

UMBRELLA MEMORANDUM OF UNDERSTANDING (MOU)

between the

PROVIDENCE/CRANSTON WORKFORCE DEVELOPMENT BOARD

and

**WORKFORCE SOLUTIONS OF PROVIDENCE/CRANSTON
RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING
RHODE ISLAND DEPARTMENT OF EDUCATION
RHODE ISLAND OFFICE OF REHABILITATION SERVICES
EXETER JOB CORPS ACADEMY
YOUTHBUILD PROVIDENCE
RHODE ISLAND INDIAN COUNCIL
PROVIDENCE HOUSING AUTHORITY
RHODE ISLAND DEPARTMENT OF HUMAN SERVICES
COMPREHENSIVE COMMUNITY ACTION PROGRAM**

1. PREAMBLE

The Providence/Cranston Workforce Development Board (PCWDB), in its capacity as the local Workforce Development Board for the Providence/Cranston Workforce Development Area, is responsible for a number of workforce services conducted in those two cities. The PCWDB consists of a volunteer board appointed by the Mayor of the City of Providence and is supported by the Workforce Solutions of Providence/Cranston Office, the designated city agency to administer workforce services. The PCWDB and staff share a vision of a high performance workforce system built upon the one-stop career centers approach promulgated by the Workforce Investment Act (WIA) of 1998 and reaffirmed under the Workforce Innovation and Opportunity Act (WIOA) of 2014 and now referred to as America's Job Centers (AJC). This approach, driven by the needs of employers and individual customers will be available throughout the entire workforce area.

To this end, the PCWDB in partnership with the state, regional and local service providers identified in this document, agree to the key principles and practices outlined in this Memorandum of Understanding (MOU) to establish and maintain a local career center, known as the Providence/Cranston America's Job Center (P/C AJC). The parties share a common commitment to provide all customers with services and programs that are of high quality in an efficient, responsive and relevant manner. The MOU also serves to create the framework for providing services to employers, employees, job seekers and others needing workforce services in the Providence/Cranston Workforce Development Area.

Appendix A

By the authority granted the PCWDB, under the provisions of WIOA, the PCWDB will oversee the P/C AJC office to ensure compliance with the intent and objectives of WIOA and this MOU. The PCWDB will monitor overall performance of the system including, but not limited to, the One-Stop Operator's management of the center and its responsiveness to the needs and expectations of the PCWDB, the partners and the customers. In addition, the PCWDB and the parties to this MOU recognize that changing economies; policy shifts and legislative mandates essentially drive the one-stop center system. Therefore, the PCWDB and the parties to this MOU agree to remain responsive to those changes in the spirit of continuous improvement. In all matters regarding its role, the PCWDB will be guided by the following:

The Vision.....

“To create a rich, vibrant, competitive economy in the Providence/Cranston workforce development area where people find good jobs, employers find the skilled workers they need and where all parties find the Providence/Cranston Workforce Development Area a place where they want to live, work and invest.”

The Mission.....

“To continuously improve the Providence/Cranston Workforce Development Area's capacity to connect people, employers, jobs, education and service.”

2. PURPOSE

The purpose of this MOU is to define the roles and responsibilities of each partner as mutually agreed by the parties for the operation of the P/C AJC as required under WIOA.

This MOU provides information about the relationship between parties regarding their respective roles, duties, obligations and responsibilities and expectations for the implementation of the provisions of Section 121(c) of Title I of WIOA. This MOU is also intended to contribute to a cooperative and mutually beneficial relationship between the PCWDB and the various partners to coordinate resources to prevent duplication and ensure the effective delivery of workforce services, and to establish joint processes and procedures that will enable partners to integrate the current service delivery system resulting in a seamless and comprehensive array of job matching, education, support services, job training and other workforce development services. Parties to this document propose to coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties' respective programs, services and agencies. This MOU also documents the importance of WIOA performance measures and continuous improvement initiatives.

3. PARTIES TO THE MOU / REQUIRED WIOA PARTNERS

The following table identifies the required programs of the One-Stop system and the partner agencies administering those programs.

Appendix A

NAME OF PARTNER	PARTNER PROGRAMS
Office of the Mayor, City of Providence and its designated office – Workforce Solutions of Providence/Cranston	<ul style="list-style-type: none"> • WIOA Adult Programs under WIOA Title I • WIOA Dislocated Worker Programs under WIOA Title I • WIOA Youth Programs under WIOA Title I • Programs Authorized Section 212 of the Second Chance Act of 2007
Rhode Island Department of Labor and Training	<ul style="list-style-type: none"> • Employment Services under the Wagner-Peyser Act • Programs under State Unemployment Compensation Laws • Migrant and Seasonal Farmworker Programs under WIOA Title I • Programs under Title V of the Older Americans Act of 1965 • Programs Authorized under Chapter 41 of Title 38, U.S.C. Veterans Employment Representatives and Disabled Veterans’ Outreach Programs • Activities Authorized under Chapter 2 of Title II of the Trade Act of 1974
Rhode Island Department of Education	<ul style="list-style-type: none"> • Adult Education and Literacy Programs under Title II of WIOA • Postsecondary Vocational Education Activities under the Carl D. Perkins Vocational and Applied Technology Education Act
Rhode Island Office of Rehabilitation Services	<ul style="list-style-type: none"> • Programs Authorized under Parts A and B of Title I of the Rehabilitation Act of 1973
Exeter Job Corps Academy	<ul style="list-style-type: none"> • Job Corps Programs Authorized under WIOA Title I
YouthBuild Providence	<ul style="list-style-type: none"> • Youth Build Programs Authorized under WIOA Title I
Rhode Island Indian Council	<ul style="list-style-type: none"> • Native American Programs Authorized under WIOA Title I
Providence Housing Authority	<ul style="list-style-type: none"> • Employment and Training Activities Carried Out by the Department of Housing and Urban Development
Rhode Island Department of Human Services	<ul style="list-style-type: none"> • TANF Programs Authorized under Part A of Title IV of the Social Security Act
Comprehensive Community Action Program	<ul style="list-style-type: none"> • Community Service Block Grant Programs

The organizational structure of the P/C AJC is as follows:

- The P/C AJC is a comprehensive one-stop office located at One Reservoir Avenue in Providence, Rhode Island.
- The administrative structure of the P/C AJC consists of:

- Chief Local Elected Official – Mayor City of Providence
- Fiscal Agent – Workforce Solutions of Providence/Cranston
- Oversight Authority-Providence/Cranston Workforce Development Board
- PCWDB Designee – Director of the Providence Office of Economic Opportunity
- One-Stop Operator – The Workplace

4. PARTNER RESPONSIBILITIES

WIOA Section 121(b)(1)(A) identifies the following roles and responsibilities of one-stop partners

- Provide access through the one-stop delivery system to such program or activities carried out by the entity, including making the career services that are applicable to the program or activities available at the one-stop center (in addition to any other appropriate locations);
- Use a portion of the funds available for the program and activities to maintain the one-stop delivery system, including payment of the infrastructure costs of the one-stop center;
- Enter into a local memorandum of understanding with the local board, relating to the operation of the one-stop system; and
- Participate in the operation of the one-stop system consistent with the terms of the memorandum of understanding.

An overview of the programs, activities and services that will be made available through the one-stop system for each partner program is listed in *Appendix A, Matrix of MOU Partner Programs and Services*.

The specific career, training, employer and other services that will be made available through the one-stop system for each partner program is displayed in *Appendix B, Identification of Services Provided by MOU Partners*.

5. TERMS AND CONDITIONS

(1) DURATION OF THE MOU

In compliance with WIOA Section 121(c)(2)(A) that requires the MOU to specify the duration of the agreement, this MOU is effective July 1, 2017 and will remain in effect until September 30, 2022 or until modified.

(2) CONVENING OF PARTIES

The PCWDB has designated convening authority to the Director of the Office of Economic Opportunity to work with P/C AJC partners to achieve consensus and informally mediate disagreements. This authority includes responsibility for ensuring that all parties have had an opportunity to fully participate in the development of the MOU from start to finish.

(3) SYSTEM OVERVIEW

This MOU serves the key purpose of defining partner roles and focuses, in part, on the shaping of the workforce system. This includes the sharing of resources, referral agreement, and other tasks and responsibilities designed to create a one-stop system in line with the PCWDB's vision and mission as well as one that supports the State of Rhode Island workforce development plan. In the end, the overall goal is to ensure efficiency within the Providence/Cranston Workforce Development Area. As such, this MOU ensures that all partners clearly understand the roles and responsibilities of each partner under the workforce system.

(4) PERFORMANCE REQUIREMENTS and DATA SHARING

To ensure the P/C AJC one-stop system operates effectively, parties to this MOU must provide performance information that supports the achievement of performance goals, consistent with the requirement of law and as outlined in the Rhode Island state plan.

Partners agree that the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and job seekers. Additionally, it is vital to develop and maintain an integrated case management system, as appropriate, that informs customer service throughout customers' interaction with the integrated system and allows information collected from customers at intake to be captured once. Partners further agree that the collection, use, and disclosure of customers' personally identifiable information is subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all of the requirements. All data, including customer personally identifiable information, collected, used, and disclosed by partners will be subject to the following:

- Customer personally identifiable information will be properly secured in accordance with the policies and procedures of the Providence/Cranston Workforce Development Board regarding the safeguarding of personally identifiable information;
- The collection, use, and disclosure of customer education records, and the personally identifiable information contained therein, as defined under the

Family Educational Rights and Privacy Act (FERPA) shall comply with FERPA and applicable State privacy laws;

- All confidential data contained in UI wage records must be protected in accordance with the requirements set forth in 20 CRF part 603;
- All personal information contained in vocational rehabilitation records must be protected in accordance with the requirements set forth in 34 CRF 361.38 ;
- Customer data may be shared with other programs, for those programs' purposes, within the P/C AJC network only after the informed written consent of the individual has been obtained, where required;
- Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations; and,
- All data exchange activity will be conducted in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C, paragraph 794 (d).)

All P/C AJC center and partner staff will be trained in the protection, use, and disclosure requirements governing personally identifiable information and any other confidential data for all applicable programs, including FERPA-protected education records, confidential information in UI records, and personal information in vocational rehabilitation records.

(5) SERVICES OFFERED THROUGH THE P/C AJC

The parties agree to build an efficient workforce system through sharing of information, increased collaboration, staff training and streamlining service delivery to maximize partner strengths and improve customer flow and access. Consistent with Section 121(b)(1) of WIOA, the partners will provide access to programs or activities carried out by the entity through the P/C AJC delivery system. These services are detailed in *Appendix B, Identification of Services Provided by MOU Partners*.

The P/C AJC partners commit to:

1. Ensure that the needs of workers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the P/C AJC one-stop system;

Appendix A

2. Provide access through the P/C ACJ one-stop delivery system to such programs or activities, including making career services provided under the partner's program, available;
3. Ensure that costs are appropriately shared by basing contributions on proportionate share of use and/or access, and requiring that all funds are spent solely for allowable purposes in a manner consistent with the applicable authorizing statute and all other applicable legal requirements, including the Federal cost principles; and,
4. Participate in the operation of the P/C AJC delivery one-stop system consistent with the terms of this MOU, the requirements of WIOA, and the requirements of the Federal, State, and local laws regulations, rules, polices, and plans applicable to the parties in their respective roles under this MOU and as consistent with the laws, rules and regulations that govern each partner's respective program.

Additionally, P/C AJC partners

1. Acknowledge, for the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975, on the basis of disability under Section 174 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, on the basis of sex under Title IX of the Education Amendments of 1972, or on the basis of race, color, or national origin under Title VI of the Civil Right Act of 1964.
2. Will ensure that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity based on race, color, religion, sex (except as otherwise permitted under Title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.
3. Will ensure that participants shall not be employed to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants).
4. Will ensure participation in programs and activities or receiving funds under WIOA Title I shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney

General to work in the United States. Participation in programs and activities or receiving funds under WIOA Title II are not subject to the same requirement.

(6) REFERRAL ARRANGEMENTS

The primary principle of the referral system is to provide integrated and seamless delivery of services to both job seekers and employers.

1. The partners agree to familiarize themselves with the requirements for participation in each of the required partners programs.
2. To the extent possible, the partners agree to develop materials summarizing their program requirements and to make this accessible to all partners in the comprehensive one-stop center.
3. To the extent possible, the partners agree to develop and utilize common intake forms.
4. The partners agree to refer clients eligible for each other's services to one another for those services.
5. The partners agree to evaluate ways to improve the referral process, including the use of customer satisfaction surveys.

(7) INFRASTRUCTURE FUNDING AGREEMENTS

The Infrastructure Funding Agreements (IFA) identified in *Appendix C* establishes the terms and conditions of how the costs of the services and the operating costs of the P/C AJC will be funded, including funding of infrastructure costs of the center, funding of shared services, operating costs of the system, and the leveraging of in-kind contributions, as appropriate and pursuant to Section 121(h)(4) of WIOA.

The IFA, identified in *Appendix C*, is made a part of this MOU and contains a cost allocation methodology in which the parties agree to the extent feasible to align individual agency resources to support workforce development systems integration, when and where appropriate. The shared costs, the allocation method, and each party's share are identified in these agreements as well as any in-kind contributions.

(8) DISPUTE RESOLUTION PROCESS

In the event that an impasse should arise between the parties regarding terms and conditions, performance, or administration of this MOU, parties agree to first attempt to resolve any conflicts among themselves. Should there be no resolution,

the parties agree to abide by the process described in *Appendix D, Disputes Resolution Policy*.

(9) CONFIDENTIALITY

All parties to the MOU expressly agree to abide by all applicable Federal, State, and local laws and regulations regarding confidential information, including personally identifiable information from educational records, such as but not limited to 20 CFR, Part 60, 45 CFR Section 205.50, 20 U.S.C. 1232 (g) and 34 CFR, part 99, and 34 CFR 361.38, as well as any applicable State and local laws and regulations. In addition, in carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies and legal requirements of all of the other parties and enter into data sharing agreements, as appropriate or required, to protect the confidentiality and security of shared data and to comply with governing law.

The parties will ensure that the collection and use of any information, systems, or records that contain personally identifiable information will be limited to purposes that support the programs and activities describe in this MOU.

Each party will ensure that access to software systems and files under its control that contain personally identifiable information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities describe herein. Each party expressly agrees to take measures to ensure that no personally identifiable information is accessible by unauthorized individuals.

To the extent confidential, private, or otherwise protected information needs to be shared amongst the parties for the parties' performance of their obligations under this MOU, and to the extent such sharing is permitted by applicable law, the appropriate data sharing agreements will be created and required confidentiality and confidential unemployment insurance information, any such data sharing must comply with all of the requirements in 20 C.F.R. Part 603, including but not limited to requirements for payments of costs and permissible disclosures.

To ensure that personally identifiable information is not transmitted to unauthorized users, all personally identifiable information and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, flash drives, etc. must be encrypted using an encryption service which meets Federal Information Processing Standards.

(10) MODIFICATION

The WIOA MOU will be reviewed every two (2) years, but the P/C WDB also recognizes that at times, the MOU may require modification. The parties agree to abide by the process for modification, as specified in *Appendix. E, Modification Process*.

(11) TERMINATION

This MOU remains in effect until the end date specified unless:

- All parties mutually agree to terminate the MOU;
- Federal oversight agencies charged with the administration of WIOA fail to appropriate funds or if funds are not otherwise made available for continued performance;
- WIOA is repealed or superseded by subsequent federal law; or,
- Local area designation is changed under WIOA.

Any party unable to perform pursuant to the WIOA MOU agreement due to lack of funding must notify the other parties as soon as the party has knowledge that funds may be unavailable for the continuation of the agreement.

(12) NON-ASSIGNMENT

No party may, during the term of this MOU or any renewals or extensions of this MOU, assign or subcontract all or any part of the MOU without prior written consent of the other parties.

(13) SEVERABILITY

If any part of this MOU is found to be null and void or is otherwise stricken, the rest of this MOU shall remain in force.

(14) FAIR PRACTICES CERTIFICATION

The parties certify that they prohibit, and covenant that they will continue to prohibit discrimination and certify that no person, otherwise qualified, is denied employment, services, or other benefits on the basis of: (i) political or religious opinion or affiliation, marital status, sexual orientation, gender identification, race, color, creed, or national origin; (ii) sex or age, except when age or sex constitutes a bona fide occupational qualification; or (iii) the physical or mental disability of a qualified individual with a disability.

(15) ASSURANCES OF NON-DISCRIMINATION & EQUAL OPPORTUNITY

All parties specifically agree that they will comply fully with the non-discrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act; the Americans with Disabilities Act of 1990, the Nontraditional Employment for Women Act of 1991, title VI of the Civil Rights of 1964 as

amended; Section 505 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1967, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 37 and 38.

In accordance with WIOA Final Rules, the decision as to which entity will be responsible for ensuring accessibility at the P/C AJC is ultimately the local Workforce Board's to make.

(16) DRUG & ALCOHOL FREE WORKPLACE

The parties certify they will comply with the state's guide concerning drug and alcohol free workplaces and the Drug-Free Workplace Act of 1988 which requires that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment under 29 CFR 98, Subpart F.1.

(17) CERTIFICATION REGARDING LOBBYING

All parties must comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) and 29 CFR Part 93. The parties must not lobby federal entities using federal funds and must disclose lobbying activities as required by law.

(18) DEBARMENT & SUSPENSION

All parties must comply with the debarment and suspension requirements (E.O. 12549 and 12689) and 20 CFR Part 98.

(19) PRIORITY OF SERVICE

All parties certify that they will adhere to all statutes, regulations, policies, and plans regarding priority of service, including, but not limited to, priority of service for the WIOA Title I Adult Program and for veterans and their eligible spouses. Partners will target recruitment of special populations that receive a focus for services under WIOA, such as individuals with disabilities, low-income individuals, basic skills deficient youth, and English language learners.

(20) BUY AMERICAN PROVISION

Each party that receives funds made available under Title I or II of WIOA or under the Wagner-Peyser Act certifies that it will comply with Sections 8301 through 8303 of Title 41 of the USC commonly known as the "Buy American Act" and as referenced in WIOA Section 502.

5. SIGNATURES

IN WITNESS THEREOF, the undersigned have executed this Memorandum of Understanding on or before the date set forth herein. By signing this document, each individual signing this MOU on behalf of a given partner thereby certifies that he/she has the legal authority to bind said partner to the terms of this MOU. This MOU may be executed in counterparts, each being considered an original.

**MEMORANDUM OF UNDERSTANDING
PROVIDENCE/CRANSTON WORKFORCE DEVELOPMENT AREA
AMERICA'S JOB CENTER**

SIGNATURE PAGE

By signing below, all parties mutually agree to the terms prescribed herein.

PROVIDENCE/CRANSTON WORKFORCE DEVELOPMENT BOARD CHAIRPERSON

Janet Raymond, Chairperson	
<i>Signature</i>	<i>Date</i>

PROVIDENCE/CRANSTON AMERICA'S JOB CENTER PARTNERS

Workforce Solutions of Providence/Cranston	R.I. Department of Labor and Training
<i>Printed Name</i>	<i>Printed Name</i>
<i>Title</i>	<i>Title</i>
<i>Signature</i>	<i>Signature</i>
<i>Date</i>	<i>Date</i>

R.I. Department of Education	R.I. Office of Rehabilitation Services
<i>Printed Name</i>	<i>Printed Name</i>
<i>Title</i>	<i>Title</i>
<i>Signature</i>	<i>Signature</i>
<i>Date</i>	<i>Date</i>

Exeter Job Corps Academy	YouthBuild Providence
<i>Printed Name</i>	<i>Printed Name</i>
<i>Title</i>	<i>Title</i>
<i>Signature</i>	<i>Signature</i>
<i>Date</i>	<i>Date</i>

R.I. Indian Council	Providence Housing Authority
<i>Printed Name</i>	<i>Printed Name</i>
<i>Title</i>	<i>Title</i>
<i>Signature</i>	<i>Signature</i>
<i>Date</i>	<i>Date</i>

R.I. Department of Human Services	Comprehensive Community Action Program
<i>Printed Name</i>	<i>Printed Name</i>
<i>Title</i>	<i>Title</i>
<i>Signature</i>	<i>Signature</i>
<i>Date</i>	<i>Date</i>

APPENDIX A: MATRIX OF MOU PARTNER PROGRAMS AND SERVICES

The following matrix identifies the programs and services that will be provided by the P/C AJC partners. The following identifying letters distinguish whether the program/service will be provided through co-location of staff (L), through direct access via technology (T), or at community locations and/or Youth Centers in the Providence/Cranston Workforce Development Area (C). In addition, a shaded cell denotes that the program/service will be made available by the identified partner for all One-Stop customers.

PARTNER PROGRAM	WIOA ADULT	WIOA DIS. WORKER	WIOA YOUTH	2 nd Chance PROGRAM	WAGNER PEYSER	UI	TRADE	MIGRANT FRAM WK.	SR. COMM. SER. EMP.	VETERANS EMP.	ADULT ED.	VOC. ED. PERKINS	VOC. REHAB.	JOB CORPS	YOUTH BUILD	NATIVE AMERICAN	HOUSING	TANF	CSBG
MOU PARTNER	WSPC	WSPC	WSPC	WSPC	DLT	DLT	DLT	DLT	DLT	DLT	RIDE	RIDE	ORS	EXETER JOB CO.	PROV. PLAN	R.I. INDIAN COUNCIL	PHA	DHS	CCAP
CAREER SERVICES																			
• Outreach, intake and orientation to the information and other services available through the one-stop delivery system	L C	L C	C	L C	L		L	L		LL						C			C
• Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, aptitudes, abilities			C	L C	L		L	L		L	L C	L C	L C				C	C	C
• Labor exchange services, including job search and placement assistance and career counseling	L C	L C	C	L C	L		L	L	C T	L							C		
• Information on in-demand industry sectors and occupations and provision of information on nontraditional employment	L C	L C	C	L C	L		L	L		L									
• Workforce and employment labor market information statistics including job vacancies, job skills necessary to obtain employment, information on local occupations in demand, earnings, skill requirements and opportunities for advancement for such occupation	L C	L C	C	L C	L		L	L		L									
• Appropriate recruitment and other business services on behalf of employers	L C	L C	C		L		L	L											

Appendix A

PARTNER PROGRAM	WIOA ADULT	WIOA DIS. WORKER	WIOA YOUTH	2 nd Chance PROGRAM	WAGNER PEYSER	UI	TRADE	MIGRANT FRAM WK.	SR. COMM. SER. EMP.	VETERANS EMP.	ADULT ED.	VOC. ED. PERKINS	VOC. REHAB.	JOB CORPS	YOUTH BUILD	NATIVE AMERICAN	HOUSING	TANF	CSBG
MOU PARTNER	WSPC	WSPC	WSPC	WSPC	DLT	DLT	DLT	DLT	DLT	DLT	RIDE	RIDE	ORS	EXETER JOB CO.	PROV. PLAN	R.I. INDIAN COUNCIL	PHA	DHS	CCAP
<ul style="list-style-type: none"> Referrals to and coordination of activities with programs and services within the one-stop delivery system, and in appropriate cases, other workforce development programs 	L C	L C	C	L C	L		L	L	C T	L	L C		L C				C	C	C
<ul style="list-style-type: none"> Performance information and program cost information on eligible providers of training services, eligible providers of youth workforce investment activities, providers of adult education, providers of career and technical education activities at the postsecondary level, career and technical education activities available to school dropouts under the Carl D. Perkins Career and Technical Education Act and providers of vocational rehabilitation services. 	L C	L C	C	L C	L		L	L		L									
<ul style="list-style-type: none"> Information relating to the availability of supportive services or assistance, including child care, child support, medical or child health assistance, benefits under the SNAP program, assistance through the earned income tax credit under the IRS code, assistance under the TANF program and other supportive services and transportation programs 	L C	L C	C	L C	L		L			L			L C				C	C	C
<ul style="list-style-type: none"> Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA 	L	L	C		L		L	L									C		
<ul style="list-style-type: none"> Information and assistance regarding filing claims for unemployment compensation 						L T													

Appendix A

PARTNER PROGRAM	WIOA ADULT	WIOA DIS. WORKER	WIOA YOUTH	2 nd Chance PROGRAM	WAGNER PEYSER	UI	TRADE	MIGRANT FRAM WK.	SR. COMM. SER. EMP.	VETERANS EMP.	ADULT ED.	VOC. ED. PERKINS	VOC. REHAB.	JOB CORPS	YOUTH BUILD	NATIVE AMERICAN	HOUSING	TANF	CSBG
MOU PARTNER	WSPC	WSPC	WSPC	WSPC	DLT	DLT	DLT	DLT	DLT	DLT	RIDE	RIDE	ORS	EXETER JOB CO.	PROV. PLAN	R.I. INDIAN COUNCIL	PHA	DHS	CCAP
• Comprehensive and specialized assessments of skill levels and service needs of adults and dislocated workers to include diagnostic testing, in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals			C		L		L	L		L			C				C		C
• Development of an Individual Employment Plan (IEP) to identify the employment goals, achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals including information on eligible providers of training and career pathways to attain career objectives	L C	L C	C	L C	L		L	L	C T	L			C C			C	C	C	C
• Group Counseling and/or individual counseling and mentoring	L C	L C	C	L C	L		L	L		L	C		L C			C	C	C	C
• Career planning and case management	L C	L C	C	L C	L		L	L	C T	L	C		L C			C	C	C	C
• Short-term prevocational services, including development of learning, communication, interviewing, punctuality, and personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training			C		L		L	L			C		C C				C	C	C
• Internships and work experience that are linked to careers			C		L		L	L	C T				L C						C
• Workforce preparation activities			C		L		L	L	C T	L	C		L C			C	C	C	C
• Financial literacy services			C							L	C						C	C	C
• Out-of-area job search assistance					L		L	L											

Appendix A

PARTNER PROGRAM	WIOA ADULT	WIOA DIS. WORKER	WIOA YOUTH	2 nd Chance PROGRAM	WAGNER PEYSER	UI	TRADE	MIGRANT FRAM WK.	SR. COMM. SER. EMP.	VETERANS EMP.	ADULT ED.	VOC. ED. PERKINS	VOC. REHAB.	JOB CORPS	YOUTH BUILD	NATIVE AMERICAN	HOUSING	TANF	CSBG
MOU PARTNER	WSPC	WSPC	WSPC	WSPC	DLT	DLT	DLT	DLT	DLT	DLT	RIDE	RIDE	ORS	EXETER JOB CO.	PROV. PLAN	R.I. INDIAN COUNCIL	PHA	DHS	CCAP
<ul style="list-style-type: none"> English language acquisition and integrated education and training 								F			CF						C	C	
TRAINING SERVICES																			
<ul style="list-style-type: none"> Occupational skills training, including training for nontraditional employment 	CF	CF	C	CF								C	CF					C	C
<ul style="list-style-type: none"> On-the-job training (OJT), including registered apprenticeship 	CF	CF		CF									CF					C	
<ul style="list-style-type: none"> Incumbent worker training 	CF	CF											CF						
<ul style="list-style-type: none"> Programs that combine workplace training with related instruction, which may include cooperative education programs 	CF	CF	C	CF					CT				CF					C	
<ul style="list-style-type: none"> Training programs operated by the private sector 	CF	CF		CF									CF						C
<ul style="list-style-type: none"> Skills upgrading and retraining 	CF	CF		CF					CT				CF					C	
<ul style="list-style-type: none"> Entrepreneurial training 	CF	CF		CF									CF						C
<ul style="list-style-type: none"> Transitional jobs 									CT										C
<ul style="list-style-type: none"> Job readiness training provided in combination with other training described above 			C						CT				CF					C	C
<ul style="list-style-type: none"> Adult education and literacy activities including English language acquisition and integrated education and training programs, provided concurrently or in combination with above services 			C								C		CF				C	C	
<ul style="list-style-type: none"> Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training 	CF	CF		CF														C	

Appendix A

PARTNER PROGRAM	WIOA ADULT	WIOA DIS. WORKER	WIOA YOUTH	2 nd Chance PROGRAM	WAGNER PEYSER	UI	TRADE	MIGRANT FRAM WK.	SR. COMM. SER. EMP.	VETERANS EMP.	ADULT ED.	VOC. ED. PERKINS	VOC. REHAB.	JOB CORPS	YOUTH BUILD	NATIVE AMERICAN	HOUSING	TANF	CSBG
MOU PARTNER	WSPC	WSPC	WSPC	WSPC	DLT	DLT	DLT	DLT	DLT	DLT	RIDE	RIDE	ORS	EXETER JOB CO.	PROV. PLAN	R.I. INDIAN COUNCIL	PHA	DHS	CCAP
EMPLOYER SERVICES					L														
• Job listing services					L														
• Rapid response and layoff aversion services					L								C						
• Recruitment services	L	L		C	L											C			
• Tax credit/incentive information	L	L		C														C	
• Employer needs assessment	L	L											C						
OTHER PARTNER SERVICES																			
• Disability awareness training													C						
• Reasonable accommodations			C						C				C						
• Training programs for displaced homemakers		L							C				C						
• Workplace literacy											C								
• Computer literacy classes											C						C		C
• Veteran support services										L			C						
• Veterans discharge review service										L									
• Veterans networking group										L									
• ADA complaint information and assistance					L		L						C						
• One-on-one resume assistance					L		L	L					C						C

Appendix A

PARTNER PROGRAM	WIOA ADULT	WIOA DIS. WORKER	WIOA YOUTH	2 nd Chance PROGRAM	WAGNER PEYSER	UI	TRADE	MIGRANT FRAM WK.	SR. COMM. SER. EMP.	VETERANS EMP.	ADULT ED.	VOC. ED. PERKINS	VOC. REHAB.	JOB CORPS	YOUTH BUILD	NATIVE AMERICAN	HOUSING	TANF	CSBG	
MOU PARTNER	WSPC	WSPC	WSPC	WSPC	DLT	DLT	DLT	DLT	DLT	DLT	RIDE	RIDE	ORS	EXETER JOB CO.	PROV. PLAN	R.I. INDIAN COUNCIL	PHA	DHS	CCAP	
• One-on-one job search assistance					L		L	L					C							C
• Assistive technology													C							
• BCI checks	L	L	L										C							C
• One-on-one resource room assistance	L	L			L		L	L		L				L					L	
• Aptitude testing					L		L	L				C				C				C
• Orientation to RESA					L		L													
• Resume writing workshop					L		L													
• Interviewing skills workshop					L		L													
• LinkedIn workshop					L		L													
• How to use EmployRI workshop					L		L													
• Interstate wage records information						L														
• Access to unemployment insurance register						L														
• Staff professional development workshops on prior learning assessment												C								
• Provision of brochures and workshop materials for one-stop center												C								
• Prior learning workshop for America's Promise one-stop participants												C								
• Resource sharing of funds earmarked for employment and training activities																C				

APPENDIX B: PARTNER PROGRAMS AND SERVICES

This matrix lists the partners, their programs and services and how they will deliver them in support of the P/C AJC.

NAME OF PARTNER: Office of the Mayor, City of Providence and its designated office – Workforce Solutions of Providence/Cranston (WSPC)

➤ **PARTNER PROGRAM:** WIOA Adult Programs under WIOA Title I

ROLE AND RESPONSIBILITIES	METHOD OF PROGRAM DELIVERY
<p>CAREER SERVICES</p> <ul style="list-style-type: none"> • Outreach, intake and orientation to the information and other services available through the one-stop delivery system • Labor exchange services, including job search and placement assistance and career counseling • Information on in-demand industry sectors and occupations and provision of information on nontraditional employment • Workforce and employment labor market information statistics including job vacancies, job skills necessary to obtain employment, information relating to local occupations in demand and the earning, skill requirements, and opportunities for advancement for such occupation • Appropriate recruitment and other business services on behalf of employers • Referrals to and coordination of activities with programs and services within the one-stop delivery system, and in appropriate cases, other workforce development programs 	<p>These programs and services will be provided with the stationing of 13 individuals at the P/C AJC.</p> <p>These programs and services will also be made available at community-based locations throughout the Providence/Cranston workforce development area with the periodic assignment of this partner’s staff at those locations.</p>

Appendix A

- Performance information and program cost information on eligible providers of training services, eligible providers of youth workforce investment activities, providers of adult education, providers of career and technical education
- Information relating to the availability of supportive services or assistance including child care, child support, medical or child health assistance, benefits under the SNAP program, assistance through the earned income tax credit under the IRS code, assistance under the TANF program and other supportive services and transportation programs
- Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA
- Comprehensive and specialized assessments of skill levels and service needs of adults and dislocated workers to include diagnostic testing, in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals
- Development of an Individual Employment Plan (IEP) to identify the employment goals, achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals including information on eligible providers of training and career pathways to attain career objectives
- Group counseling and/or individual counseling and mentoring
- Career planning and case management

TRAINING SERVICES

- Occupational skills training, including training for non-traditional employment
- On-the-job (OJT) training, including registered apprenticeship
- Incumbent worker training

Appendix A

- | | |
|---|--|
| <ul style="list-style-type: none">• Programs that combine workplace training with related instruction, which may include cooperative education programs• Training programs operated by the private sector• Skills upgrading and retraining• Entrepreneurial training• Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training | |
|---|--|

EMPLOYER SERVICES

- Recruitment services
- Tax credit/incentive information
- Employer needs assessment

OTHER SERVICES

- BCI checks
- One-on-one resource room assistance

NAME OF PARTNER: Office of the Mayor, City of Providence and its designated office – Workforce Solutions of Providence/Cranston (WSPC)

➤ **PARTNER PROGRAM:** *WIOA Dislocated Worker Programs under WIOA Title I*

ROLE AND RESPONSIBILITIES	METHOD OF PROGRAM DELIVERY
<p>CAREER SERVICES</p> <ul style="list-style-type: none"> • Outreach, intake and orientation to the information and other services available through the one-stop delivery system • Labor exchange services, including job search and placement assistance and career counseling • Information on in-demand industry sectors and occupations and provision of information on nontraditional employment • Workforce and employment labor market information statistics including job vacancies, job skills necessary to obtain employment, information relating to local occupations in demand and the earning, skill requirements, and opportunities for advancement for such occupation • Appropriate recruitment and other business services on behalf of employers • Referrals to and coordination of activities with programs and services within the one-stop delivery system, and in appropriate cases, other workforce development programs • Performance information and program cost information on eligible providers of training services, eligible providers of youth workforce investment activities, providers of adult 	<p>These programs and services will be provided with the stationing of 13 staff at the P/C AJC. (Note these are the same 13 individuals that will provide Adult services.)</p> <p>These programs and services will also be made available at community-based locations throughout the Providence/Cranston workforce development area with the periodic assignment of this partner’s staff at those locations.</p>

Appendix A

<p>education, providers of career and technical education</p> <ul style="list-style-type: none">• Information relating to the availability of supportive services or assistance including child care, child support, medical or child health assistance, benefits under the SNAP program, assistance through the earned income tax credit under the IRS code, assistance under the TANF program and other supportive services and transportation programs• Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA• Comprehensive and specialized assessments of skill levels and service needs of adults and dislocated workers to include diagnostic testing, in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals• Development of an Individual Employment Plan (IEP) to identify the employment goals, achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals including information on eligible providers of training and career pathways to attain career objectives• Group counseling and/or individual counseling and mentoring• Career planning and case management <p>TRAINING SERVICES</p> <ul style="list-style-type: none">• Occupational skills training, including training for non-traditional employment• On-the-job (OJT) training, including registered apprenticeship• Incumbent worker training• Programs that combine workplace training with related instruction, which may include cooperative education programs	
--	--

Appendix A

- Training programs operated by the private sector
- Skills upgrading and retraining
- Entrepreneurial training
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training

EMPLOYER SERVICES

- Recruitment services
- Tax credit/incentive information
- Employer needs assessment

OTHER SERVICES

- Training programs for displaced homemakers
- BCI checks
- One-on-one resource room assistance

NAME OF PARTNER: Office of the Mayor, City of Providence and its designated office – Workforce Solutions of Providence/Cranston (WSPC)

➤ **PARTNER PROGRAM:** WIOA Youth Programs under WIOA Title I

ROLE AND RESPONSIBILITIES	METHOD OF PROGRAM DELIVERY
<p>CAREER SERVICES</p> <ul style="list-style-type: none"> • Outreach, intake and orientation to the information and other services available through the one-stop delivery system • Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, aptitudes, abilities and supportive service needs • Labor exchange services, including job search and placement assistance and career counseling • Information on in-demand industry sectors and occupations and provision of information on nontraditional employment • Workforce and employment labor market information statistics including job vacancies, job skills necessary to obtain employment, information relating to local occupations in demand and the earning, skill requirements, and opportunities for advancement for such occupation • Appropriate recruitment and other business services on behalf of employers • Referrals to and coordination of activities with programs and services within the one-stop delivery system, and in appropriate cases, other workforce development programs 	<p>These programs and services will be delivered by youth-serving entities in the Providence/Cranston workforce development area selected through a competitive Request for Proposals (RFP) process.</p>

Appendix A

- Performance information and program cost information on eligible providers of training services, eligible providers of youth workforce investment activities and providers of adult education programs
- Information relating to the availability of supportive services or assistance including child care, child support, medical or child health assistance, benefits under the SNAP program, assistance through the earned income tax credit under the IRS code, assistance under the TANF program and other supportive services and transportation programs
- Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA
- Comprehensive and specialized assessments of skill levels and service needs of youth to include in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals
- Development of an Individual Employment Plan (IEP) to identify the employment goals, achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals including information on eligible providers of training and career pathways to attain career objectives
- Group counseling and/or individual counseling and mentoring
- Career planning and case management
- Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training
- Internships and work experience that are linked to careers
- Workforce preparation activities

Appendix A

<ul style="list-style-type: none">• Financial literacy services <p>TRAINING SERVICES</p> <ul style="list-style-type: none">• Occupational skills training, including training for non-traditional employment• Programs that combine workplace training with related instruction, which may include cooperative education programs• Entrepreneurial training• Job readiness training provided in combination with other training described above• Adult education and literacy activities including English language acquisition and integrated education and training programs, provided concurrently or in combination with above services <p>OTHER SERVICES</p> <ul style="list-style-type: none">• Reasonable accommodations• Customer support to enable individuals with barriers to employment (including individuals with disabilities) and veterans, to navigate among multiple services and activities for such populations• BCI checks	
---	--

NAME OF PARTNER: Office of the Mayor, City of Providence and its designated office – Workforce Solutions of Providence/Cranston (WSPC)

➤ **PARTNER PROGRAM: PROGRAMS UNDER THE 2ND CHANCE ACT of 2007**

ROLE AND RESPONSIBILITIES	METHOD OF PROGRAM DELIVERY
<p>CAREER SERVICES</p> <ul style="list-style-type: none"> • Outreach, intake and orientation to the information and other services available through the one-stop delivery system • Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, aptitudes, abilities and supportive service needs • Labor exchange services, including job search and placement assistance and career counseling • Information on in-demand industry sectors and occupations and provision of information on nontraditional employment • Workforce and employment labor market information statistics including job vacancies, job skills necessary to obtain employment, information relating to local occupations in demand and the earning, skill requirements, and opportunities for advancement for such occupation • Referrals to and coordination of activities with programs and services within the one-stop delivery system, and in appropriate cases, other workforce development programs • Performance information and program cost information on eligible providers of training services, eligible providers of youth workforce investment activities, providers of adult 	<p>These programs and services will be delivered with the stationing of staff at the Rhode Island Department of Corrections Adult Correctional Institutions (ACI) and by .5 FTE staff at our PC AJC</p>

<p>education, providers of career and technical education</p> <ul style="list-style-type: none">• Information relating to the availability of supportive services or assistance including child care, child support, medical or child health assistance, benefits under the SNAP program, assistance through the earned income tax credit under the IRS code, assistance under the TANF program and other supportive services and transportation programs• Development of an Individual Employment Plan (IEP) to identify the employment goals, achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals including information on eligible providers of training and career pathways to attain career objectives• Group counseling and/or individual counseling and mentoring• Career planning and case management <p>TRAINING SERVICES</p> <ul style="list-style-type: none">• Occupational skills training, including training for nontraditional employment• On-the-job (OJT) training, including registered apprenticeship• Programs that combine workplace training with related instruction, which may include cooperative education programs• Training programs operated by the private sector• Skills upgrading and retraining• Entrepreneurial training• Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training	
---	--

Appendix A

<p>EMPLOYER SERVICES</p> <ul style="list-style-type: none">• Recruitment services• Tax credit/incentive information	
---	--

NAME OF PARTNER: Rhode Island Department of Labor and Training (DLT)

➤ **PARTNER PROGRAM:** *Employment Services under the Wagner Peyser Act*

ROLE AND RESPONSIBILITIES	METHOD OF PROGRAM DELIVERY
<p>CAREER SERVICES</p> <ul style="list-style-type: none"> • Outreach, intake and orientation to the information and other services available through the one-stop delivery system • Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, aptitudes, abilities and supportive service needs • Labor exchange services, including job search and placement assistance and career counseling • Information on in-demand industry sectors and occupations and provision of information on nontraditional employment • Workforce and employment labor market information statistics including job vacancies, job skills necessary to obtain employment, information relating to local occupations in demand and the earnings, skill requirements and opportunities for advancement for such occupation • Appropriate recruitment and other business services on behalf of employers • Referrals to and coordination of activities with programs and services within the one-stop delivery system, and in appropriate cases, other workforce development programs • Performance information and program cost information on eligible providers of training 	<p>These programs and services will be provided with the stationing of 24 staff at the P/C AJC.</p> <p>(Note: In addition to the Wagner Peyser programs and services, the RIDLT is also responsible for providing other programs and services to include, Unemployment Compensation, Migrant and Seasonal Farmworker, Veterans, Senior Community Services and Trade Act. The RIDLT will deliver these programs and services through these same 24 staff members.)</p> <p>Where feasible, these programs and services will also be delivered through technology utilizing the EmployRI system.</p>

Appendix A

<p>services, eligible providers of youth workforce investment activities, providers of adult education</p> <ul style="list-style-type: none">• Information relating to the availability of supportive services or assistance, including child care, child support, medical or child health assistance, benefits under the SNAP program, assistance through the earned income tax credit under the IRS code, assistance under the TANF program and other supportive services and transportation programs• Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA• Comprehensive and specialized assessments of skill levels and service needs of adults and dislocated workers to include diagnostic testing, in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals• Development of an Individual Employment Plan (IEP) to identify the employment goals, achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals including information on eligible providers of training and career pathways to attain career objectives• Group Counseling and/or individual counseling and mentoring• Career planning and case management• Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training• Internships and work experience that are linked to careers• Workforce preparation activities	
--	--

Appendix A

<ul style="list-style-type: none">• Out-of-area job search and relocation assistance <p>EMPLOYER SERVICES</p> <ul style="list-style-type: none">• Job listing services• Rapid response and layoff aversion services• Recruitment services	<p>Through Business Services Office and EmployRI</p>
<p>OTHER PARTNER SERVICES</p> <ul style="list-style-type: none">• Aptitude testing• One-on-one resource room customer assistance• ADA complaint information and assistance• One-on-one resume assistance• One-on-one job search assistance• Orientation to RESEA• Testing of typing ability• Resume writing workshops• Interviewing skills workshops• LinkedIn workshops and How to use EmployRI workshops	

NAME OF PARTNER: Rhode Island Department of Labor and Training (DLT)

➤ **PARTNER PROGRAM:** *Programs under State Unemployment Insurance Laws*

ROLE AND RESPONSIBILITIES	METHOD OF PROGRAM DELIVERY
<p>CAREER SERVICES</p> <ul style="list-style-type: none"> • Information and assistance regarding filing claims for unemployment compensation • Interstate wage records information • Access to Unemployment Insurance ledger 	<p>These services will be provided on-site and through technology.</p>

NAME OF PARTNER: Rhode Island Department of Labor and Training (DLT)

➤ **PARTNER PROGRAM:** *Activities Authorized under Chapter 2 of Title II of the Trade Act of 1974*

ROLE AND RESPONSIBILITIES	METHOD OF PROGRAM DELIVERY
<p>CAREER SERVICES</p> <ul style="list-style-type: none"> • Outreach, intake and orientation to the information and other services available through the one-stop delivery system • Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, aptitudes, abilities and supportive service needs • Labor exchange services, including job search and placement assistance and career counseling • Information on in-demand industry sectors and occupations and provision of information on nontraditional employment • Workforce and employment labor market information statistics including job vacancies, job skills necessary to obtain employment, information relating to local occupations in demand and the earnings, skill requirements and opportunities for advancement for such occupation • Appropriate recruitment and other business services on behalf of employers • Referrals to and coordination of activities with programs and services within the one-stop delivery system, and in appropriate cases, other workforce development programs • Performance information and program cost information on eligible providers of training 	<p>These programs and services will be provided with the stationing of 24 staff at the P/C AJC.</p> <p>(Note: In addition to the Trade Act programs and services, the RIDLT is also responsible for providing other programs and services to include, Wagner Peyser, Unemployment Compensation, Migrant and Seasonal Farmworker, Veterans, Senior Community Services and Trade Act. The RIDLT will deliver these programs and services through these same 24 staff members.)</p> <p>Where feasible, these programs and services will also be delivered through technology utilizing the EmployRI system.</p>

Appendix A

<p>services, eligible providers of youth workforce investment activities, providers of adult education</p> <ul style="list-style-type: none">• Information relating to the availability of supportive services or assistance, including child care, child support, medical or child health assistance, benefits under the SNAP program, assistance through the earned income tax credit under the IRS code, assistance under the TANF program and other supportive services and transportation programs• Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA• Comprehensive and specialized assessments of skill levels and service needs of adults and dislocated workers to include diagnostic testing, in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals• Development of an Individual Employment Plan (IEP) to identify the employment goals, achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals including information on eligible providers of training and career pathways to attain career objectives• Group Counseling and/or individual counseling and mentoring• Career planning and case management• Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training• Internships and work experience that are linked to careers• Workforce preparation activities	
--	--

Appendix A

<ul style="list-style-type: none"> • Out-of-area job search and relocation assistance <p>EMPLOYER SERVICES</p> <ul style="list-style-type: none"> • Recruitment services 	
<p>OTHER PARTNER SERVICES</p> <ul style="list-style-type: none"> • Aptitude testing • One-on-one resource room customer assistance • ADA complaint information and assistance • Resource room assistance • One-on-one resume assistance • One-on-one job search assistance • Orientation to RESEA • Testing of typing ability • Resume writing workshops • Interviewing skills workshops • LinkedIn workshops • How to use EmployRI workshops 	<p>Through Business Services Office</p>

NAME OF PARTNER: Rhode Island Department of Labor and Training (DLT)

➤ **PARTNER PROGRAM:** *Migrant and Seasonal Farmworker Programs under WIOA Title I*

ROLE AND RESPONSIBILITIES	METHOD OF PROGRAM DELIVERY
<p>CAREER SERVICES</p> <ul style="list-style-type: none"> • Outreach, intake and orientation to the information and other services available through the one-stop delivery system • Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, aptitudes, abilities and supportive service needs • Labor exchange services, including job search and placement assistance and career counseling • Information on in-demand industry sectors and occupations and provision of information on nontraditional employment • Workforce and employment labor market information statistics including job vacancies, job skills necessary to obtain employment, information relating to local occupations in demand and the earnings, skill requirements and opportunities for advancement for such occupation • Appropriate recruitment and other business services on behalf of employers • Referrals to and coordination of activities with programs and services within the one-stop delivery system, and in appropriate cases, other workforce development programs • Performance information and program cost information on eligible providers of training services, eligible providers of youth workforce investment activities, providers of adult 	<p>These programs and services will be provided with the stationing of 24 staff at the P/C AJC.</p> <p>(Note: In addition to the Migrant and Seasonal Farmworker programs and services, the RIDLT is also responsible for providing other programs and services to include, Wagner Peyser, Unemployment Compensation, Veterans, Senior Community Services and Trade Act. The RIDLT will deliver these programs and services through these same 24 staff members.)</p> <p>Where feasible, these programs and services will also be delivered through technology utilizing the EmployRI system.</p>

Appendix A

<p>education</p> <ul style="list-style-type: none">• Information relating to the availability of supportive services or assistance, including child care, child support, medical or child health assistance, benefits under the SNAP program, assistance through the earned income tax credit under the IRS code, assistance under the TANF program and other supportive services and transportation programs• Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA• Comprehensive and specialized assessments of skill levels and service needs of adults and dislocated workers to include diagnostic testing, in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals• Development of an Individual Employment Plan (IEP) to identify the employment goals, achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals including information on eligible providers of training and career pathways to attain career objectives• Group Counseling and/or individual counseling and mentoring• Career planning and case management• Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training• Internships and work experience that are linked to careers• Workforce preparation activities• Out-of-area job search and relocation assistance	
---	--

Appendix A

<ul style="list-style-type: none">• English language acquisition and integrated education and training	
<p>OTHER PARTNER SERVICES</p> <ul style="list-style-type: none">• TABE testing• Aptitude testing• Resource room assistance• One-on-one resume assistance• One-on-one job search assistance• Testing of typing ability	

NAME OF PARTNER: Rhode Island Department of Labor and Training (DLT)

➤ **PARTNER PROGRAM:** *Programs under Title V of the Older Americans Act of 1965*

ROLE AND RESPONSIBILITIES	METHOD OF PROGRAM DELIVERY
<p>CAREER SERVICES</p> <ul style="list-style-type: none"> • Labor exchange services, including job search and placement assistance and career counseling • Referrals to and coordination of activities with programs and services within the one-stop delivery system, and in appropriate cases, other workforce development programs • Development of an Individual Employment Plan (IEP) to identify the employment goals, achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals including information on eligible providers of training and career pathways to attain career objectives • Career planning and case management • Internships and work experience that are linked to careers • Workforce preparation activities <p>TRAINING SERVICES</p> <ul style="list-style-type: none"> • Programs that combine workplace training with related instruction, which may include cooperative education programs • Skills upgrading and retraining 	<p>These activities will be made available at community-based locations in the Providence/Cranston workforce development area.</p> <p>These activities also will be made available through technology</p>

Appendix A

- Transitional employment
- Job readiness training provided in combination with other training

OTHER PARTNER SERVICES

- Reasonable accommodations
- Customer support to enable individuals with barriers to employment (including individuals with disabilities) and veterans, to navigate among multiple services and activities for such populations
- Training programs for displace homemakers

NAME OF PARTNER: Rhode Island Department of Labor and Training (DLT)

➤ **PARTNER PROGRAM:** *Programs Authorized under Chapter 41 of Title 38, Veterans Employment Representatives and Disabled Veterans' Outreach Programs*

ROLE AND RESPONSIBILITIES	METHOD OF PROGRAM DELIVERY
<p>CAREER SERVICES</p> <ul style="list-style-type: none"> • Outreach, intake and orientation to the information and other services available through the one-stop delivery system • Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, aptitudes, abilities and supportive service needs • Labor exchange services, including job search and placement assistance and career counseling • Information on in-demand industry sectors and occupations and provision of information on nontraditional employment • Workforce and employment labor market information statistics including job vacancies, job skills necessary to obtain employment, information relating to local occupations in demand and the earnings, skill requirements and opportunities for advancement for such occupation • Referrals to and coordination of activities with programs and services within the one-stop delivery system, and in appropriate cases, other workforce development programs • Performance information and program cost information on eligible providers of training services, eligible providers of youth workforce investment activities, providers of adult education 	<p>These programs and services will be provided with the stationing of 24 staff at the P/C AJC.</p> <p>(Note: In addition to the Veterans programs and services, the RIDLT is also responsible for providing other programs and services to include, Wagner Peyser, Unemployment Compensation, Migrant and Seasonal Farmworker, Senior Community Services and Trade Act. The RIDLT will deliver these programs and services through these same 24 staff members.)</p> <p>Where feasible, these programs and services will also be delivered through technology utilizing the EmployRI system.</p>

Appendix A

- Information relating to the availability of supportive services or assistance, including child care, child support, medical or child health assistance, benefits under the SNAP program, assistance through the earned income tax credit under the IRS code, assistance under the TANF program and other supportive services and transportation programs
 - Comprehensive and specialized assessments of skill levels and service needs of adults and dislocated workers to include diagnostic testing, in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals
 - Development of an Individual Employment Plan (IEP) to identify the employment goals, achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals including information on eligible providers of training and career pathways to attain career objectives
 - Group Counseling and/or individual counseling and mentoring
 - Career planning and case management
 - Workforce preparation activities
 - Financial literacy services
- OTHER PARTNER SERVICES**
- Veterans discharge review assistance
 - Veterans support services
 - One on one resource room customer assistance
 - Veterans networking group

NAME OF PARTNER: Rhode Island Department of Education (RIDE)

➤ **PARTNER PROGRAM:** *Adult Education and Literacy Programs under Title II of WIOA*

ROLE AND RESPONSIBILITIES	METHOD OF PROGRAM DELIVERY
<p>CAREER SERVICES</p> <ul style="list-style-type: none"> • Comprehensive and specialized educational assessments of skill levels • Referrals to and coordination of activities with programs and services within the P/C AJC delivery system <hr/> <ul style="list-style-type: none"> • Group Counseling • Career planning and case management • Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills and professional conduct services to prepare individuals for unsubsidized employment or training • Work preparation services • Financial literacy services <hr/> <ul style="list-style-type: none"> • Workplace literacy 	<p>These activities will be provided with the stationing of one individual at the P/C AJC. In addition, these activities will also be made available at community-based locations throughout the Providence/Cranston Workforce Development Area.</p> <hr/> <p>These programs and services will be made available at community-based locations throughout the Providence/Cranston Workforce Development area.</p> <hr/> <p>This activity will be provided at employer locations</p>

<p style="text-align: center;">TRAINING SERVICES</p> <ul style="list-style-type: none">• Adult education and literacy including English language acquisition and integrated education and training programs, provided concurrently or in combination with other training services <p style="text-align: center;">OTHER SERVICES</p> <ul style="list-style-type: none">• Adult literacy classes• ESL Classes• Pre-GED Classes• GED Classes• Computer literacy classes	<p>These programs and services will be made available at community-based locations throughout the Providence/Cranston Workforce Development area.</p> <p>These activities will be provided with the stationing of one individual at the P/C AJC. In addition, this activity will also be made available at community-based locations throughout the Providence/Cranston Workforce Development Area.</p> <p style="text-align: center;"><i>(Note: The total number of individuals to be stationed at the P/C AJC is one.)</i></p>
--	--

NAME OF PARTNER: Rhode Island Department of Education (RIDE)

➤ **PARTNER PROGRAM:** *Post-Secondary Vocational Education Activities under the Carl D. Perkins Vocational Education and Applied Technology Education Act*

ROLE AND RESPONSIBILITIES	METHOD OF PROGRAM DELIVERY
<p>TRAINING SERVICES</p> <ul style="list-style-type: none"> • Occupational skills training <p>OTHER SERVICES</p> <ul style="list-style-type: none"> • Aptitude Testing • TABE and other basic skills testing • Staff professional development workshop on prior learning assessment • Provision of brochures and workshop materials for the one-stop center • Prior learning workshop for America’s Promise (one-stop) participants 	<p>Training to be provided at CCRI</p> <p>These service will be delivered at the one-stop and/or at community locations</p>

NAME OF PARTNER: Rhode Island Office of Rehabilitation (ORS)

- **PARTNER PROGRAM:** *Programs Authorized under Parts A and B of Title I of the Rehabilitation Act of 1973*

ROLE AND RESPONSIBILITIES	METHOD OF PROGRAM DELIVERY
<p>CAREER SERVICES</p> <ul style="list-style-type: none"> • Various assessments of skill levels based on the needs of the individual • Referrals to and coordination of activities with programs and services within the one-stop delivery system, and in appropriate cases, other workforce development programs • Information relating to the availability of supportive services or assistance including child care, child support, medical or child health assistance, benefits under the SNAP program, assistance through the earned income tax credit under the IRS code, assistance under the TANF program and other supportive services and transportation programs • Development of an Individual Employment Plan (IEP) to identify the employment goals, achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals including information on eligible providers of training and career pathways to attain career objectives • Group counseling and/or individual counseling and mentoring • Career planning and case management • Short-term prevocational services, including development of learning skills, communications skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or 	<p>These activities will be provided with the stationing of one individual at the P/C AJC. In addition, these activities will also be made available at community-based locations throughout the Providence/Cranston Workforce Development Area.</p>

<p>training</p> <ul style="list-style-type: none">• Internships and work experience that are linked to careers• Workforce preparation activities <p>TRAINING SERVICES</p> <ul style="list-style-type: none">• Occupational skills training, including training for non-traditional employment• On-the-job (OJT) training, including registered apprenticeship• Incumbent worker training• Programs that combine workplace training with related instruction, which may include cooperative education programs• Training programs operated by the private sector• Skills upgrading and retraining• Entrepreneurial training• Job readiness training provided in combination with other training• Adult education and literacy activities including English language acquisition and integrated education and training programs, provided concurrently or in combination with other services <p>EMPLOYER SERVICES</p> <ul style="list-style-type: none">• Rapid response activities	
--	--

Appendix A

- Employer information and referral
- Tax credit/incentive information
- Employer needs assessment

OTHER SERVICES

- Veterans support services
- ADA complaint information and assistance
- Disability awareness training
- Reasonable accommodations for employers
- One-on-one job resume assistance
- One-on-one job search assistance
- One-on-one resource room assistance
- Assistive technology
- Co-enrollment
- Participation in rapid response activities
- BCI checks

NAME OF PARTNER: Exeter Job Corps Academy

➤ **PARTNER PROGRAM:** Job Corps Programs Authorized under WIOA Title I

ROLE AND RESPONSIBILITIES	METHOD OF PROGRAM DELIVERY
<p>OTHER SERVICES</p> <ul style="list-style-type: none"> • Job Corps eligibility awareness workshops – youth staff • Outreach presentations for 16 to 24 year old eligible youth • Admission services for 16 to 24 year old eligible youth • Co-enrollment assessment for 16 to 24 year old eligible youth • Case management linkages for 16 to 24 year old eligible youth 	<p>These activities will be provided with the periodic stationing of staff at the P/C AJC. In addition, these activities will also be provided at the Exeter Job Corps Academy in Exeter, Rhode Island.</p>

NAME OF PARTNER: The Providence Plan – Youth Build Providence

➤ **PARTNER PROGRAM:** Youth Build Programs Authorized under WIOA Title I

ROLE AND RESPONSIBILITIES	METHOD OF PROGRAM DELIVERY
<p>CAREER SERVICES</p> <ul style="list-style-type: none"> • Outreach, intake and orientation to the information and other services available through the one-stop delivery system • Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, aptitudes, abilities and supportive service needs • Workforce and employment labor market information statistics including job vacancies, job skills necessary to obtain employment, information relating to local occupations in demand and the earnings, skill requirements and opportunities for advancement for such occupation • Referrals to and coordination of activities with programs and services within the one-stop delivery system, and in appropriate cases, other workforce development programs • Information relating to the availability of supportive services or assistance, including child care, child support, medical or child health assistance, benefits under the SNAP program, assistance through the earned income tax credit under the IRS code, assistance under the TANF program and other supportive services and transportation programs • Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA • Information and assistance regarding filing claims for unemployment compensation 	<p>These programs and services will be provided with the periodic stationing of staff at the P/C AJC.</p> <p>These programs and services will also be made available at community-based locations in the Providence/Cranston workforce development area.</p>

Appendix A

- Comprehensive and specialized assessments of skill levels and service needs of adults and dislocated workers to include diagnostic testing, in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals
- Development of an Individual Employment Plan (IEP) to identify the employment goals, achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals including information on eligible providers of training and career pathways to attain career objectives
- Group Counseling and/or individual counseling and mentoring
- Career planning and case management
- Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training
- Internships and work experience that are linked to careers
- Workforce preparation activities
- Out-of-area job search and relocation assistance
- English language acquisition and integrated education and training

TRAINING SERVICES

- Occupational skills training, including training for non-traditional employment
- On-the-job (OJT) training, including registered apprenticeship

- Incumbent worker training
- Programs that combine workplace training with related instruction, which may include cooperative education programs
- Training programs operated by the private sector
- Skills upgrading and retraining
- Entrepreneurial training
- Transitional jobs
- Job readiness training provided in combination with other training
- Adult education and literacy activities including English language acquisition and integrated education and training programs, provided concurrently or in combination with other services
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training

EMPLOYER SERVICES

- Job listing services
- Rapid response activities
- Employer information and referral
- Recruitment services

Appendix A

- | | |
|--|--|
| <ul style="list-style-type: none">• Tax credit/incentive information• Employer needs assessment• Customized staff training <p>OTHER PARTNER SERVICES</p> <ul style="list-style-type: none">• TABE and other basic skills testing• Aptitude testing• Career interest testing• Adult literacy classes• ESL classes• Pre-GED classes• GED classes• Computer literacy classes• Financial literacy classes• Veterans discharge review assistance• Veterans support services• One-on-one resource room customer assistance | |
|--|--|

Appendix A

- | | |
|--|--|
| <ul style="list-style-type: none">• ADA complaint information and assistance• Disability awareness training• Reasonable accommodations for employers• Resource room assistance• One-on-one resume assistance• One-on-one job search assistance• Assistance to employers in developing registered apprenticeship programs• Interstate wage records information• Access to Unemployment Insurance ledger• Information on Job Share programs• Orientation to RESEA• Testing of typing ability• Participation in rapid response activities• BCI checks• NCIS checks• After-school use of facilities at vocational schools | |
|--|--|

Appendix A

<ul style="list-style-type: none">• Resource sharing of funds earmarked for employment and training activities• Healthy Relationships workshop• Career and College Readiness workshop• Toast Masters workshops focused on communication and leadership skills	
--	--

NAME OF PARTNER: Rhode Island Indian Council

➤ **PARTNER PROGRAM:** Native American Programs Authorized under WIOA Title I

ROLE AND RESPONSIBILITIES	METHOD OF PROGRAM DELIVERY
<p>CAREER SERVICES</p> <ul style="list-style-type: none"> • Comprehensive and specialized assessments of skill levels and service needs of adults and dislocated workers to include diagnostic testing, in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals. • Development of an Individual Employment Plan (EDP) to identify the employment goals, achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals including information on eligible providers of training and career pathways to attain career objectives. • Group counseling and/or individual counseling and mentoring • Career planning and case management • Workforce preparation activities <p>TRAINING SERVICES</p> <ul style="list-style-type: none"> • Occupational skills training, including training for non-traditional employment • On-the-job (OJT) training, including registered apprenticeship • Programs that combine workplace training with related instruction, which may include cooperative education programs 	<p>These programs and services will also be made available at community-based locations in the Providence/Cranston workforce development area.</p>

Appendix A

- Skills upgrading and retraining
- Job readiness training provided in combination with other training
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training

EMPLOYER SERVICES

- Employer information and referral
- Recruitment services

OTHER PARTNER SERVICES

- TABE and other basic skills testing
- Aptitude testing
- Career interest testing
- Pre-GED classes
- GED classes
- Resource sharing of funds earmarked for employment and training activities

NAME OF PARTNER: Providence Housing Authority (PHA)

- **PARTNER PROGRAM:** *Employment and Training Activities Carried Out by the Department of Housing and Urban Development*

ROLE AND RESPONSIBILITIES	METHOD OF PROGRAM DELIVERY
<p>CAREER SERVICES</p> <ul style="list-style-type: none"> • Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, aptitudes, abilities and supportive service needs • Labor exchange services, including job search and placement assistance and career counseling • Referrals to and coordination of activities with programs and services within the one-stop delivery system, and in appropriate cases, other workforce development programs • Information relating to the availability of supportive services or assistance, including child care, child support, medical or child health assistance, benefits under the SNAP program, assistance through the earned income tax credit under the IRS code, assistance under the TANF program and other supportive services and transportation programs • Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA • Comprehensive and specialized assessments of skill levels and service needs of adults and dislocated workers to include diagnostic testing, in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals • Development of an Individual Employment Plan (IEP) to identify the employment goals, 	<p>These programs and services will be provided at various community locations throughout the Providence area.</p>

Appendix A

achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals including information on eligible providers of training and career pathways to attain career objectives

- Group Counseling and/or individual counseling and mentoring
- Career planning and case management
- Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training
- Workforce preparation activities
- Financial literacy services
- English language acquisition and integrated education and training

TRAINING SERVICES

- Adult education and literacy activities including English language acquisition and integrated education and training programs, provided concurrently or in combination with skills training

OTHER SERVICES

- TABE and other basic skills testing
- Adult literacy classes
- ESL classes

Appendix A

<ul style="list-style-type: none">• Pre-GED classes• GED classes• Computer literacy classes	
---	--

NAME OF PARTNER: Rhode Island Department of Human Services (DHS)

➤ **PARTNER PROGRAM:** TANF Programs Authorized under Part A of Title IV of the Social Security Act

ROLE AND RESPONSIBILITIES	METHOD OF PROGRAM DELIVERY
<p>CAREER SERVICES</p> <ul style="list-style-type: none"> • Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, aptitudes, abilities and supportive service needs • Referrals to and coordination of activities with programs and services within the one-stop delivery system, and in appropriate cases, other workforce development programs • Information relating to the availability of supportive services or assistance including child care, child support, medical or child health assistance, benefits under the SNAP program, assistance through the earned income tax credit under the IRS code, assistance under the TANF program and other supportive services and transportation programs • Development of an Individual Employment Plan (IEP) to identify the employment goals, achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals including information on eligible providers of training and career pathways to attain career objectives • Group counseling and/or individual counseling and mentoring • Career planning and case management • Short-term prevocational services, including development of learning skills, communications skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training 	<p>These activities will be provided with the stationing of 13 individuals at the P/C AJC. In addition, these activities will also be made available at community-based locations throughout the Providence/Cranston Workforce Development Area.</p>

- Workforce preparation activities
- Financial literacy services
- English language acquisition and integrated education and training

TRAINING SERVICES

- Occupational skills training, including training for non-traditional employment
- On-the-job (OJT) training, including registered apprenticeship
- Programs that combine workplace training with related instruction, which may include cooperative education programs
- Training programs operated by the private sector
- Skills upgrading and retraining
- Transitional jobs
- Job readiness training provided in combination with other training
- Adult education and literacy activities including English language acquisition and integrated education and training programs, provided concurrently with other training
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training

<p>EMPLOYER SERVICES</p> <ul style="list-style-type: none">• Tax credit information <p>OTHER PARTNER SERVICES</p> <ul style="list-style-type: none">• TABE and other basic skills testing• Aptitude testing• One-on-one resource room assistance• One-on-one resume assistance• Co-enrollment• Data sharing agreement	
--	--

NAME OF PARTNER: Comprehensive Community Action Program

➤ **PARTNER PROGRAM:** Community Service Block Grant Programs

ROLE AND RESPONSIBILITIES	METHOD OF PROGRAM DELIVERY
<p>CAREER SERVICES</p> <ul style="list-style-type: none"> • Outreach, intake and orientation to the information and other services available through the one-stop delivery system • Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, aptitudes, abilities • Referrals to and coordination of activities with programs and services within the one-stop delivery system, and in appropriate cases, other workforce development programs • Comprehensive and specialized assessments of skill levels and service needs of adults and dislocated workers to include diagnostic testing, in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals • Development of an Individual Employment Plan (IEP) to identify the employment goals, achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals including information on eligible providers of training and career pathways to attain career objectives • Group counseling and/or individual counseling and mentoring • Career planning and case management 	<p>These programs and services will be provided at community centers located in the Providence/Cranston workforce development area.</p>

Appendix A

- Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training

- Internships and work experience that are linked to careers

- Workforce preparation activities

- Financial literacy services

TRAINING SERVICES

- Occupational skills training, including training for nontraditional employment

- Entrepreneurial training

- Job readiness training provided in combination with other training

OTHER PARTNER SERVICES

- Computer literacy classes

- One-on-one resume assistance

- One-on-one job search assistance

- BCI checks

- Aptitude testing

APPENDIX C: Draft One-Stop Budget (Does not include Geo Solutions cost)

ONE STOP BUDGET

<u>Expense Item</u>	Actual cost for P/Y 16 Total	Projected cost for P/Y 17 Total
Central Management	54,648	54,648
netWORKri Manager	138,554	162,401
GEO-SOL (Manager)	5,569	5,569
Rent	512,500	512,500
Utilities Expense	46,000	46,000
Security Services	34,000	34,000
Telecommunications	13,000	13,000
Equip. Maint., Repairs	30,000	30,000
Supplies	33,000	33,000
Facilities + Maintenance	500	500
Metrix Learning System		36,000
Miscellaneous	25,000	25,000
Subtotal Expense	892,771	952,618
Total Expense	892,771	952,618

APPENDIX D: DISPUTES RESOLUTION PROCESS

The Providence/Cranston Workforce Development Board (PCWDB) is issuing this policy to provide guidance and standards for resolving issues regarding partner disputes in the delivery of services or the operations of the P/C AJC and in the execution of the MOU and/or modifications to the MOU.

DISPUTES REGARDING FAILURE TO SIGN

WIOA emphasizes full and effective partnerships between the PCWDB and local partners. When the PCWDB and partners have entered into good faith negotiations and have reached an impasse, the following steps shall be taken in the following order:

1. When attempts by the PCWDB designee to resolve a dispute that results in one or more partners' failure to sign the MOU, the PCWDB or its designee will notify the Assistant Director of the RI Division of Workforce Development RIDWD of the impasse. In that notification, the PCWDB or its designee will document the steps taken to resolve the dispute with the partner (s). Notification of the impasse will also be sent to all partners.
2. The Assistant Director of the RIDWD will then take steps to resolve the dispute.
3. If the Assistant Director of the Rhode Island Division of Workforce fails to resolve the impasse, the dispute is sent to the Governor's Workforce Board – RI (GWB)
4. Should the GWB fail to resolve the impasse, the dispute is sent to the partner (s) parent Federal authority for resolution.

DISPUTES REGARDING RESPONSIBILITIES UNDER THE PROVISIONS OF THE MOU

1. The One-Stop Operator will attempt to resolve all disputes between it and the partners or between the partners themselves.
2. If an impasse continues, a written appeal will be sent to the PCWDB or its designee for resolution.
3. If the impasse continues, the dispute will be sent to the PCWDB WIOA Oversight Committee for resolution.
4. If the impasse continues, the dispute will be sent to the PCWDB Executive Committee for resolution.
5. If the impasse continues, the dispute will be sent to the PCWDB for resolution.
6. If the impasse continues, the dispute will be sent to Assistant Director of the Rhode Island Division of Workforce Development (RIDWD) for resolution

APPENDIX E: MODIFICATION PROCESS

This MOU may be amended upon mutual agreement of the partners that is consistent with federal, state, or local laws, regulations, rules, plans or policies or for one or more of the following reasons:

1. The addition or removal of a WIOA partner from this MOU.
2. Removal or addition of program responsibilities for any WIOA partner
3. A change in the one-stop operator or a change in the physical location of the comprehensive one-stop center.
4. A change in the services, service delivery methods, currently utilized referral methods, or methods to allocate costs.
5. The need to renegotiate a partner's proportionate share of costs based on changes in the method of service delivery or program or funding changes that affect a partner's continued ability to meet its shared cost obligations.

All amendments will be made on the format contained in this Appendix and will involve the following process:

1. The WIOA Partners seeking an amendment will submit a written request to the P/C WDB that includes:
 - The requesting partner's name.
 - The reason(s) for the amendment request.
 - The specific item (s) in the MOU that will require revision.
 - The desired date for the amendment to be effective.
 - The signature of the requesting partner's authorized representative.

If the request is approved, the P/C WDB will notify the remaining partners of the intent to amend and will provide each remaining partner thirty (30) days from the date of the notice (unless another time frame is specified in the notice) to review the anticipated changes and to submit a response to the P/C WDB. Failure by a partner to respond within the prescribed timeframe will be deemed that partner's approval of the proposed changes.

In the event that a remaining partner has questions and/or concerns regarding the proposed amendment, the partner must list its questions and/or concerns in writing and submit the list to P/C WDB within the specified timeframe.

Appendix A

The P/C WDB will review the listed questions/concerns and will issue a response within fifteen (15) days of receipt of the list. If the P/C WDB deems it necessary, the listed questions/concerns will be sent to all other partners and/or a meeting with all partners will be scheduled to discuss the proposed changes and to achieve consensus on a final amendment draft.

The final, approved amendment draft will be signed by authorized representatives of the affected partners, then submitted to the P/C WDB for the final signatures. The P/C WDB will distribute copies of the fully executed amendment to all P/C AJC partners.

All partners agree to communicate details of the amendment to their respective staff members whose responsibilities may be impacted by changes and further agree to ensure that their respective staff members are referencing or utilizing the most current version of the MOU and attachments in the performance of responsibilities under this MOU.

The format to be used in this modification process follows:

**PROVIDENCE/CRANSTON WORKFORCE DEVELOPMENT BOARD
MEMORANDUM OF UNDERSTANDING (MOU)**

MODIFICATION

Modification No: _____ Effective Date: _____

This modification is entered into between the Providence/Cranston Workforce Development Board (PCWDB) and the following partner of the Providence/Cranston America's Job Center (P/C AJC):

P/C AJC PARTNER: _____

The purpose of this modification is:

The attached pages to this modification, hereby replace their corresponding pages in the PCWDB

MOU: _____

This modification is agreed to and approved by:

Providence/Cranston WDB Chairperson	Name of Partner
Janet Raymond, Chairperson	_____
_____	_____
<i>Signature</i>	<i>Printed Name</i>
_____	_____
<i>Date</i>	<i>Title</i>
_____	_____
	<i>Signature</i>

	<i>Date</i>