

MEMORANDUM OF AGREEMENT
BETWEEN
CINCINNATI CHILDREN'S HOSPITAL MEDICAL CENTER (CCHMC)
AND
DIVISION OF VOCATIONAL REHABILITATION (DWD/DVR)
FOR
PROJECT SEARCH LICENSURE & FIDELITY REVIEWS

Purpose:

This Memorandum of Agreement (MOA or Agreement) describes the services provided by CCHMC to Project SEARCH sites in Wisconsin and the allocation of funding for services effective **July 1, 2025, through June 30, 2026**. Pursuant to Wis. Stat. § 47.07(2), DWD/DVR may enter into agreements to provide services to persons with disabilities under the Project SEARCH program operated by CCHMC.

Agreement Requirements:

CCHMC agrees to provide services as outlined in **Exhibit 1 Services to be Provided**.

Level of Funding:

This Agreement authorizes DWD/DVR to pay CCHMC up to **\$104,991.00** for the provision of services as identified in **Exhibit 2 Budget** for services CCHMC provides to DWD/DVR Project Search sites through June 30, 2026.

Dollars identified above are allocated but not available, and therefore not committed until this agreement has been fully signed. While costs may be incurred prior to signature of this MOA, no costs will be reimbursed until this Agreement is fully executed by the parties.

Project SEARCH is funded by appropriation under Wis. Stat. § 20.445(1)(b), workforce training programs, grants, services and contracts.

Monitoring/Reporting Requirements:

The DVR Project Search Statewide Coordinator, Bureau of Management Services Director, and Budget and Policy Analyst will monitor the expenditure and utilization of funds under this Agreement including:

- CCHMC Quarterly Expenditure Reports describing the services provided under this Agreement.
- Expenditure Reports are to be sent to: DVRSpecialContracts@dwd.wisconsin.gov

Monitoring of program goal will be achieved through both Expenditure Reports and invoices.

Quarterly Expenditure Reports and invoices are due as follows:

October 31, 2025 (for services provided July 1, 2025 through September 30, 2025)
January 30, 2026 (for services provided October 1, 2025, through December 31, 2025)
April 30, 2026 (for services provided January 1, 2026, through March 31, 2026)

July 31, 2026 (for services provided April 1, 2026, through June 30, 2026)

The authorized DWD/DVR staff will review and store the reports.

Invoice Instructions:

Address the invoice as follows:

DWD – DIV OF VOC REHAB
ATTN: DVR BUDGET ANALYST
PO BOX 7852
MADISON WI 53707-7852

Then e-mail the invoice to: Einvoice@dwd.wisconsin.gov

There is no need to mail in a hard copy of the invoice if the above steps are followed.

Invoices must be received by DWD/DVR within the timeframe specified in this Agreement.

Final invoice is due July 31, 2026. No payment will be issued for any invoice received after July 31, 2026.

Withholding/Reduction of Funds

DWD/DVR reserves the right to withhold and/or reduce payments due under the terms of the Agreement if CCHMC fails to provide Services consistent with this Agreement or fails to meet service deliverables as described in **Exhibit 1 Services to be Provided**.

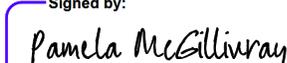
Amendments and Termination:

DWD/DVR may terminate this Agreement as a result of CCHMC's breach of any provisions or terms of this Agreement if CCHMC fails, after 30 days of receipt of notice of breach, to cure such breach to DWD/DVR's reasonable satisfaction. DWD/DVR and CCHMC may negotiate changes to this Agreement based upon changes to any federal or state law or Wisconsin Administrative Code requirements or funding level changes. Any modifications of this Agreement other than those made by DWD/DVR shall be subject to prior written approval of the Rehabilitation Services Administration.

Either CCHMC or DWD/DVR may terminate this Agreement for convenience with 90 days' written notice to the other party.

	8/5/2025
_____	_____
Courtney Campbell-Saxton	Date
Vice President Patient Services Finance	
Cincinnati Children's Hospital Medical Center	

Signed by:		
	8/5/2025	
_____	_____	
Meredith Dressel, Administrator	Date	
Division of Vocational Rehabilitation		

Signed by:		
	8/15/2025	
_____	_____	

Pamela McGillivary, Deputy Secretary
 Department of Workforce Development

Date

Exhibit 1 Services to be Provided

Service	Details
Target Technical Assistances-On-Site Training	Partners (all WI Project SEARCH programs) to gain understanding of Project SEARCH and share strategies and resources to implement program according to the model and reach the goal of competitive employment for every intern.
Virtual Technical Assistances	<p>Virtual Technical Assistance shall include, but not be limited to: State leadership meetings, technical assistance, problem solving with small groups. These will be completed virtually via virtual platforms (Teams, Zoom, etc.), phone calls, emails, etc. Specific topics may require several hours at a time and could be bundled. The following topics are typical examples of remote technical assistance (but not limited to):</p> <ul style="list-style-type: none"> • discussing program issues/needs • participating in steering committee meetings • clarifying roles & responsibilities • problem solving partnerships, internships, or specific intern challenges • discussing database/web portal data entry and locating resources • reviewing self-audit and identifying continuous improvement goals • addressing model fidelity challenges • reviewing other topics as needed, such as marketing tools, government regulations, budget, culture climate, etc. • assisting with host business challenges and changes
Fidelity Reviews	Project SEARCH National will audit up to five (5) Project SEARCH sites, which takes approximately two (2) days and includes interviews, program observation, and a steering committee to discuss suggestions and recommendations followed by a written report. Resulting recommendations must be addressed in writing. Suggestions for quality improvement or program enrichment are also provided. This includes pre-and post-work for reviews.
Special Events	Project SEARCH National Consultants can be available to attend and take part in events such as open houses, information nights, graduations, Business Advisory Council luncheons, mediation, facilitation, presentations, state conferences, etc. These events could also include workshops or technical assistance trainings that are created/modified based on the need of the site(s) – or – state.
Conference Registration	Registration, hotel and additional services for July 2025 Project Search National Conference in Austin, Texas and National Conference 2026. See Exhibit 2 Budget for details.
Site Licenses	DVR will cover the annual cost for all site license to National Project SEARCH.

Exhibit 2 Budget

Service	Details
Targeted Technical Assistance-In person	<p>Partners (all WI Project SEARCH programs) to gain understanding of the State of Project SEARCH and share strategy and resources to implement program according to the model and reach the goal of competitive employment for every intern. This could include up to nine (9) in-person trainings based on site needs.</p> <p>On-site Training includes travel and lodging expenses.</p> <ul style="list-style-type: none"> • \$3,000 (1 day of training) • \$5,000 (2 days of consecutive training)
Virtual Technical Assistance	<p>This Technical Assistance (TA) (Virtual) is aimed to foster collaboration, share creative insights, drive innovation, build the next generation of young workers with disabilities, and reach meaningful employment outcomes for every Project SEARCH intern. This can be for specific sites or multiple sites. This includes State leadership meetings, technical assistance, and problem solving with small groups. These will be completed virtually via virtual platforms (Teams, Zoom, etc.), phone calls, emails, etc. Specific topics may require several hours at a time and could be bundled. Virtual hours could be up to 50 hours of technical assistance based on site needs.</p> <ul style="list-style-type: none"> • \$500 (2 hours) • \$1,000 (4 hours) • \$1,750 (8 hours)
Fidelity Review	<p>Audit Project SEARCH sites and program observation for strategic planning includes pre and post work. \$5,000/audit for five (5) sites.</p>
National Conference Registration and Hotel	<p>Registration for July 2026 conference in Missouri one site partners/Project SEARCH Site at \$600.00/registration. Total number of attendees is 29*. Number of attendees is subject to change based on approved funding levels.</p> <p>Hotel rooms for Austin, Texas 2025 Conference at 233 x four (4) nights x 30 partners.</p>
Project SEARCH Yearly site License	<p>29 site License at \$350</p>
Total	<p>\$104,991.00</p>

