



WIOA INTERAGENCY TECHNICAL ASSISTANCE TEAM

November 19, 2024

UPDATE ON MOU SIGNATURE GUIDANCE FOR PY 2025

The WIOA Interagency Technical Assistance (TA) Team issues the following update regarding signatures on final, agreed-upon memoranda of understanding (MOUs) and one-stop operating budgets that take effect July 1, 2025 (Program Year (PY) 2025 / State Fiscal Year 2026).

The Office of the Illinois Comptroller accepts MOUs as a contract for payment between State agencies and other required partners under WIOA. Because the MOU is the vehicle through which funds are exchanged, the Comptroller's Office has specific requirements for signatures to be accepted and payment remitted. These signature requirements are outlined in the "[Governor's Guidelines - Revision 4](#)," Section 1(8)(p) on pages 11-12.

1. Signatures must be legible.
2. Scanned documents must be dark enough to ensure legibility.
3. Stamped signatures must be accompanied by the full name and title affixing the stamped signature.
4. Acronyms in the required programs or agency is prohibited on all signature pages.

The Office of the Illinois Comptroller will accept electronic signatures if all listed criteria above have been met.

Final and fully executed MOUs and one-stop operating budgets are required to be submitted to the State by May 31, 2025.

In the case that the Interagency TA Team's feedback about preliminary budgets results in material changes to the agreed-upon budget, then the Local Workforce Innovation Board (LWIB) Chair can obtain affirmation of the required revisions from all parties to the MOU in lieu of obtaining new signatures. The LWIB Chair would then submit a letter to Mike Baker as the individual designated by the Governor to affirm that all parties to the MOU affirm the revised MOU and/or one-stop operating budget.

Additional guidance regarding the acceptance of changes to a revised MOU or budget is available on the "[Frequently Asked Questions](#)" page of the WIOA Implementation portal.

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