

**MEMORANDUM OF UNDERSTANDING
BETWEEN
WORKFORCE FLORIDA, INC.,
AGENCY FOR WORKFORCE INNOVATION,
DEPARTMENT OF CHILDREN & FAMILIES
AND
THE FLORIDA COUNCIL ON HOMELESSNESS**

1. PURPOSE

The purpose of this Memorandum of Understanding (MOU) is to establish a cooperative and mutually beneficial working relationship between the Partners:

Workforce Florida, Inc.,
Agency for Workforce Innovation,
Department Of Children & Families
&
The Florida Council on Homelessness

To initiate and promote cooperation between the state-level entities responsible for planning, policy, and administration of Florida's workforce system, and Florida's homelessness services system, in the delivery of services with the common goal of enabling persons who are homeless to achieve greater independence through employment.

Further, the purpose of this MOU is to strengthen the One-stop Delivery System through maximum cooperation between these Partners at the state level and to share information and services that are necessary to best serve the persons who are homeless and help them achieve their goal of self-sufficiency through employment and career advancement. This MOU is also intended to endorse and stimulate similar cooperation and closer working relationships among the local affiliates, chartered region, service providers, and other partners involved in workforce and homelessness services, with those collaboration relationships institutionalized through locally negotiated Memoranda of Understanding (MOUs).

This MOU outlines each Partner's roles and responsibilities, referral procedures, information exchange methods, and implementation, evaluation, amendment, and termination procedures.

WHEREAS Workforce Florida, Inc. (WFI) is the state's chief workforce policy organization created by the Workforce Innovation Act of 2000, as codified in Chapter 445, Florida Statutes, to ensure that workforce programs authorized under Title I of the Workforce Investment Act (WIA) of 1998, are administered at the regional level through the 24 regional workforce boards with significant representation from the business community. WFI is charged to provide policy direction as well as to develop a workforce strategy that improves and retains a highly competitive workforce responsive to the needs of employers and the community;

WHEREAS, the Agency for Workforce Innovation is the designated state administrative agency for receipt of federal workforce employment and training funds and other federal funds, and acts as the fiscal agent on behalf of Workforce Florida, Inc.; ensuring that the state appropriately administers federal and state workforce programs by implementing plans and policies of Workforce Florida, Inc., and is also responsible for implementing policy dealing with workforce development programs, welfare transition, unemployment

compensation and labor market information, development, and distribution of performance data, monitoring, and oversight of workforce programs;

WHEREAS the Florida Department of Children and Families is committed to working in partnership with local communities to ensure safety, well-being, and self-sufficiency for the people it serves, especially the homeless through its Office on Homelessness. The Office on Homelessness is established by state law, Section 420.622, Florida Statutes, to coordinate among state, local, and private agencies to produce a statewide consolidated program and financial plan for the state's system of homeless programs. Its duties include collection, maintenance, and reporting on homelessness information; evaluation of services and available resources/funds; monitoring effectiveness of services provided; making recommendations on improvements to provide technical assistance; awarding competitive grants; developing policies regarding discharge practices; promoting federal policy agenda on homeless needs; establishing outcome, accountability, and performance measures; and serve as an advocate for issues to reduce homelessness.

WHEREAS the Florida Council on Homelessness is established by state law to advise the Department's Office on Homelessness in its duties and responsibilities, and to develop policy recommendations to reduce homelessness in Florida.

2. PARTNERS

NOW THEREFORE, the Partners understand the following:

The Partners referred to in this Memorandum of Understanding are:

Workforce Florida, Inc.
1974 Commonwealth Boulevard
Tallahassee, FL 32303

Agency for Workforce Innovation
Caldwell Building
107 East Madison Street
Tallahassee, FL 32399

Department Of Children & Families
1317 Winewood Boulevard
Tallahassee, FL 32399-0700

Florida Council on Homelessness
1317 Winewood Boulevard
Tallahassee, FL 32399-0700

3. TERMS OF AGREEMENT

This non-financial MOU is hereby entered into in a spirit of cooperation by the signatory Partners beginning on the date on which it is signed by all Partners. This MOU will continue in effect until such time as it is revised or terminated as provided below. This MOU may be extended by written agreement the partners, provided all Partners prior to termination date of this MOU sign such agreement.

Any Partner in this MOU may terminate its participation without cause by delivering a thirty (30) day written notice to the other Partners. All Partners agree to review this MOU annually and provide written

suggestions for recommended changes, clarifications, deletions, or additions. On or before July 1 of each year, suggested changes shall be submitted to other partners for consideration. An addendum signed by authorized representatives of each Partner shall be sufficient to modify the MOU. If no change or addendum is agreed to prior to July 1 of any given year, the MOU will continue in effect without modification.

4. ROLES AND RESPONSIBILITIES

The Partners understand that their respective duties and responsibilities, to the extent possible under this MOU, shall be as follows:

- A. Provide staff to participate reciprocally in state level and Regional Workforce Board meetings, ad hoc work meetings, state homelessness services planning and coordination, partnership meetings, or related functions.
- B. Promote information sharing and the coordination of activities to improve performance of Workforce Development Boards, One-stop Centers, and local Partners through the development and implementation of local MOUs.
- C. Promote joint planning at the state, regional, and local levels, and include issues of homelessness in Regional Workforce Board and One-Stop planning initiatives.
- D. Promote information sharing on joint training opportunities on homelessness and identify opportunities for cooperation and service.
- E. Encourage local partnerships that work together for funding opportunities and provide coordinated state communication regarding the availability of collaborative grant opportunities.
- F. Exchange information and coordinate programs for a more streamlined and efficient workforce development system for homeless workers, and linking housing assistance to job seekers and low-income workers to the extent permitted under Florida or Federal law.
- G. Promote usage of workforce services available through the One-Stop system by providing an initial point of contact for homeless persons referred to the One-Stop and a liaison at the One-Stop level to which homeless service providers may make contact. Providing a similar lead contact and/or liaison within the homelessness services community to assist with referrals, questions, and trouble-shooting needs from the local workforce partners.
- H. Promote the development of additional linkages with other appropriate state agencies and work with the local workforce development boards and One-Stop operators to promote the availability of services for the homeless, information for those exiting the welfare system and other transitional benefits.
- I. Review operational flow of One-Stop Centers with respect to barriers for homeless persons, including implications of possible outsourcing of eligibility determinations.
- J. Promote coordinated policies that can include definitions, eligibility requirements, joint use of evaluations and assessments, and referral methods. Promote the designation of liaison relationships, use of testing facilities, interpreter services for the deaf, and use of job bank information.
- K. Provide for the collection of data on homelessness status of workforce customers. WFI will commit to undertake efforts to determine the extent to which individuals and families served are homeless at the time of program entry, and to the extent that the agency or entity in its sole discretion deems it feasible and relevant, whether such individuals and families are homeless at other points during the period they are served by the program or become homeless at or soon after the time of program exit. WFI also will encourage Regional Workforce Boards to cooperate with such data collections and reporting efforts.
- L. Review performance measures in their relevance and applicability to homeless persons. Assist in developing performance and outcome measures that can be applied consistently in both systems.

5. REFERRAL OF HOMELESS PERSONS, INCLUDING THOSE WITH DISABILITIES

The Partners agree to promote the inclusion of descriptions of methods of referral of homeless persons, including those with disabilities in the MOUs developed by the Regional Workforce Boards and local homelessness services partners.

6. UNIVERSAL ACCESS AND/OR ACCESSIBILITY

The Partners agree to provide for the promotion of equal, effective, and meaningful participation by homeless individuals with disabilities through promotion of program accessibility, reasonable accommodations, auxiliary aids and services, and rehabilitation technology. The Florida Department of Education, Division of Vocational Rehabilitation (DVR), funding stream is the primary source for funding the needs of those clients who have been identified as “eligible persons.”

7. SIGNATURES

IN WITNESS WHEREOF, the Partners have caused this Agreement to be duly executed the day and year written below:

CURTIS C. AUSTIN, President
Workforce Florida, Inc.

DATE

SUSAN PAREIGIS, Director
Agency for Workforce Innovation

DATE

JERRY REGIER, Secretary
Department of Children and Families

DATE

LISA DEVITTO, Chair
Florida Council on Homelessness

DATE