



# Office of Temporary and Disability Assistance

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## Administrative Directive Memorandum

### Section 1

<b>Transmittal:</b>	20-ADM-15
<b>To:</b>	Social Services District Commissioners
<b>Issuing Division/Office:</b>	Employment and Income Support Programs
<b>Date:</b>	December 18, 2020
<b>Subject:</b>	2020-2023 Workforce Innovation and Opportunity Act (WIOA) Local Memorandum of Understanding
<b>Suggested Distribution:</b>	Employment Coordinators, Temporary Assistance Directors, SNAP Directors, Staff Development Coordinators
<b>Contact Person(s):</b>	Employment Services Advisor or Bureau of Employment and Advancement Services at: (518) 486-6106
<b>Attachments:</b>	<a href="#">Attachment 1 - New York State Department of Labor Technical Advisory</a>

### Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
18-ADM-03					Workforce Innovation and Opportunity Act of 2014, 121 (c)  Regulations: Workforce Innovation and Opportunity Act, Part 678 Subpart C, Part 678.420, Part 678.430, Part 678.305, and Part 678.500.

### Section 2

#### I. Summary

Under the federal Workforce Innovation and Opportunity Act (WIOA), TANF is a required partner in the New York State (NYS) Career Center System. As part of this partnership, and as a statutory requirement under WIOA, social services districts (districts) must enter into a local Memorandum of Understanding (MOU) with their respective Local Workforce Development Board (LWDB) relating to the provision of services through the Career Center System and the funding of infrastructure costs for Career Centers. LWDBs must submit the completed and signed MOU for the period of July 1, 2020 through June 30, 2023 by February 26, 2021.

## II. Purpose

This ADM contains guidance and instructions for completing the MOU that must be developed and executed between LWDB and Career Center partners.

## III. Background

Signed into law in 2014, WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

WIOA aligns federal investments in support of job seekers and employers by requiring collaboration between the six “core” WIOA programs and other mandatory partner programs. Furthermore, WIOA aligns the performance indicators across the core WIOA programs and requires the performance goals to reflect the local economic conditions and participant characteristics. In New York State, TANF, and by extension, districts, are included as required partners of the NYS Career Center System.

To promote closer coordination between districts and Career Center partners, the Office of Temporary and Disability Assistance (OTDA) actively participates on the NYS WIOA Interagency Team. The team is comprised of the State agencies responsible for administering the core and partner programs:

- NYS Department of Labor
- NYS Department of Education: Adult Education
- NYS Department of Education: Adult Career & Continuing Education Services– Vocational Rehabilitation (ACCES-VR)
- NYS Office of Children and Family Services – Commission for the Blind
- NYS Office for the Aging
- NYS OTDA

The NYS WIOA Interagency Team collaboratively developed the NYS WIOA Combined State Plan and continues to meet regularly with the goals of aligning and fostering partnerships among State and local workforce programs, developing strategies to enhance the NYS Career Center System, and ensuring compliance with WIOA requirements, such as the MOU process.

Districts and Career Center partners continue to share the goal of helping individuals enter employment and achieve economic security. By participating in the MOU process, districts help ensure greater collaboration with Career Centers, which in turn can improve access to workforce services and maximize local employment and training resources for temporary assistance recipients and other low-income individuals.

## IV. Program Implications

Each required Career Center partner (including districts), in addition to providing access to its programs as specified in [18-ADM-03](#), must enter into a MOU with their respective LWDB relating to the provision of services through the Career Center System and the funding of infrastructure costs for Career Centers. LWDBs remain responsible for convening their local partners for the development of the MOU.

The NYS WIOA Interagency Team has merged the two MOUs from the last cycle, one for Service Delivery and one for Infrastructure Funding, into one template for the new MOU cycle. The Service Delivery component focuses on service delivery, coordination, and the estimated budget of the Career Center System, while the Infrastructure Funding component focuses on infrastructure costs of Career Centers.

## **V. Required Action**

Career Center partners, including districts, are required to enter into agreements on both components of the MOU with their respective LWDBs. LWDBs remain responsible for convening their local partners for the development of both MOU components.

In NYS, to allocate costs proportionately without undue effort and cost, only co-located partners are required to contribute to the Career Center's infrastructure costs through locally negotiated cost allocation methodologies. However, all districts must review and be signatory to both the Service Delivery MOU and the Infrastructure Funding components of the MOU.

A technical advisory and MOU guidance and templates were developed collaboratively by the NYS WIOA Interagency Team and reviewed by appropriate State agency staff to expedite the signatory process of the MOUs for LWDBs:

The Workforce Development System Technical Advisory #20-2 provides guidance to the NYS Career Center System on the requirements of the local WIOA MOU, including a template and policy guidance. This is posted on the NYSDOL's Policy Directives webpage at:  
<https://labor.ny.gov/workforcenypartners/tas.shtm>.

The MOU Guidance and Templates can be found on the NYSDOL website at:  
<https://labor.ny.gov/workforce/swib/swibresources.shtm> under the Local MOU Resources section.

## **VI. Systems Implications**

There are no systems implications.

## **VII. Effective Date**

Effective immediately.

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### **Issued By:**

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