

MEMORANDUM OF UNDERSTANDING

BETWEEN

CAREERSOURCE OKALOOSA WALTON AND NORTHWEST FLORIDA STATE COLLEGE

I. PARTIES

This Memorandum of Understanding ("MOU"), is made pursuant to the Workforce Innovation and Opportunity Act of 2014 ("the Act"), and is entered into between Northwest Florida State College (NWFSC), hereinafter referred to as NWFSC and **CareerSource Okaloosa Walton (CSOW)**, hereinafter referred to as CSOW.

II. PURPOSE

The Act is an affirmation of the work that has been done in Florida to build the workforce development system. The cornerstone of the Act is its one-stop customer service delivery system. The One-Stop system assures coordination between the activities authorized in and linked to the Act.

The purpose of this MOU is to describe the cooperative workforce training, employment and economic development efforts of CSOW and NWFSC; and the actions to be taken by each to assure the coordination of their efforts in accordance with state issued requirements in order to establish and maintain an effective and successful "one-stop" delivery system.

This MOU is also intended to coordinate resources and to prevent duplication of services and ensure the effective and efficient delivery of workforce services in Okaloosa and Walton Counties. In addition, this MOU will establish joint processes and procedures that will enable NWFSC to integrate with the current one-stop service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to citizens, including persons with disabilities, within Okaloosa and Walton Counties.

The parties to this document agree to coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties' respective programs, services and agencies.

III. PROVISION OF SERVICES

- A. CSOW has been designated by the chief elected official as the administrative entity, grant recipient and fiscal agent for WIOA.
- B. CSOW agrees to perform the following functions under this MOU:
 - 1. Review this MOU annually and solicit feedback from NWFSC regarding improvements, changes, and/or additions.

2. Coordinate with NWFSC to provide access to workforce services and programs through the one-stop delivery system in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the one-stop system. Workforce services and programs include, but are not limited to, the allowable activities described in the Act and related legislation for: the Adult, Dislocated Worker and Youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF) program; Adult Education and Family Literacy programs; Perkins Act programs; Blind Services and Vocational Rehabilitation.
3. CSOW will have a designated staff member stationed on the Northwest Florida State College Niceville campus to provide “career services” to the college students and community as funding allows. CSOW services may include initial intake, assessment of needs, appraisal of basic skills, referrals to other one-stop partners, and business services. CSOW will establish an operating schedule agreed to by both entities.
4. Coordinate with NWFSC to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the one-stop delivery system.
5. Maintain the statewide “CSOW” branding of each career center.
6. CSOW will maintain and operate at least one comprehensive One-Stop career center within the local workforce development area that shall be open to the public from 8:00 a.m. until 4:00 p.m., Monday through Friday (excluding recognized holidays and emergency situations).
7. Provide training to the other partners in an effort for all partners in the one-stop delivery system to understand each partner organization, their services, and their goals.
8. Share Labor Market Information (LMI) and employer/customer data such as performance outcomes to the extent allowed by law.
9. Commit to unified, collaborative marketing strategy that will effectively inform job seekers, training and education seekers, employers and the community at large about the services available through the one-stop system in Okaloosa and Walton counties.
10. Provide an area for NWFSC’s meetings and/or co-location as space and funding permits.
11. Model CSOW Florida’s core values and maintain a professional working environment.
12. Abide by all applicable CareerSource Florida’s policies, rules, and procedures; and applicable Florida statutes and rules.