

**Department of Workforce Development**  
**Employment and Training Division**  
Administrator's Office  
201 E. Washington Avenue  
P.O. Box 7972  
Madison, WI 53707  
Email: [dwdet@dwd.wisconsin.gov](mailto:dwdet@dwd.wisconsin.gov)



**Tony Evers**, Governor  
**Amy Pechacek**, Secretary

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June 10, 2024

To: Chief Elected Officials  
Workforce Development Board Chairs  
Workforce Development Board Directors

From: Steve Laesch, DET Assistant Division Administrator

RE: Memorandum of Understanding (MOU) Guidelines for Program Year 2024-25

DocuSigned by:

*Steve Laesch*

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## PURPOSE

To provide updated guidance for local Workforce Development Boards (WDBs) and One-Stop Partners in both comprehensive and affiliate job centers on the development of the required One-Stop Delivery System Memorandum(a) of Understanding (MOU) for Program Year 2024-25 (July 1, 2024 – June 30, 2025).

## BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) Sec. 121(c)(1) requires the local Workforce Development Board (WDB), with the agreement of the Chief Elected Official (CEO), to develop and enter into an MOU between the WDB and the One-Stop Partners, consistent with WIOA Sec. 121(c)(2), concerning the operation of the one-stop delivery system in a local area. This includes an agreement to jointly fund, based on proportionate use and relative benefit, the infrastructure and shared service delivery costs of the one-stop delivery system. The budget and cost sharing methodologies that best suit the requirements of the participating one-stop partners must be locally negotiated. All shared costs must be in accordance with Part 200, Subpart E of the Uniform Guidance and comply with TEGL 17-16/RSA-TAC-17-03 and Chapter 2.6 of the WIOA Policy Manual at the following link:

<https://dwd.wisconsin.gov/wioa/policy/02/02.6.htm>.

DWD-DET requires that MOU budgets be created and retained in its Sharing of Local Area Resources (SOLAR) system. To gain access to SOLAR, individuals must complete a [DETS-10-E](#) form and submit to [DETSecurity@dwd.wisconsin.gov](mailto:DETSecurity@dwd.wisconsin.gov).

If local negotiations prove to be unsuccessful within the timeline outlined below, the local WDB must notify DWD-DET in writing by emailing [DETWIOA@dwd.wisconsin.gov](mailto:DETWIOA@dwd.wisconsin.gov) to request implementation of the State Funding Mechanism, as outlined in Chapter 2.6.2 of the WIOA Policy Manual:

<https://dwd.wisconsin.gov/wioa/policy/02/02.6.htm#sectionTwo> .

## PY2024-25 GUIDANCE

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### OPTION 1: CONTINUATION VIA AMENDMENT

For PY2024-25, WDBs with an existing, fully executed MOU that has not exceeded the maximum three-year limitation, and who determine through the local negotiation process that no substantial changes have occurred, may execute a one-year extension of their MOU using the **PY2024-25 MOU Renewal Amendment** document available at: <https://dwd.wisconsin.gov/wioa/policy/02/02.6.htm#sectionOne>.

In this case, the WDB must duplicate the prior year's budget in SOLAR under the current year, and place the new budget in "In Review" status upon submission of the PY2024-25 MOU Renewal Amendment document to DWD-DET.

### OPTION 2: FULL MOU DEVELOPMENT

Any WDB that does not have an existing, fully executed MOU, or that determines through the local negotiation process that substantial changes to its MOU are required, must collaborate with its One-Stop Partners to develop a PY2024-25 MOU using the following documents linked at <https://dwd.wisconsin.gov/wioa/policy/02/02.6.htm#sectionOne>:

- PY2024-25 MOU Template
- Attachment A - Infrastructure Funding Agreement Template
- Attachment B – Shared Delivery Costs Agreement Template, **and**
- Attachment C - Services Grid Template.

In addition to these completed documents, the WDB must also develop a related budget in SOLAR reflective of the local areas shared costs and agreed-upon cost allocation methodology(ies).

## PROCEDURE

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1. Local WDB convenes all WIOA-required one-stop delivery system partners to negotiate the terms of the MOU, including service delivery models and shared costs.

**NOTE:** DWD's local negotiators should refer to the "PY2024-25 Shared Cost Guidance for DWD Local Negotiators," linked at <https://dwd.wisconsin.gov/wioa/policy/02/02.6.htm#sectionOne>, as necessary, for information on allowable shared costs.

- a. If negotiations are successful prior to **July 10, 2024**, then proceed to Step 2.
  - b. If negotiations are not successful on or before **July 10, 2024**, the WDB **must** notify DWD-DET to request implementation of the State Funding Mechanism (SFM). Once the SFM is applied, and all partners are notified, in writing, of the results, then proceed to Step 2.
2. WDB staff complete the required documents, as outlined in Option 1 or 2 above and submit documents, in Word format, to [DETWIOA@dwd.wisconsin.gov](mailto:DETWIOA@dwd.wisconsin.gov).

**NOTE:** WDBs should not obtain signatures at this time.

If the SFM is applied in Step 1 above, then WDBs must develop a full MOU as outlined in Option 2 above.

Regardless of using Option 1 or 2, budgets must be entered in SOLAR as instructed above and placed in "In Review" status at the time documents are submitted; the "In-Review" status signifies to DWD-DET that documents are ready for DWD review/approval.

3. DWD conducts its internal review process.
4. DWD reviewers determine whether documents are approved or if there are outstanding questions, concerns, and/or revisions needed.

- a. If DWD reviewers have questions, DWD staff will contact the WDB so they can be resolved.
    - i. Once issues have been resolved, the WDB must resubmit the documents to [DETWIOA@dwd.wisconsin.gov](mailto:DETWIOA@dwd.wisconsin.gov) for further review.
  - b. Once DWD reviewers have approved the MOU/budgets, the documents will be sent back to the WDBs for signature routing in DocuSign.
5. Once all documents are signed through DocuSign, the WDBs must return all the signed documents to [DETWIOA@dwd.wisconsin.gov](mailto:DETWIOA@dwd.wisconsin.gov).
  6. DWD staff will upload the completed documents to SOLAR and change the budget status to "Active."
  7. WDBs must share a copy of the final MOU/budgets with all partners or notify them that they are available in SOLAR.

See attached flow chart for procedural reference.

## TIMELINE

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**June 10 - July 10, 2024:** WDBs convene partners to conduct local negotiations and determine whether to implement Option 1, Option 2, or whether application of the State Funding Mechanism is needed. (Procedure Step 1)

**July 10, 2024:** Deadline to either (a) Submit required documents to [DETWIOA@dwd.wisconsin.gov](mailto:DETWIOA@dwd.wisconsin.gov) or (b) Notify DWD-DET that local negotiations were unsuccessful and request implementation of the State Funding Mechanism. (Procedure Step 2)

**July 10 - July 31, 2024:** DWD conducts internal review process, notifies WDBs of questions/necessary revisions or approvals, WDB makes revisions and resubmissions, etc. If needed, DWD completes steps to initiate SFM. (Steps 3 & 4a)

**August 1 – August 15, 2024:** WDBs obtain partner signatures via DocuSign and return signed documents to DWD, DWD uploads and changes SOLAR status to Active, completed MOU is shared with partners. (Steps 4b-7)

**August 15, 2025:** Target completion date for all MOUs, regardless of funding mechanism or guidance option.

DWD-DET will consider deviations from this timeline on a case-by-case basis upon written request from the local WDB to [DETWIOA@dwd.wisconsin.gov](mailto:DETWIOA@dwd.wisconsin.gov). After July 10, 2024, if no MOU documents have been submitted, and no request to implement the SFM has been received, DWD-DET will contact the local WDB to determine whether it is necessary to apply the SFM regardless of current negotiation status. Please communicate status timely following the timeline above.

DWD-DET's Bureau of Workforce Training is available, as a non-negotiating party, to help facilitate local negotiations and/or provide technical assistance, as needed. Please contact WIOA Governance and Equal Opportunity Specialist Sean Jackett at [sean.jackett1@dwd.wisconsin.gov](mailto:sean.jackett1@dwd.wisconsin.gov) for assistance.

Cc:

Christina Lorge  
Ben Konruff  
Tasha Jenkins  
Gary Meyer  
Meredith Dressel  
Michele Carter