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**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE NH WORKS ONE-STOP OPERATOR CONSORTIUM
AND
NEW HAMPSHIRE JOB CORPS**

EFFECTIVE JULY 1, 2020 TO JUNE 30, 2023

I. PURPOSE

This agreement constitutes a memorandum of understanding between the New Hampshire New Hampshire Job Corps and the NH Works One-Stop Operator Consortium (NH Works Consortium) for implementation upon federal award by US Dept. of Labor. New Hampshire is a single service delivery area, and as such has one state level board responsible for the State's WIOA one-stop delivery system known as NH Works American Job Centers.

The NH Works State Partners include the following:

- NH Department of Business and Economic Affairs (DBEA)
- NH Department of Education (NHDOE)
- NH Health and Human Services, Division of Family Assistance (DHHS)
- NH Employment Security (NHES)
- Community College System of NH (CCSNH)

The purpose of the memorandum is to provide an overview of the respective roles of the partner agencies within the NH Works system and identify recruitment, referral and information sharing as allowable within the parameter of existing services.

II. PARTNERS AND DESCRIPTION OF SERVICES

NH WORKS

NH Works American Job Centers are located in twelve (12) areas throughout the state. Governance of the NH Works system lies with the NH Works One-Stop Operator Consortium a state-level systems improvement and management team responsible for:

- developing key operational policies that affect the day-to-day operation of the centers;
- implementing continuous improvement plans; and
- resolving system level issues among partners

The Consortium is accountable to ensure customers accessing services through the NH Works network of centers and access points, receive services consistent with the process and procedures set forth in the four-year Combined State Plan (www.nhworks.org). As a matter of practice, the Consortium reaches decisions by consensus, or in consultation with the Workforce Innovation Board and/or the Governor, if required.

A variety of resources are available to the job seeker in each of the NH Works Centers, including: fax, phone and computer for job search activities, job listings, economic and labor market information, self-assessment tools, multimedia reference materials, career projections, employer profiles, and information on eligible training providers. Most centers offer workshops on resume and cover letter writing, job search techniques, and interviewing skills; using the internet as a job search tool; networking and other alternative job search methods; and other job search related topics. Additionally, employment counselors are available to work one-on-one with customers providing job search guidance, career counseling, individualized assessment services, referral services and/or access to skills training. Tuition assistance, Individual Training Accounts (ITA) and On-The-Job Training (OJT) is available to those who qualify.

NEW HAMPSHIRE NEW HAMPSHIRE JOB CORPS

New Hampshire Job Corps is a residential training and educational facility for economically disadvantaged youth aged 16-24. Combining educational services that offer high school/equivalency with training for in-demand career pathways, New Hampshire Job Corps provides opportunities for youth to continue their academic or occupational goals.

New Hampshire Job Corps center staff will collaborate with local educational facilities, employers and community-based organizations to provide a variety of experiential offerings, including internships, jobs and training.

III. ROLES OF PARTNERS

NH WORKS Consortium Partners

- NH Works partners will serve as a resource and provide technical assistance in providing both referrals and employment and training services to New Hampshire Job Corps participants. Clear referral criteria will be established and appropriate assessment materials will be shared to minimize duplication of services.
- It is recognized that New Hampshire Job Corps is a mandatory One-Stop partner and as such agrees to the following:
 - Refer potentially eligible youth for possible enrollment in NH New Hampshire Job Corps center program(s).
 - Provision of Career Services as outlined in WIOA. Services include, but are not limited to the following: assessments, job search and placement assistance (where appropriate), provision of labor market information, provision of accurate information relating to the availability of supportive services, i.e., food stamps, financial assistance, child care and Medicaid. Career services are available to students before enrollment in New Hampshire Job Corps services. Career services provided at New Hampshire Job Corps shall be the responsibility of the Job Corps staff.
 - Provision of access to space for recruitment at NH Works Centers (if conference room space is available)
 - Provision of space for New Hampshire Job Corps posters and pamphlets
 - Establish an Internet link on the NH Works homepage to New Hampshire Job Corps
 - Provision of information regarding New Hampshire Job Corps to new and incumbent NH Works staff
 - Provision of information on New Hampshire Job Corps in core curriculum resource training and new employee development training
 - Include NH Jobs Corps personnel in NH Works Training(s) as appropriate
 - In an effort to ensure that youth are able to make an informed choice about training services they receive, youth applying for WIOA services and on WIOA waiting lists will be provided information about the full array of training services available, including Job Corps. Customer will be asked to sign the Release of Information Referral Form to allow for the sharing of information regarding services.
 - Provide opportunity (s) for New Hampshire Job Corps personnel to train the NH Works staff regarding New Hampshire Job Corps services.

NEW HAMPSHIRE JOB CORPS

New Hampshire Job Corps agrees to provide the following:

- Necessary technical assistance to the NH Works' staff to allow for appropriate referrals
- Provide onsite training to the NH Works staff. (Times and frequency of training to be negotiated.)

- Technical assistance to the NH Works staff to facilitate appropriate referrals
- Provision of educational and vocational training, and transition services to eligible youth.
- Provision of technical assistance for appropriate referrals
- On-site training regarding New Hampshire Job Corps services
- Provide computer access to participants for all One-Stop partner services
- Registration of all New Hampshire Job Corps participants in the NH Job Match system

IV. COST ALLOCATION

The NH Works One Stop Operator MOU and IFA agreement will govern costs related to this agreement.

V. DATA ACCESS

Access to the employment exchange data is not covered under this agreement. NHES is the sole entity with access to employment records in the state of NH. Access to such information is limited by NH Statute and may only be released under signed agreement with NHES. The release of such data shall be on the aggregate level and limited to the wage data information required for federal reporting purposes. Reimbursement for allowable data sharing and information exchange shall be negotiated by NHES consistent with established practices.

VI. TERM OF MOU

The term of this Memorandum of Understanding is for the period from July 1, 2020 to June 30, 2023.

This MOU is effective for the dates outlined above, upon signature of all parties and shall continue in effect unless modified in writing by the mutual consent of all signing parties or terminated by any signing party upon 30 days prior written notice to the other parties by certified or registered mail, return receipt requested.

The NH Works One-Stop Operator Consortium and/or the State Workforce Innovation Board may terminate this MOU without prior notice. Termination may be deemed necessary because of a requirement by law or policy, or upon determination that there has been a failure by the New Hampshire Job Corps (or contracted parties delivering New Hampshire Job Corps services) to comply with established legal requirements.

VII. CONDITIONS

The conditions and responsibilities outlined in this agreement are subject to the availability of resources. Either party may suspend this agreement with thirty-day notice.

VIII. ORGANIZATIONAL REPRESENTATIVES

The following representatives have the authority to communicate on behalf of their respective organizations on matters pertaining to this Memorandum of Understanding:

New Hampshire Job Corps:

Tamer Koheil, Director
New Hampshire Job Corps
Koheil.tamer@jobcorps.org
(978) 235-7160

NH Works Consortium

George N. Copadis, One-Stop Operator Consortium Chair
NH Employment Security
George.N.Copadis@nhes.nh.gov
(603) 228-4000

Signatory Sheet

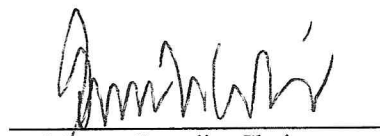
In witness whereof, the parties hereto have caused this Memorandum of Understanding to be executed.

New Hampshire Job Corps



Tamer Koheil, Director 12-9-19
Date

NH Works One Stop Operator Consortium



George Copadis, Chair 12/12/19
Date