

# **Workforce Innovation and Opportunity Act America's Job Center of California Partnership Memorandum of Understanding Stanislaus County**

---

## **Purpose of Memorandum of Understanding (MOU)**

The Workforce Innovation and Opportunity Act (WIOA) requires that a MOU be developed and executed between Stanislaus County Workforce Development's Local Board and the America's Job Center of California<sup>SM</sup> (AJCC) partners to establish an agreement concerning the operations of the AJCC delivery system. The purpose of the MOU is to establish a cooperative working relationship between the parties and to define their respective roles and responsibilities in achieving the policy objectives. The MOU also serves to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

California's one-stop delivery system, the AJCC, is a locally-driven system which develops partnerships and provides programs and services to achieve three main policy objectives established by the California Workforce Development Strategic Plan, which includes the following:

- Foster demand-driven skills attainment
- Enable upward mobility for all Californians
- Align, coordinate, and integrate programs and services

These objectives will be accomplished by ensuring access to high-quality AJCCs that provide the full range of services available in the community for all customers seeking the following:

- Looking to find a job
- Building basic educational or occupational skills
- Earning a postsecondary certificate or degree
- Obtaining guidance on how to make career choices
- Seeking to identify and hire skilled workers

The one-stop delivery system partnership will engage in activities designed to meet the outcome objectives established in the California Workforce Development Strategic Plan:

- Sector strategies
- Career pathways
- Regional partnerships
- "Earn and Learn"
- Supportive services
- Creating cross-system data capacity
- Integrated service delivery: Braiding resources and coordinating services at the local level to meet client's needs

## **Local/Regional Vision Statement, Mission Statement, and Goals**

The Local Board is dedicated to developing a skilled workforce that strengthens business and contributes to the economic success of our community. It is with this primary focus that we strive for effective coordination of all services with our partners. Employment services and training services will be provided in an enhanced manner to better serve mutual and common customers (job seekers, training and education seekers, and employers) in Stanislaus County. It is understood that the development and implementation of this collaborative system will require a collective trust and teamwork amongst the agencies with all parties working in unison to accomplish shared goals. As such, this agreement is entered into with a spirit of cooperation by the designated parties as listed in the preceding section. The prevailing principal of this accord is based on service integration, comprehensiveness of service, individual need, and customer satisfaction. The guiding principles of this cooperative partnership are further detailed below:

- Offer as many tangible employment, training and ancillary services as possible for employers and individuals seeking jobs or wishing to enhance their skills, and allowing universal access to the system in its entirety to the customer. Services will be integrated.
- Offer a vast array of beneficial education and training service information with easy access and facilitation to needed services. Services will be comprehensive.
- Provide the means for customers to judge the quality of services and make informed choices about those services, which will meet their distinct individual needs. Services will be customer-centric.
- Identify clear outcomes to be achieved and methods for measuring the agreed-upon outcomes, including customer satisfaction. Services will be performance based.

### **Program Goals:**

- AJCC Services will be treated as an access point for education and training services to be received by: job seekers; employers; UI claimants; youth; seniors; veterans; businesses; StanWORKs clients; WIOA clients; the general public and others as specified in the individual partner agreements.
- Services will be delivered through co-location, cross information sharing and by direct access through real-time technology. By working together with their common customers, various staff will integrate functions and cross train one another. From the customer viewpoint, services will be seamless. Information and services will be provided which will most directly meet the needs of each customer, with referral to additional services as necessary.
- The AJCC delivery system will be evaluated on the basis of performance and customer satisfaction with an emphasis on continuous improvement.

## **Parties to the MOU**

Two primary groups are parties to this agreement:

- **Stanislaus County Workforce Development**, also known as the Local Board with legal

authority under the Workforce Innovation and Opportunity Act (WIOA), with the agreement of the Stanislaus County Board of Supervisors (CLEO);

AND

- **The Local Partner Agencies**, which will be responsible for delivering services in the countywide Stanislaus County Workforce Development AJCC throughout Stanislaus County, known as the Service Delivery Partners.

The following programs are included as parties to this MOU:

Stanislaus County Workforce Development (SCWD)

Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth

Employment Development Department (EDD)

Job Services (Wagner-Peyser)

Veterans' Employment Services

Trade Adjustment Assistance Act

Unemployment Insurance (UI)

Migrant Seasonal Farmworkers

Adult Education and Literacy

Ceres Unified School District (CUSD)

Learning Quest Stanislaus Literacy Centers (LQ-SLC)

Modesto City Schools

Turlock Unified School District (TUSD)

California State Department of Vocational Rehabilitation (DOR)

Rehabilitation Act of 1973, as amended by WIOA

Housing Authority of the County of Stanislaus (HACS)

Family Self-Sufficiency Program (FSS)

Central Valley Opportunity Center (CVOC)

Community Services Block Grant

Migrant Seasonal Farmworkers (Section 167)

Stanislaus County Community Services Agency (CSA)

StanWORKs (CalWORKs-TANF)

Yosemite Community College District (YCCD)

Carl Perkins Career Technical Education

Job Corps

Educational and Vocational Training Program

SER-Jobs for Progress, Inc. Senior Community Service Employment Program (SCSEP)  
Title V Older Americans Act

California Indian Manpower Consortium, Inc.  
Native American Programs (Section 166)

**One-Stop System, Services**

**Partner Services Matrix-Attachment A**

Includes a description of the local system, the customers served, and the services provided by each AJCC partner. This includes the three types of “career services” authorized under WIOA (as well as training services and services provided to employers.

In consideration of mutual aims and shared desires of the AJCC System and in recognition of the public benefit to be derived from effective collaboration of the programs involved, the partner agrees to support, as authorized by applicable law, the following services through the AJCC Centers:

1. Basic Career Services as specified under the Workforce Innovation and Opportunity Act, Title I-Subtitle B, including eligibility determination for multiple programs; outreach, intake and orientation; initial assessment of skill levels, job search, placement assistance and career counseling; business services including recruitment; activity referral and coordination with other programs; provision of workforce and labor market statistical information relating to local, regional and national labor markets;
2. Individualized Career Services as specified under the Workforce Innovation and Opportunity Act (WIOA Section 134(c)(2)(A)(i)-(xi) and the Workforce Innovation and Opportunity Act Final Rule 20 CFR part 680.150), including comprehensive and specialized assessment, development of an individual employment plan, group and individual counseling, case management for participants seeking training services, and short-term and pre-vocational services.
3. Follow-up Services will be made available to participants for twelve months after exit. A participant will receive follow-up services necessary to enable them to progress further in their occupation or retain their employment. Follow-up services can include additional career planning, counseling, mentoring, assistance securing a better paying job, career development, and further education. Agency staff is required to contact the participant and determine a participant’s employment and educational status after exiting WIOA program during four quarters.
4. Access to training services (WIOA Section 134 (c)(3)(D) and WIOA Final Rule 20 CFR part 680.200) which may include, but are not limited to, occupational skills training, on-the-job-training, private sector training programs, skill upgrading and retraining, job readiness training, adult basic education and literacy programs, and customized training.
5. Access to EDD Labor Market Information, Veterans Services, Unemployment Insurance, Trade Adjustment Assistance Act and Wagner-Peyser services including job search,

placement, recruitment, and CalJOBS.

6. Access to **AJCC** Programs and activities.
7. Services for employers including, but not limited to, job listings, meeting facilities, referral of job seekers, pre-screening of applicants, labor market information, tax credit, and small business development assistance.

## **America's Job Center of California Service Descriptions -Attachment B**

### **Responsibility of AJCC Partners**

- The AJCC partner agrees to participate in joint planning, plan development, and modification of activities to accomplish the following:
  - Continuous partnership building
  - Continuous planning in response to state and federal requirements
  - Responsiveness to local and economic conditions, including employer needs
  - Adherence to common data collection and reporting needs
- Make the applicable service(s) related/relevant to the partner program available to customers through the one-stop delivery system.
- Participate in the operation of the one-stop system, consistent with the terms of the MOU and requirements of authorized laws.
- Participate in capacity building and staff development activities in order to ensure that all partners and staff are adequately cross-trained.

### **Infrastructure Funding Agreement & Other Shared System Costs**

**Attachment C** describes the Infrastructure Funding Agreement (IFA) and Other Shared System costs related to this MOU. Parties to this MOU have reviewed and agreed to the terms set forth in Attachment C.

### **Methods for Referring Customers**

Parties to this MOU agree to develop jointly and mutually implement processes acceptable to all for referral among the **AJCC** partners. Parties agree to cross-train staff on the services of each participating partner and the spectrum of related services available through respective agencies. As appropriate, site visits, field trips, and joint training shall be available to staff conducting referrals. Partners will adopt a common agreed upon assessment tool and referral process, including the referral form.

**Assessment Tool-** The Referral form (**Attachment F**) will be used as an initial assessment tool for all customers being referred from partner agencies to the AJCC. The CalJOBS Adult Basic Application will be used as a tool to assess customers' needs and direct customer to appropriate partner.

### **AJCC Service Delivery Flow and Delivery Overview- Attachment D and E**

## **Referral Form- Attachment F**

Referrals will be done by phone, fax or other process as agreed upon by the partner agencies. Stanislaus County Workforce Development staff and partners will continuously evaluate and refine the process as needed. Partner agrees to refer its applicants and clients to other **AJCC** Partner agencies, when such individuals may be appropriate and eligible for the Partner Agency's services.

### **Access for Individuals with Barriers to Employment**

The term "individual with a barrier to employment" means a member of one or more of the following populations:

- A. Displaced homemakers
- B. Low-income individuals
- C. Indians, Alaska Natives, and Native Hawaiians
- D. Individuals with disabilities, including youth who are individuals with disabilities
- E. Older individuals
- F. Ex-offenders
- G. Homeless individuals (as defined in section 41403(6) of the Violence against Women Act of 1994 (42 U.S.C 14043e-2(6))), or homeless children and youths (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C 11434a (2))).
- H. Youth who are in or have aged out of the foster care system
- I. Individuals who are English Language Learners, individuals who have low levels of literacy and individuals facing substantial cultural barriers
- J. Eligible migrant and seasonal farmworkers, as defined in section 167 (i)
- K. Individuals within 2 years of exhausting lifted eligibility under part A of Title IV of the Social Security Act (42 U.S.C 601 et. Seq)
- L. Single parents (including single pregnant women)
- M. Long-term unemployed individuals
- N. Such other groups as the Governor involved determines to have barriers to employment. (WIOA Section 3(24))

Each party is committed to offer priority for services to veterans, recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient when providing individualized career services and training services with WIOA adult funds.

Each party will promote capacity building and professional development of its staff in order to increase awareness and understanding of service individuals with barriers to employment and individuals with disabilities. Pursuant to 29 CFR Part 37.7-10 all one-stop partners must prove:

1. Facilities that are both programmatically and architecturally accessible;
2. Reasonable accommodations for individuals with disabilities;
3. Shared costs for reasonable accommodations.



The attached system map identifies the location of the comprehensive AJCC site within the local area. **(Attachment G)**

### **Shared Technology and System Security**

WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including client tracking, common case management, reporting, and data collection. To support the use of these tools, each AJCC Partner agrees to the following:

- Comply with the applicable provisions of WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other appropriate statutes or requirements.
- The principles of common reporting and shared information through electronic mechanisms, including shared technology.
- Commit to share information to the greatest extent allowable under their governing legislation and confidentiality requirements.
- Maintain all records of the AJCC customers or partners (e.g. applications, eligibility and referral records, or any other individual records related to services provided under this MOU) in the strictest confidence, and use them solely for purposes directly related to such services.
- Develop technological enhancements that allow interfaces of common information needs, as appropriate.
- Understand that system security provisions shall be agreed upon by all partners.

### **Confidentiality**

The AJCC Partner agrees to comply with the provisions of WIOA Section 10850 as well as the applicable sections of the Welfare and Institutions Code, Family Educational Rights and Privacy Act (FERPA), the California Education Code, the Rehabilitation Act, HIPPA: 45 CFR 164.500-164.534, and any other appropriate statute or requirement to assure the following:

- All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.
- No person will publish, disclose use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.
- The AJCC partner agrees to abide by the current confidentiality and release of information provisions of the respective statutes to which AJCC operators and other AJCC partners must adhere, and shall share information necessary for the administration of the program as allowed under law and regulation. The AJCC partner, therefore, agrees to share client information necessary for the provision of services such as assessment, universal intake, program or training referral, job development

or placement activities, and other services as needed for employment or program support purposes.

- Client information shall be shared solely for the purpose of enrollment, referral or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

### **Non-Discrimination and Equal Opportunity**

The AJCC partner shall not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant due to gender, race, color, ancestry, religion, national origin, veteran status, political affiliation or belief, physical disability, mental disability, medical condition(s), age, sexual orientation or marital status. The AJCC partner agrees to comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990) and related, applicable regulations.

Each party assures its compliance with the ADA of 1990, which prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities. The ADA also establishes requirements for telecommunications relay services, as well as applicable regulations and guidelines issued pursuant to the ADA.

### **Grievances and Complaints Procedure**

The AJCC partner agrees to establish and maintain a procedure for grievance and complaints as outlined in WIOA. The process for handling grievances and complaints is applicable to customers and partners. These procedures will allow the customer or entity filing the complaint to exhaust every administrative level in receiving a fair and complete hearing and resolution of their grievance. The partner further agrees to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

### **Americans with Disabilities Act and Amendments Compliance**

The AJCC partner agrees to ensure that the policies and procedures as well as the programs and services provided at the AJCC are in compliance with the Americans with Disabilities Act of 1990 and its amendments which prohibit discrimination on the basis of disability, as well as applicable regulations and guidelines issued pursuant to the ADA. Additionally, partners agree to fully comply with the provisions of WIOA, Title VII of the Civil Rights act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

### **Effective Dates and Term of MOU**

This MOU shall be binding upon each party hereto upon execution by such party. The term of this MOU shall begin on July 1, 2019, and shall end on June 30, 2022, not less than three years unless previously terminated by one of the parties. The MOU will be reviewed not less than once every three years to identify any substantial changes that have occurred.



## **Modifications and Revisions**

This MOU constitutes the entire agreement between the parties and no oral understanding not incorporated herein shall be binding on any of the parties hereto. This MOU may be modified, altered, or revised, as necessary, by mutual consent of the parties, by the issuance of a written amendment, signed and dated by the parties.

Each service delivery partner reserves the right to modify the scope, direction, structure and content of this agreement based upon legislative changes, Local Board directives, availability of funding, or other circumstances as warranted and agreed upon by Local Workforce Development Board and partner agencies.

## **Termination**

The parties understand that implementation of the AJCC system is dependent on the good faith effort of every partner to work together to improve services to the community. The parties also agree that this is a project where different ways of working together and providing services are being tried. In the event that it becomes necessary for one or more parties to cease being a part of this MOU, said entity shall notify the other parties, in writing, 30 days in advance of that intention.

## **Administrative and Operations Management Sections**

### **License for Use**

During the term of this MOU, all partners to this MOU shall have a license to use all of the space of the AJCCs for the sole purpose of conducting acceptable AJCC services as outlined herein.

### **Supervision/Day to Day Operations**

The day-to-day supervision of staff assigned to the AJCCs will be the responsibility of the site supervisor(s). The original employer of staff assigned to the AJCCs will continue to set the priorities of its staff. Any change in work assignments or any problems at the worksite will be handled by the site supervisor(s) and the management of the original employer.

The office hours for the staff at the AJCCs will be established by the site supervisor(s) and the original employer. All staff will comply with the holiday schedule of their original employer and will provide a copy of their holiday schedule to the operator and host agency at the beginning of each fiscal year.

Disciplinary actions may result in removal of co-located staff from the AJCCs and each party will take appropriate action. Each party shall be solely liable and responsible for providing to, or on behalf of, its employee(s), all legally-required employee benefits. In addition, each party shall be solely responsive and save all other parties harmless from all matters relating to payment of each party's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

**Dispute Resolution**

The parties agree to try to resolve policy or practice disputes at the lowest level, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective staff employer and the operator, for discussion and resolution.

**Press Releases and Communications**

All parties shall be included when communicating with the press, television, radio or any other form of media regarding its duties or performance under this MOU. Participation of each party in press/media presentations will be determined by each party's public relations policies. Unless otherwise directed by the other parties, in all communications, each party shall make specific reference to all other parties.

The service delivery partners agree to utilize the AJCC logo developed by the State of California and the Local Board on buildings identified for AJCC usage. This also includes letterhead, envelopes, business cards, any written correspondence and fax transmittals.

**Hold Harmless/Indemnification/Liability**

In accordance with provisions of Section 895.4 of the California Government Code, each party hereby agrees to indemnify, defend and hold harmless all other parties identified in this MOU from and against any and all claims, demands, damages and costs arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. In addition, except for Departments of the State of California which cannot provide for indemnification of court costs and attorney's fees under the indemnification policy of the State of California, all other parties to this MOU agree to indemnify, defend and hold harmless each other from and against all court costs and attorney's fees arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

**MEMORANDUM OF UNDERSTANDING FOR  
Stanislaus County Workforce Development Service Delivery Partners for AJCC**

**Signature Page**

By signing below, all parties mutually agree to the terms prescribed herein.

**Stanislaus County Board of Supervisors**

**Terrance Withrow, Chairman of the Board of Supervisors**

Printed Name & Title

Date

  
Signature

**Stanislaus County Workforce Development Board**

**Bill O'Brien, Workforce Development Board Chair**

Printed Name & Title

Date


  
Signature

**Stanislaus County Workforce Development**

**Doris Foster, Director**

Printed Name & Title

Date

  
Signature

**Ceres Unified School District**

**Jay Simmonds, Asst. Superintendent of Student Support Svcs.**

Printed Name & Title

Date

Signature

**Learning Quest Stanislaus Literacy Centers**

**Karen Williams, Executive Director**

Printed Name & Title

Date

Signature

**Modesto City Schools**

**Tim Zearley, Assoc. Superintendent CBO Business Services**

Printed Name & Title

Date

Signature

**MEMORANDUM OF UNDERSTANDING FOR  
Stanislaus County Workforce Development Service Delivery Partners for AJCC**

**Signature Page**

By signing below, all parties mutually agree to the terms prescribed herein.

**Stanislaus County Board of Supervisors**

Terrance Withrow, Chairman of the Board

Printed Name & Title

Date

\_\_\_\_\_  
Signature

**Stanislaus County Workforce Development Board**

Bill O'Brien, Workforce Development Board Chair

Printed Name & Title

Date

\_\_\_\_\_  
Signature

**Stanislaus County Workforce Development**

Doris Foster, Director

Printed Name & Title

Date

\_\_\_\_\_  
Signature

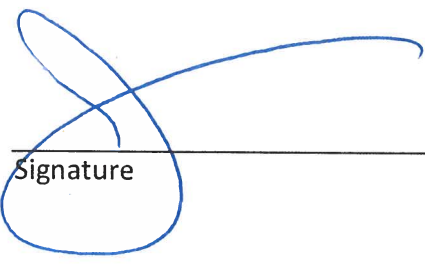
**Ceres Unified School District**

Jay Simmonds, Asst. Superintendent of Student Support Svcs.

Printed Name & Title

Date

\_\_\_\_\_  
Signature



**Learning Quest Stanislaus Literacy Centers**

Karen Williams, Executive Director

Printed Name & Title

Date

\_\_\_\_\_  
Signature

**Modesto City Schools**

Tim Zearley, Assoc. Superintendent CBO Business Services

Printed Name & Title

Date

\_\_\_\_\_  
Signature

**MEMORANDUM OF UNDERSTANDING FOR  
Stanislaus County Workforce Development Service Delivery Partners for AJCC**

**Signature Page**

By signing below, all parties mutually agree to the terms prescribed herein.

**Stanislaus County Board of Supervisors**

Terrance Withrow, Chairman of the Board of Supervisors

Printed Name & Title

Date

\_\_\_\_\_  
Signature

**Stanislaus County Workforce Development Board**

Bill O'Brien, Workforce Development Board Chair

Printed Name & Title

Date

\_\_\_\_\_  
Signature

**Stanislaus County Workforce Development**

Doris Foster, Director

Printed Name & Title

Date

\_\_\_\_\_  
Signature

**Ceres Unified School District**

Jay Simmonds, Asst. Superintendent of Student Support Svcs.

Printed Name & Title

Date

\_\_\_\_\_  
Signature

**Learning Quest Stanislaus Literacy Centers**

Karen Williams, Executive Director

Printed Name & Title

Date

  
Signature

**Modesto City Schools**

Tim Zearley, Assoc. Superintendent CBO Business Services

Printed Name & Title

Date

\_\_\_\_\_  
Signature

**MEMORANDUM OF UNDERSTANDING FOR  
Stanislaus County Workforce Development Service Delivery Partners for AJCC**

**Signature Page**

By signing below, all parties mutually agree to the terms prescribed herein.

**Stanislaus County Board of Supervisors**

Terrance Withrow, Chairman of the Board

Printed Name & Title

Date

\_\_\_\_\_  
Signature

**Stanislaus County Workforce Development Board**

Bill O'Brien, Workforce Development Board Chair

Printed Name & Title

Date

\_\_\_\_\_  
Signature

**Stanislaus County Workforce Development**

Doris Foster, Director

Printed Name & Title

Date

\_\_\_\_\_  
Signature

**Ceres Unified School District**

Jay Simmonds, Asst. Superintendent of Student Support Svcs.

Printed Name & Title

Date

\_\_\_\_\_  
Signature

**Learning Quest Stanislaus Literacy Centers**

Karen Williams, Executive Director

Printed Name & Title

Date

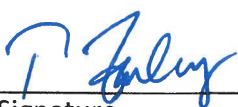
\_\_\_\_\_  
Signature

**Modesto City Schools**

Tim Zearley, Assoc. Superintendent CBO Business Services

Printed Name & Title

Date

  
\_\_\_\_\_  
Signature



**Turlock Unified School District**

Dana Salles Trevenhan, Superintendent

Printed Name & Title

Date



Signature

**Employment Development Department**

Chukwudi Nnebe, Deputy Division Chief

Printed Name & Title

Date

Signature

**California Department of Rehabilitation**

Araceli Holland, District Administrator

Printed Name & Title

Date

Signature

**SER-Jobs for Progress, Inc. Senior Community Service SCSEP (T-V OAA)**

Francis Trujillo, CRC Coordinator

Printed Name & Title

Date

Signature

**Stanislaus County Community Services Agency**

Kathryn M. Harwell, Director

Printed Name & Title

Date

Signature

**Yosemite Community College District**

Susan Yeager, Ed.D, Vice Chancellor of Fiscal Services

Printed Name & Title

Date

Signature

**Job Corps**

Lynniecia Coleman, Project Director

Printed Name & Title

Date

Signature

**California Indian Manpower Consortium, Inc.**

Lorenda Sanchez, Executive Director

Printed Name & Title

Date

Signature

**Turlock Unified School District**

**Dana Salles Trevenhan, Superintendent**

Printed Name & Title

Date

Signature

**Employment Development Department**

**Chukwudi Nnebe, Deputy Division Chief**

Printed Name & Title

Date *June 5, 2019*



Signature

**California Department of Rehabilitation**

**Araceli Holland, District Administrator**

Printed Name & Title

Date

Signature

**SER-Jobs for Progress, Inc. Senior Community Service SCSEP (T-V OAA)**

**Francis Trujillo, CRC Coordinator**

Printed Name & Title

Date

Signature

**Stanislaus County Community Services Agency**

**Kathryn M. Harwell, Director**

Printed Name & Title

Date

Signature

**Yosemite Community College District**

**Susan Yeager, Ed.D, Vice Chancellor of Fiscal Services**

Printed Name & Title

Date

Signature

**Job Corps**

**Lynnica Coleman, Project Director**

Printed Name & Title

Date

Signature

**California Indian Manpower Consortium, Inc.**

**Lorenda Sanchez, Executive Director**

Printed Name & Title

Date

Signature

**Turlock Unified School District**

**Dana Salles Trevenhan, Superintendent**

Printed Name & Title

Date

Signature

**Employment Development Department**

**Chukwudi Nnebe, Deputy Division Chief**

Printed Name & Title

Date

Signature

**California State Department of Vocational Rehabilitation**

**Araceli Holland, District Administrator**

Printed Name & Title

Date

Signature



**SER-Jobs for Progress, Inc. Senior Community Service SCSEP (T-V OAA)**

**Francis Trujillo, CRC Coordinator**

Printed Name & Title

Date

Signature

**Stanislaus County Community Services Agency**

**Kathryn M. Harwell, Director**

Printed Name & Title

Date

Signature

**Yosemite Community College District**

**Susan Yeager, Ed.D, Vice Chancellor of Fiscal Services**

Printed Name & Title

Date

Signature

**Job Corps**

**Lynniecia Coleman, Project Director**

Printed Name & Title

Date

Signature

**California Indian Manpower Consortium, Inc.**

**Lorenda Sanchez, Executive Director**

Printed Name & Title

Date

Signature

**Turlock Unified School District**

**Dana Salles Treventhan, Superintendent**

Printed Name & Title

Date

Signature

**Employment Development Department**

**Chukwudi Nnebe, Deputy Division Chief**

Printed Name & Title

Date

Signature

**California Department of Rehabilitation**

**Araceli Holland, District Administrator**

Printed Name & Title

Date

Signature

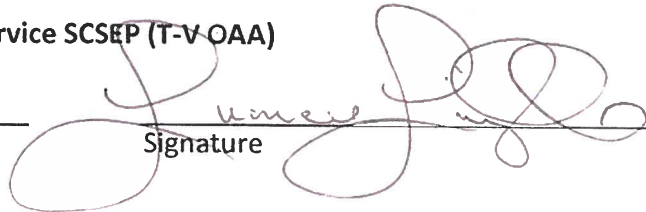
**SER-Jobs for Progress, Inc. Senior Community Service SCSEP (T-V OAA)**

**Francis Trujillo, CRC Coordinator**

Printed Name & Title

Date

Signature

 5/31/19

**Stanislaus County Community Services Agency**

**Kathryn M. Harwell, Director**

Printed Name & Title

Date

Signature

**Yosemite Community College District**

**Susan Yeager, Ed.D, Vice Chancellor of Fiscal Services**

Printed Name & Title

Date

Signature

**Job Corps**

**Lynniecia Coleman, Project Director**

Printed Name & Title

Date

Signature

**California Indian Manpower Consortium, Inc.**

**Lorenda Sanchez, Executive Director**

Printed Name & Title

Date

Signature

**Turlock Unified School District**

**Dana Salles Treventhan, Superintendent**

Printed Name & Title

Date

Signature

**Employment Development Department**

**Chukwudi Nnebe, Deputy Division Chief**

Printed Name & Title

Date

Signature

**California Department of Rehabilitation**

**Araceli Holland, District Administrator**

Printed Name & Title

Date

Signature

**SER-Jobs for Progress, Inc. Senior Community Service SCSEP (T-V OAA)**

**Francis Trujillo, CRC Coordinator**

Printed Name & Title

Date

Signature

**Stanislaus County Community Services Agency**

**Kathryn M. Harwell, Director**

Printed Name & Title

Date

*Christine Huber for Kathryn M. Harwell*  
Signature

**Yosemite Community College District**

**Susan Yeager, Ed.D, Vice Chancellor of Fiscal Services**

Printed Name & Title

Date

Signature

**Job Corps**

**Lynnecia Coleman, Project Director**

Printed Name & Title

Date

Signature

**California Indian Manpower Consortium, Inc.**

**Lorenda Sanchez, Executive Director**

Printed Name & Title

Date

Signature

**Turlock Unified School District**

Dana Salles Trevenhan, Superintendent

Printed Name & Title

Date

\_\_\_\_\_  
Signature

**Employment Development Department**

Chukwudi Nnebe, Deputy Division Chief

Printed Name & Title

Date

\_\_\_\_\_  
Signature

**California State Department of Vocational Rehabilitation**

Pamela Knight, District Administrator

Printed Name & Title

Date

\_\_\_\_\_  
Signature

**SER-Jobs for Progress, Inc. Senior Community Service SCSEP (T-V OAA)**

Francis Trujillo, CRC Coordinator

Printed Name & Title

Date

\_\_\_\_\_  
Signature

**Stanislaus County Community Services Agency**

Kathryn M. Harwell, Director

Printed Name & Title

Date

\_\_\_\_\_  
Signature

**Yosemite Community College District**

Susan Yeager, Ed.D, Vice Chancellor of Fiscal Services

Printed Name & Title

Date

Susan C. Yeager  
Signature

**Job Corps**

Lynniecia Coleman, Project Director

Printed Name & Title

Date

\_\_\_\_\_  
Signature

**California Indian Manpower Consortium, Inc.**

Lorenda Sanchez, Executive Director

Printed Name & Title

Date

\_\_\_\_\_  
Signature



**Turlock Unified School District**

**Dana Salles Trevenhan, Superintendent**

Printed Name & Title

Date

Signature

**Employment Development Department**

**Chukwudi Nnebe, Deputy Division Chief**

Printed Name & Title

Date

Signature

**California Department of Rehabilitation**

**Araceli Holland, District Administrator**

Printed Name & Title

Date

Signature

**SER-Jobs for Progress, Inc. Senior Community Service SCSEP (T-V OAA)**

**Francis Trujillo, CRC Coordinator**

Printed Name & Title

Date

Signature

**Stanislaus County Community Services Agency**

**Kathryn M. Harwell, Director**

Printed Name & Title

Date

Signature

**Yosemite Community College District**

**Susan Yeager, Ed.D, Vice Chancellor of Fiscal Services**

Printed Name & Title

Date

Signature

**Job Corps**

**Lynniecia Coleman, Project Director**

Printed Name & Title

Date

Signature

**California Indian Manpower Consortium, Inc.**

**Lorenda Sanchez, Executive Director**

Printed Name & Title

Date

Signature

**Turlock Unified School District**

**Dana Salles Trevenhan, Superintendent**

Printed Name & Title

Date

Signature

**Employment Development Department**

**Chukwudi Nnebe, Deputy Division Chief**

Printed Name & Title

Date

Signature

**California Department of Rehabilitation**

**Araceli Holland, District Administrator**

Printed Name & Title

Date

Signature

**SER-Jobs for Progress, Inc. Senior Community Service SCSEP (T-V OAA)**

**Francis Trujillo, CRC Coordinator**

Printed Name & Title

Date

Signature

**Stanislaus County Community Services Agency**

**Kathryn M. Harwell, Director**

Printed Name & Title

Date

Signature

**Yosemite Community College District**

**Susan Yeager, Ed.D, Vice Chancellor of Fiscal Services**

Printed Name & Title

Date

Signature

**Job Corps**

**Lynniecia Coleman, Project Director**

Printed Name & Title

Date

Signature

**California Indian Manpower Consortium, Inc.**

**Lorenda Sanchez, Executive Director**

Printed Name & Title

Date: June 3, 2019

Signature

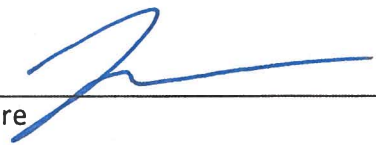
*Lorenda Sanchez*

**Central Valley Opportunity Center**

**Jorge De Nava, Executive Director**

Printed Name & Title

Date **5-29-19**

  
Signature

**Housing Authority of the County of Stanislaus HACS**

**Barbara Kauss, Executive Director**

Printed Name & Title

Date

Signature

**Employment Development Department Unemployment Insurance**

**David Rangel, Employment Development Administrator**

Printed Name & Title

Date

Signature

**Central Valley Opportunity Center**

**Jorge De Nava, Executive Director**

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date


\_\_\_\_\_  
Signature

**Housing Authority of the County of Stanislaus HACS**

**Barbara Kauss, Executive Director**

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature

**Employment Development Department Unemployment Insurance**

**David Rangel, Employment Development Administrator**

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Central Valley Opportunity Center**

**Jorge De Nava, Executive Director**

Printed Name & Title

Date

Signature

**Housing Authority of the County of Stanislaus HACS**

**Barbara Kauss, Executive Director**

Printed Name & Title

Date

Signature

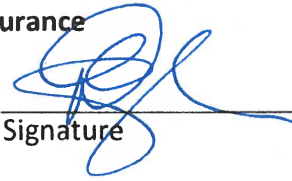
**Employment Development Department Unemployment Insurance**

**David Rangel, Employment Development Administrator**

Printed Name & Title

Date

Signature



6/4/19

## WIOA Partners & Signatory Information

Count	Partner Name	Business Address	Signatory Name & Title	Phone/E-Mail	Fax Number
01	Stanislaus County Workforce Development (SCWD)	251 E. Hackett Road. C2 P.O Box 3389 Modesto, CA 95353	<b>Doris Foster</b> <i>Director</i>	(209) 558-2150 <a href="mailto:FosterD@Stanworkforce.com">FosterD@Stanworkforce.com</a>	(209) 558-2164
02	Ceres Unified School District	2503 Lawrence Street Ceres, Ca 95307	<b>Jay Simmonds</b> <i>Assistant Superintendent of Student Support Services</i>	(209) 556-1500 <a href="mailto:jsimmonds@ceres.k12.ca.us">jsimmonds@ceres.k12.ca.us</a>	(209) 541-0947
03	Learning Quest Stanislaus Literacy Centers	1032 11 <sup>th</sup> Street Modesto, CA 95354	<b>Karen Williams</b> <i>Executive Director</i>	(209) 522-0656 Ext. 113 <a href="mailto:kwilliams@lqslc.com">kwilliams@lqslc.com</a>	(209) 522-0658
04	Modesto City Schools District Office	426 Locust Street Modesto, CA 95351	<b>Tim Zearley</b> <i>Associate Superintendent CBO Business Services</i>	(209) 550-3301 <a href="mailto:Zearley.T@monet.k12.ca.us">Zearley.T@monet.k12.ca.us</a>	(209) 576-4581
05	Turlock Unified School District	1574 E. Canal Drive Turlock, CA 95380	<b>Dana Salles Trevenhan</b> <i>Superintendent</i>	(209) 667-0632 <a href="mailto:dtrevethan@turlock.k12.ca.us">dtrevethan@turlock.k12.ca.us</a>	(209) 667-6520
06	Employment Development Department (EDD)	629 12 <sup>th</sup> Street Modesto, CA 95354 P.O. Box 3227 Modesto, CA 95353	<b>Chukwudi Nnebe</b> <i>Deputy Division Chief</i>	(415) 885-1696 <a href="mailto:Chukwudi.Nnebe@edd.ca.gov">Chukwudi.Nnebe@edd.ca.gov</a>	N/A
07	California Department of Rehabilitation	1209 Woodrow Ave. Ste. B1 Modesto, CA 95350	<b>Araceli Holland</b> <i>District Administrator</i>	(559) 488-7300 <a href="mailto:Araceli.Holland@dor.ca.gov">Araceli.Holland@dor.ca.gov</a>	(559) 445-6017
08	SER-Jobs For Progress, Inc. Senior Community Service SCSEP (T-V OAA)	255 N. Fulton St., Suite 106 Fresno, CA 93701	<b>Francis Trujillo,</b> <i>CRC Coordinator</i>	(559) 452-0881 <a href="mailto:FTrujillo@sercalifornia.org">FTrujillo@sercalifornia.org</a>	(559) 803-6154
09	Stanislaus County Community Services Agency (CSA)	251 E. Hackett Road P.O.Box 42 Modesto, CA 95353	<b>Kathryn M. Harwell</b> <i>Director</i>	(209) 558-2500 <a href="mailto:harwellk@stancounty.com">harwellk@stancounty.com</a>	(209) 558-2937
10	Yosemite Community College District	435 College Avenue Modesto, CA 95350	<b>Susan Yeager, Ed.D</b> <i>Vice Chancellor of Fiscal Services</i>	(209) 575-6530 <a href="mailto:YeagerS@yosemite.edu">YeagerS@yosemite.edu</a>	(209) 575-6922



11	Job Corps	1330 Broadway Suite 432 Oakland, CA 94612	<b>Lynniecia Coleman</b> <b>Project Director</b>	(916) 465-5821 <a href="mailto:coleman.lynniecia@gmail.com">coleman.lynniecia@gmail.com</a>	N/A
12	California Indian Manpower Consortium, Inc.	738 North Market Blvd Sacramento, CA 95834	<b>Lorenda Sanchez</b> <b>Executive Director</b>	(916) 920-0285 <a href="mailto:lorendaS@cimcinc.com">lorendaS@cimcinc.com</a>	(916) 641-6338
13	Central Valley Opportunity Center (CVOC)	6838 W. Bridget Court P.O. Box 1389 Winton, CA 95388	<b>Jorge De Nava</b> <b>Executive Director</b>	(209) 357-0062 <a href="mailto:jdenava@cvoc.org">jdenava@cvoc.org</a>	(209) 357-0071
14	Housing Authority of Stanislaus County (HASC)	1701 Robertson Road P.O. Box 581918 Modesto, CA 95358	<b>Barbara Kauss</b> <b>Executive Director</b>	(209) 557-2000 <a href="mailto:bkauss@stancoha.org">bkauss@stancoha.org</a>	(209) 577-2011
15	Employment Development Department Unemployment Insurance	PO Box 419132, Rancho Cordova, CA 95741-9132	<b>David Rangel</b> <b>Employment Development Administrator</b>	(916) 490-5843 <a href="mailto:David.Rangel@edd.ca.gov">David.Rangel@edd.ca.gov</a>	(916) 449-2166

# One-Stop Partner Planning Grid:

ATTACHMENT A

## Partner Services Matrix

Program Name	Partner Name	Services (Service Descriptions-Attachment B)			Service Delivery Method
		Career (1-17)	Training (1-9)	Employer (1-8)	
WIOA Title I Adult, Dislocated Workers, Youth	Stanislaus County Workforce Development	1,2,3,4,5,6,8,11,12,13,14,15,16,17	1,2,5,7,8,9	1,2,3,4,5,6,7,8	FT, C/Off
	Ceres Unified School District	2,3,4,8,15,12,17	4,5,6,8	2,7	PT
WIOA Title II: Adult Education and Literacy	Learning Quest Stanislaus Literacy Centers	N/A	8,9	N/A	T
	Turlock Unified School District	1,2,3,4,14,15	1,8	N/A	T, A
	Modesto City Schools	N/A	8	N/A	PT
	Employment Development Department	2,4,5,9,10,11	N/A	1,2,3,4,6,7,8	PT, O
WIOA Title III: Wagner-Peyser	California Department of Rehabilitation (DOR)	1,2,3,4,12,13,15,16,17	1,2,4,6,7	2,4,5	T, A
WIOA Title IV: Vocational Rehabilitation	SER-Jobs For Progress, Inc. Senior Community Service SCSEP (T-V OAA)	1,2,3,4,5,6,7,8,10,11,	2,5	N/A	PT
Title V Older Americans Act	Stanislaus County Community Services Agency (CSA)				T
TANF / CalWORKs	CalWORKs	1,8,9	N/A	N/A	C/PT, C
	CalFresh	1	N/A	N/A	T
	Welfare to Work	1,2,3,4,5,6,8,10,11,12,13,15,16,17	1,2,3,4	N/A	FT, A, C/Off
	Child Care	1,8	N/A	N/A	FT
	General Assistance	1,2,3,4,10,12,13,15,16,17	1	N/A	A
	Refugee Assistance	1,2,3,4,6,8,10,13,15,16	1	N/A	FT, A, C/Off
	Homeless Assistance	8	N/A	N/A	FT
					T

# One-Stop Partner Planning Grid:

ATTACHMENT A

## Partner Services Matrix

	Tribal TANF	1,2,3,4,6,8,10, 13,15,16	1	N/A	T
Career/Tech Ed	Yosemite Community College District (YCCD)	1,2,3,4,5,6,10, 12,15,17	1,2,3,4,5,7,8,9	1,2,4,5	T, A
Job Corps	Job Corps	1,2,3,4,5,6,11, 13,15,16,17	1,2,3,4,5,7,8	1,3,6	PT
					T
Native American Program	Ca Indian Manpower Consortium, Inc.	1,2,3,4,5,8, 10,11,12,13,14, 15,16,17	1,2,6,7	1,2,3,4,5,6,7	T, A
Migrant/Seasonal Farmworkers	Central Valley Opportunity Center	1,2,3,4,5,6,8, 10,11,12,13, 15,16,17	1,2,5,7,8,9	1,2,3,5,7,8	T,A
	Employment Development Department	1,2,3,4,5,13,16	N/A	2,3,4,6,7,8	FT
Veterans	Employment Development Department	1,2,3,4,5,13,16	N/A	2,3,4,6,7,8	FT
Trade Act	Employment Development Department	1,3,4,5,6,7,8,9, 10,11,12,13,15, 16,17	N/A	N/A	FT
Community Action (E/T Programs)	Central Valley Opportunity Center	1,2,4,8	1,2,5,7,8,9	1,2,3,5,7,8	FT, T, A
Housing Authority	Housing Authority of the County of Stanislaus (HACS)	1,2,3,8,16	N/A	N/A	T
Unemployment Insurance	Employment Development Department	1,2,9	N/A	8	T,A

# One-Stop Partner Planning Grid:

ATTACHMENT A

## Partner Services Matrix

Code	Service Delivery Method Description Codes:
FT	On-Site Staff Full Time
PT	On-Site Staff Part Time
C	Contracted Service On-Site Full Time
C/PT	Contracted Service On-Site Part Time
C/Off	Contracted Service Off-Site
T	Access Via Telephone-Direct Line to designated staff member
A	Access Via Automated System-Can include internet auto communication system
O	Other

---

**AMERICA'S JOB CENTER OF CALIFORNIA SERVICE DESCRIPTIONS**

---

**CAREER SERVICES:**

Career services include self-help services, services requiring minimal staff assistance and services requiring more staff involvement, generally provided to individuals unable to find employment through basic career services, and deemed to be in need of more concentrated services to obtain employment; or who are employed but deemed to be in need of more concentrated services to obtain or retain employment that allows for self-sufficiency.

1. **Eligibility Determination:** This is the process of obtaining and documenting information about an individual's circumstances and comparing that information with the criteria set by an agency or program to decide if the individual qualifies for participation.
2. **Outreach, Intake, and Orientation:** Outreach activities involve the collection, publication, and dissemination of information on program services available and directed toward jobless, economically disadvantaged, and other individuals. Intake is the process of collecting basic information, e.g., name, address, phone number, SSN, and all other required information to determine eligibility or ineligibility for an individual's program. Orientation, whether offered in a group setting, one-on-one, or electronically, is the process of providing broad information to customers in order to acquaint them with the services, programs, staff, and other resources at the America's Job Center of California (AJCC), affiliate, or self-service location.
3. **Initial Assessment:** For individuals new to the workforce system, initial assessment involves the gathering of basic information about skill levels, aptitudes, abilities, barriers, and supportive service needs in order to recommend next steps and determine potential referrals to partners or community resources.
4. **Job Search, Placement Assistance, and Career Counseling:** Job Search helps an individual seek, locate, apply for, and obtain a job. It may include but is not limited to: job finding skills, orientation to the labor market, resume preparation assistance, development of a job search plan, job development, referrals to job openings, placement services, job finding clubs, job search workshops, vocational exploration, relocation assistance, and re-employment services such as orientation, skills determination, and pre-layoff assistance. Placement Assistance is a service that helps people to identify and secure paid employment that matches their aptitude, qualifications, experiences, and interests. Career Counseling is a facilitated exploration of occupational and industrial information that will lead to a first, new, or a better job for the individual.

5. **Employment Statistics-Labor Market Information:** Collect and report data about employment levels, unemployment rates, wages and earnings, employment projections, jobs, training resources, and careers; see California LMI, <http://www.labormarketinfo.edd.ca.gov/>.
6. **Eligible Provider Performance and Program Cost Information:** Collect and provide information on:
  - A. Eligible training service providers (described in WIOA Section 122).
  - B. Eligible youth activity providers (described in WIOA Section 123).
  - C. Eligible adult education providers (described in WIOA Title II).
  - D. Eligible postsecondary vocational educational activities and vocational educational activities available to school dropouts under the Carl Perkins Act (20 USC 2301).
  - E. Eligible vocational rehabilitation program activities (described in Title I of the Rehabilitation Act of 1973).
7. **Local Performance Information:** Collect and provide information on the local area's recent performance measure outcomes.
8. **Supportive Services' Information:** Collect and provide information on services such as transportation, child care, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in employment and training activities.
9. **Unemployment Insurance:** Collect and provide information on filing claims for state benefit payments that protect individuals from economic insecurity while they look for work. Claims may be filed on-line or via telephone available in the AJCC.
10. **Eligibility Assistance:** Provide guidance to individuals on eligibility for other programs and on financial aid assistance for training and education programs that are available in the local area.
11. **Follow-Up Services:** Services provided to participants who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment. These services assist those individuals to maintain employment or qualify for promotions with that employment.



12. **Comprehensive and Specialized Assessments:** A closer look at the skills levels and service needs that may include:
  - A. Diagnostic Testing and use of other assessment tools; and
  - B. In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
13. **Individual Employment Plan Development:** Working with individuals to identify their employment goals, the appropriate achievement objectives, and the appropriate combination of services that will help the individual achieve those goals.
14. **Group Counseling:** Counseling individuals in a group setting to help the individual achieve employment goals and make decisions about employment and training opportunities.
15. **Individual Counseling and Career Planning:** Counseling, career planning and vocational guidance to an individual in a one-on-one setting to help the individual achieve employment goals and make decisions about employment and training opportunities based on the participant's assessment.
16. **Case Management:** For participants who receive training services under WIOA Section 134(d)(4).
17. **Short-Term Prevocational Services:** Can include development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.

#### TRAINING SERVICES:

Services offered through a training provider to help individuals upgrade their skills, earn degrees and certifications, or otherwise enhance their employability through learning and education. Types of training services include:

1. **Occupational Skills Training:** An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels.
2. **On-the-Job Training (OJT):** Training by an employer that is provided to a paid participant while engaged in productive work that is limited in duration, provides knowledge or skills essential to the full and adequate performance of the job, and reimburses the employer for the costs associated with training the OJT trainee often calculated based on a percentage of the trainee's wages.
3. **Workplace and Cooperative Education:** Programs that combine workplace training with related instruction which may include cooperative education programs.

4. **Training Programs Operated by the Private Sector**

5. **Skills Upgrading and Retraining:** Courses that prepare persons for entrance into a new occupation through instruction in new and different skills demanded by technological changes. These courses train incumbent workers in specific skills needed by that business or industry and that lead to potential career growth and increased wages. This includes courses that develop professional competencies that are particularly relevant to a vocational/occupational goal. It must be demonstrated that the training will result in the workers' acquisition of transferable skills or an industry-recognized certification or credential.

6. **Entrepreneurial Training:** Training that includes starting and operating a business, developing business plans, budgeting and forecasting, accumulating capital, and identifying business development resources.

7. **Job-Readiness Training:** Pending State definition.

8. **Adult Education and Literacy (ABLE) Programs:** Services or instruction below the postsecondary level for individuals who are not enrolled or required to be enrolled in secondary school under state law and lack basic educational skills to enable the individuals to function effectively in society and on a job. Services include, but are not limited to, one-on-one instruction, coursework, or workshops that provide direction for the development and ability to read, write, and speak in English, compute, and solve problems, at levels of proficiency necessary to function in society or on the job.

9. **Customized Training:** Training that is designed to meet the special requirements of an employer or group of employers and that is conducted with a commitment by the employer to employ an individual upon successful completion of the training and for which the employer pays for a portion of the cost of training.

**EMPLOYER SERVICES:**

AJCC services offered to employers include:

1. **Employer Needs Assessment:** Evaluation of employer needs, particularly future hiring and talent needs.
2. **Job Posting:** Receiving and filling of job openings; searching resumes; providing access to a diverse labor pool.
3. **Applicant Pre-Screening:** Assessing candidates according to the employer's requirements and hiring needs; referring candidates based on their knowledge, skills, and abilities relative to the employer requirements.

4. **Recruitment Assistance:** Raising awareness of employers and job openings and attracting individuals to apply for employment at a hiring organization. Specific activities may include posting of employer announcements, provision of job applications, and hosting job fairs and mass recruitments.
5. **Training Assistance:** Providing training resources to enable employers to upgrade employee skills, introduce workers to new technology, or to help employees transition into new positions.
6. **Labor Market Information:** Access to information on labor market trends, statistics, and other data related to the economy, wages, industries, etc.
7. **Employer Information and Referral:** Provision of information on topics of interest to employers such as services available in the community, local training providers, Federal laws and requirements, tax information, apprenticeship programs, human resource practices, alien labor certification, incentive programs such as Work Opportunity Tax Credit (WOTC) or the Federal bonding program, etc.
8. **Rapid Response and Layoff Aversion:** Provision of services to prevent downsizing or closure, or to assist during layoff events. Strategies may include incumbent worker training to avert lay-offs, financing options, employee ownership options, placement assistance, worker assessments, establishment of transition centers, labor management committees, peer counseling, etc.

***Workforce Innovation and Opportunity Act  
Stanislaus County 2019-2022 MOU Partnership Agreement  
Infrastructure Funding Agreement and Other Shared System Costs Budget***

<u>Table of Contents</u>	
<b>1. Process and Development</b>	<b>Page 3</b>
<b>2. Sharing Infrastructure Costs</b>	<b>Page 6</b>
Chosen Options: Each AJCC / Network of AJCCs	Page 6
AJCC(s) / Colocated Partners	Page 7
Department of Workforce Development (formerly Alliance Worknet) Lease Area Calculations	Page 8
AJCC Building Layout	Page 9
AJCC Space Utilization Table	Page 10
Operating Costs for Modesto Workforce Services	Page 11
AJCC Infrastructure Budget	Page 12
Infrastructure Cost Allocation Methodology	Page 13
Initial Proportionate Share Allocated to Each Colocated Partner	Page 15
Signature Page: Colocated Partners Sharing AJCC Infrastructure Costs	Page 16

Signature Page: Non-Colocated Partners Sharing AJCC Infrastructure Costs When Benefit Data are Available	Page 18
<b>3. Sharing Other One-Stop System Costs</b>	<b>Page 20</b>
AJCC Partners Sharing Other One-Stop System Costs	Page 20
Career Services Applicable to Each AJCC Partner	Page 21
Required Consolidated Budget for the Delivery of Applicable Career Services	Page 24
Options for Local Agreement for AJCC Partners to Share Other System Costs	Page 26
Optional Agreement to Share AJCC Operator Costs	Page 27

## Process and Development

Local Workforce Development Area (Local Area): Stanislaus County

Date Submitted: June 30, 2019

1. The period of time this agreement is effective: July 1, 2019- June 30, 2022
2. Identification of all AJCC partners, Chief Elected Officials (CEO), and Local Boards participating in the infrastructure and other system costs funding agreements.

CEO/s: Terrance Withrow, Chairman of the Stanislaus County Board of Supervisors  
Local Board/s: Stanislaus County Workforce Development Board

### AJCC Partners Participating in the Infrastructure Funding Agreement (IFA):

- Stanislaus County Workforce Development
- Employment Development Department (EDD): *Job Services (Wagner-Peyser)* , *Veterans' Employment Services, Trade Adjustment Assistance Act*
- Ceres Unified School District (CUSD)
- Central Valley Opportunity Center (CVOC)
- California Department of Rehabilitation (DOR)
- SER-Jobs For Progress, Inc. Senior Community Service Employment Program (SCSEP)
- Learning Quest- Stanislaus Literacy Center (LQ-SLC)

### AJCC Partners Participating in the Shared Other System Costs Agreement:

- Stanislaus County Workforce Development (SCWD)
- Employment Development Department (EDD)
- Ceres Unified School District (CUSD)
- California Department of Rehabilitation (DOR)
- Stanislaus County Community Services Agency (CSA)
- Yosemite Community College District (YCCD)
- Job Corps
- SER-Jobs For Progress, Inc. Senior Community Service Employment Program (SCSEP)
- Modesto City Schools
- Turlock Unified School District (TUSD)
- Housing Authority of the County of Stanislaus (HACS)
- Central Valley Opportunity Center (CVOC)

- Learning Quest Stanislaus Literacy Centers (LQ-SLC)
- CA Indian Manpower Consortium, Inc

3. Steps the Local Board, CEO, and AJCC partners took to reach consensus and/or an assurance that the Local Area followed guidance for the state infrastructure funding mechanism.

- a. On behalf of Stanislaus County Workforce Development Board, Stanislaus County Workforce Development coordinated an MOU Partnership meeting on May 2, 2019 and discussed the MOU and the infrastructure Funding Agreement with partner agencies. Organizations that were invited to attend but were unable to were contacted via phone and e-mail to establish any updated information called for in the MOU and to verify their engagement and agreement with the MOU.

4. A description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached.

- a. For purposes of this MOU, each party expressly agreed to participate in good faith negotiations to reach a consensus. All partners agreed to use the prescribed process in the Governor's Guidelines to achieve integration of program and service goals of WIOA. Active involvement and equal opportunity to provide input by required partners was demonstrated in the MOU negotiation process and is reflected in the MOU.

5. A description of the periodic modification and review process that will be used to ensure all AJCC partners continue to contribute their fair and equitable share of infrastructure and other system costs, including the identification of who will fulfill this responsibility.

- a. The specific contributions for Program Year 2019 are shown in table 3, and these contributions have been agreed to by the colocated partners. The colocated partners agree that these amounts are the contributions that the partners will make to the One-Stop costs for Program Year 2019-2020 only, and that this portion of the MOU covers the first year of the three-year MOU period. The colocated partners agree and recognize that the One-Stop costs and the partner contributions to these costs are to be renegotiated on an annual basis. Further, the colocated partners acknowledge that the ability of any partner to contribute its agreed contribution to the One-Stop costs is contingent on the availability of Federal funding for its respective program(s).

On an annual basis, the colocated partners will collaborate to compile actual infrastructure and shared system costs for the prior year as was conducted between Stanislaus County Workforce Development and the State EDD for the first year. Stanislaus County Workforce Development will convene the annual meeting during the third quarter of the program year along with data on actual contributions to the operation of the One-Stop, and to prepare a report for use by all of the

partners that compares the actual and budgeted values. This will be done to support the proper allocation of costs in a manner that fully complies with the applicable cost principles, and to assist in preparation of negotiations for the following year. Stanislaus County Workforce Development collaborated with the State EDD on infrastructure costs this year and this process is expected to continue annually.

Assurance from all non-colocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available to make such a determination.

Signatures of authorized representative(s) of the Local Board, the CEO, and all AJCC partners.



## Sharing Infrastructure Costs

Budget, Cost Allocation Methodology, Initial Proportionate Share

### MOU Content Requirements:

A budget outlining the infrastructure costs for each AJCC in the Local Area with a detailed description of what specific costs are included in each line item.

When establishing the infrastructure cost budget, Local Boards have two options:

Option 1: Develop a separate budget for each AJCC.

Option 2: Develop a consolidated system-wide budget for its network of AJCCs.

Option 3: A mixture of separate and consolidated budgets.

If the Local Board chooses to negotiate infrastructure costs based on their network of AJCCs, rather than center by center, then the budgets for all the AJCCs can be consolidated into one system budget. However, this consolidation may not distort the distribution of costs as they must be attributable to each partner equally and in accordance with the agreed upon cost allocation methodology. Consolidations might allow the “financing” of infrastructure cost between partners more easily. It is not required that each partner contribute to each comprehensive AJCC, as long as their consolidated share of contributions equals their responsibility to pay as determined by the agreed upon cost sharing methodology.

If using Option 3, multiple budgets will need to be included with clear identification of which AJCCs belong to which budget.

The Local Board and AJCC partners have chosen this option for developing the infrastructure cost budget:

     X    Option 1: A separate budget for each AJCC.

        Option 2: A consolidated system-wide budget for the network of AJCCs

        Option 3: A mixture of separate and consolidated budgets for the Local Area’s AJCCs.

## AJCC(s) and Colocated Partners

-	Include all AJCCs Identified in the MOU
-	Include if the AJCC is a comprehensive, affiliate, or specialized center.
-	Colocated Partner definition: All AJCC partners who have a physical presence within the center, either full time or part time.

Modesto Comprehensive AJCC and Colocated Partners 629 12th Street, Modesto, CA	
<i>Colocated Partner definition: All AJCC partners who have a physical presence within the center, either full time, part time, or intermittent.</i>	
<ul style="list-style-type: none"> <li>Stanislaus County Stanislaus County Workforce Development (SCWD)</li> </ul>	<ul style="list-style-type: none"> <li>Ceres Unified School District (CUSD)</li> </ul>
<ul style="list-style-type: none"> <li>California Department of Rehabilitation (DOR)</li> </ul>	<ul style="list-style-type: none"> <li>Central Valley Opportunity Center (CVOC)</li> </ul>
<ul style="list-style-type: none"> <li>Employment Development Department (EDD): <i>Job Services (Wagner-Peyser)</i>, <i>Veterans' Employment Services</i>, <i>Trade Adjustment Assistance Act</i></li> </ul>	<ul style="list-style-type: none"> <li>SER-Jobs For Progress, Inc. Senior Community Service Employment Program (SCSEP)</li> </ul>
<ul style="list-style-type: none"> <li>Learning Quest-Stanislaus Literacy Center (LQ-SLC)</li> </ul>	<ul style="list-style-type: none"> <li>Job Corps</li> </ul>

The building layout and tables below reflect the infrastructure cost methodology found on pages 10-11.

# STANISLAUS COUNTY WORKFORCE DEVELOPMENT LEASE AREA

## CALCULATIONS

DATE: 11/12/2017  
GROSS BUILDING FLOOR AREA: 25067 SF  
GROSS AREA MULTIPLIER: 1.08

ROOM #	ROOM NAME	AREA (S.F. - NET)	AREA (S.F. - GROSS)	COMMON	% WORKFORCE DEVELOPMENT OCCUPIED (common area excluded)	WORKFORCE DEVELOPMENT AREA (S.F. - common area excluded)	WORKFORCE DEVELOPMENT AREA (S.F.)
122	PARTNER OFFICE	160 S.F.	169 S.F.	100%	100%	169 S.F.	169 S.F.
125	CONFERENCE ROOM	803 S.F.	913 S.F.	100%	100%	913 S.F.	913 S.F.
127	TESTING	259 S.F.	274 S.F.	100%	100%	274 S.F.	274 S.F.
E.D. & ALLIANCE WORKNET SHARED							
100	RESOURCE AREA	2166 S.F.	2292 S.F.	50%	50%	1146 S.F.	1146 S.F.
101	RECEPTION LOBBY	804 S.F.	851 S.F.	50%	50%	425 S.F.	425 S.F.
102	LOBBY	2070 S.F.	2191 S.F.	15%	15%	329 S.F.	329 S.F.
106	OPEN WORK AREA	11111 S.F.	11758 S.F.	54%	54%	6349 S.F.	6349 S.F.
COMMON AREA							
103	MEN (PUBLIC)	134 S.F.	142 S.F.	X	0%	0 S.F.	60 S.F.
104	WOMEN (PUBLIC)	137 S.F.	145 S.F.	X	0%	0 S.F.	61 S.F.
107	EMPLOYEE ROOM	707 S.F.	748 S.F.	X	0%	0 S.F.	317 S.F.
110	TELEPHONE ROOM	220 S.F.	233 S.F.	X	0%	0 S.F.	99 S.F.
114	TELEPHONE ROOM	261 S.F.	276 S.F.	X	0%	0 S.F.	117 S.F.
118	MEN (EMPLOYEE)	151 S.F.	160 S.F.	X	0%	0 S.F.	68 S.F.
119	WOMEN (EMPLOYEE)	204 S.F.	216 S.F.	X	0%	0 S.F.	92 S.F.
120	JANITOR	138 S.F.	148 S.F.	X	0%	0 S.F.	62 S.F.
121	HALLWAY	320 S.F.	339 S.F.	X	0%	0 S.F.	144 S.F.
E.D. EXCLUSIVE AREA							
105	TESTING / HEARING	494 S.F.	523 S.F.	0%	0%	0 S.F.	0 S.F.
112	STORAGE	255 S.F.	270 S.F.	0%	0%	0 S.F.	0 S.F.
113	OFFICE	138 S.F.	148 S.F.	0%	0%	0 S.F.	0 S.F.
115	EDD MANAGER OFFICE	222 S.F.	235 S.F.	0%	0%	0 S.F.	0 S.F.
116	STORAGE	106 S.F.	111 S.F.	0%	0%	0 S.F.	0 S.F.
117	MAIL ROOM	128 S.F.	135 S.F.	0%	0%	0 S.F.	0 S.F.
123	JANITOR	123 S.F.	130 S.F.	0%	0%	0 S.F.	0 S.F.
124	INTERVIEW ROOM	118 S.F.	125 S.F.	0%	0%	0 S.F.	0 S.F.
126	WORKSHOP	560 S.F.	624 S.F.	0%	0%	0 S.F.	0 S.F.
128	CONFERENCE ROOM	315 S.F.	333 S.F.	0%	0%	0 S.F.	0 S.F.
TARE							
108	MECHANICAL ROOM	656 S.F.	697 S.F.	0%	0%	0 S.F.	0 S.F.
109	TRANSFORMER ROOM	133 S.F.	141 S.F.	0%	0%	0 S.F.	0 S.F.
111	MECHANICAL ROOM	703 S.F.	744 S.F.	0%	0%	0 S.F.	0 S.F.
SUBTOTAL							
		23688 S.F.	25067 S.F.	2424 S.F.	9606 S.F.	10625 S.F.	

EXCLUSIVE PARTNER AREA: 1357 SF  
SHARED PARTNER AREA: 8249 SF  
PARTNER COMMON AREA SHARE: 1019 SF (42%)  
TOTAL PARTNER LEASED AREA: 10625 SF  
TARE: 0 S.F.



# AJCC Building Layout - 629 12th ST., MODESTO



Table I

Space Utilization Table - 629 12th Street, Modesto, CA						
			Total Square Footage		25,067	
			Minus Common Square Footage		5,334	
			Total Dedicated Square Footage		19,733	
			Monthly Payment	\$	-	
			Cost Per Square Footage	\$	-	
Occupancy	Quantity	Square Footage	Total Square Footage	Percent Occupied		
STANISLAUS COUNTY WORKFORCE DEVELOPMENT						
CONFERENCE ROOM (125)	1	913				
CUBICLES (106)		5,939				
TESTING ROOM (127)	1	274				
OFFICE (122)	1	169				
SCWD COMMON (103,104,107,110,114,118,119,120,121)	9	1,203	8,498			43.06%
SCSEP	1	64	64			0.32%
CUSD - CUBICLE	1	64	64			0.32%
DOR Office	1	90	90			0.46%
EDD AJCC						
EDD Exclusive (105,112,113,115-117,123,124,126,128)	9	2,632				
OPEN AREA (106)	1	5,409				
EDD (TARE)(108,109,111)	3	1,582				
EDD COMMON	9	1,203	10,826			54.86%
Job Corps	1	64	64			0.32%
Central Valley Opportunity Center	1	64	64			0.32%
Learning Quest	1	64	64			0.32%
TOTAL:			19,733			100%
COMMON AREAS:			Percentage Occupied Space			78.7%
AJCC Resource Center		2,292				
Reception Lobby		851				
Lobby		2,191	5,334			
			Percentage Common Space			21.3%

# Operating Costs for Modesto Workforce Services April 2019

Facility: Modesto  
Building ID: 0508  
Facility Address: 629 12th Street  
Facility Square Footage: 25,067  
Monthly Rent: \$0.00

	Monthly, \$/sq. ft.	Annual, \$/sq. ft.	Total Annual Cost
Base Rent	\$0.00	\$0.00	\$0.00
Utilities (FY 2017/2018)	\$0.19	\$2.34	\$58,576.90
Garbage (FY 2017/2018)	\$0.01	\$0.11	\$2,851.62
Janitorial (1 EDD Custodian)	\$0.37	\$4.42	\$110,733.60
Contracts			
Alarm Monitoring (N9111308, 7/1/18 - 6/30/21)	\$0.00	\$0.01	\$300.00
HVAC Maintenance (DGS Maintained)	\$0.00	\$0.00	\$0.00
Landscaping (M8108816, 2/1/18 - 1/31/20)	\$0.03	\$0.35	\$8,754.00
Pest Control (N7106153, 4/7/17 - 3/31/19)	\$0.01	\$0.06	\$1,620.00
Power Sweeping (M8108768, 2/1/18 - 1/31/20)	\$0.02	\$0.19	\$4,860.00
*Security Guard (M6102209, Am #4, 3/1/16 - 3/31/19 and M9112553, 3/1/19 - 7/31/19)	\$0.43	\$5.12	\$128,225.32
Chemical Replacement (N9112101, 10/2/18 - 6/30/19)	\$0.01	\$0.12	\$3,000.00
***Chiller Replacement (M972432)	\$0.03	\$0.31	\$7,848.90
<b>TOTAL:</b>	<b>\$1.09</b>	<b>\$13.04</b>	<b>\$326,770.34</b>

Total Operating Cost per square foot, per month 1.09

\* Security Guards (2): (1) 9-hr shift (\$58,576.18), (1) 10-hr shift (\$69,649.14).

\*\*\* Chiller Replacement in 2009 at a cost of \$78,489.00 prorated over 10-year period. CY 2019 is year #10 of 10 years.





Table 2

MODESTO AJCC 2019-2020 COST SHARING SCHEDULE									
	629 12th ST., MODESTO			Monthly Building Cost \$		27,231	Sq. Ft. Cost		
	% Occupied and Common Space:			78.7%			\$		
	Cost applied to % above:			\$ 21,436			1.09		
							21.3%		
							\$ 5,794		
Current Tenant Occupancy	Occupied Space (Sq. FT)	% of Occupied space	Occupied Area Cost	Common Area Cost		Agency MONTHLY Cost	Agency Annual Cost		
SCWD	8497.5	43.06%	\$ 9,231.03	\$	2,495.23	\$ 11,726.26	\$	140,715	
SER/SCSEP	64.0	0.32%	\$ 69.52	\$	18.79	\$ 88.32	\$	1,060	
CUSD	64.0	0.32%	\$ 69.52	\$	18.79	\$ 88.32	\$	1,060	
DOR	90.0	0.46%	\$ 97.77	\$	26.43	\$ 124.20	\$	1,490	
EDD	10825.5	54.86%	\$ 11,759.99	\$	3,178.83	\$ 14,938.82	\$	179,266	
Job Corps	64.0	0.32%	\$ 69.52	\$	18.79	\$ 88.32	\$	1,060	
CVOC	64.0	0.32%	\$ 69.52	\$	18.79	\$ 88.32	\$	1,060	
Learning Quest	64.0	0.32%	\$ 69.52	\$	18.79	\$ 88.32	\$	1,060	
	19733.0	100.00%	\$ 21,436	\$	5,794	\$ 27,231	\$	326,770	
						verify total	\$	326,770	

Table 3

2019-2020 Cost Estimates for AJCC Modesto									
Cost Component	FY Total	SCWD	SCSEP	CUSD	DOR	Job Corps	EDD	CVOC	LQ
Sq Ft Occupied	12 Months	Fund 1320							
Occupancy Ratio	25,067.0								
Applied Partner % (Excluding EDD-Exclusive)	100.00%	43.06%	0.32%	0.32%	0.46%	0.32%	54.86%	0.32%	0.32%
Building Costs	\$ 326,770.34	\$ 140,715.09	\$ 1,059.81	\$ 1,059.81	\$ 1,490.36	\$ 1,059.81	\$ 179,265.81	\$ 1,059.81	\$ 1,059.81
Access and Accommodation	\$ 1,000.00	\$ 430.62	\$ 3.24	\$ 3.24	\$ 4.56	\$ 3.24	\$ 548.60	\$ 3.24	\$ 3.24
Common Identifier	\$ 1,500.00	\$ 645.94	\$ 4.86	\$ 4.86	\$ 6.84	\$ 4.86	\$ 822.90	\$ 4.86	\$ 4.86
One Stop Operator	\$ 15,000.00	\$ 6,459.36	\$ 48.65	\$ 48.65	\$ 68.41	\$ 48.65	\$ 8,228.98	\$ 48.65	\$ 48.65
PARTNER TOTAL SHARE	\$ 329,270.34	\$ 141,791.65	\$ 1,067.92	\$ 1,067.92	\$ 1,501.77	\$ 1,067.92	\$ 180,637.31	\$ 1,067.92	\$ 1,067.92

### **Infrastructure Costs Methodology**

Stanislaus County Workforce Development coordinates the delivery of services at the Modesto AJCC Comprehensive Center (see AJCC Space Use Plan for building layout) with its colocated partners: Ceres Unified School District (CUSD), SER-Jobs For Progress, Inc. Senior Community Service Employment Program (SCSEP), California Department of Rehabilitation (DOR), Job Corps, Employment Development Department (EDD), Learning Quest- Stanislaus Learning Center, and Central Valley Opportunity Center (CVOC). The agreement is based on building costs from April 2019 annualized expenditures.

### **Space Utilization - *Tables 1, 2 & 3:***

The basis for calculating and distributing costs to partner agencies is as follows:

- A. Square footage of space used will be the basis to distribute infrastructure costs.
- B. The total space of Modesto Comprehensive Center is 25,067 square feet (sq. ft.)
  - I. Cubicle space was distributed to the co-located partners based on their need.
  - II. Total monthly payment was calculated by taking the yearly total operating cost of \$329,270.34, and dividing it by 12 months which calculated to \$27,439.
  - III. Total cost per sq. ft. was calculated by dividing \$27,439 by the total sq. ft. of 25,067, calculating to \$ 1.09.
  - IV. Common area sq. ft. of 5,344 was subtracted from the total sq. ft. of 25,067 to determine the total dedicated partner sq. ft. of 19,733.
  - V. Percent occupied space was calculated by dividing the total partner sq. ft. of 19,733 by the total building space of 25,067 sq. ft.
  - VI. Percent common space was calculated by dividing the Common area sq. ft. 5,334 total by the total building space of 25,067 sq. ft.
  - VII. The ratio of occupied to common space is 78.7% to 21.3 %.

### **AJCC Infrastructure Budget - *Table 2***

The ratio of occupied space was applied to common space and used to calculate total monthly costs for each partner.



- A. Costs will be distributed to partners on a monthly basis.
- B. The cost allocation methodology selected adheres to the following:
  - i. Is consistent with the Federal laws authorizing each partner's program including any local administrative cost requirements.
  - ii. Complies with Federal cost principles in the Uniform Guidance.
  - iii. Includes only costs that are allowable, reasonable, necessary, and allocable to each program partner.
  - iv. Is based on the proportionate use and benefit received by each colocated partner in the AJCC.

Initial Proportionate Share Allocated - **Table 3** includes the budget outlining the infrastructure costs for the comprehensive AJCC. Included in the budget are the following cost items and detail for each line item:

- Building Costs:
  - Includes fully equipped usable cubicle space with computer
  - Utilities-electric, gas, sewer, water, internet access
  - Janitorial
  - Maintenance and building repair
  - Security
  - Alarm and telecom
- Access and Accommodation:
  - Technology or equipment needed for physical and programmatic access to the AJCC by individuals with disabilities.
- Common Identifier:
  - Creating new AJCC signage
  - Updating templates and materials
  - Updating Electronic Resources
- One Stop Operator:
  - Annual Cost of basic services provided by contracted One Stop Operator.

### **Initial Proportionate Share of Infrastructure Costs**

Table 2 shows the initial proportionate share of infrastructure costs allocated to each colocated partner based on the agreed upon cost allocation methodology and costs reflected in the Operating Costs for Modesto Workforce Services table. Table 3 identifies the cost estimates for the AJCC and total partners' costs share to be distributed among the colocated partners and will serve as the method for distributing costs for the duration of MOU. Table 3 also includes budgeted costs for access and accommodation and common identifier, if necessary. Some year-to-year adjustments are anticipated. Adjustments of greater than 5% by category will warrant a revision of the table, but will not require an amendment to the agreement. This initial determination must be periodically reconciled against actual costs incurred and adjusted accordingly. Non-cash or in-kind contributions will be fairly evaluated, in accordance with Uniform Guidance Section 200.306.

**Signature Page: Colocated Partners Sharing AJCC Infrastructure Costs**

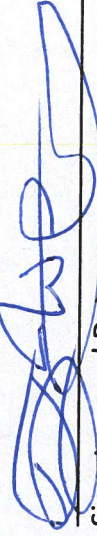
The CEO, the Local Board Chairperson, and all colocated AJCC partners included in the sharing of infrastructure costs must sign.

By signing below, all parties agree to the terms prescribed in the IFA.

Stanislaus County Board of Supervisors

Terrance Withrow, Chairman of the Board


Printed Name and Title

 6/19/19  
Signature and Date

Stanislaus County Workforce Development

Doris Foster, Director


Printed Name and Title

  
Signature and Date

Stanislaus County Workforce Development Board

Bill O'Brien, Chair

Printed Name and Title

  
Signature and Date

Ceres Unified School District

Jay Simmonds, Assistant Superintendent

Printed Name and Title

Signature and Date

**Signature Page: Colocated Partners Sharing AJCC Infrastructure Costs**

The CEO, the Local Board Chairperson, and all colocated AJCC partners included in the sharing of infrastructure costs must sign.

By signing below, all parties agree to the terms prescribed in the IFA.

Stanislaus County Board of Supervisors

Stanislaus County Workforce Development

Terrence Withrow, Chairman of the Board  
Printed Name and Title

Doris Foster, Director  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

Stanislaus County Workforce Development Board

Ceres Unified School District

Bill O'Brien, Chair  
Printed Name and Title

Jay Simmonds, Assistant Superintendent  
Printed Name and Title

\_\_\_\_\_  
Signature and Date


Jay Simmonds, Assistant Superintendent  
Signature and Date

5/31/2019

Central Valley Opportunity Center

Jorge DeNava, Executive Director

Printed Name and Title

  
Signature and Date

*S-29-19*

Learning Quest – Stanislaus Literacy Center

Karen Williams, Executive Director

Printed Name and Title

Signature and Date

EDD Workforce Services

Chukwudi Nnebe, Deputy Division Chief

Printed Name and Title

Signature and Date

California Department of Rehabilitation

Araceli Holland, District Administrator

Printed Name and Title

Signature and Date

Job Corps

Lynnecia Coleman, Project Director

Printed Name and Title

Signature and Date

SER-Jobs For Progress

Francis Trujillo, CRC Coordinator

Printed Name and Title

Signature and Date

Central Valley Opportunity Center

Jorge DeNava, Executive Director  
Printed Name and Title

Signature and Date

Learning Quest – Stanislaus Literacy Center

Karen Williams, Executive Director  
Printed Name and Title

 5/22/19

Signature and Date

EDD Workforce Services

Chukwudi Nnebe, Deputy Division Chief  
Printed Name and Title

Signature and Date

California Department of Rehabilitation

Araceli Holland, District Administrator  
Printed Name and Title

Signature and Date

Job Corps

Lynnecia Coleman, Project Director  
Printed Name and Title

Signature and Date

SER-Jobs For Progress

Francis Trujillo, CRC Coordinator  
Printed Name and Title

Signature and Date

Central Valley Opportunity Center

Jorge DeNava, Executive Director  
Printed Name and Title

\_\_\_\_\_  
Signature and Date


Learning Quest – Stanislaus Literacy Center

Karen Williams, Executive Director  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

EDD Workforce Services

Chukwudi Nnebe, Deputy Division Chief  
Printed Name and Title

 June 5, 2019

\_\_\_\_\_  
Signature and Date

California Department of Rehabilitation

Araceli Holland, District Administrator  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

Job Corps

Lynnecia Coleman, Project Director  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

SER-Jobs For Progress

Francis Trujillo, CRC Coordinator  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

Central Valley Opportunity Center

Jorge DeNava, Executive Director  
Printed Name and Title

Signature and Date

Learning Quest – Stanislaus Literacy Center

Karen Williams, Executive Director  
Printed Name and Title

Signature and Date

EDD Workforce Services

Chukwudi Nnebe, Deputy Division Chief  
Printed Name and Title

Signature and Date

California Department of Rehabilitation

Araceli Holland, District Administrator  
Printed Name and Title

Araceli Holland

Signature and Date

Job Corps

Lynnecia Coleman, Project Director  
Printed Name and Title

Signature and Date

SER-Jobs For Progress

Francis Trujillo, CRC Coordinator  
Printed Name and Title

Signature and Date



Central Valley Opportunity Center

Jorge DeNava, Executive Director  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

Learning Quest – Stanislaus Literacy Center

Karen Williams, Executive Director  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

EDD Workforce Services

Chukwudi Nnebe, Deputy Division Chief  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

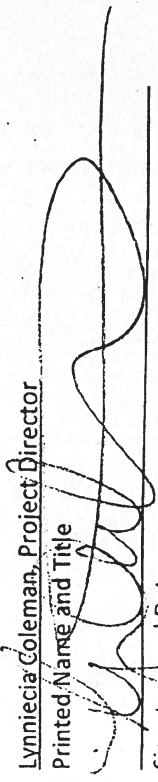
California Department of Rehabilitation

Araceli Holland, District Administrator  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

Job Corps

Lynnecia Coleman, Project Director  
Printed Name and Title

  
\_\_\_\_\_  
Signature and Date

SER-Jobs For Progress

Francis Trujillo, CRC Coordinator  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

Central Valley Opportunity Center

Jorge DeNava, Executive Director  
Printed Name and Title

Signature and Date

Learning Quest – Stanislaus Literacy Center

Karen Williams, Executive Director  
Printed Name and Title

Signature and Date

EDD Workforce Services

Chukwudi Nnebe, Deputy Division Chief  
Printed Name and Title

Signature and Date

California Department of Rehabilitation

Araceli Holland, District Administrator  
Printed Name and Title

Signature and Date

Job Corps

Lynnecia Coleman, Project Director  
Printed Name and Title

Signature and Date

SER-Jobs For Progress

Francis Trujillo, CRC Coordinator  
Printed Name and Title

Signature and Date

5/31/19

Signature Page: Partners Sharing Infrastructure Costs When Proportionate Share Data Are Available

MOU Content Requirement:

The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-colocated partners who are receiving benefit from the AJCCs will also be required to contribute their proportionate share towards infrastructure costs. Consequently, the MOU must include an assurance from all non-colocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available.

By signing below, all parties agree that when data is available to determine the AJCC benefit to non-colocated partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.

Modesto City Schools

Yosemite Community College District

Tim Zearley, Associate Superintendent

Susan Yeager, Ed.D, Vice Chancellor of Fiscal Services

Printed Name and Title

Printed Name and Title

 6/5/19

Signature and Date

Signature and Date

Turlock Unified School District

California Indian Manpower Consortium, Inc

Dana Salles Trevenhan, Superintendent

Lorenda Sanchez, Executive Director

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

**Signature Page: Partners Sharing Infrastructure Costs When Proportionate Share Data Are Available**

**MOU Content Requirement:**

The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-colocated partners who are receiving benefit from the AJCCs will also be required to contribute their proportionate share towards infrastructure costs. Consequently, the MOU must include an assurance from all non-colocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available.

By signing below, all parties agree that when data is available to determine the AJCC benefit to non-colocated partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.

**Modesto City Schools**

**Yosemite Community College District**

Tim Zearley, Associate Superintendent  
Printed Name and Title

Susan Yeager, Ed.D, Vice Chancellor of Fiscal Services  
Printed Name and Title

Signature and Date

Signature and Date

**Turlock Unified School District**

**California Indian Manpower Consortium, Inc**

Dana Salles Trevenhan, Superintendent

Printed Name and Title

Lorenda Sanchez, Executive Director

Printed Name and Title

Signature and Date

Signature and Date

**Signature Page: Partners Sharing Infrastructure Costs When Proportionate Share Data Are Available**

**MOU Content Requirement:**

The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-colocated partners who are receiving benefit from the AJCCs will also be required to contribute their proportionate share towards infrastructure costs. Consequently, the MOU must include an assurance from all non-colocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available.

By signing below, all parties agree that when data are available to determine the AJCC benefit to non-colocated partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.

Modesto City Schools

Yosemite Community College District

Tim Zearley, Associate Superintendent

Susan Yeager, Ed.D., Vice Chancellor of Fiscal Services

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

Turlock Unified School District

California Indian Manpower Consortium, Inc

Dana Salles Trevenhan, Superintendent

Lorenda Sanchez, Executive Director

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

**Signature Page: Partners Sharing Infrastructure Costs When Proportionate Share Data Are Available**

**MOU Content Requirement:**

The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-colocated partners who are receiving benefit from the AJCCs will also be required to contribute their proportionate share towards infrastructure costs. Consequently, the MOU must include an assurance from all non-colocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available.

By signing below, all parties agree that when data is available to determine the AJCC benefit to non-colocated partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.

**Modesto City Schools**

Yosemite Community College District

Tim Zearley, Associate Superintendent

Susan Yeager, Ed.D., Vice Chancellor of Fiscal Services  
Printed Name and Title

**Signature and Date**

**Signature and Date**

**Turlock Unified School District**

California Indian Manpower Consortium, Inc

Dana Salles Trevenhan, Superintendent

Lorenda Sanchez, Executive Director

Printed Name and Title

Printed Name and Title

*Lorenda Sanchez* 6.8.2019

**Signature and Date**

**Signature and Date**

Housing Authority of Stanislaus County

Barbara Kauss, Executive Director

Printed Name and Title

 6/11/19  
Signature and Date for Barbara S. Kauss

Stanislaus County Community Services Agency

Kathy Harwell, Director

Printed Name and Title

\_\_\_\_\_  
Signature and Date

Employment Development Department Unemployment  
Insurance

David Rangel, Employment Development Administrator

Printed Name and Title

\_\_\_\_\_  
Signature and Date

Housing Authority of Stanislaus County

Barbara Kauss, Executive Director  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

Stanislaus County Community Services Agency

Kathryn M. Harwell, Director  
Printed Name and Title

Kathryn M. Harwell for Kathryn M. Harwell  
Signature and Date

Employment Development Department Unemployment  
Insurance

David Rangel, Employment Development Administrator  
Printed Name and Title

\_\_\_\_\_  
Signature and Date



Housing Authority of Stanislaus County

Barbara Kauss, Executive Director  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

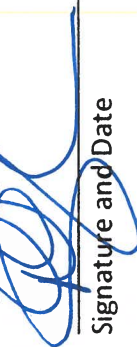
Stanislaus County Community Services Agency

Kathy Harwell, Director  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

Employment Development Department Unemployment  
Insurance

David Rangel, Employment Development Administrator  
Printed Name and Title

  
Signature and Date

6/4/19

### Sharing Other One-Stop System Costs

#### MOU Content Requirement:

A budget outlining other system costs relating to the operation of the local One-Stop delivery system and a description of what specific costs are included in each line item. The budget must include "applicable career services" as well as any other shared costs agreed upon by the AJCC partners and Local Board.

While only colocated partners share infrastructure costs, all partners must share in other system costs, including applicable career services.

#### The One-Stop System Partners Included in the Sharing of Other One-Stop Delivery System Costs

<u>X</u> Title I Adult, Dislocated Worker, and Youth	<u>X</u> Title V Older Americans Act	<u>    </u> Trade Adjustment Assistance Act
<u>X</u> Title II Adult Education and Literacy	<u>X</u> Job Corps	<u>    </u> Community Services Block Grant
	<u>    </u> Native American Programs	<u>    </u> Housing and Urban Development
<u>X</u> Title III Wagner-Peyser	<u>X</u> Migrant Seasonal Farmworkers	<u>X</u> Unemployment Compensation
<u>X</u> Title IV Vocational Rehabilitation	<u>X</u> Veterans	<u>    </u> Second Chance
<u>    </u> Carl Perkins Career Technical Education	<u>    </u> YouthBuild	<u>    </u> Other:
<u>    </u> TANF/CalWORKS		

### Required Consolidated System Budget for "Applicable Career Services"

The agreed upon budget for other system costs must align with the outlined shared customers and services.

The other system costs budget must be a consolidated budget that includes a line item for applicable career services. The MOU requires identification of the applicable career services for each partner program. Accordingly, this budget must include each of the partner's costs for the service delivery of each applicable career service and a consolidated system budget for career services applicable to more than one partner.

Applicable Career Services are services authorized to be provide under each partner's program.

Summary of Career Services Applicable to Each One-Stop Delivery System Partner (Phase I MOU)										
Basic Career Services	T-I Adult/DW/Youth Stanislaus County Workforce Development	CUSD	T-II AEL LQSLC	TUSD	MCS	T-III WP EDD	T-IV VR DOR	T-V OAA SER-SCSEP	TANF CSA	
T-I Program Eligibility	✓		✓			✓	✓	✓	✓	
Outreach, Intake, Orient	✓	✓	✓	✓		✓	✓	✓	✓	
Initial Assessment	✓	✓	✓	✓		✓	✓	✓	✓	
Labor Exch/Job Search	✓					✓		✓	✓	
Referrals to Partners	✓	✓	✓	✓	✓	✓	✓	✓	✓	
LMI	✓	✓				✓		✓		
Performance/Cost Info	✓								✓	
Support Service Info	✓	✓	✓					✓	✓	
UI Info/Assistance	✓					✓				
Financial Aid Info	✓					✓			✓	

Basic Career Services	Tech Ed MJC YCCD	Job Corps	Native American Program CA Indian Manpower Consortium, Inc	MSF CVOC	Veterans EDD	Trade Act EDD	Community Action/E/T CVOC	Housing HACS	UI EDD
T-I Program Eligibility		✓	✓	✓	✓	✓	✓	✓	✓
Outreach, Intake, Orient	✓	✓	✓	✓	✓	✓	✓	✓	✓
Initial Assessment	✓	✓	✓	✓	✓	✓	✓	✓	
Labor Exchange/Job Search					✓	✓			
Referrals to Partners	✓	✓	✓	✓	✓	✓	✓	✓	
LMI			✓	✓	✓	✓	✓		
Performance/Cost Info		✓		✓	✓	✓			
Support Service Info	✓			✓	✓	✓	✓	✓	
UI Info/Assistance					✓	✓			✓
Financial Aid Info	✓		✓	✓		✓			
Individual Career Services	T-I Adult/DW/ Youth Stanislaus County Workforce Development		CUSD T-II AEL LQSLC TUSD MCS		T-III WP EDD	T-IV VR DOR	T-V OAA SER-SCSEP	TANF CSA	
Comp Assessment	✓					✓	✓	✓	
IEP	✓		✓			✓	✓	✓	
Career Plan/Counsel	✓		✓	✓	✓	✓	✓	✓	
Short-Term Prevoc.	✓		✓			✓		✓	
Internships/Work Experience						✓	✓	✓	
Out-of-Area Job Search	✓		✓		✓	✓		✓	
Financial Literacy			✓					✓	



<b>Required Consolidated Budget for the Delivery of Applicable Career Services</b>									
This budget includes each of the partner's costs for the service delivery of each applicable career service and a consolidated system budget for career services applicable to more than one partner. This budget includes all costs, including personnel, related to the administration and delivery of those services.									
<b>Applicable Career Services</b>	<b>T-I Adult/DW/Youth Stanislaus County Workforce Development</b>	<b>CUSD</b>	<b>T-II AEL</b> <b>LQSLC</b>	<b>TUSD</b>	<b>MCS</b>	<b>T-III WP EDD</b>	<b>T-IV VR DOR</b>	<b>T-V OAA SER-SCSEP</b>	<b>TANF CSA</b>
<b>Basic Career Services:</b> T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$3,280,874	\$0	\$27,500	\$0	\$0	\$766,861	\$1,707,808	\$11,041	\$25,798,719
<b>Applicable Career Services</b>	<b>Tech Ed MJC YCCD</b>	<b>Job Corps</b>	<b>Native American Program CA Indian Manpower Consortium, Inc</b>	<b>MSF CVOC</b>	<b>Veterans EDD</b>	<b>Trade Act EDD</b>	<b>Community Action/E/T CVOC</b>	<b>Housing HACS</b>	<b>UI EDD</b>
<b>Basic Career Services:</b> T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$0	\$	\$65,311	\$26,845	\$273,858	\$14,157	\$31,155	\$0	\$32,173

Applicable Career Services	T-I Adult/DW/Youth Stanislaus County Workforce Development	CUSD	T-II AEL			MCS	T-III WP EDD	T-IV VR DOR	T-V OAA SER-SCSEP	TANF CSA
			LQSLC	TUSD						
Individual Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	\$ 2,066,513	\$22,810	\$27,500	\$0	\$0	\$0	\$135,328	\$6,831,232	\$115,515	\$6,645,000
Applicable Career Services	Tech Ed YCCD	Job Corps	Native American Program CA Indian Manpower Consortium, Inc	MSF CVOC	Veterans EDD	Trade Act EDD	Community Action/E/T CVOC	Housing HACS	UI EDD	
Individual Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	\$ 620,000	\$	\$4,891	\$26,845	\$48,280	\$2,498	\$31,155	\$0	\$0	
Consolidated budget total of career services delivered through the One-Stop system: \$48,613,869										



Partner Agreement to Share Other One-Stop System Costs	
<p>The other system costs budget may include any other shared services that are authorized for and commonly provided through the AJCC partner programs to any individual, such as initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, referrals to other One-Stop partners, and business services. Shared operating costs may also include shared costs related to the Local Board's functions.</p>	<p>As with infrastructure costs, other system costs must be allocable according to the proportion of benefit received by each of the AJCC partner programs, consistent with the partner's authorizing Federal statute and Uniform Guidance. The MOU must also include an agreed upon budget for these other costs along with the agreed upon cost sharing methodology. These costs may be shared through cash, non-cash, or third-party in-kind contributions</p> <p>All AJCC partners must agree to the other system costs budget. There is no State funding mechanism for other system costs that will be triggered due to lack of agreement at the local level for these costs.</p>
Options for Local Agreement for Partners to Share Other System Costs	
<p><b>- One-Stop Operator.</b> This may include the system role of the One-Stop operator (e.g., coordinating service providers across the One-Stop delivery system) when the role is not specific to the operation of the AJCC and/or specific partner programs, so long as the role was defined by the Local Board in the procurement process and agreed to by all AJCC partners in the MOU.</p>	

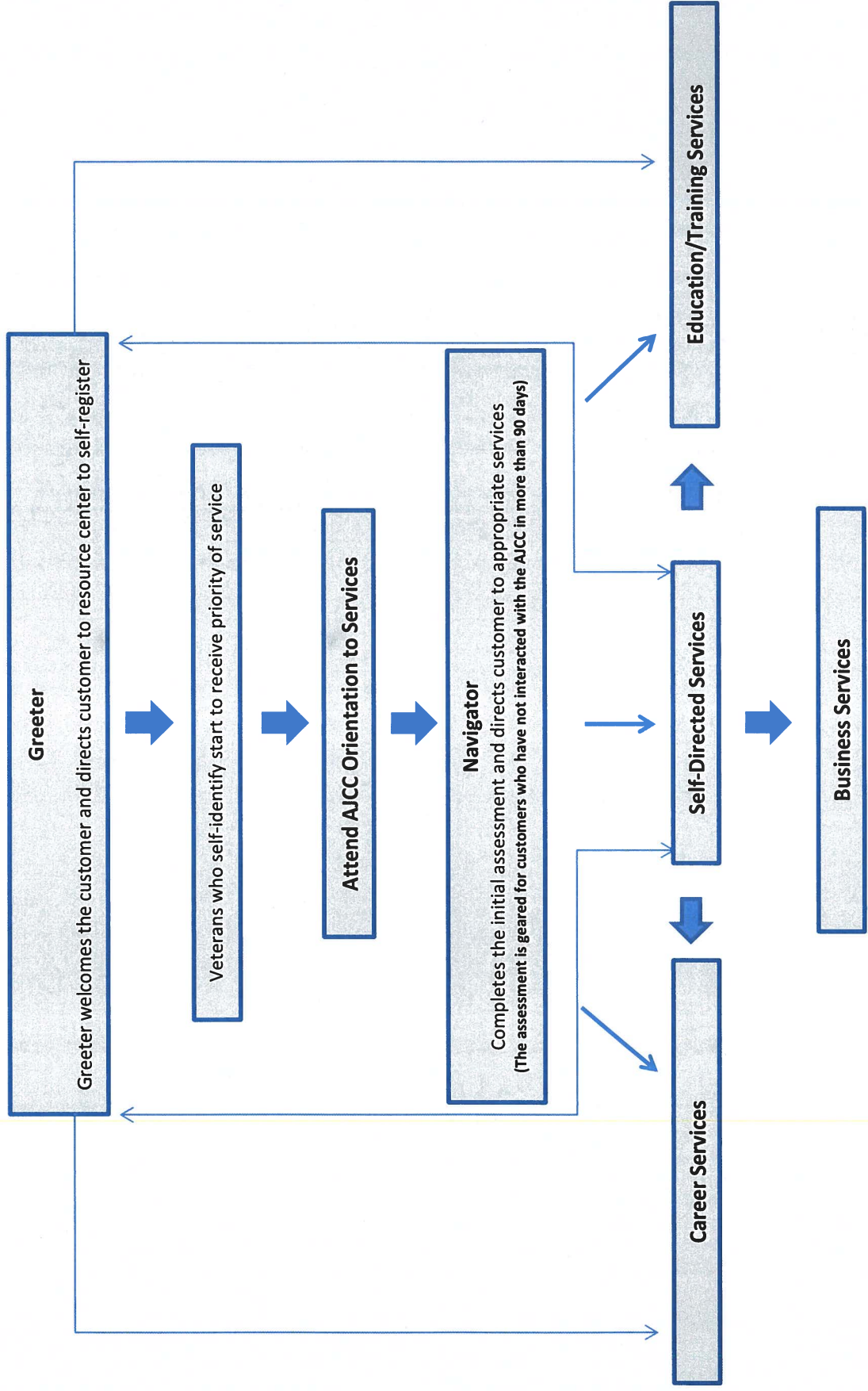


<p><b>Optional Partner Agreement to Share Other One-Stop System Costs: One-Stop Operator</b></p> <p>This may include the system role of the One-Stop operator (e.g., coordinating service providers across the One-Stop delivery system) when the role is not specific to the operation of the AJCC and/or specific partner programs, so long as the role was defined by the Local Board in the procurement process and agreed to by all AJCC partners.</p>	<p><b>Description of the One-Stop Operator's System Role Not Specific to Operation of AJCC/s</b></p> <ol style="list-style-type: none"> <li>1. Identify, schedule, and facilitate necessary cross-training opportunities for AJCC partner staff including but not limited to               <ol style="list-style-type: none"> <li>a. CalJOBS, relevant State Directives,</li> <li>b. Partner programs,</li> <li>c. Referral procedures,</li> <li>d. Mutual benefits of the AJCC,</li> <li>e. Aligning programs with State and Local plan,</li> <li>f. Implementation of policies established by Federal and State law and the Workforce Development Board, and</li> <li>g. All other training as deemed necessary by Stanislaus County.</li> </ol> </li> <li>2. ProPath will be responsible for the content of training provided.</li> <li>3. Coordinate and implement the continuous improvement plan for the AJCC Hallmarks of Excellence including an action plan for each goal, convening stakeholders on goals needing their input, and recording progress on goals.</li> <li>4. Maintain a physical presence in the comprehensive AJCC 1-2 days per month.</li> <li>5. Gather, compile, and report data from Partner Satisfaction Surveys on a quarterly basis.</li> </ol>
---	--

One-Stop System Budget: One-Stop System Operator		
Line Item	Budget Detail	Cost
One- Stop Operator	Table 3	\$15,000
Total Budget:		\$ 15,000
Agreed Upon Cost Allocation Methodology to Share These Costs		
Methodology based on Square Footage for space used in Comprehensive One-Stop Center. See Table 3 Cost Estimates.		

Proportionate Share: One-Stop Operator				
Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind
T-I Adult / T-I Dislocated Worker/ T-I Youth	Square Footage-43.06%	\$6,459.36	\$6,459.36	\$
T-II Adult Ed/Literacy	Square Footage- .32%	\$48.65	\$48.65	
T-II Adult Ed/Literacy	Square Footage- .32%	\$48.65	\$48.65	
T-III Wagner-Peyser / Veterans / Trade Act/ Unemployment Comp	Square Footage-54.86%	\$8,228.98	\$8,228.98	
Migrant Seasonal / Community Action	Square Footage- .32%	\$48.65	\$48.65	
Career Tech/Ed				
T-IV Voc Rehab	Square Footage- .46%	\$68.41	\$68.41	
TANF/CalWorks				
T-V OAA (SCSEP)	Square Footage- .32%	\$48.65	\$48.65	
Job Corps	Square Footage- .32%	\$48.65	\$48.65	
Native American				
Housing Authority				
Total Budget:			\$15,000	\$

## INTEGRATED SERVICE CUSTOMER FLOW IN THE AJCC



## **AJCC SERVICE DELIVERY OVERVIEW**

### **1. PURPOSE**

*To promote smooth, seamless services for all clients of the America's Job Center of California – Stanislaus County by providing accurate and timely assistance through the development of a service delivery strategy that results in quality service and positive outcomes in the development of a skilled workforce.*

### **2. SCOPE**

This service delivery overview will be utilized to dictate the procedures to be executed in order to provide the best possible services and assistance to customers. This overview will ensure and maintain an accurate and seamless execution of everyday duties.

### **3. RESPONSIBILITIES**

- Greeter- Welcomes customers and checks CalJOBS to see if customer is Registered/Enrolled. If customer is not registered, greeter will refer customer to self-register in the resource room. Directs customer to appropriate service.
- Center Managers – Ensures that all personnel involved are knowledgeable of their duties and that all policies are executed as designed.
- Navigator - Completes the initial assessment and directs customer to appropriate program. Initial assessment is geared for customers who have not interacted with the Center in more than 90 days.
- Integrated Case Management Team- Will complete full eligibility and will assess for specific services needed. The team encompasses all partners included in the one-stop agreement.

### **4. OVERVIEW OF CUSTOMER FLOW AT THE LOCAL CENTERS**

- When a customer reports to the local office, the Navigator will greet the customer and conduct an initial assessment. The Navigator will then determine the appropriate functional team to refer.
- No customer should wait over thirty minutes to be seen. Wait time can be ultimately determined by the flow of the office for the day, and the nature of the customers' business.
- Customers will have access to all partner services by staff assisted referral and will be tracked using CalJOBS.
- All mandatory partners/functional teams are represented and/or on-site and will collaborate together to ensure the best possible seamless service.
- Workshops and resources on job readiness and skill development are provided. These may include areas such as computer literacy, networking strategies and interviewing skills.
- Customers have access to high-quality, staff assisted job search.
- Customers are provided information on and assistance with accessing resources, training and education, and information on financial aid.

☐ **AJCC MODESTO**  
629 12<sup>th</sup> Street; Modesto 95354  
PH 209-558-WORK (9675)  
FX 209-558-8809



☐ **TURLOCK**  
1310 W. Main; Turlock CA  
95380  
PH 209-342-1860  
FX 209-664-8300

☐ **PATTERSON**  
101 W. Las Palmas Ave; Patterson CA.  
95363  
PH 209-525-4908 FX 209-894-7702

America's **JobCenter**  
of California™

☐ **OAKDALE**  
1405 West F Street, Suite I; Oakdale CA.  
95361  
PH 209-322-3564 FX 209-322-3546

www.stanworkforce.com

## CLIENT REFERRAL FORM

Please fax or email form to: 209-558-8809, [email@stanworkforce.com](mailto:email@stanworkforce.com) and have the client bring a copy of this form with them to the AJCC when they first visit.

Date: \_\_\_\_\_

Partner: \_\_\_\_\_

### Referring Partner Information

☐ Housing Authority of the County of Stanislaus  
☐ Ceres Unified School District  
☐ Learning Quest Stanislaus Literacy Centers

☐ California State Department of Vocational  
Rehabilitation (DOR)  
☐ Employment Development Department (EDD)

☐ Modesto City Schools

☐ Turlock Unified School District

☐ Central Valley Opportunity  
Center (CVOC)

☐ Stanislaus County Community  
Services Agency

☐ Other: \_\_\_\_\_

☐ Modesto Junior College

☐ Job Corps

☐ Senior Community Service  
Employment Program

☐ Ca Indian Manpower  
Consortium, Inc.

Referring Staff's Name: \_\_\_\_\_

Office (if there are multiple offices in the organization): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

What service was provided to client? \_\_\_\_\_

What service is client interested in? \_\_\_\_\_

Notes: \_\_\_\_\_

☐ Please call to  
discuss

☐ Check if attachments are  
included

☐ Check if non-English speaker- Language spoken: \_\_\_\_\_

### Client Information

Name: \_\_\_\_\_ Last Four Social Security Numbers: \_\_\_\_\_ ☐ N/A

Home Phone: \_\_\_\_\_ Voice Message ☐ Yes ☐ No

Cell Phone: \_\_\_\_\_ Voice Message ok? ☐ ☐ No Text Message ok? ☐ Yes ☐ No

Email: \_\_\_\_\_

Concerns/Notes: \_\_\_\_\_

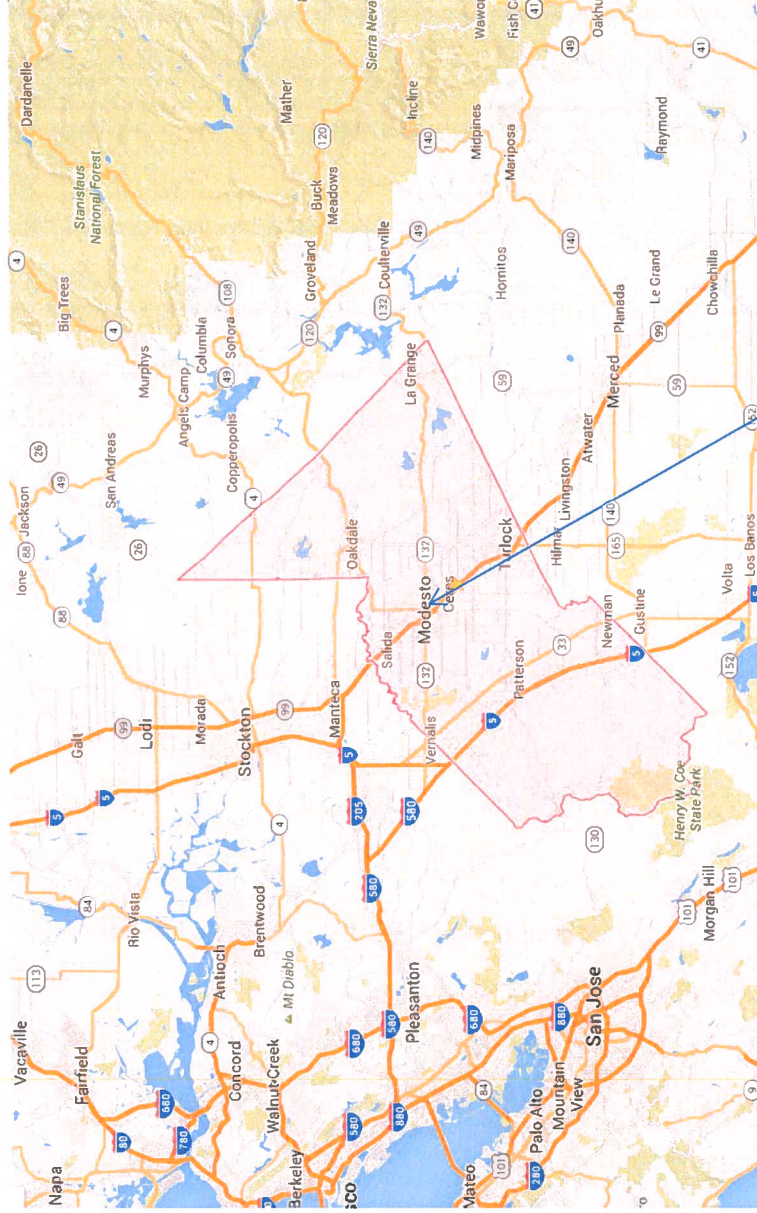
I hereby give consent for the \_\_\_\_\_ to receive and/or share information with  
partnering agencies.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# MODESTO COMPREHENSIVE AJCC LOCATION

## Stanislaus County



**Comprehensive One-Stop Center**  
629 12<sup>th</sup> Street, Modesto CA 95354

