**Local Memorandum of Understanding (MOU)**

The [Combined State Plan](http://www.mass.gov/massworkforce/state-plan/wioa-2020/ma-wioa-state-plan-final-4-7-16.pdf) guides the establishment of local area partnerships and local MOU agreements as required by WIOA. These requirements will specify how services can be connected, integrated, or enhanced by sharing staffing, resources, or jointly designed in ways that improve outcomes for “shared customers” – youth, job seekers, and businesses. WIOA state partners will provide unified guidance on local MOU development for regions.

* ***What is the purpose of a local MOU?***

The purpose of the local MOU is to state the roles of local partners in the development of an integrated education and workforce system that supports career pathways in each region to prepare residents with foundation, technical, and professional skills, and provide information and connections to postsecondary education and training.

* ***When does the local MOU need to be in place?***

The development of the local MOU is a two-step process. The first step is for local partners to commit to participate in the development of a local MOU by signing an Interim MOU based on a state developed template. The target date for having the Interim MOU in place is June 30, 2016. In FY2017, the 16 local WDB and local partners will develop an Umbrella MOU that addresses all required elements including the infrastructure and shared costs. The Umbrella MOU must not be for less than three years and must be in place by July 1, 2017. A joint policy from the WIOA partners will be issued explaining the process for the Interim and Umbrella MOUs.

* ***Do WDB regions have one MOU for all partners, or will there be multiple MOUs based on program type?***

The guidance is to develop one Umbrella MOU which could include program specific addenda as needed.

* ***What are the required elements of the local MOU?***

The local MOU must address, at a minimum, the elements listed in the state plan:

* Agreement to participate on a local MOU planning team
* A strategy and process to share information on the labor market
* The development of career pathway maps or service flow charts for youth 16-24
* Develop or refine service flow charts for unemployment insurance claimants
* Develop career pathway maps or service flow charts for low-skilled, low-income individuals who are “shared customers”
* Develop career pathway maps or service flow charts for adult individuals with disabilities
* Develop career pathway maps or service flow charts for veterans who are “shared customers”
* Develop career pathway maps or service flow charts for businesses
* ***Does information about the infrastructure and shared requirements need to be included in the Interim MOU signed by June 30, 2016?***

Programs will not be negotiating the infrastructure and shared costs for the one-year interim MOU, but they should include already existing agreements (e.g., ABE outstationing). Requirements for local funding agreements related to the infrastructure and shared costs of the one-stop delivery will not be in place by July 1, 2016. ACLS will provide additional guidance as it becomes available.

* ***What is the process for developing and negotiating the local MOU?***

The local WDB will convene representatives of WIOA required, non-WIOA required partners, and other stakeholders in the region to develop shared service strategies for job seekers and businesses and identify shared customer flow. The local WDB will lead the development of the local MOU.