

**Business Plan Amendments (BPAs) and
Memorandums of Understanding (MOUs)
for PY 2010**

Ohio One-Stop News Update
04/06/10

Business Plan Amendment/MOU

- PY10 MOU amends the PY05 Business Plan
- See the updated MOU guidance and template:

http://jfs.ohio.gov/owd/WorkforceProf/Docs/MOU_Template.doc

- Business Plan Amendment/MOU for PY10 is due:

FRIDAY, May 14th, 2010

MOU Revision: Action Steps

As to whether last year's MOU was a 1-year or a 2-year:

- Review MOU, with particular attention to changes in Attachments A and B.
- Insert 2 MOU language revisions (see next 2 slides)
- As goals are established, insert negotiated Common Measures as Attachment C.
- Meet with partners to gain their input, especially on PY10 partner services, shared services, and budget.
- Enter, "Bruce Madson, ODJFS Deputy Chief of Staff, Division of Workforce Solutions", as the signatory for ODJFS.

MOU Addendum Language Revision #1

- Add the following paragraph to Section IV. PARTNER RESPONSIBILITIES, A.2. Methods of Referral b. Partner Referrals:

"Eligibility requirements in certain programs require that specific criteria be met prior to accepting a referral from a partner. For the ODJFS State Veterans Program, any veteran or eligible spouse is considered a universal core customer until such time as an assessment has been completed and/or it has been determined that a barrier to obtaining employment exists. Upon this determination by a partner, a formal referral can be made to the ODJFS State Veterans Program" *(a local area may add other instances as appropriate).*

MOU Language revision #2

- **V. General Provisions**

Replace J. Miscellaneous, 5) Veterans Preference with:

“5) PRIORITY OF SERVICE FOR VETERANS AND ELIGIBLE SPOUSES: All U.S. Department of Labor funded programs administered by any One-Stop partner will follow state and local area “Priority of Service for Veterans and Eligible Spouses” policies and ensure priority of service will be extended to veterans and/or covered persons as established by Title 38 U.S.C., Ch.42, §4215 and the Jobs for Veterans Act P.L. 107-288.

Allocation Process

- Once MOU is submitted, OWD state staff will review.
- All signatures except ODJFS are needed.
- Additional clarification of documents may be requested.
- Once all required elements are in place, ODJFS' signature will be obtained by state.
- Allocation letter for ODJFS' share of MOU will be issued.

Modification to the MOU Template

- For those Areas with 2-year MOUs and no other changes, we would like to simply insert the Modification Template into the existing MOU document versus revising the language and asking for a re-submission.

Don't forget the Amendment form!

- Fill out the Business Plan Amendment form, the final document on the website.
- Have the form signed by:
 - WIB Chair
 - WIA Admin. Entity
 - One-Stop Operator

Required Documents

- If you submitted a **One-Year** MOU last year, send:
 - MOU narrative;
 - Signatures of all partners (except ODJFS);
 - All 5 Attachments (A thru E), and
 - Business Plan Amendment for PY10

Required Documents

- If you submitted a **Two-Year** MOU last year, and need to revise it send:
 - Any revised pages/attachments (other than MOU language change #1 and #2);
 - Signatures of partners if costs increased or other significant changes were made to MOU language;
 - Business Plan Amendment for PY'10 if revisions were submitted.
- If you submitted a two-year MOU, and no changes are needed, simply e-mail WIAQNA that no changes are needed for the second year.

Send 1 copy: Hard Copy or PDF

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MOU Technical Assistance

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