2025 (Program Year 2025 / State Fiscal Year 2026).</p> <p>This annual guidance supplements—and does not change—the current, overarching, authoritative “Governor’s Guidelines to State and Local Program Partners Negotiating Costs and Services under WIOA.”</p>
<p>Guidance Specific to PY 2025 MOU Narratives</p>	<ol style="list-style-type: none"> 1. No changes for the MOU Template for Program Year 2025. The MOU Template remains the same as Program Year 2024. 2. MOU Narrative Assistance. Although the MOU Template was not updated this year, the following items are offered as reminders to assist in the completion of the MOU Narrative: <ol style="list-style-type: none"> a) Anytime Program Year 2024 or a date associated with Program Year 2024 is listed, update to Program Year 2025 or appropriate date associated with Program Year 2025. b) Confirm that the AJC address(es) listed in section 6 of the MOU matches the address listed on the ILworkNet Service Finder website. c) Ensure that the requirements around the staffing plan are included for all partners in section 7 of the MOU: <ol style="list-style-type: none"> i. Describe if services will be provided via On-site, Direct linkage, Cross Training, or Contract provider ii. How services will be made available in real time during regular business hours iii. If direct linkage is the method of delivery, include how these services will be provided (e.g. – phone line, email, voicemail, Zoom/Skype, etc.)

	<ul style="list-style-type: none"> d) Confirm that each of the new requirements from Program Year 2024 are included in sections 7 and 9 and detail the protocols for the following: <ul style="list-style-type: none"> i. The agreed-upon plan for facilitating in-person events ii. Resource Room protocols for when it is at capacity and clients are waiting for access iii. Communicating to customers which services are available to walk-in customers and which services continue to require an appointment iv. Security presence at the one-stop v. Clients forming lines outside of the one-stop center e) <i>Attachment H – Cover Page for MOU Submittal</i> must be included with the MOU narrative. f) Any changes to any section of the MOU narrative between Program Year 2024 and Program Year 2025 must be documented in <i>Attachment H – Cover Page for MOU Submittal</i>. g) Both a clean version of the MOU narrative and a redline version of the MOU narrative must be submitted. <p>3. Appendix I - Required Checklist for Local Partner Service Delivery via Direct Linkage. Although the requirements have not changed since Program Year 2024, the State repeats the requirements for submitting the direct linkage checklists with the MOU documentation as a reminder.</p>
<p>Guidance Specific to PY 2025 MOU Budgets</p>	<p>4. Budget Spreadsheet Assistance. The Budget Spreadsheet remains the same as Program Year 2024. There following items are offered to assist in the completion of the MOU budgets:</p> <ul style="list-style-type: none"> a) One Stop Operator (OSO) contract start and end dates must be updated with the accurate dates. b) Payees must be listed in the Budget next to every row item where an amount is listed (column C). c) Details must be listed and match between the Budget and MOU related to which partners are making contributions to the OSO and if payments will be cash, non-cash, or in-kind. d) For each partner, the first column of the Variance Table must use the total of all cash contributions from the all centers tab in the Budget.

<p>PY 2025 MOU Timeline Guidance</p>	<p>5. Final MOU Submittal Due Date is May 30. The earlier due date established in Program Year 2023 remains for PY 2025. Local workforce board chairs and CEOs must submit a signed MOU and one-stop operating budget by May 30, 2025. This updated timeline helps required partners comply with signature requirements by the Illinois Office of the Comptroller.</p>
<p>PY 2025 MOU Signature Guidance</p>	<p>6. Requirements for using electronic signatures and other Signature Guidance. Although the requirements have not changed since Program Year 2024, the State repeats the requirements for using electronic signatures as a reminder.</p> <p>The Illinois Office of the Comptroller has modified its procedures to allow for the submission of contract and grant obligation related documents containing electronic signatures as defined by the Electronic Commerce Security Act (5 ILCS 175). The WIOA Interagency Technical Assistance Team, which reviews and approves MOUs, recommends that local workforce areas and required program partners continue to provide physical ink signatures in PY 2025. The submission of physical ink signatures ensures that processes and payments will not be delayed.</p> <p>Requirements for using electronic signatures:</p> <ul style="list-style-type: none"> a) Complete and submit a new SCO-470 Contract Signature Authorization Form, which has been updated to include an electronic signature sample on the Specimen Signature (field #5). <ul style="list-style-type: none"> i. The Agency Head approval signature on the Contract Signature Authorization Form (line 8), must be in wet ink, regardless of the type of signature supplied on the specimen signature line (line 5). b) Check the box next to “Specimen signature is electronic.” c) Designees must also submit a new Contract Signature authorization Form to use for the documents. <ul style="list-style-type: none"> i. The electronic designee signature must incorporate signatures of both the Agency Head and the authorized designee. <p>The Illinois Comptroller’s Office does not require a specific electronic signature format. The selection and format of electronic signatures is the agency’s decision but must comply with the requirements of the Electronic Commerce Security Act.</p>

	<p>By submitting an agency-approved Contract Signature Authorization Form, the agency is certifying that it has adequate processes and written procedures governing its use of electronic signatures, ensuring compliance with the Act.</p> <p>This guidance is effective on April 1, 2021, for documents executed on or after April 1, 2021, provided the agency’s new Contract Authorization Form is on file with the Illinois Comptroller’s Office.</p> <p>The Comptroller’s Office encourages agencies to utilize electronic submission for contracts, grants, and obligations-related documents signed electronically. Prior to electronic submission of documents, agencies must sign a Memorandum of Understanding with Illinois Office of the Comptroller and submit test documents to the Comptroller’s Office to verify that the documents submitted are in an acceptable format. Electronic document requirements include the following:</p> <ul style="list-style-type: none"> d) Optical character recognition (OCR) e) Maximum file size of 25 MB f) 200 dpi minimum <p>MOU Signature pages must spell out any acronyms when they are used on the Title or Organization lines. The comptroller’s office will not accept MOU Signature pages that have acronyms listed. Dates must be included anytime there is a signature and must be from 2025.</p>	
<p>Summary Timeline for PY 2025 MOU Submittals</p>	<p>December 31, 2024</p>	<p>Deadline to submit the “Pre-Program Year Planning Form” to outline work plans for PY 2025 negotiations</p>
	<p>January 2025</p>	<p>PY 2025 MOU negotiations begin</p>
	<p>April 15, 2025</p>	<p>Deadline to submit the “Report of Outcomes” and a draft one-stop operating budget as a status report to the WIOA Interagency TA Team</p>
	<p>May 30, 2025</p>	<p>Deadline to submit final, agreed-upon MOUs</p>
	<p>July 1, 2025</p>	<p>PY 2025 MOUs take effect</p>

Effective date	This guidance is effective as of the date of issuance. This guidance will be updated as needed.
Contact Information	Any questions about this PY 2025 MOU Guidance should be directed to the WIOA Interagency Technical Assistance (TA) Team or the primary contact for each required program partner. Questions may be emailed to wioaplan@illinoisworknet.com .
Attachments	<p>In conjunction with this PY 2025 MOU Guidance, the following documents are available for download on the WIOA Implementation Portal and the WIOA ePolicy Manual and specific to PY 2025.</p> <ol style="list-style-type: none"> 1. Appendix 1b – Signature Pages for Submittal of MOUs and One-Stop Operating Budgets 2. Appendix C – Pre-Program Year Planning Form 3. Attachment H – Cover Page for MOU Submittal 4. Appendix J – MOU Template (unchanged from PY2024) 5. Appendix K – One-Stop Operating Budget Spreadsheet (unchanged from PY 2024) 6. Appendix L – Local Board Revision Response Letter Template 7. Appendix G - Report of Outcomes 8. Appendix I - Required Checklist for Local Partner Service Delivery via Direct Linkage <p>All other forms issued as part of the Governor’s Guidelines – Revision 4 remain unchanged, active and available for download.</p>