

MEMORANDUM OF UNDERSTANDING

BETWEEN

Northwest Tennessee Workforce Board (NWTNWB)

AND

Northwest Tennessee Workforce Development Area Comprehensive One-Stop Center

Jennifer Bane

Individual designated by the Local Workforce Board Chair to lead MOU negotiations

Not applicable

Impartial individual designated by the Local Workforce Board Chair to lead annual budget negotiations

jbane@wfiinc.org

Email address

Email address

1. CONVENING OF THE PARTIES TO MOU (WIOA SEC. 121(C)(1)) (Tennessee MOU/IFA Instructions Page 4)																																							
- List the required partner providing services in the local area - List the partner agency providing services of each required partner																																							
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TDLWD Regional Director		Jessica Cannon-Macklin (WP, UI, TRA, TAA, and Veterans Program)
Title I - President of Dyersburg State Community College		Dr. Scott Cook
Title II - Adult Education District		Dr. Youlanda Jones; AJ Belyew
TANF - Department of Human Services		Lakecia Peterson
TDHS, Vocational Rehabilitation Program		Julie P. Johnson
Migrant and Seasonal Farmworkers		Jeremy Colbert
CSBG - NW TN Economic Development Council		Cheryl Oglesby-Townes
SCSEP - SW TN Human Resource Agency		Mike Smith
SCSEP - TN Community Services Agency		Don Patterson
National Farmworker Jobs Program		Amber Alford
Growing Relational and Occupational Wealth in West TN Households (GROWWTH)		Jennifer Bane
OTHER PROGRAMS OFFERED IN THIS LOCAL AREA AS PARTIES TO MOU		IF MARKED YES, ENTITY ADMINISTERING PROGRAM
Department of Human Services	☐ Yes ☒ No	N/A
TCAT/Tennessee Reconnect	☐ Yes ☒ No	Included as Perkins Partners
Job Corps	☐ Yes ☒ No	N/A
Youth Build	☐ Yes ☒ No	N/A
Housing and Urban Development Employment and Training Activities	☐ Yes ☒ No	N/A
Perkins/Post-Secondary Career & Technical Education	☒ Yes ☐ No	DSCC; TCAT Henry/Carroll, McKenzie, and Northwest
ADDITIONAL PARTNERS AS PARTIES TO MOU		ENTITY ADMINISTERING PROGRAM
Native American Programs		Native American Indian Association of TN
ALC, SNAP		TN Department of Labor and Workforce Development
RESEA		TN Department of Labor and Workforce Development

2. PURPOSE AND SCOPE OF MOU (Tennessee MOU/IFA Instructions Page 5) If additional space is needed, please include an attachment referencing this section.

- *Describe the general purpose and scope of the “umbrella” MOU*

The purpose of this MOU is threefold, with the overall goal being to ensure efficiency within the local One-Stop Service Delivery system:

- 1) To establish cohesiveness and define the mutually agreed upon roles and responsibilities of each Partner in regards to service delivery, sharing of resources, and financial responsibilities;
- 2) To ensure that all individuals seeking services at American Job Centers are provided services through operations that are mutual to all Partners programs, and to ensure that these individuals are also referred to program services which are unique to the Partners' programs; and
- 3) To establish methods of referral of individuals between all Northwest TN American Job Centers and the consortia partners for the appropriate services and activities.

The scope of services outlined in this MOU follows Workforce Services Division Policy #7 regarding Service Integration and functional alignment wherein Tennessee's One-Stop system shall strive to streamline workforce services functions, prevent the duplication of services and eliminate inefficient practices. To this end, Partners agree:

- 1) To endorse a single customer flow model based on customer need, not program requirements;
- 2) To refer customers between Partners by methods listed in this Agreement;
- 3) To authorize the sharing of customer data and information in order to facilitate co-enrollment and case management across programs and funding streams; and
- 4) To participate in joint planning of this MOU, plan development, and modification of activities to accomplish the following:
 - Accessibility of the Partners' applicable services to customers through the One-Stop Service Delivery system
 - Participation in the operation of the One-Stop Service Delivery system, consistent with the terms of the MOU and requirements of authorized laws
 - All Partners and staff are adequately cross-trained as a result of their participation in capacity building and staff development activities
 - Continuous partnership building by requiring inclusion of all Partners involved in the One-Stop System
 - Continuous adaption to state and federal guidelines
 - Responsiveness to local and economic conditions, including employer needs
 - Meet common data collection and reporting needs via Jobs4TN
 - Involvement in special grant and/or pilot projects that impact a Partner's shared staffing resources
 - Co-branding through inclusion of "AJC identified" or "American Job Center" on any joint products, programs, activities, services, facilities, and materials used by the combined Partnership of the System

3. VISION FOR THE SYSTEM (Tennessee Combined State Plan Section II(b)) (Tennessee MOU/IFA Instructions Page 5) If additional space is needed, please include an attachment referencing this section.

- *Describe the shared vision and commitment of the local board and required partners to a high-quality local workforce delivery system (vision must be consistent with Federal, State, regional, and local planning priorities, as well as the Governor's Guidelines)*
- *Describe which aspects of the vision are currently in place*
- *Outline the steps to be taken and the general timeline for how required partners will implement any aspects of the vision that are not yet in place*

The vision of the local workforce development board (LWDB) and required partners is for Northwest Tennessee to be an area where business and industry thrive based on the availability of a skilled workforce and a robust talent pipeline, and where increasing wealth fuels prosperous communities and a high quality of life. To achieve this vision, the board and partners strive to develop a quality workforce system to meet the needs of area employers and job seekers by:

- 1) Increasing the skills and knowledge of Northwest Tennesseans to meet the needs of employers now and in the future;
- 2) Creating career pathways from high school, postsecondary education / training to the workforce; and
- 3) Eliminating duplication and leveraging dollars to provide more opportunities to existing job seekers and the emerging workforce.

Aspects of the vision currently in place include:

- 1) The Regional Planning Council, which includes members of the core partners as well as other partners, identifies regional and local in-demand and emerging sectors using available labor market data, strategy meetings, and other data gathering methods. Workforce efforts are then focused on identified sectors through services available through AJC partners, such as the development of career pathways in manufacturing and healthcare.
- 2) The LWDB's standing committees guide the Business Services Team in implementing effective methods of gathering and understanding employers' feedback, such as an employer survey, participation in various business organizations, and various methods of conducting outreach to local employers. The information gathered through such efforts has led to the implementation and / or expansion of such programs and initiatives as OJT and IWT.
- 3) Members of the Business Services Team conduct outreach in order to educate employers on the

services available through the AJC designed, with employers' input, to meet their needs and support talent development.

4) Coordination between training institutions, funding sources, the LWDB, and employers to ensure:

(a) training is available for in-demand occupations in the local area,
(b) current and prospective students are aware of various resources for funding training, including those offered by the partner programs, and

(c) resources are leveraged through co-enrollment and referrals in order to eliminate duplication.

5) Sector studies have been completed and career pathways developed for both the healthcare and manufacturing sectors, which help guide the focus of initiatives such as the Labor and Education Alignment Program (LEAP) and Re-Entry Advanced Manufacturing Program (RAMP). Both initiatives incorporate the Manufacturing Skills Standards Council's Certified Production Technician training, allowing high school students and inmates at a local jail respectively to earn valuable skills before entering or reentering the workforce.

While all aspects of the vision are already in place, the partners agree to enhance efforts by:

1) Expanding existing streamlining efforts among Title I staff across West Tennessee to include all partner programs. For instance, common intake processes and forms will be considered for implementation throughout the region.

2) Continuing weekly meetings of both on-site and off-site partners for each AJC in the region to ensure continued communication, coordination, and leveraging of resources.

4. MOU DEVELOPMENT (Tennessee MOU/IFA Instructions Page 5) If additional space is needed, please include an attachment referencing this section.		
• <i>Fully describe the process and efforts of the Local Workforce Development Board and required partners to negotiate the MOU</i> • <i>Confirm whether all required partners participated in negotiations</i> • <i>Explain the process to be used if consensus on the MOU is not reached by partners</i> • <i>Please provide dates of partner meetings that specifically discussed the MOU</i>		
To negotiate the MOU, the LWDB followed the below process: 1) Notification of Partners, 4/20/2026: An email was sent by LWDB staff to the required partners with the prior executed MOU and a draft updated MOU attached. A list of proposed changes to the MOU and information needed was also included. 2) Preliminary Review of Draft MOU, 4/20/2026 - 4/28/2026: The proposed changes to the MOU were reviewed by the partners. Requested information and changes were submitted to the LWDB designee. 3) Updated Draft MOU Submitted to Partners, by 5/1/2026: The LWDB Executive Director's designee emailed an updated draft of the MOU to all partners for review prior to the MOU negotiations meeting. 4) Negotiations Meeting: Required partners did not request a meeting to review the MOU. 5) Final MOU Distributed, by 5/15/2026: The LWDB designee emailed the final MOU to partners for signatures. 6) Signatures Obtained, by 5/29/2026: Signatures were submitted to the LWDB in order for the executed MOU to be submitted to the TDLWD by 5/31/2026. 7) Revisions: The LWDB designee will email a revised MOU to partners for review and signatures in order for the executed MOU to be submitted to the TDLWD by the LWDB by 5/31/2026, if needed. New partners were given the opportunity to review the previously developed MOU, ask questions, and provide feedback. During the negotiations, all required partners offering services in Northwest TN participated in negotiations. If the partners fail to reach a consensus on the MOU, the process to resolve the dispute is described in Section 4 Attachment.		
5. NAME AND LOCATION OF COMPREHENSIVE ONE-STOP CENTER(S) (Tennessee MOU/IFA Instructions Page 5) If additional space is needed, please include an attachment referencing this section.		
• <i>Provide the name and address of the comprehensive one-stop center(s) in the local service delivery system</i> • <i>Where applicable list the designated affiliated sites or specialized centers</i> • <i>Define any other operating titles that the local area assigns to each center</i> • <i>Describe how outreach will be conducted in towns in the local area without an AJC</i> • <i>Describe the local area's plans for the Mobile American Job Center</i> <i>Note: The information provided in this section must match the Tennessee Development of Labor and Workforce Development listings</i>		
Northwest TN strives to ensure workforce development services are available to all area residents by maintaining an AJC in strategic locations throughout the region and a continuously growing network for access points, with a goal of at least one in every county. In order to manage administrative costs, competitive leases are negotiated, partners co-locate in the AJCs when possible, and the LWDB seeks additional funding through grant opportunities. There are two comprehensive centers: <table border="0"> <tr> <td> Carroll County Tennessee American Job Center - Huntingdon 470 Mustang Drive Huntingdon, TN 38344 </td> <td> Dyer County Tennessee American Job Center - Dyersburg 313 West Cedar Street Dyersburg, TN 38024 </td> </tr> </table>	Carroll County Tennessee American Job Center - Huntingdon 470 Mustang Drive Huntingdon, TN 38344	Dyer County Tennessee American Job Center - Dyersburg 313 West Cedar Street Dyersburg, TN 38024
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There is one specialized center in:
Weakley County
Tennessee American Job Center - Dresden
116 W. Main Street
Dresden, TN 38225

AJCs may also be referred to as one-stop centers.

While brick-and-mortar AJCs are valued for cost effectiveness, availability of resources to customers, and visibility in the community, Northwest TN also recognizes the need to bring the services to the customers who may not be able to visit the established AJC given the large service area and transportation barriers. In order to bring the services to the people, the TDLWD's Mobile AJC is utilized to serve remote areas and individuals who are unable to commute to one of the AJCs in the region. A Title I staff member has been assigned to coordinate with the Mobile AJC staff to ensure staff from the Title I partner attend Mobile AJC events, providing customers with access to all AJC services. The growing network of access points has also enhanced services in areas without an AJC. The OSO is charged with coordinating with community programs and agencies to provide AJC services via access points. Customers who visit an access point are able to receive the same Career Services offered in a traditional AJC, including job search assistance, resume development, workshops, etc. through virtual resources such as the Virtual AJC, Jobs4TN.gov, and Northwest TN's use of Zoom or Microsoft Teams for "face-to-face" interactions to virtually receive one-stop services typically only offered onsite at the comprehensive centers. Jobs4TN also allows both job seeker and employer customers to remotely access secure, web-based AJC services such as labor market information, unemployment insurance, and mediated labor exchange.

In order to maximize services to populations with barriers, agencies serving these populations are targeted for outreach efforts such as distribution of marketing materials, participation in events, such as those involving access points or the Mobile AJC, and invitations to participate in AJC events and strategy meetings. Such agencies may include Adult Education, Department of Human Services, Health Department, Housing Authorities, Head Start programs, and Boys & Girls Clubs. The AJC displays marketing materials for core and community partners, and provides materials to be displayed at the partners' sites. Social media accounts are also used to connect with customers and other agencies and inform them of the services available through the AJC. The Business Services Team conducts rapid response meetings in order to serve workers dislocated through closures or layoffs. Outreach to unemployment claimants regarding AJC services is also conducted via email when contact information is available. A standing committee of the local workforce board provides guidance for reaching and serving such populations.

The LWDB, in collaboration with the American Job Centers, Adult Education, and Vocational Rehabilitation, will work towards providing a process for virtual access for all participants to access services start-to-finish via virtual platforms.

6. DESCRIPTION OF COMPREHENSIVE ONE-STOP SERVICES (WIOA Sec. 121(c)(2)(A)(i)) (Final Rules § 678.500(b)(1)) (Tennessee MOU/IFA Instructions Page 5) If additional space is needed, please include an attachment referencing this section.

- Complete a local service matrix (Attachment II) illustrating local methods of service delivery which includes:
 - Career services to be provided by each required partner in each comprehensive one-stop center
 - Other programs and activities to be provided by each required partner
 - Method of delivery for each service provided by each required partner (e.g., staff physically present, cross-trained staff, direct linkage technology)
- In the spaces provided below:
 - In the introductory paragraph of this section, describe the required partners' combined commitment to integration and "manner in which the services will be coordinated and delivered through the system" (§ 678.500(b)(1))
 - In the spaces below designated for each required partner, describe each partner's commitment to coordinated service delivery and explain how the local service matrices illustrate that commitment
 - For each required partner below, describe the location(s) at which services of each required partner will be accessible

The AJC strives to provide integrated service delivery by aligning staff by functional teams and providing cross-training on all programs and services offered in the AJC by the various partners. The Welcome Function is coordinated by the One-Stop Operator (OSO). Staff are either hired or partners are coordinated to fulfill the duties of this function. Those serving in the Welcome Function warmly greet customers entering the AJC and offer an evaluation of service need to identify the services to offer to customers in order to best meet their needs. Each customer is encouraged to register for Jobs4TN, and customers in need of other basic career services, such as labor exchange services, provision of labor market information, or other self-directed or minimally staff-involved services, are typically served by the staff person assigned to the Welcome Function. Customers identified as needing eligibility determination or individualized career services are referred to on-site partners via a warm hand-off. For partners not located full-time in the Center, a spreadsheet (attached) is maintained with contact information for all of the required partner programs offering services in the area including the following information as available: agency name, contact person, address, phone and fax numbers, e-mail address, and website. This spreadsheet allows for partners to easily connect and communicate via referral and / or electronic connection. In order to offer a "warm hand-off," staff at the AJC will connect with the off-site partner staff while the customer is at the AJC in order to ensure the desired services are delivered. A referral form has been developed for recording and tracking referrals between partners.

Staff serving in the Welcome Function coordinate with staff in the Career Development Team and Business Services Team in order to seamlessly deliver career services to all customers. All of the core partners have staff who serve as members of the Career Development and / or Business Services Function, whether on-site or off-site by referral or electronic connection. Each program provides a valuable service and all are connected to reach the desired outcome for the customer. While Career Development Team members focus on performing individualized career services such as skills assessments, developing Individual Employment Plans (IEPs), and case management, the Business Services Team focuses on developing positive relationships with employers in order to identify and address their human resource needs. Staff members are also cross-trained to allow for streamlined services and reduced duplication.

Periodically, staff at the AJC have a brief morning meeting to discuss shared resources and services that might benefit both current and prospective customers. This collaboration encourages more co-enrollment of participants between programs, further reducing duplication, enhancing services, and maximizing individual program funding. The use of e-mail, social media, and other technologies such as Skype to convey information to partner staff and customers enhances service delivery and increases Center efficiency, thus potentially expanding the customer pool. Additionally, staff stay current on partner programs through periodic Consortium meetings between the leadership of the core partner programs, quarterly Regional Planning Council meetings, and various staff trainings and / or meetings.

Title I (Adult, Dislocated Worker and Youth) –

Title I provides a variety of educational and training activities to eligible individuals based on the needs of the individual and in coordination with partner programs to prepare participants for employment in in-demand occupations. Services are available on-site at all AJCs in the LWDA, and are accessible to off-site partners through various methods. For instance, off-site partners may call or e-mail Title I staff to make referrals and may utilize the referral form developed by Title I staff as described in Section 8 below. Title I staff also maintain a spreadsheet (attached) for use by all partners containing relevant contact information for making referrals. The system's website also features a contact form that partners or customers may use to contact a Title I staff person for more information about services available through the AJC. Partners and customers may also send a message to Title I staff through the system's Facebook page. Marketing materials are made available at all AJCs. Title I Youth Services will be made available as outlined in the attached service strategy. The Board and Title I Youth Service Provider will enter into agreements / MOUs with providers offering Youth program elements as appropriate.

Title II (Adult Education and Family Literacy) –

Adult Education provides HiSet preparation and testing services. Weakley County Schools and Jackson State Community College manage adult education programs through direct linkage with the AJCs in Northwest TN with co-locating of staff, when feasible, at the comprehensive centers in Dyersburg and Huntingdon, and classes being offered in Humboldt when possible. An electronic presence of off-site staff for referrals will be available within the counties of Benton, Crockett, Henry, Lake, Obion, and Weakley County AJCs. Marketing materials are made available at all AJCs.

Title III (Employment Services under Wager-Peyser) –

Title III offers outreach and labor exchange activities for individuals and employers. Job seekers register at the front desk Kiosk / Jobs4TN.gov to begin the process of a job search activities such as entering a resume and their skills into Jobs4TN so they may be identified by companies who are hiring. Staff are available on-site at the AJCs in Dyersburg and Huntingdon. Services are available at the affiliate sites through direct linkage using phone, email, or Jobs4TN.gov. Partner staff on-site in the affiliate centers are cross-trained to provide both job seekers and employers assistance in accessing and utilizing the features of Jobs4TN. Employers may submit job orders to staff in any of the nine AJCs for posting to Jobs4TN. Marketing materials are made available at all AJCs.

Unemployment Insurance (UI) –

Partner staff working on-site at all nine AJCs are cross-trained to provide meaningful assistance for UI. This includes assisting customers in using Jobs4TN.gov to complete claims, weekly certifications, and utilizing the live chat feature, or using lwdsupport.tn.gov/hc/en-us to submit and track help desk tickets. Fax machines are also available at the AJCs to allow customers to submit needed information to the TDLWD State office if necessary. A LWDB staff member also serves as the Rapid Response Coordinator for the local area and coordinates with partners to provide assistance to employers and affected employees through Rapid Response services. Additionally, Title I and Title III staff are responsible for recording these services in Jobs4TN by entering activities into the individual's or employer's account. Marketing materials are made available at all AJCs.

Job Counseling, Training and Placement Services for Veterans –

In accordance with U.S. Code, Title 38, veterans and "covered persons" are provided the Priority of Service and Veterans preference on all job opportunities and qualified training programs available through the AJC. Notification of priority of service for Veterans is posted at each center. For Veterans with significant barrier(s) to employment, intensive services are available. Veterans services are available on-site at the AJC in Dyersburg. Other partner staff on-site in the affiliate centers and the comprehensive center in Huntingdon are cross-trained to provide self-identified Veterans with the Military Services Form to determine if a referral to Veterans services is appropriate. Veterans services are accessible through direct linkage via phone or email, and Veterans services staff are able to meet with customers on-site at these offices if needed.

Trade Readjustment Assistance –

Companies contact the TRA unit to file a TRA claim. Trade claims are tracked via Jobs4TN.gov website. TRA services are available on-site at the AJCs in Huntingdon and Dyersburg. Other partner staff on-site in the affiliate centers are cross-trained to assist in identifying job seekers who may qualify for TRA to determine if a referral to TRA services is appropriate. TRA services are accessible through direct linkage via phone or email, and TRA staff are able to meet with customers on-site at these offices if needed. TRA claimants will contact the TRA/TAA representative at the AJC for an appointment to discuss TRA services.

Trade Adjustment Assistance (TAA) –

TAA petitions are available online at www.dolta.gov. TAA services are available on-site at the AJCs in Huntingdon and Dyersburg. Other partner staff on-site in the affiliate centers and the are cross-trained to assist in identifying job seekers who may qualify for TAA to determine if a referral to TAA services is appropriate. TAA services are accessible through direct linkage via phone or email, and TAA staff are able to meet with customers on-site at these offices if needed. TAA claimants will contact the TAA representative at the AJC for an appointment to discuss the following services; re-employment services, job search allowance, relocation allowance, and training. Claimants interested in training are referred to Title I for assessment and testing. In addition, applicants are referred to Tennessee College of Applied Technology (TCAT) and or State School representative for assistance.

Migrant & Seasonal Farmworkers –

The program's main objective is to conduct outreach to and assessment of low income farmworkers in order to assist those who qualify with job training and placement services as listed in the local service matrices. Marketing materials are made available at all AJCs.

Services are accessible at all AJCs in the local area through direct linkage and cross-training of partner staff. For instance, Title I staff screen applicants for farmwork backgrounds in order to determine if a referral can be made. Migrant & Seasonal Farmworkers staff may also meet with potential clients on-site at the AJC if necessary.

National Farmworker Jobs Program (NFJP) –

The National Farmworker Jobs Program (NFJP) actively engages with migrant and seasonal farm workers, assessing the needs of low-income individuals to determine eligibility for job training and placement services, as outlined in the local service matrices. To promote these services, marketing materials are available at all American Job Centers (AJCs). NFJP services are accessible at all AJCs in the local area through direct linkage and cross-training of partner staff. Referrals between NFJP and local AJCs are structured to ensure farm workers receive comprehensive support. For example, when a farmworker seeks assistance at an AJC, Title I staff will screen them for a farmwork background to determine if a referral to NFJP is appropriate. If eligible, the individual will be referred to NFJP for additional support and services. NFJP staff can also meet with potential clients on-site at the AJC if needed. Additionally, NFJP staff will refer participants to AJC services to expand their access to training, job placement, and financial assistance. This collaborative approach leverages the combined resources and expertise to better serve farm workers and their families.

Community Service Block Grant (CSBG) –

CSBG services are available via direct linkage by phone or email. Marketing materials are made available at all AJCs. Northwest TN Economic Development Council has service centers that serve low-income households in Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake, Obion, and Weakley counties with CSBG and LIHEAP (Low Income Home Energy Assistance Program or "energy assistance"). The Head Start/Early Head Start Program serves all counties in Northwest TN excluding Crockett & Dyer; however, also serves Madison County. Current services include Housing (Emergency Rental/Mortgage Assistance), Clothing/Donated Goods, Information and Referral Services, and Community Outreach.

Senior Community Services Employment Program (SCSEP) –

SCSEP services are available via direct linkage by phone or email. SCSEP provides low income individuals 55 and older who have poor employment prospects with subsidized, part-time, community service work based training. Participants train an average of 20 hours per week in a variety of community service activities at non-profit and public facilities, including the AJC. SCSEP also assists its customers in utilizing AJC services such as computer classes, interview classes, and resume assistance. Marketing materials are made available at all AJCs.

Title IV (Rehabilitation Services) –

The Vocational Rehabilitation (VR) Program provides assessment, training, employment, and specialty rehabilitation services and supports to eligible individuals with disabilities based on the rehabilitation needs of the individual in accordance with the individual's aptitudes, abilities, capabilities, interests, and informed choice, and as identified in an Individualized Plan for Employment with a goal to secure, retain, advance in, or regain competitive integrated employment. VR collaborates with AJC and community partners to meet an individual's rehabilitation needs. VR services are available through VR professionals co-located at AJCs and located throughout the State.

DHS/TANF –

Families First, the state's Temporary Assistance for Needy Families (TANF) program is a workforce development and employment program. The Families First/TANF Program emphasizes work, training, and personal responsibility. It is temporary and has a primary focus on gaining self-sufficiency through employment. The Families First/TANF program helps participants reach this goal by providing temporary cash assistance, transportation, child care assistance, educational supports, job training, employment activities, and other supportive services. The TDHS TANF Case Managers refer work mandatory customers to our Work Activity Placement and Monitoring (WAPM) provider to place customers in a work activity and monitor for compliance. The TANF Case Managers and the WAPMs are not onsite at the AJCs, however, individuals may initiate an application for Families First/TANF services through the following link: Consumer Service Portal - Customer Service (<https://onedhs.tn.gov/csp>).

Second Chance (Reentry) –

Services are not available in Northwest TN.

HUD Employment and Training Activities –

Services are not available in Northwest TN.

Job Corps –

Services are not available in Northwest TN.

YouthBuild –

Services are not available in Northwest TN.

Perkins/Post-Secondary Career & Technical Education–

Tennessee's Community and Technical Colleges play an integral role in the economic growth of our State. From providing short-term training programs to customized, long-term initiatives, these colleges have developed innovative strategies to meet the workforce training needs of local, regional and State employers. As recipients of funding under the Carl D. Perkins Career and Technical Education Act, these institutions strive to develop more fully the academic, career, and technical skills of students who elect to enroll in career and technical education programs. These institutions coordinate with AJC partners to conduct one or more "Manufacturing Days" at high schools in each of the LWDA's counties annually. These events are conducted in partnership with local education institutions and businesses to assist students in understanding all aspects of an industry, providing them with career guidance, and preparing them for high skill, high wage, or high demand occupations leading to self-sufficiency. DSCC and the TCATs also work with AJC partners to engage local employers in assisting in developing programs and to apply for programs to be added to the eligible training provider list.

TCAT/Tennessee Reconnect–

As Perkins recipients for Career & Technical Education, the TCATs in the local area participate in the same activities as described in the "Perkins/Post-Secondary Career & Technical Education" section above. All Perkins services are offered through direct linkage and / or cross-training of AJC staff, who may assist customers in going online to complete an admissions application or other required paperwork.

7. PROCUREMENT OF ONE-STOP OPERATOR (Tennessee Memorandum Guidelines for One- Stop Operator Procurement) (Tennessee MOU/IFA Instructions Page 6) If additional space is needed, please include an attachment referencing this section.

- *Name the procured one-stop operator – (this information will be amended once the One-Stop Operators have been procured). The following bullet points should be explained in this section*
- *Describe the functions and scope of work of the one-stop operator as defined in the Request for Proposal or as planned for the competitive procurement process*
- *Assure that the one-stop operator will not perform any of the proscribed functions (§ 678.620(b)) to avoid a conflict of interest*

Note: One-stop operator designation takes effect July 1, 2017 (§ 678.635)

In order to select an operator for the one-stop system in the local area, consistent with WIOA Sections 107(d)(10) and 121(d) and the Workforce Services Policy regarding One-Stop Delivery and Design System, paragraph (D) of the Local Board Responsibilities section, and in accordance with the Regional Planning Council, the LWDB, with the agreement of the chief elected officials for the local area, shall designate or certify one-stop operators as described in section 121(d)(2)(A). In order to conduct a competitive process for the selection of a one-stop operator, in accordance with 121(d)(2)(A), the Board, with the agreement of the CEOs, issues a Request for Proposals (RFP) or procures a third-party to conduct the bidding process. Public notice is provided through both print media and electronic means, with potential bidders being notified of the release by email. Proposals received are reviewed by a committee approved by the Board and CEOs and who make a recommendation to the Board for selection of the operator. The selected operator enters into a contract with the Board and CEOs as developed by the fiscal agent to deliver the services described in the Scope of Work, which clearly articulates the role of the operator in accordance with §678.620(a).

To further avoid a conflict of interest in accordance with §678.620(b)(1), the functions and scope of work of the operator as detailed in the RFP, do not include the following functions, which will continue to be performed by the LWDB: Convene system stakeholders to assist in the development of the local plan;

prepare and submit local plans (as required under sec. 107 of WIOA); be responsible for oversight of itself; manage or significantly participate in the competitive selection process for one-stop operators; select or terminate one-stop operators, career services, and youth providers; negotiate local performance accountability measures; or develop and submit a budget for activities of the Local WDB in the local area. The above named functions shall continue to be conducted by the LWDB, not the selected operator. In accordance with §678.620(b)(2), in the event that an entity selected to serve as the operator in future procurement processes also serves a different role within the one-stop delivery system and performs some or all of these functions when acting in its other role, sufficient firewalls and conflict of interest policies and procedures will be developed according to the specifications in § 679.430 for demonstrating internal controls and preventing conflict of interest.

The purpose of the RFP is to identify and fund one entity to coordinate service delivery of the core and required American Job Center partners and service providers in the two comprehensive centers and seven affiliate centers in Northwest TN. All services provided by the operator will conform to the Coordinate, Observe, Report, Evaluate services model. The role of the Operator is further defined through guidance provided in TDLWD WIOA Workforce Services Regional and Local Planning Policy as:

- 1) Oversee management of One-Stop Centers and service delivery
- 2) Evaluate performance and implement required actions to meet performance standards
- 3) Evaluate various customer experiences
- 4) Ensure coordination of partner programs
- 5) Act as liaison with the LWDB and One-Stop Center
- 6) Define and provide means to meet common operational needs
- 7) Oversee full implementation and usage of all State systems by the local area
- 8) Design the integration of systems and coordination of services for the site and partners
- 9) Manage fiscal responsibility for the system or site
- 10) Plan and report responsibilities
- 11) Write and maintain a business plan
- 12) Market One-Stop Center services
- 13) Facilitate the sharing and maintenance of data; primarily the site, with emphasis on the state system
- 14) Integration of available services and coordination of programs for the site with all partners

In regards to Section 8 below, the local one-stop operator's role and responsibilities for coordinating referrals among required partners (§678.500(b)(3)) include:

- Inspire others and lead change; demonstrate extremely high levels of professionalism, integrity, and collaboration; and enhance and develop partnerships. Further, the operator will be required to coordinate with the leadership of all required partners
- Coordinate services with the LWDB's affiliate and/or identified access points to assure that required partners are apprised of AJC and community services for referral of customers.
- Maintain and update a digital and hard copy listing of all partner programs, including a brief description of service and contact information to assure that all staff in the AJC have up-to-date information for referral of customers.

In the Section 6 and 8 Attachment and in the spaces in Section 8 below designated for each required partner, each partner has listed the other programs to which it will make referrals, the method(s) of referral to each partner, and the means of tracking referrals. Referrals are made by all partners based on the initial evaluation of each individual's service needs using methods such as written, electronic, or phone referrals. Methods of referrals strive towards a coordinated and integrated approach to common intake procedures, career services, business services, and data sharing among partners.

The procured Operator as of the execution of this MOU is Mid-Cumberland Human Resource Agency.

8. REFERRAL PROCESS (WIOA Sec. 121 (c)(2)(A)(iii)) (Tennessee MOU/IFA Instructions Page 6). If additional space is needed, please include an attachment referencing this section.

- *In the spaces provided below, address all of the following:*
 - *In the introductory paragraph of this section, describe local one-stop operator's role and responsibilities for coordinating referrals among required partners (§678.500(b)(3))*
 - *In the spaces below designated for each required partner, each partner must list the other programs to which it will make referrals and the method(s) of referral to each partner; for example, in the Title I box, Title I will list all other programs to which it will refer clients and the method(s) of referral for each*
 - *Identify the method of tracking referrals*

Note: Local areas must be as specific as possible when describing the differences in referral methods between partner programs. DOL has expressed concern about this area in the past.

Title I (Adult, Dislocated Worker and Youth) –

Title I staff will refer to all participating partners using any of the means detailed in the Section 8 Attachment. Referrals to on-site partners will be made using a warm hand-off. In order to track the referrals made amongst partners, a referral form has been developed and all partners are encouraged to utilize the form. The form may be completed electronically and emailed or faxed to partners who are not available on-site at the AJC, and the receiving agency is asked to complete and return the form. Title I staff track the referrals made by following-up with the customer and / or agency monthly if the form is not returned to ensure services are provided to the customer, if not provided while the customer is at the AJC.

Title II (Adult Education and Family Literacy) –

Referrals to on-site partners are made using a warm hand-off and staff may also utilize the referral form developed by the Title I staff. Referrals are also made via electronic connection through Jobs4TN.gov website, to include partners located outside the American Job Center (AJC), and for a means of tracking for participant progress. Title III staff also track the referrals made by following-up with the customer and / or agency monthly if the form is not returned to ensure services are provided to the customer, if not provided while the customer is at the AJC.

Title III (Employment Services under Wager-Peyser) –

Referrals to on-site partners are made using a warm hand-off and staff may also utilize the referral form developed by the Title I staff. Referrals are also made via electronic connection through Jobs4TN.gov website, to include partners located outside the American Job Center (AJC), and for a means of tracking for participant progress. Title III staff also track the referrals made by following-up with the customer and / or agency monthly if the form is not returned to ensure services are provided to the customer, if not provided while the customer is at the AJC.

Title IV (Rehabilitation Services) –

The Vocational Rehabilitation (VR) Program may receive referrals from any partner program to assess the eligibility and rehabilitation needs of individuals with disabilities. Referrals may be made using the established AJC standard or directly to VR by on-line, email to a VR professional, phone at 833-751-0597, or other appropriate referral method. The Career Services matrix illustrates the collaboration between VR and partner programs for basic, individualized, and follow-up services to ensure the best use of resources in providing services to VR customers. VR tracks referrals and the provision of services through an electronic case management system.

Unemployment Insurance (UI) –

Partner staff working on-site at all AJCs are cross-trained to provide meaningful assistance for UI using Jobs4TN.gov and/or lwdsupport.tn.gov/hc/en-us. Fax machines are also available at the AJCs to allow customers to submit needed information to the TDLWD State office if necessary. On-site staff receive written, electronic, or phone referrals to assist customers with UI. Referrals are also made via electronic connection through Jobs4TN.gov website, to include partners located outside the American Job Center (AJC), and for means of tracking.

Job Counseling, Training and Placement Services for Veterans –

Customers with SBEs are referred to any partner who can assist them with becoming job-ready. Referrals will be made to all other participating partners, as listed in the Section 8 Attachment, when there is a need for that service. These referrals will be made by phone or email, or warm hand-off for on-site partners. Referrals are also made via electronic connection through Jobs4TN.gov website, to include partners located outside the American Job Center (AJC), and for a means of tracking for participant progress. Follow-ups are made by phone each month with the customer.

Trade Readjustment Assistance –

Trade affected workers are first referred to the TRA Unit for eligibility determination. If eligible, a claim is taken by the claims agent and the customer is referred back to the AJC for assistance with job search or training opportunities. Referrals are made via electronic connection through Jobs4TN.gov website, to include partners located outside the American Job Center (AJC), and for a means of tracking for participant progress. Follow-ups are completed with customers weekly.

Trade Adjustment Assistance (TAA) –

Referrals for Trade-affected workers are made to TAA staff for assessment and testing if the worker is interested in training opportunities. The TAA staff then refers the customer to Title I or Title II staff for CASAS and/or TABE testing. Referrals are made via electronic connection through Jobs4TN.gov website, to include partners located outside the American Job Center (AJC), and for a means of tracking for participant progress. Follow-ups are also done daily with on-site staff as needed.

Migrant & Seasonal Farmworkers –

Every customer who makes contact with this program, whether they qualify or not, is always referred to the AJC for services that may be able to receive. Contact is made with customers referred by the AJC and effort made to determine if they may be served by the program.

Referrals are made to all other partners as listed in the Section 8 attachment. To track referrals, staff will utilize the method of tracking referrals as developed by the Title I staff.

National Farmworker Jobs Program (NFJP) –

Every customer who makes contact with this program, whether they qualify or not, is always referred to the AJC for services that may be able to receive. Contact is made with customers referred by the AJC and effort made to determine if they may be served by the program.

Referrals are made to all other partners as listed in the Section 8 attachment. To track referrals, staff will utilize the method of tracking referrals as developed by the Title I staff.

Community Service Block Grant (CSBG) –

Customers can be referred via phone call, e-mail or face-to-face contact with county staff at service centers. Customers in need of any agency services will be assessed for eligibility through the application intake process. NWTNEDC can provide host placement opportunities for customers who need their community service time and works with partners to coordinate any services, training, or needs.

Senior Community Services Employment Program (SCSEP) –

SCSEP refers clients to the AJCs and receives referrals from the AJC in the form of a phone call or email, including the Title I referral form. With the completion of the referral form by both parties, it is understood the customer has been taken care of. Referrals are made to all other partners as listed in the Section 8 attachment.

DHS/TANF –

The Work Activity Placement and Monitoring (WAPM) providers will make referrals to Title I, Title II, Title III, Title IV, and other core partners to provide workforce development and educational activities to FF/TANF customers. The WAPM providers will utilize the referral system the local board has established for receiving partner referrals so that customers can access these services. The WAPM providers will document recorded data in its internal eligibility system.

Second Chance (Reentry)–

Not available in Northwest TN.

HUD Employment and Training Activities –

Not available in Northwest TN.

Perkins/Post-Secondary Career & Technical Education–

DSCC and the TCATs in the local area refer students to AJC partners as listed in the Section 8 attachment for educational assistance opportunities and other services by providing them with the telephone number, email, and AJC address. Staff may also utilize the referral form and method of tracking referrals as developed by the Title I staff in addition to making follow-up contacts with students and prospective students in accordance with each institution's policies.

Job Corps –

Not available in Northwest TN.

YouthBuild –

Not available in Northwest TN.

TCAT/Tennessee Reconnect–

As Perkins recipients for Career & Technical Education, the TCATs in the local area participate in the same activities as described in the "Perkins/Post-Secondary Career & Technical Education" section above.

9. PHYSICAL ACCESSIBILITY (WIOA Sec. 121 (c)(2)(A)(iv)) (WIOA Final Rules §678.500(b) (4)) (Tennessee MOU/IFA Instructions Page 6) If additional space is needed, please include an attachment referencing this section.

Describe how—through specific examples and commitments—required partners will assure the physical accessibility of the comprehensive one-stop center(s), including the following:

- *The comprehensive one-stop center's layout supports a culture of inclusiveness*
- *Access to public transportation is available within reasonable walking distance*
- *The location of a dedicated parking lot, with parking lot spaces closest to the door designated for individuals with disabilities*

An entrance of each AJC is wheelchair accessible, and is marked by the universal accessibility sign. Dedicated parking spaces are available with parking spaces closest to the door and / or ramp designated for individuals utilizing wheelchairs in accordance with ADA guidelines. At the comprehensive center in Dyersburg, an adjustable computer desk is able to accommodate individuals utilizing wheelchairs. At all centers, a doorbell is available for individuals needing assistance in opening the door to the center. Compliance with ADA requirements is ensured when locating to new buildings or when repairs are needed. An Equal Opportunity poster is displayed at each center and a Grievance brochure outlining the steps to file a complaint is made available. Signage regarding the availability of Language Line for interpretation services is also posted in each AJC. Staff also participate in an annual nondiscrimination/EO/disability awareness training to ensure the center supports a culture of inclusiveness.

Perhaps the greatest barrier for many AJC customers is the lack of transportation. While mass public transportation is not available in Northwest TN, individuals needing transportation assistance may utilize transportation services available through various community agencies such as Northwest TN Human Resource Agency, which provides transportation service for the citizens of the region to ensure access to medical and educational facilities, employment sites, shopping centers, and various other businesses and services. In order to enhance the provision of transportation and other supportive services, the Regional Planning Council ensures the sharing of best practices for possible replication. Additionally, through collaboration with programs offering supportive services, Northwest TN will also maximize customers' access to services not available through the AJC. For example, partnering with agencies offering transportation services on behalf of customers who lack means of transportation to coordinate schedules, arrange services, or to potentially fund such services for both individuals and groups.

Coaching and mentoring services available through the AJCs and partner programs, such as TN ReConnect, are also utilized to assist customers in obtaining needed services.

In order to assure the continued physical accessibility of the comprehensive one-stop centers, the required partners will:

- 1) Ensure compliance with ADA requirements when locating to a new building or when repairs are needed;
- 2) Maintain the above named accommodations, or ones similar, and others on an as-needed basis;
- 3) Offer referrals to provide customers with a comprehensive set of services, including accommodations;
- 4) Maintain an Equal Opportunity Officer for the LWDA to ensure compliance with all appropriate legislation and regulation; and
- 5) Provide training to staff on a routine basis.

10. PROGRAMMATIC ACCESSIBILITY (WIOA Sec. 121 (c)(2)(A)(iv)) (WIOA Final Rules §678.500(b)(4)) (Tennessee MOU/IFA Instructions Page 7) If additional space is needed, please include an attachment referencing this section.

- *Describe how the comprehensive one-stop center provides access to all required career services in the most inclusive and appropriate settings for each individual participant*
- *Describe specific arrangements and resources available to assure that individuals with barriers to employment, including individuals with disabilities, can access available services and how outreach will be conducted to these groups (§678.500(b)(4). Include Mobile American Job Center information.*
- *Explain how services will be provided using technology that is actually available and in accordance with the “direct linkage” requirement under WIOA*

Note: Provide as much specificity as possible for each partner program

The Operator is responsible for designing and implementing quality services to all AJC customers. The American Job Centers standing committee of the LWDB also provides guidance for enhancing services while the Outreach and Opportunities committee develops methods to identify and recruit target populations, such as the outreach efforts and coordination with the Mobile AJC described in Section 5 above. With high unemployment and poverty rates, and low educational attainment in the area, the AJC serves many customers experiencing barriers to employment. Typically served through the Welcome Function and / or Career Development Function, these customers often need staff assistance in order to address barriers such as lack of transportation, childcare, healthcare, education, and/or work ethic to become self-sufficient. Given the many needs of populations with barriers, staff in the AJC must be knowledgeable of partner programs and community resources and be prepared to help customers in utilizing these services, including ensuring accessibility and providing reasonable accommodations.

Reasonable accommodations are provided for all aspects of a customer's experience in the AJCs, such as during application/registration for, and provision of, aid, benefits, services, and training. Accommodations are made according to the individual's need in order to ensure that he / she receives equal benefits from the program or activity, will be able to compete fairly in educational work settings, and in general, to have an equal opportunity. If needed, documentation of the individual's need for accommodations is obtained and maintained in a separate, secure location. In order to inform customers of the accommodations available, the following tag-line, or one similar, is included on all recruitment brochures and other outreach materials including print, newspaper ads, television, and radio commercials produced by the local workforce development board: "EOE. Auxiliary aids and services available upon request. TDD# 711."

Accommodations available, detailed in the Section 10 attachment, include a large keyboard and calculator, a trackball mouse, ZOOM software for individuals with visual impairments, Language Line for interpretation or translation services, extended time and readers for assessments, large-print and Spanish Registrant Handbooks, and IntelliKeys keyboards. JAWS software, which reads aloud what's on the computer screen and gives the user a unique set of intelligent tools for navigating and accessing web pages and all screen content for individuals with visual impairments, is also available at the comprehensive center in Dyersburg. The system utilizes a TDD/TTY number for all centers, 711, and a TDD/TTY phone is available at the three certified AJCs. Interpretive machines are made available if needed and referrals are made for additional services not offered in the AJC. Furthermore, in partnership with DRS, a braille is available for the blind, interpreters for the deaf will be provided through the Jackson Council for Independent Living, and accessibility evaluations will be done at the STAR Center.

In accordance with the "direct linkage" requirement under WIOA, services are provided using technology available at the AJCs. For instance, the use of Skype, Zoom, WebEx, and / or Teams for "face-to-face" interactions with various partners and / or employers also allows customers in affiliate sites and access points to virtually receive one-stop services typically only offered onsite at the comprehensive centers. Jobs4TN also allows both job seeker and employer customers to remotely access secure, web-based AJC services such as labor market information, unemployment insurance, and mediated labor exchange. On-site and off-site partners also routinely make referrals via phone or email, or to Jobs4TN.gov for the unemployment insurance program. Information regarding AJC services is also made available on the system's website and social media pages. The Mobile AJC, Virtual AJC, and access points also provide access to services.

All partners agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law. Partners assure that they have policies and procedures in place to address these issues, which have been disseminated to their employees and otherwise posted as required by law, and are in compliance with all applicable state and federal laws and regulations regarding these issues.

11. DATA SHARING AND COLLECTION (Tennessee MOU/IFA Instructions Page 7) If additional space is needed, please include an attachment referencing this section.

- *Describe how core program partners will share data and information and will collaborate to assure that all common primary indicators of performance for the core program partners in the local area will be collectively achieved*
- *Provide assurances that participants' Personally Identifiable Information (PII) will be kept confidential*
- *In each description, cite specific examples of required partners demonstrating a commitment to integration in the local area*
- *Describe the collection of data across programs*
- *Describe how Jobs4TN will be utilized and incorporated*

NOTE: Partners are encouraged to seek clarification from their respective core partner state agency and/or data staff

The management information system used to case manage participants for the programs listed below is the Jobs4TN system. Each AJC also utilizes the Greeter feature to track the number of customers using the AJC. Using this system for the majority of WIOA programs will allow programs to share information and reduce duplication of data entry. Information needed to calculate all common indicators of performance will reside in this system. Reports can be generated and shared with program staff to ensure that performance targets will be met. The State office has held core partner meetings and has established performance groups that will routinely meet and report out all core partner performance. This approach will allow all partners to share concerns and keep a close eye on performance as a system. TANF and Vocational Rehabilitation will use other case management systems but all WIOA partners will work to share information across these systems in order to better serve participants.

Title I: Adult, Dislocated Worker, Youth
Title II: Adult Education and Family Literacy
Title III: Employment Programs under Wagner-Peyser
Unemployment Insurance
Trade Readjustment Assistance (TRA)
Trade Adjustment Assistance (TAA)
Job Counseling, Training, Placement Services for Veterans
Supplemental Nutrition Assistance Program Education & Training (SNAP E&T)
Migrant and Seasonal Farmworkers
National Farmworker Jobs Program
Community Services Block Grant (CSBG)
Senior Community Services Employment Program (SCSEP)
Second Chance (Reentry) - not currently available in Northwest TN

Each employee is required to sign a user agreement stating that personally identifiable information is to be kept confidential and only used for the purpose of job duties. In addition, the TDLWD has memorandum of understandings with core partners in which participant information is shared. The TDLWD also has signed WRIS and FEDES agreements which govern participant wage records and their use. A signed confidentiality agreement is required by any employee or contractor stating they have read and acknowledge all protocols within the WRIS and FEDES agreement. The TDLWD will be maintaining written procedures detailing approaches for use of wage data to ensure that the information is only given to authorized personnel and used for only authorized purposes. TDLWD will also ensure that all wage data is maintained and destroyed in a timely manner using appropriate methodologies.

Parties to the MOU agree to work cooperatively to share data to the extent necessary and as permitted or required by applicable statutes or regulations. Additionally, partners further agree that the collection, use, and disclosure of customers' personally identifiable information (PII) is subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all of these requirements. All data, including customer PII, collected, used, and disclosed by partners will be subject to the following:

- 1) Customer PII will be properly secured in accordance with the agency's policies and procedures regarding the safeguarding of PII.
- 2) Customer data may be shared with other programs, for those programs' purposes, within the American Job Center network only after the informed written consent of the individual has been obtained, where required.
- 3) Customer data will be kept confidential, consistent with applicable Federal and State privacy laws and regulations, such as but not limited to 20 CFR Part 603, 45 CFR Section 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38, as well as any applicable State and local laws and regulations.
- 4) Collection and use of any information, systems, or records that contain PII and other personal or confidential information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law.
- 5) Access to software systems and files under the respective partner's control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each partner expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

All AJC and partner staff should be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs, and shall share data across programs as appropriate. For instance, DSCC uses Banner as its student information and financial recording and reporting information system. Title I employees are also DSCC employees and have access to the needed information in this system. PII security is very important to DSCC and PII is not distributed through email or campus mail. Staff at DSCC only have access to information required for their job needs, including Title I staff.

Title I staff also work with financial aid and other staff members at DSCC and TCATs within the LWDA to complete needs assessments or other instruments to let Title I staff know, for example, how much need is to be paid by Title I on behalf of a student. Both Title I and TAA staff also coordinate with various training providers to obtain transcripts and other documentation of students' progress in their selected training programs. AJC partners also routinely share information in order for partners to make eligibility determinations and coordinate services. Examples of sharing of such information include:

- 1) Title I staff routinely obtain information from DHS and TANF partners to verify receipt of benefits to establish eligibility for various Title I programs.
- 2) Title I, TANF, and Rehabilitation Services staff routinely coordinate services to ensure customers' needs are met. For instance, if a customer is co-enrolled in Title I and TANF, and receiving transportation assistance through TANF, the Title I program deducts the amount received through TANF from the Title I transportation stipend.
- 3) Various partners often serve as training sites for SCSEP participants and coordinate with program managers to ensure participants' training needs are met. SCSEP asks the Host Agency to sign an agreement to assist the participants in learning skills to prepare them for the workforce, and also asks the host agency supervisors to provide feedback on how the participants are working out and if there are skills that need to be worked on.

12. COST SHARING OF SERVICES (WIOA Sec. 121 (c)(2)(A)(ii)) (WIOA Final Rules §678.755 and §678.760) (Tennessee MOU/IFA Instructions Page 7) If additional space is needed, please include an attachment referencing this section.

- *To complete this section, see the Individual AJC Budget Template instruction sheet – Attachment II and the Infrastructure Funding Agreement – Attachment III.*
- *For the purposes of this section (12), only provide a narrative explanation of cost sharing services*
- *In the event that an agreement cannot be reached among partners, 20 CFR 678.750 will apply:*
 - (a) The Governor must establish a process, described under sec. 121(h)(2)(E) of WIOA, for a one-stop partner administering a program described in §§ 678.400 through 678.410 to appeal the Governor's determination regarding the one-stop partner's portion of funds to be provided for one-stop infrastructure costs. This appeal process must be described in the Unified State Plan.*
 - (b) The appeal may be made on the ground that the Governor's determination is inconsistent with proportionate share requirements in § 678.735(a), the cost contribution limitations in § 678.735(b), the cost contribution caps in § 678.738, consistent with the process described in the State Plan.*
 - (c) The process must ensure prompt resolution of the appeal in order to ensure the funds are distributed in a timely manner, consistent with the requirements of § 683.630 of this chapter.*
 - (d) The one-stop partner must submit an appeal in accordance with State's deadlines for appeals specified in the guidance issued under § 678.705(b)(3), or if the State has not set a deadline, within 21 days from the Governor's determination.*

The operating budget of the one-stop service delivery system is the financial plan to which the one-stop partners, CLEOs, and LWDB in the local area have agreed in this MOU that will be used to achieve the goal of delivering services in the local area. To achieve this, each partner completed a budget for each AJC per the TDLWD Workforce Services MOU / IFA Guidance. These individual budgets were then consolidated into a master budget that consists of costs that are specifically identified in the statute (Section 12 Attachment).

Infrastructure costs, defined in WIOA sec. 121(h)(4), include non-personnel costs such as:

- 1) Rental of facilities.
- 2) Utilities and maintenance.
- 3) Equipment (including assessment-related and assistive technology).
- 4) Technology to facilitate access to the One-Stop, including planning and outreach activities.
- 5) Costs of the use of the common AJC identifier such as signage and supplies.

Additional costs include:

- 1) Applicable career services as described in WIOA sec. 134(c)(2).
- 2) Shared operating costs and shared services, described in WIOA sec. 121(i), that are related to the operation of the one-stop delivery system, but do not constitute infrastructure costs, such as initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, referrals to partners, and business services. These costs may include personnel expenses for shared Welcome Function staff.
- 3) Direct costs, as described in 2 CFR 200.413, including costs identified specifically with a particular final objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy (i.e. Title I Individual Training Accounts).

In accordance with WIOA Section 121(h), the following programs offering services in Northwest TN are required to contribute to infrastructure costs per the TDLWD Workforce Services MOU / IFA Guidance:

- 1) WIOA Title I Adult, Dislocated Worker, and Youth
- 2) WIOA Title II Adult Education and Literacy
- 3) WIOA Title III Wagner Peyser
- 4) Title IV Vocational Rehabilitation
- 5) Activities authorized under Title V of the Older Americans Act of 1965
- 6) Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006
- 7) Chapter 2 of Title II of the Trade Act of 1974
- 8) Chapter 41 of Title 38, United States Code
- 9) Employment and training activities carried out under the Community Services Block Grant Act
- 10) Programs authorized under State unemployment compensation laws
- 11) Part A of Title IV of the Social Security Act

Actual costs will be billed rather than estimates or budgeted amounts. The one-stop operating budget will be periodically reconciled against actual costs incurred and adjusted accordingly. Line item budgets may be adjusted between reconciliations as needed. This reconciliation will ensure that the budget reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to the partner's use of the one-stop center and relative benefit received.

To determine each partner's expected contribution to infrastructure costs, Northwest TN utilized the Infrastructure Funding Agreement (IFA) template provided by the TDLWD (Section 12 Attachment). As agreed upon by the partners, the contribution per partner may be based on (1) Full-Time Equivalent (FTE), (2) Square Footage, and / or (3) Number of Customers Served. The IFA includes the below information in order to identify each partner's contribution:

- 1) A listing of all partners present in the local area
- 2) Whether the partners are physically located within an AJC or accessible through direct linkage
- 3) The infrastructure, additional, shared-direct, and direct costs of all partners and centers
- 4) The allocation base for all costs
- 5) The number of staff, weekly staff hours, office payment ratio, and number of offices for each partner
- 6) The assigned square footage for each partner and the square footage shared amongst partners
- 7) Direct costs by center
- 8) Total partner contributions by allocation base
- 9) Total partner contributions by cost category

13. DURATION/AMENDMENT/APPEAL PROCEDURES (WIOA Sec. 121 (c)(2)(A)(v)) (WIOA Final Rules §678.500(b) (5)) (Tennessee MOU/IFA Instructions Page 8) If additional space is needed, please include an attachment referencing this section.

Describe the duration of the MOU

Describe amendment procedures, including annual negotiation of infrastructure and shared system costs to address the following:

- *The amount of notice a partner agency must provide the other partners to make amendments*
- *The procedures for informing other partners of the pending amendment*
- *The circumstances under which the local partners agree the MOU must be amended*
- *The procedures for amending the MOU to incorporate the final approved budget on an annual basis*
- *The procedures for terminating the MOU or a specific partner's participation in the MOU*
- *The process for resolving any disputes that evolve after the agreement is reached*
- *The appeals process for any disputes that evolve after the agreement is reached*
- *Process must follow the directives in WIOA678.500(b)(5)*

NOTE: Ensure the MOU reflects the most recent date as amendments are approved

The duration of this MOU shall commence July 1, 2026 and expire either in one year, or upon amendment, modification, or termination.

Amendment / Modification:

All modifications must be in writing and approved by the LWDB. When a partner wishes to modify the MOU, outside of the annual negotiation period, the partner must first provide written notification thirty (30) days in advance of the proposed change to the LWDB Chair (or designee) and outline the proposed modification(s). Upon notification, the LWDB Chair (or designee) must ensure that discussions and negotiations related to the proposed modification take place with Partners in a timely manner and as appropriate. Amendment or modification of the MOU only requires the parties to review and agree to the elements of the MOU that changed. Depending upon the type of modification, this can be accomplished through email communications of all the Parties. If the proposed modification is extensive and is met with opposition, the LWDB Chair (or designee) may need to call a meeting of the Parties to resolve the issue. Upon agreement of all Parties, a modification will be processed. If determined that a Partner is unwilling to agree to the MOU modification, the LWDB Chair (or designee) must ensure that the dispute resolution process described in the Section 4 Attachment is followed. All decisions resulting from the execution of the dispute resolution process shall be considered final.

The LWDB Chair (or designee) must immediately circulate the MOU modification and secure partner signatures within four (4) weeks. The modified MOU will be considered fully executed once all signatories have reviewed and signed. The modification may be signed in counterparts, meaning each signatory can sign a separate document as long as the LWDB Chair (or designee) acquires signatures of each party and provides a complete copy of the modification with each party's signature to all the other parties.

If the modification involves substitution of a party that will not impact any of the terms of the agreement, it can be accomplished by the original party and the new party entering into an MOU that includes the LWDB, wherein the new party assumes all of the rights and obligations of the original party. Upon execution, the LWDB Chair (or designee) presents the agreement as a proposed modification to the MOU.

Annually, the infrastructure and shared system costs will be reviewed and re-negotiated as necessary to amend the MOU to incorporate the final approved budget. To accomplish this, partners will follow the below process:

1) Notification of Partners: The LWDB Executive Director (or designee) will notify all parties in writing that it is necessary to review the infrastructure and shared system costs and will provide all applicable documents along with a timeline for the review process.

2) Preliminary Review: All parties will be provided sufficient time to review the document(s) and raise

any questions or concerns regarding any proposed changes to the budget.

3) Negotiations Meeting: The LWDB Executive Director (or designee) will arrange for all parties to meet if deemed necessary by any of the parties, or an electronic meeting may be held if appropriate.

4) Revised Draft Budget: The LWDB Executive Director (or designee) will submit a revised draft budget based on discussions at the negotiations meeting, and additional formal or informal meetings as needed, to all parties for review and final comments.

5) Final Review and Comment: All parties will review the final revised draft budget and submit comments to the LWDB Executive Director (or designee) by the specified deadline.

6) Signatures Obtained: The final draft budget will be routed to all parties for signatures by the LWDB Executive Director (or designee).

Failure to reach agreement on infrastructure costs will result in application of a state funding mechanism per 20 CFR 678.730, in which case the Governor, through assistance of the State Workforce Development

Board, will make the final determination of each required partner's proportionate share of infrastructure costs. Per the TDLWD's TN WIOA Infrastructure Cost Sharing Guidelines for LWDBAs, any required partner may appeal the Governor's determination, in writing via registered mail, no later than the 21st day from the date of receipt of the notice of denial or revocation, on the basis of a claim that the determination is inconsistent with (1) the proportionate share requirements of 20 CFR 678.735(a) or; (2) the cost contribution caps described in 20 CFR 678.735(c) and 678.738.

Other circumstances in which the MOU may be amended include to amend the name of the procured One-Stop Operator and the addresses of the American Job Centers.

Termination:

Any party may request to terminate its inclusion in this MOU by following the modification process identified in the Modification Process section above. In the event of termination, the parties to the MOU must convene within thirty (30) days after the breach of the MOU to discuss the formation of the successor MOU. At that time, allocated costs must be addressed.

This MOU will remain in effect until the end date specified in the Effective Period section shown above unless:

- 1) All parties mutually agree to terminate this MOU prior to the end date.
- 2) Federal oversight agencies charged with the administration of WIOA are unable to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this MOU succeeding the first fiscal period. Any party unable to perform pursuant to MOU due to lack of funding shall notify the other parties as soon as the party has knowledge that funds may be unavailable for the continuation of activities under this MOU.
- 3) WIOA is repealed or superseded by subsequent federal law.
- 4) Local area designation is changed under WIOA.
- 5) A party breaches any provision of this MOU and such breach is not cured within thirty (30) days after receiving written notice from the LWDB Chair (or designee) specifying such breach in reasonable detail. In such event, the non-breaching party(s) shall have the right to terminate this MOU by giving written notice thereof to the party in breach, upon which termination will go into effect immediately.

14. RENEWAL PROVISIONS (WIOA Sec. 121(c)(2)(A)(v)) (WIOA Final Rules §678.500(b)(6)) (Tennessee MOU/IFA Instructions Page 8) If additional space is needed, please include an attachment referencing this section.

Provide the process and timeline in which MOU will be reviewed, including:

- *Explain the renewal process, which must occur at a minimum of every three years*
- *Describe the required renewal process if substantial changes occur before the MOU's three-year expiration date*

NOTE: Ensure the MOU reflects the most recent date as renewals are approved

Renewal of an MOU requires all parties to review and agree to all elements of the MOU and resign the MOU. Substantial changes, such as changes in one-stop partners, or a change due to the election of a new CEO, will require renewal of the MOU. Non-substantive changes to the MOU, such as minor revisions to the budget or adjustments made due to the annual reconciliation of the budget, do not require renewal of the MOU.

To renew the MOU, either at the end of the one-year period or if substantial changes occur before the MOU's three-year expiration date, the parties to this MOU agree to follow the below process:

- 1) Notification of Partners: The LWDB Executive Director (or designee) will notify all parties in writing that it is necessary to renew and execute the MOU and will provide all applicable policies and preceding MOU documents, as applicable, including a timeline for the renewal process.
- 2) Preliminary Review: All parties will be provided sufficient time to review the existing MOU to identify potential changes and submit them to the LWDB Executive Director (or designee) prior to the negotiations meeting.
- 3) Negotiations Meeting: The LWDB Executive Director (or designee) will arrange for all parties to meet, if deemed necessary, to review the draft MOU and proposed changes within thirty (30) days of the notification.
- 4) Revised Draft MOU: The LWDB Executive Director (or designee) will submit a revised draft MOU based on discussions at the negotiations meeting, and additional formal or informal meetings as needed, to all parties for review and final comments within thirty (30) days following the negotiations meeting.
- 5) Final Review and Comment: All parties will review the revised draft MOU and submit comments to the LWDB Executive Director (or designee) within fourteen (14) days.
- 6) Signatures Obtained: The final draft MOU will be routed to all parties for signatures by the LWDB Executive Director (or designee) within forty-five (45) days of the release of the revised draft MOU. The LWDB Chair (or designee) will ensure the MOU reflects the most recent date as renewals are approved.

15. ADDITIONAL LOCAL PROVISIONS (OPTIONAL) (WIOA Sec. 121(c)(2)(B)) (WIOA Final Rules §678.500(c)) (Tennessee MOU/IFA Instructions Page 8) If additional space is needed, please include an attachment referencing this section.

No additional local provisions have been identified.

16. ADDITIONAL PARTNERS (WIOA Sec. 121 (b)(2)) (Tennessee MOU/IFA Instructions Page 8) If additional space is needed, please include an attachment referencing this section.

The Native American Indian Association (NAIA) of Tennessee, administering WIOA Native American programs in TN, has been included as an additional partner to the MOU. NAIA offers individuals who are Native American Indian (or a descendant), Native Hawaiian, or an Alaska Native AND unemployed or underemployed, services that can help them get the skills needed to enter a rewarding career in one of today's high-growth, in-demand fields. NAIA offers classroom training assistance to help cover the cost of tuition, books, supplies, and fees. Individuals receive one-on-one career counseling and needs assessment to determine any additional services NAIA may provide. Upon completion of training, NAIA also provides job search and placement assistance.

17. OTHER CONTRIBUTIONS (TEGL 16-16) (Tennessee MOU/IFA Instructions Page 8) If additional space is needed, please include an attachment referencing this section.

- *Describe contributions made to the one-stop system through other avenues, such as donations made by a non-partner entity*
- *Document third party in kind contributions made to supplement the operation of the American Job Center*

No contributions have been made to the one-stop system by non-partner entities.

18. NON-DISCRIMINATION & EQUAL OPPORTUNITY (WIOA Section 188) (Tennessee MOU/IFA Instructions Page 9) If additional space is needed, please include an attachment referencing this section

- *Describe how all partner staff will comply fully with all non-discrimination requirements*

The parties to this MOU agree that they will comply fully with the non-discrimination and equal opportunity provisions of: (1) Workforce Innovation and Opportunity Act Section 188, (2) Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq), (3) Nontraditional Employment for Women Act of 1991, (4) Civil Rights of 1964 Title VI (as amended), (5) Rehabilitation Act of 1973 Section 504 (as amended), (6) Age Discrimination Act of 1967 (as amended), and (7) Education Amendments of 1972 Title IX (as amended). Parties must also adhere to requirements imposed by, or pursuant to, regulations implementing these laws – including but not limited to 29 CFR 37-38.

All partners agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law. Partners assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. All partners will also cooperate with compliance monitoring that is conducted to ensure that all AJC programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level.

In accordance with the WIOA Final Rules, the decision as to which entity will be responsible for ensuring accessibility to the One-Stop Service Delivery system is ultimately the LWDB's to make.

19. PRIORITY of SERVICE (TDLWD Veteran Priority of Service Policy) (WIOA Section 134(c)(3)(E) (Tennessee MOU/IFA Instructions Page 9) If additional space is needed, please include an attachment referencing this section

- *Describe how each partner staff will comply with the priority of service requirements set forth in the Veteran Priority of Service Policy as well as priority of service outlined in WIOA section (c)(3)(E)*

All parties to this MOU certify that they will adhere to all statutes, regulations, policies, and plans regarding priority of service for qualified U.S. Dept. of Labor job training programs, including, but not limited to, priority of service for veterans and their eligible spouses, and priority of service for the Title I Adult program, as required by 38 U.S.C. sec. 4215 and its implementing regulations and guidance, and WIOA sec. 134(c)(3)(E) and its implementing regulations and guidance. Partners will target recruitment of special populations that receive a focus for services under WIOA, such as individuals with disabilities, low income individuals, basic skills deficient youth, and English language learners.

The LWDA's priority of service policy is posted within the AJCs and on the system's website. Veterans or their eligible spouses are identified at the point of entry into the AJC or through the Virtual One-Stop (VOS) Greeter or in registering on Jobs4TN/VOS. Individuals identifying as a veteran or eligible spouse are asked to complete Military Service Form LB-1118. In accordance with the TDLWD Priority of Service Policy, any individual self-identifying as a veteran or eligible spouse is provided immediate priority in the delivery of TDLWD-funded employment, training, and placement services, excluding those that require a commitment, such as classroom training, by the partner staff administering the service.

20. AUTHORITY AND SIGNATURES (WIOA Final Rules §678.500(d)) (Tennessee MOU/IFA Instructions Page 10) If additional space is needed, please include an attachment referencing this section.

- *Include a statement that the individuals signing the MOU have authority to represent and sign on behalf of their program under WIOA*

By signing his / her name below, the signatory certifies he / she has read the information contained within this MOU and its attachments and all questions have been discussed and answered satisfactorily.

Additionally, signing this document certifies the signatory's understanding of the terms outlined herein and agreement with the:

- 1) MOU,
- 2) Operating Budget, and
- 3) Infrastructure Funding Agreement (IFA)

By signing this document, the signator certifies that he / she has the legal authority to bind the respective agency the terms of the above named documents, and that this MOU expires either:

- a) In one year, or
- b) Upon amendment, modification, or termination.

21. ATTACHMENTS (Tennessee MOU/IFA Instructions Page 11)
• Services Matrix - Attachment II • Individual AJC Budget Template – Attachment III • Individual AJC Budget Instructions – Attachment IV

LOCAL WORKFORCE DEVELOPMENT BOARD CHAIR

Jimmy Williamson

Signature

Jimmy Williamson

Printed Name

Board Chair

Title

05/14/2026 CDT

Date

Northwest TN Workforce Board / Workforce Innovations, Inc.

Organization

CHIEF LOCAL ELECTED OFFICIAL

Mayor Mark Ward

Stemmer ID: BOLKYVBJ16...

Signature

Mayor Mark Ward

Printed Name

Benton County Mayor

Title

05/15/2026 CDT

Date

Benton County Government

Organization

TITLE IB – ADULT, DISLOCATED WORKER, YOUTH



Signature

Dr. Scott Cook

Printed Name

President

Title

05/14/2026 CDT

Date

Dyersburg State Community College

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE IB
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

TITLE 1B - ADULT, DISLOCATED WORKER, YOUTH

Jennifer Bane

Signature
Signer ID: ZECHBAUX15...

Jennifer Bane

Printed Name

Executive Director

Title

05/14/2026 CDT

Date

Workforce Innovations, Inc.

Organization

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE 1B - ADULT, DISLOCATED WORKER, YOUTH IF DIFFERENT THAN THE SIGNATORY ABOVE

Signature

Printed Name

Title

Date

Organization

TITLE II – ADULT EDUCATION AND FAMILY LITERACY



Signature

AJ Belyew

Printed Name

Program Director

Title

05/15/2026 CDT

Date

Weakley County Schools / Adult Education

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE II – ADULT EDUCATION
AND FAMILY LITERACY IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

TITLE II – ADULT EDUCATION AND FAMILY LITERACY

Youlanda Jones

Signature
Signer ID: JCVRNTFU16...

Dr. Youlanda Jones

Printed Name

President

Title

05/14/2026 CDT

Date

TCAT Northwest / Adult Education

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE II – ADULT EDUCATION
AND FAMILY LITERACY IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

TITLE III – EMPLOYMENT PROGRAMS UNDER WAGNER-PEYSER

Jessica Cannon - Macklin

Signature
Signer ID: YH1YQUDDJ18...

Jessica Cannon-Macklin

Printed Name

TDLWD Regional Director

Title

05/15/2026 CDT

Date

TN Dept. of Labor and Workforce Development

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE III – WAGNER-PEYSER
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

TITLE IV – REHABILITATION SERVICES

Julie Johnson

Signature
Signer ID: YJC8KWXM16...

Julie P. Johnson

Printed Name

Director of Operations

Title

05/15/2026 CDT

Date

TDHS, Vocational Rehabilitation Program

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE IV – REHABILITATION SERVICES
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

POST-SECONDARY CAREER AND TECHNICAL EDUCATION UNDER PERKINS

Carol Rothstein

Signature
Signer ID: QMSJ7DPM18...

Dr. Carol Rothstein

Printed Name

President

Title

05/20/2026 CDT

Date

Jackson State Community College

Organization

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR POST-SECONDARY CAREER AND
TECHNICAL EDUCATION UNDER PERKINS IF DIFFERENT THAN THE SIGNATORY ABOVE

Signature

Printed Name

Title

Date

Organization

POST-SECONDARY CAREER AND TECHNICAL EDUCATION UNDER PERKINS



Signature
Signer ID: 89EUFPS418...

John Penn Ridgeway

Printed Name

President

Title

05/14/2026 CDT

Date

TCAT Paris / McKenzie

Organization

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR POST-SECONDARY CAREER AND TECHNICAL EDUCATION UNDER PERKINS IF DIFFERENT THAN THE SIGNATORY ABOVE

Signature

Printed Name

Title

Date

Organization

POST-SECONDARY CAREER AND TECHNICAL EDUCATION UNDER PERKINS

Youlanda Jones

Signature
Signer ID: JCVRNTFU16...

Dr. Youlanda Jones

Printed Name

President

Title

05/14/2026 CDT

Date

TCAT Northwest

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR POST-SECONDARY CAREER AND
TECHNICAL EDUCATION UNDER PERKINS IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

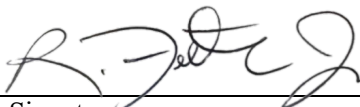
Printed Name

Title

Date

Organization

UNEMPLOYMENT INSURANCE



Signature

Rusty Felts, Jr.

Printed Name

Administrator

Title

5.28.26

Date

TN Dept. of Labor and Workforce Development

Organization

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR UNEMPLOYMENT INSURANCE
IF DIFFERENT THAN THE SIGNATORY ABOVE

Signature

Printed Name

Title

Date

Organization

JOB COUNSELING, TRAINING AND PLACEMENT SERVICES FOR VETERANS

Jessica Cannon - Macklin

Signature ID: YHYOUDDJ18...

Jessica Cannon-Macklin

Printed Name

TDLWD Regional Director

05/15/2026 CDT

Title

Date

TN Dept. of Labor and Workforce Development

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR VETERANS ACTIVITIES
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

TRADE READJUSTMENT ALLOWANCE (TRA)

Jessica Cannon - Macklin

Signature

Jessica Cannon-Macklin

Printed Name

TDLWD Regional Director

Title

05/15/2026 CDT

Date

TN Dept. of Labor and Workforce Development

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TRADE READJUSTMENT ACT
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

TRADE ADJUSTMENT ASSISTANCE (TAA)

Jessica Cannon - Macklin

Signature
Signer ID: YHYOUBDJ18...

Jessica Cannon-Macklin

Printed Name

TDLWD Regional Director

Title

05/15/2026 CDT

Date

TN Dept. of Labor and Workforce Development

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TAA IF DIFFERENT THAN
THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

MIGRANT AND SEASONAL FARMWORKER PROGRAM

Jessica Cannon - Macklin

Signature ID: YHYQUDDJJT8...

Signature

Jessica Cannon-Macklin

Printed Name

TDLWD Regional Director

Title

05/15/2026 CDT

Date

TN Dept. of Labor and Workforce Development

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR MIGRANT AND SEASONAL
FARMWORKER PROGRAM IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

NATIONAL FARMWORKER JOBS PROGRAM

Amber Alford

Signature
Signer ID: UZXXW8YY18...

Amber Alford

Printed Name

Interim Office Manager

Title

05/26/2026 CDT

Date

Tennessee Opportunity Programs, Inc.

Organization

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR NATIONAL FARMWORKER JOBS PROGRAM IF DIFFERENT THAN THE SIGNATORY ABOVE

Signature

Printed Name

Title

Date

Organization

COMMUNITY SERVICES BLOCK GRANT (CSBG) PROGRAM

Cheryl Oglesby-Townes

Signature
Signer ID: SSM3HE9P18...

Cheryl Oglesby-Townes

Printed Name

Executive Director

Title

05/20/2026 CDT

Date

Northwest TN Economic Development Council

Organization

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR COMMUNITY SERVICES BLOCK GRANT (CSBG) PROGRAM IF DIFFERENT THAN THE SIGNATORY ABOVE

Signature

Printed Name

Title

Date

Organization

SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM (SCSEP)

Mike Smith

Signature

Mike Smith

Printed Name

Executive Director

Title

05/14/2026 CDT

Date

Southwest Human Resource Agency

Organization

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR SCSEP IF DIFFERENT THAN THE
SIGNATORY ABOVE

Signature

Printed Name

Title

Date

Organization

SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM (SCSEP)



Signature
Stamps ID: PBPIXPOD18...

Don Patterson

Printed Name

Executive Director

Title

05/14/2026 CDT

Date

Tennessee Community Services Agency

Organization

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR SCSEP IF DIFFERENT THAN THE SIGNATORY ABOVE

Signature

Printed Name

Title

Date

Organization

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)

Lakecia Peterson

Signature ID: JPWXSZTU18...

Signature

Lakecia Peterson

Printed Name

Program Director 4

Title

05/18/2026 CDT

Date

Department of Human Services

Organization

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TANF
IF DIFFERENT THAN THE SIGNATORY ABOVE

Signature

Printed Name

Title

Date

Organization

ALC

Jessica Cannon - Macklin

Signature

Jessica Cannon-Macklin

Printed Name

TDLWD Regional Director

Title

05/15/2026 CDT

Date

TN Dept. of Labor and Workforce Development

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR ALC IF DIFFERENT THAN THE
SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

RESEA

Jessica Cannon - Macklin

Signature
Signer ID: YHYQUDDJT8...

Jessica Cannon-Macklin

Printed Name

TDLWD Regional Director

05/15/2026 CDT

Title

Date

TN Dept. of Labor and Workforce Development

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR RESEA IF DIFFERENT THAN THE
SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

OTHER PARTY TO THE MOU:

Jennifer Bane

Signature

Jennifer Bane

Printed Name

Executive Director

Title

05/14/2026 CDT

Date

GROWWTH / Workforce Innovations, Inc.

Organization

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR RESEA IF DIFFERENT THAN THE
SIGNATORY ABOVE

Signature

Printed Name

Title

Date

Organization

SNAP

Jessica Cannon - Macklin

Signature

Jessica Cannon-Macklin

Printed Name

TDLWD Regional Director

Title

05/15/2026 CDT

Date

TN Dept. of Labor and Workforce Development

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR SNAP IF DIFFERENT THAN THE
SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

SECOND CHANCE PROGRAM

Signature

Printed Name

Title

Date

Not available in Northwest TN

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR SECOND CHANCE PROGRAM
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

HOUSING AND URBAN DEVELOPMENT EMPLOYMENT AND TRAINING ACTIVITIES

Signature

Printed Name

Title

Date

Not available in Northwest TN

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR HUD EMPLOYMENT & TRAINING
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

JOB CORPS

_____ Signature	_____ Printed Name
--------------------	-----------------------

_____ Title	_____ Date
----------------	---------------

Not available in Northwest TN

_____ Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR JOB CORPS
IF DIFFERENT THAN THE SIGNATORY ABOVE**

_____ Signature	_____ Printed Name
--------------------	-----------------------

_____ Title	_____ Date
----------------	---------------

_____ Organization

YOUTHBUILD

Signature

Printed Name

Title

Date

Not available in Northwest TN

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR YOUTHBUILD
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

OTHER PARTY TO THE MOU:

Jenny Strasser

Signature

WIOA Program Director

Title

NAIA of Tennessee

Organization

Jenny Strasser

Printed Name

05/28/2026 CDT

Date

Attachment II - CAREER SERVICES AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)

BASIC CAREER SERVICES											
REQUIRED PARTNERS	Eligibility for Title IB	Outreach, intake, orientation	Initial Skills Assessment	Labor exchange services, including job search and placement assistance	Referral and coordination with other programs	Workforce and labor market information and statistics	Performance and cost information on providers of education, training and workforce services	Performance info for the local area as a whole	Information on the availability of supportive services	Information and meaningful assistance with UI claims	Assistance establishing eligibility for financial aid for non-WIOA training and education
Title I: Adult, Dislocated Worker, Youth	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
Title II: Adult Education and Family Literacy	☐	☒	☒	☐	☒	☐	☒	☒	☐	☐	☐
Title III: Employment Programs under Wagner-Peyser	☐	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
Title IV: Rehabilitation Services	☐	☒	☒	☒	☒	☒	☒	☒	☒	☐	☒
Post-secondary Career and Technical Education under Perkins	☐	☒	☒	☒	☒	☒	☒	☒	☒	☐	☒
Unemployment Insurance	☐	☐	☐	☐	☐	☐	☐	☐	☐	☒	☐
Job Counseling, Training and Placement Services for Veterans	☐	☒	☒	☒	☒	☒	☐	☒	☒	☐	☐
Trade Readjustment Allowance (TRA)	☐	☒	☒	☒	☒	☒	☒	☒	☒	☒	☐
Trade Adjustment Assistance (TAA)	☐	☒	☒	☒	☒	☒	☒	☒	☒	☒	☐
Migrant and Seasonal Farmworkers	☐	☒	☒	☒	☒	☒	☒	☒	☒	☐	☒
National Farmworker Jobs Program	☐	☒	☒	☒	☒	☒	☒	☒	☒	☐	☒
Community Services Block Grant (CSBG)	☐	☐	☐	☐	☒	☐	☐	☐	☒	☐	☐
Senior Community Services Employment Program (SCSEP)	☐	☒	☒	☒	☒	☐	☐	☐	☒	☐	☐
TANF	☐	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
Second Chance-	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Housing and Urban Development Employment and	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

BASIC CAREER SERVICES											
REQUIRED PARTNERS	Eligibility for Title IB	Outreach, intake, orientation	Initial Skills Assessment	Labor exchange services, including job search and placement assistance	Referral and coordination with other programs	Workforce and labor market information and statistics	Performance and cost information on providers of education, training and workforce services	Performance info for the local area as a whole	Information on the availability of supportive services	Information and meaningful assistance with UI claims	Assistance establishing eligibility for financial aid for non-WIOA training and education
Training Activities	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Job Corps	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
YouthBuild	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Other (specify): NAIA	☐	☒	☒	☒	☒	☒	☒	☒	☒	☐	☐
Other (specify):	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Other (specify):	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

INDIVIDUALIZED AND FOLLOW-UP CAREER SERVICES												
REQUIRED PARTNERS	Comprehensive and specialized assessments	Development of an individual employment plan	Group counseling	Individual counseling	Career planning	Short-term pre-vocational services	Internships and work experience	Workforce preparation activities	Financial literacy services	Out-of-area job search assistance	English language acquisition	Follow-up services for participants in adult and dislocated worker programs
	Title I: Adult, Dislocated Worker, Youth	☒	☒	☒	☒	☒	☒	☒	☒	☒	☐	☒
	Title II: Adult Education and Family Literacy	☒	☐	☐	☐	☐	☐	☒	☐	☐	☒	☐
	Title III: Employment Programs under Wagner-Peyser	☒	☒	☒	☒	☒	☐	☒	☐	☐	☐	☐
	Title IV: Rehabilitation Services	☒	☒	☒	☒	☒	☒	☒	☐	☒	☐	☐
	Post-secondary Career and Technical Education under Perkins	☒	☐	☒	☒	☒	☒	☒	☒	☐	☐	☐
	Unemployment Insurance	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	Job Counseling, Training and Placement Services for Veterans	☒	☒	☒	☒	☒	☒	☒	☒	☐	☒	☐

INDIVIDUALIZED AND FOLLOW-UP CAREER SERVICES												
REQUIRED PARTNERS	Comprehensive and specialized assessments	Development of an individual employment plan	Group counseling	Individual counseling	Career planning	Short-term pre-vocational services	Internships and work experience	Workforce preparation activities	Financial literacy services	Out-of-area job search assistance	English language acquisition	Follow-up services for participants in adult and dislocated worker
Trade Readjustment Allowance (TRA)	☒	☒	☒	☒	☒	☒	☒	☒	☐	☒	☐	☐
Trade Adjustment Assistance (TAA)	☒	☒	☒	☒	☒	☒	☒	☒	☐	☒	☐	☐
Migrant and Seasonal Farmworkers	☒	☒	☐	☒	☒	☐	☒	☒	☐	☒	☐	☐
National Farmworker Jobs Program	☒	☒	☐	☒	☒	☐	☒	☒	☐	☒	☐	☐
Community Services Block Grant (CSBG)	☒	☐	☐	☐	☐	☐	☒	☐	☐	☐	☐	☐
Senior Community Services Employment Program (SCSEP)	☒	☒	☒	☒	☒	☐	☒	☒	☐	☐	☐	☐
TANF	☒	☒	☒	☒	☒	☒	☐	☒	☒	☐	☒	☐
Second Chance	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Housing and Urban Development—Employment and Training Activities—Job Corps	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
YouthBuild	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Other (specify): NAIA	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☐	☐
Other (specify):	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Other (specify):	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

OTHER PROGRAMS AND ACTIVITIES AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)

REQUIRED PARTNER	OTHER PROGRAMS AND ACTIVITIES PROVIDED
Title I (Adult, Dislocated Worker, Youth)	Individual Training Accounts, Support Services, Work Experience, On-the-Job and Incumbent Worker Training Grants, Hiring Events.
Title II: Adult Education and Family Literacy	HiSet preparation and testing.
Title III: Employment Programs under Wagner-Peyser	Job orders and hiring events, on-site interviews, and resource room with computers and printer.
Title IV: Rehabilitation Services	Physical/mental restoration, training, pre-employment and employment services, specialized services.
Post-secondary Career and Technical Education under Perkins	Training programs leading to various postsecondary credentials in in-demand industries and occupations.
Unemployment Insurance	No additional activities.
Job Counseling, Training and Placement Services for Veterans	Plan / participate in career fairs, coordinate with unions and apprenticeship programs, promote hiring of veterans.
Trade Readjustment Allowance (TRA)	RTAA wage subsidy for workers 50+ years of age.
Trade Adjustment Assistance (TAA)	Training, job search and relocation allowance, job placement and counseling, and skills assessments.
Migrant and Seasonal Farmworkers	Individual training accounts, support services, work experience and OJT.
National Farmworker Jobs Program	Individual training accounts, support services, work experience and OJT.
Community Services Block Grant (CSBG)	ER utility, rent or mortgage assistance, food assistance, referral to Head Start, land case management.
Senior Community Services Employment Program (SCSEP)	Referral of individuals 55 and older for placement in On-the-Job Experience opportunities.
TANF	No additional activities.
Second Chance	Not available in Northwest TN.
Housing and Urban Development Employment and Training Activities	Not available in Northwest TN.
Job Corps	Not available in Northwest TN.
YouthBuild	Not available in Northwest TN.

SERVICE DELIVERY METHOD THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)

PROGRAM	SERVICES PROVIDED THROUGH OWN STAFF	SERVICES PROVIDED THROUGH CROSS-TRAINED PARTNER STAFF	SERVICES PROVIDED THROUGH CONTRACTOR PROVIDER	SERVICES PROVIDED THROUGH DIRECT LINKAGE
Title I (Adult, Dislocated Worker, Youth)	All (Adults and Dislocated Workers)	Services: Partner:	Services: Provider:	Services: Method:
Title II: Adult Education and Family Literacy	2, 3, 5, 7, 8	Services: Partner:	Services: Provider:	Services: Method:
Title III: Employment Programs under Wagner-Peyser	2, 11	Services: Partner:	Services: Provider:	Services: Method:
Title IV: Rehabilitation Services	2-9, 11	Services: Partner:	Services: Provider:	Services: Method:
Post-secondary Career and Technical Education under Perkins		Services:	Services:	Services: 2-9, 11
Unemployment Insurance		Partner:	Provider:	Method: Phone or Email Website
Job Counseling, Training and Placement Services for Veterans	2-6, 8, 9, 10 (Dyersburg)	Services: Partner:	Services: Provider:	Services: 10 Method: Jobs4TN.gov
Trade Readjustment Allowance (TRA)	2-10	Services: Partner:	Services: Provider:	Services: 2-6, 8, 9, 10 (Huntingdon) Method: Phone or Email
Trade Adjustment Assistance (TAA)	2-10	Services: Partner:	Services: Provider:	Services: 2-10 (Huntingdon) Method: Phone or Email
Migrant and Seasonal Farmworkers		Services: Partner:	Services: Provider:	Services: 2-9, 11 Method: Phone or Email
National Farmworker Jobs Program		Services: Partner:	Services: Provider:	Services: 2-9, 11 Method: Phone or Email
Community Services Block Grant (CSBG)		Services: Partner:	Services: Provider:	Services: 5, 9 Method: Phone or Email
Senior Community Services Employment Program (SCSEP)		Services: Partner:	Services: Provider:	Services: 2-6, 9 Method: Phone or Email

PROGRAM	SERVICES PROVIDED THROUGH <i>OWN STAFF</i>	SERVICES PROVIDED THROUGH <i>CROSS-TRAINED PARTNER STAFF</i>	SERVICES PROVIDED THROUGH <i>CONTRACTOR PROVIDER</i>	SERVICES PROVIDED THROUGH <i>DIRECT LINKAGE</i>
TANF		Services:	Services:	Services:
		Partner:	Provider:	Method:
Second Chance		Services:	Services:	Services:
		Partner:	Provider:	Method:
Housing and Urban Development Employment and Training Activities		Services:	Services:	Services:
		Partner:	Provider:	Method:
Job Corps		Services:	Services:	Services:
		Partner:	Provider:	Method:
YouthBuild		Services:	Services:	Services:
		Partner:	Provider:	Method:
Other (specify): NAIA		Services:	Services:	Services: 2-9
		Partner:	Provider:	Method: Phone or Email
Other (specify):		Services:	Services:	Services:
		Partner:	Provider:	Method:
Other (specify):		Services:	Services:	Services:
		Partner:	Provider:	Method:

Entity Name : _____

Date: 3/13/2017

BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

	Overall Budget Total by Cost Category			(4)
	Shared Costs		Non-Shared Costs	
	(1)	(2)	(3)	
	Total Infrastructure Costs	Total Additional Costs	Total Direct Costs	
1. Office (Site) Location	\$	\$	\$	0

SECTION B - BUDGET CATEGORIES

	Line Item Costs by Cost Category			Total
	Shared Costs		Non-Shared Costs	
	(1)	(2)	(3)	
	Infrastructure Costs	Additional Costs	Direct Costs	
2. Line Item Categories	\$ 0	\$ 0	\$ 0	\$ 0
a. Personnel				0
- Administrative				0
-Program				0
b. Fringe Benefits				0
- Administrative				0
-Program				0
c. Travel				0
d. Equipment				0
e. Supplies				0
f. Contractual				0
g. Other				0
h. Sub-Total (sum of 2a-2g)	0	0	0	0
i. Indirect Charges	0	0	0	0
j. TOTALS (sum of 2h and 2i)	\$ 0	\$ 0	\$ 0	\$ 0
k. (Over) / Under	0	0	0	0

SECTION C - BUDGET NARRATIVE

Line Item Instructions for the WIOA One-Stop Operating Budget

Note: Each American Job Center Partner will be required to complete a budget sheet individual budgets for each site they have a presence in. These budgets will be consolidated into a master budget indicative of the One-Stop Operating Budget and Costs (TEGL 17-16).

SECTION A - BUDGET SUMMARY	
Line Item	Instructions
Office (Site) Location	Enter name of the AJC (i.e., AJC Nashville)
Total Infrastructure Costs	Sum of all line item Infrastructure Cost indicated in Section B-Budget Categories. As provided in TEGL 17-16 Infrastructure costs of AJCs are defined as non-personnel costs that are necessary for the general operation of the one-stop center, including: rental of the facilities; utilities and maintenance; equipment (including assessment-related and assistive technology for individuals with disabilities); and technology to facilitate access to the one-stop center, including technology used for the center's planning and outreach activities (WIOA sec. 121(h)(4), 20 CFR 678.700(a), 34 CFR 361.700(a), and 34 CFR 463.700(a)). This list is not exhaustive.
Total Additional Costs	Sum of all line item Additional Cost indicated in Section B-Budget Categories. As provided in TEGL 17-16 One-stop partners must share in additional costs, which must include applicable career services, and may include shared operating costs and shared services that are necessary for the general operation of the one-stop center. <i>Career Services</i> . One-stop partners must ensure that at least some career services, described in WIOA sec. 134(c)(2), are provided at the one-stop center. Shared Operating Costs and Shared Services. One-stop partners also may share other costs that support the operations of the one-stop centers, as well as the costs of shared services. The costs of shared services may include 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 (WIOA sec. 121(i)(2), 20 CFR 678.760, 34 CFR 361.760, and 34 CFR 463.760).
Total Direct Costs	Sum of all line item Direct Cost indicated in Section B-Budget Categories. Direct Costs are attributable to a single grant program or partner (i.e., WIOA staff providing ITA assistance only). These are non-shared costs.
SECTION B - BUDGET CATEGORIES	
Line Item	Instructions
a. Personnel	This amount will be the combined total of Administrative and Program wages. As infrastructure costs are non-personnel costs. This line item for infrastructure should be blank.
- Administrative	Enter the amount of wages for Administrative staff only
- Program	Enter the amount of wages of Program staff only
b. Fringe Benefits	This amount will be the combined total of Administrative and Program fringe benefits. As infrastructure costs are non-personnel costs, This line item for infrastructure should be blank.
- Administrative	Enter the amount of Fringe benefits for Administrative staff only
- Program	Enter the amount of Fringe benefits for Program staff only
c. Travel	Enter the amount for staff related travel.
d. Equipment	Enter the amount of funds expended on equipment. Expenditures must meet the prescribed threshold outlined in 2 CFR 200.33
e. Supplies	Enter the amount of funds expended on supplies. Expenditures must met the prescribed threshold outlined in 2 CFR 200.94
f. Contractual	Enter the amount of contractual obligations. For example One-Stop Operator costs would be an Additional Costs contractual item.
g. Other	Subrecipients are required to submit supporting documentation detailing the amount reflected here as Other Costs.
h. Sub-Total	This amount is the total of line items a. through g.
i. Indirect Charges	Provide Indirect Costs. Indirect costs are attributable to an organization or entity and would not be reflected as shared costs, nor would they be allocated.
j. TOTALS	Amount reflects the total line item costs by cost category
SECTION C - BUDGET NARRATIVE	
Budget Narrative	Provide brief narrative in support of the One-Stop Operating budget



Welcome Function

Evaluation of Service Needs

Basic Career Services

Initial Assessment of Skills
Labor Exchange Services
Labor Market Information
Outreach, Intake & Orientation
Performance Data
Referral and Coordination
Unemployment Assistance
Eligibility Determination
Financial Aid Assistance
Translation Services

Individualized Career Services

Register in Jobs4TN.gov
Comprehensive and Specialized Assessment
Individual Counseling
Career / Vocational Counseling
Development of IEP
Workforce Preparation Activities
Short-Term Pre-Employment Vocational Services

Training Services

Individualized Training Account
Work Based Learning (OJT, Incumbent Worker or Apprenticeship)
Job Clubs
Financial Literacy
Out of Area Job Search and Relocation Assistance
English Language Acquisition
Related Support Services

Follow-Up Services

Section 4 Attachment: Memorandum of Understanding (MOU) Dispute Resolution Process

The following details the dispute resolution process designed for use by the Partners when unable to successfully reach an agreement necessary to execute the MOU. (Note: This is separate from the LWDA Customer Grievance and Complaint Process). A disagreement is considered to have reached the level of dispute resolution when an issue arises out of the development and negotiation of an MOU that is not easily coming to a point of resolution. It is the responsibility of the LWDB Chair (or designee) to coordinate the MOU dispute resolution to ensure that issues are being resolved appropriately.

Any party to the MOU may seek resolution under this process.

1. All Parties are advised to actively participate in Local negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally.
2. Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send a notification to the LWDB Chair (or designee) and all Parties to the MOU regarding the conflict within 10 business days.
3. The LWDB Chair (or designee) shall place the dispute on the agenda of a special meeting of the LWDB's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a 2/3 majority consent of the Executive Committee members present.
4. The decision of the Executive Committee shall be final and binding unless such a decision is in contradiction of applicable State and Federal laws or regulations governing the Partner agencies.
5. The right of appeal no longer exists when a decision is final. Additionally, final decisions will not be precedent-setting or binding on future conflict resolutions unless they are officially stated in this procedure.
6. The Executive Committee must provide a written response and dated summary of the proposed resolution to all Parties to the MOU.
7. The LWDB Chair (or designee) will contact the petitioner and the appropriate Parties to verify that all are in agreement with the proposed resolution.

State Representative	Title II Adult Education and Family Literacy	Title III Wagner Peyser	Title IV Vocational Rehabilitation	Temporary Assistance for Needy Families	Title V Older Americans Act / Senior Community Service Employment	Career & Technical Education Programs (Carl D. Perkins Act)	Trade Adjustment Assistance	Veterans Employment Services - Jobs for Veterans State Grant	Community Services Block Grant	Unemployment Insurance	Migrant & Seasonal Farmworker Program	Job Corps	Native American Programs
State Representative for District 1	Weakley County Schools AJ Belyew AJ.Belyew@wcksk12tn.net 731-364-5481	TN Dept. of Labor & Workforce Development Lakisha Jones 470 Mustang Drive Huntingdon, TN 38344 731-352-8898 Fax: 731-986-2055 lakisha.jones@tn.gov	Community TN Rehabilitation Center Ashley Roberts 560 Benton Industrial Road Camden, TN (731) 886-6879 Ashley.Roberts@tn.gov	TN Dept. of Human Services 272 Hwy 641 N Camden, TN 38320 731-593-6360	Southwest TN Human Resource Agency Jennifer Rhodes 1124 Whitehall Street Jackson, TN 38301 731-422-8768 Fax: jennifer.rhodes@swthra.org	TN College of Applied Technology - Henry/Carroll Brad White 312 South Wilson Street Paris, TN 38242 731-644-7265 brad.white@catparis.edu	TN Dept. of Labor & Workforce Development Lakisha Jones 470 Mustang Drive Huntingdon, TN 38344 731-352-8898 Fax: 731-986-2055 lakisha.jones@tn.gov	TN Dept. of Labor & Workforce Development Matthew Steele 470 Mustang Drive Huntingdon, TN 38344 731-352-8898 Fax: 731-986-2055 matthew.steele@tn.gov	Northwest TN Economic Development Council Alice Douglas 560 Benton Industrial Road Camden, TN 38320 731-584-7355 alice0218@nwtnccap.org	www.tn.gov/workforce/section/unemployment/ www.Jobs4TN.gov	TN Opportunity Program Moranda Yancy 96 S. Belts Street Alamo, TN 38001 Cell: 731-571-6937 Moranda.Yancy@nopp.org	ETR David Hicks 1124 Whitehall St. Jackson, TN 38301 731-660-8203 Fax: 731-660-8085 hicks.gary@jccorps.org	Native American Programs Debra Aron 661 Fitzhugh Smyrna, TN 37151 615-986-8085 Fax: 615-986-8085 WIA@NAIA.nm.gov
State Representative for District 1	Weakley County Schools AJ Belyew AJ.Belyew@wcksk12tn.net 731-364-5481	TN Dept. of Labor & Workforce Development Onsite Lakisha Jones 470 Mustang Drive Huntingdon, TN 38344 731-352-8898 Fax: 731-986-2055 lakisha.jones@tn.gov	Community TN Rehabilitation Center Ashley Roberts 560 Benton Industrial Road Camden, TN (731) 886-6879 Ashley.Roberts@tn.gov	TN Dept. of Human Services 20810 Main Street East Huntingdon, TN 38344 731-352-7941	Southwest TN Human Resource Agency Jennifer Rhodes 1124 Whitehall Street Jackson, TN 38301 731-422-8768 Fax: jennifer.rhodes@swthra.org	TN College of Applied Technology - Henry/Carroll Brad White 312 South Wilson Street Paris, TN 38242 731-644-7265 brad.white@catparis.edu	TN Dept. of Labor & Workforce Development Lakisha Jones Onsite lakisha.jones@tn.gov	TN Dept. of Labor & Workforce Development Matthew Steele 470 Mustang Drive Huntingdon, TN 38344 731-352-8898 Fax: 731-986-2055 matthew.steele@tn.gov	Northwest TN Economic Development Council Christy Collins 13355 Paris St. Huntingdon, TN 38344 731-209-4458 christy0207@nwtnccap.org	www.tn.gov/workforce/section/unemployment/ www.Jobs4TN.gov	TN Opportunity Program Moranda Yancy 96 S. Belts Street Alamo, TN 38001 Cell: 731-571-6937 Moranda.Yancy@nopp.org	ETR David Hicks 1124 Whitehall St. Jackson, TN 38301 731-660-8203 Fax: 731-660-8085 hicks.gary@jccorps.org	Native American Programs Debra Aron 661 Fitzhugh Smyrna, TN 37151 615-986-8085 Fax: 615-986-8085 WIA@NAIA.nm.gov
State Representative for District 3	TCAT Northwest Monica Mack monica.mack@catnorthwest.edu 6514 US-412 TN 38006 345-3300	TN Dept. of Labor & Workforce Development Bee Baltimore, Karen Davison 313 W. Cedar Street Dyersburg, TN 38024 731-501-1109 Fax: 731-286-8354 della.baltimore@tn.gov; karen.davison@tn.gov	Community Tennessee Rehabilitation Center Ashley Roberts 1365 Morgan Road Dyersburg, TN 731-286-8315 Fax: 731-501-1109 Ashley.Roberts@tn.gov	TN Dept. of Human Services 182 N Cherry St. Alamo, TN 38001 731-606-5441	Southwest TN Human Resource Agency Jennifer Rhodes 1124 Whitehall Street Jackson, TN 38301 731-422-8768 Fax: jennifer.rhodes@swthra.org	Dyersburg State Community College Lorenda Fultz 1510 Lake Road Dyersburg, TN 731-286-3324 fulzt@dccc.edu	TN Dept. of Labor & Workforce Development Karen Davison 313 West Cedar Street Dyersburg, TN 731-501-1109 Fax: 731-286-8354 karen.davison@tn.gov	TN Dept. of Labor & Workforce Development Matthew Steele 470 Mustang Drive Huntingdon, TN 38344 731-352-8898 Fax: 731-986-2055 matthew.steele@tn.gov	Northwest TN Economic Development Council Theresa Powell 151 Conley Powell Alamo, TN 38001 731-696-2871 tpowell@nwtnccap.org	www.tn.gov/workforce/section/unemployment/ www.Jobs4TN.gov	TN Opportunity Program Moranda Yancy 96 S. Belts Street Alamo, TN 38001 Cell: 731-571-6937 Moranda.Yancy@nopp.org	ETR David Hicks 1124 Whitehall St. Jackson, TN 38301 731-660-8203 Fax: 731-660-8085 hicks.gary@jccorps.org	Native American Programs Debra Aron 661 Fitzhugh Smyrna, TN 37151 615-986-8085 Fax: 615-986-8085 WIA@NAIA.nm.gov
State Representative for District 9	TCAT Northwest Monica Mack monica.mack@catnorthwest.edu on-site part-time	TN Dept. of Labor & Workforce Development Bee Baltimore, Karen Davison 313 W. Cedar Street Dyersburg, TN 38024 731-501-1109 Fax: 731-286-8354 della.baltimore@tn.gov; karen.davison@tn.gov	Community Tennessee Rehabilitation Center Vacant (731) 501-1109 313 W Cedar Dyersburg, TN 731-501-1109 Fax: 731-286-8354	TN Dept. of Human Services 1979 St. John, Suite E Dyersburg, TN 38024 731-286-8305	Southwest TN Human Resource Agency Jennifer Rhodes 1124 Whitehall Street Jackson, TN 38301 731-422-8768 Fax: jennifer.rhodes@swthra.org Community Services Agency Melinda Underwood 2115 West Main Street Union City, TN 38261 731-884-2640 melinda.underwood@cnrsa.com	Dyersburg State Community College Lorenda Fultz 1510 Lake Road Dyersburg, TN 731-286-3324 fulzt@dccc.edu	TN Dept. of Labor & Workforce Development Karen Davison kare.davison@tn.gov	TN Dept. of Labor & Workforce Development Matthew Steele 470 Mustang Drive Huntingdon, TN 38344 731-352-8898 Fax: 731-986-2055 matthew.steele@tn.gov	Northwest TN Economic Development Council Skylar Howell 1200 Community Park Road Dyersburg, TN 38024 (731)285-5556 skylar0226@nwtnccap.org	www.tn.gov/workforce/section/unemployment/ www.Jobs4TN.gov	TN Opportunity Program Moranda Yancy 96 S. Belts Street Alamo, TN 38001 Cell: 731-571-6937 Moranda.Yancy@nopp.org	ETR David Hicks 1124 Whitehall St. Jackson, TN 38301 731-660-8203 Fax: 731-660-8085 hicks.gary@jccorps.org	Native American Programs Debra Aron 661 Fitzhugh Smyrna, TN 37151 615-986-8085 Fax: 615-986-8085 WIA@NAIA.nm.gov

State, Title, Worker, Services	Title II Adult Education and Family Literacy	Title III Wagner Peyser	Title IV Vocational Rehabilitation	Temporary Assistance for Needy Families	Title V Older Americans Act / Senior Community Service Employment	Career & Technical Education Programs (Carl D. Perkins Act)	Trade Adjustment Assistance	Veterans Employment Services - Jobs for Veterans State Grant	Community Services Block Grant	Unemployment Insurance	Migrant & Seasonal Farmworker Program	Job Corps	Native American Programs
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Required Partners Offering Services through the Comprehensive AICs

Housing & Urban Development Employment & Training: no specific services in NWTN

Second Chance Act of 2007: no programs in NWTN per https://www.bja.gov/ProgramDetails.aspx?Program_ID=90#horizontalTab1

Economic & Community Development: Janna Hellums - Janna.Hellums@tn.gov; Tessa Kyle - Tessa.Kyle@tn.gov

that lead to completion of the requirements for a secondary school diploma or its equivalent	prevention strategies include services and activities that keep a young person in-school and engaged in formal learning and/or training setting. Strategies include, but not limited to tutoring, literacy development, active learning experiences, after-school opportunities, and individualized instruction.	Adult Education Local Education Agency
secondary school services, or dropout services, as appropriate	Alternative secondary school services, such as basic education skills training, individualized academic instruction, and English as a Second Language training, are services that assist youth who have struggled in traditional secondary education. Dropout recovery services, such as credit recovery, counseling, and educational plan development, are those that assist youth who have dropped out of school. The goal is to help youth re-engage and persist in education that leads to the completion of a recognized high school equivalent.	Referral - Adult Education Local Education Agency
paid work experiences, that have an occupational education	Work experiences have academic and occupational education as a component, and may include the following types of work experiences: (i) Summer employment opportunities or other employment available throughout the school year; (ii) Pre-apprenticeship programs - designed to prepare individuals to enter and succeed in apprenticeship program registered under the National Apprenticeship Act; (iii) Internships and job shadowing a work experience option where youth learn about a job by walking through the work day as a shadow to a competent worker; and (iv) On-the-job training (OJT) opportunities.	Contractor and Referral - Vocational Rehabilitation TANF / Department of Postsecondary Institutions Local Education Agency Migrant & Seasonal Program
skills training, which shall include consideration for training programs that are recognized postsecondary credentials and with in-demand industry sectors in the local area involved	Includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area involved, if the Local Board determines that the programs meet the quality criteria described in WIOA sec. 123. Funding for training through Individual Training Accounts (ITAs) for unmet need after other Federal and State financial aid such as TN Promise, TN Reconnect, Lottery, Pell, TSAC, etc.	Referral - ETPL Provider TCATs Henry/Carroll Northwest, Dyersburg Community College, TN at Martin, Bethel Roadrunner Driving Early Postsecondary (EPSOs) and TN SAIL through secondary schools coordination with training
ive guidance and counseling, which drug and alcohol abuse counseling as appropriate)	Provides individualized counseling to participants, and may include referrals to other partner programs for services such as substance and alcohol abuse counseling or mental health counseling. Staff members are responsible for assisting participants in collecting and analyzing information to determine the best mix of services necessary to obtain employment. Information areas may include a participant's needs, strengths, support systems, education, job skills, interests, and career goals. Information may be gathered informally, via interviews or observations, or formally via assessment tools such as aptitude tests, computer assisted programs, and interest inventories. Based on the results of the assessment process, staff connect participants to services available through the AJC and will make referrals to other programs a necessary if their needs are outside of the scope of life skills (time management, developing a support system to be successful in school, finding transportation to and from school, developing good study habits, etc.).	Contractor and Referral - Local Education Agency Community Organization

community service and peer-activities encouraging responsibility and the social and civic behaviors (as	decision-making, including determining priorities and problem-solving; (f) citizenship training, including life skills training such as parenting and work behavior trainings; (g) civic engagement activities that place youth in a leadership role such as serving on youth leadership committees, such as a standing Youth committee. To encourage responsibility, confidence, employability, and exposure to postsecondary opportunities, Youth can attend workshops in the AJCs such as Financial Literacy or Starting a Small Business, complete assignments in Allison or Career Ready 101, receive an adult mentor through work experience, receive career counseling from a career advisor, and / or be referred to TN Promise and TN Reconnect mentors and counselors. Additional work behavior training is available at the AJCs through TCAT Jackson's the Way to Win at Work program.	and Referral - Community Organization Local Education Age
services	20 CFR § 681.570 describes supportive services for youth as defined in WIOA Sec. 3(59), as services that enable an individual to participate in WIOA activities. These services include, but not limited to, the following: (a) linkages to community services; (b) assistance with transportation; (c) assistance with childcare and dependent care; (d) assistance with housing; (e) needs-related payments; (f) assistance with educational testing; (g) accommodations for youth with disabilities; (h) legal aid services; (i) referrals to healthcare; (j) assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear; (k) assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; (l) payments and fees for employment and training-related applications, tests and certifications.	Contractor and Referral - Adult Education Vocational Rehabilitation TANF / Families First TAA Veterans Employment Community Block Grant Migrant & Seasonal (TOPS) Community Organization
ing for the period of participation uent period, for a minimum total of	As listed in 20 CFR § 681.490, adult mentoring is offered for a duration of at least 12 months, and may occur both during the program and following exit from the program. Adult mentoring is a formal relationship between a youth participant and an adult mentor that includes structured activities where mentor offers guidance, support and encouragement to develop the competence and character of the mentee. This may include workplace mentoring where the program matches a youth participant with an employer or employee of a company. While the Department of Labor strongly prefers that case managers not serve as adult mentors, the final rule allows case manager to serve as mentors in areas where adult mentors are sparse, such as in rural areas like Northwest TN. However, the desired method of providing leadership development includes connecting youth with a community mentor, which can usually be found through a work experience, postsecondary institution, or by referral to other community resources.	Contractor and Referral - Work Experience Site Local Education Age Postsecondary Institution Other Community R
ices, for a minimum of 12 months, pletion of participation (as	Services are provided for not less than 12 months from the exit date. 20 CFR § 681.580 describes follow up services as “critical services provided following a youth’s exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training.” Follow up services may include regular contact with the youth participant’s employer, including assistance in addressing work-related problems that arise, and may include the following program elements: (1) supportive services; (2) adult mentoring; (3) financial literacy education; (4) services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, or career exploration services; (5) activities that help youth prepare for and transition to postsecondary education and training. Follow up services include more than only a contact attempted or made for securing documentation in order to report a performance outcome. Title I	Contractor and Referral - Community Organization

Various Banking Institutions		20 CFR § 681.560 states this program element provides the basics on starting and operating a small business. Such training must develop the skills associated with entrepreneurship, such as the ability to take initiative, creatively seek out and identify business opportunities, develop budgets and forecast resource needs, understand various options for acquiring capital and the trade-offs associated with each option, and communicate effectively and market oneself and one's ideas. Rather than choosing to enroll in a formal training program to attain an entrepreneurship-training certificate, many jobseekers are interested in self-employment, and thus explore independent routes. Small Business Development Centers (SBDCs), Small Business Associations (SBAs), and Chambers of Commerce identify resources to assist these individuals. SBAs help entrepreneurs and existing owners to start, build, or grow their businesses offering services such as information on financing, loan applications, and regulations and licensing. The AICs are in partnership with a community-based organization, Operation Hope, and the Small Business Development Centers (SBDC) through the University of TN at Martin (UTM) and Dyersburg State Community College to hold workshops in the AICs. The SBDCs also provide one-on-one assistance through a referral to provide expert business advice to all types of businesses including, but not limited to counseling, business planning, marketing assistance, training, and cash flow analysis to start-up entrepreneurs and existing business owners. Business Services Team members may also host information sessions at partner agencies about the grants available through the AICs, such as On-the-Job Training and Incumbent Worker Training, that can assist small business owners off-set the cost of training new and existing employees.	Referral - Small Business Development Centers of Commerce Operation Hope
Various Skills Training		Includes services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services. Interest inventories and other career planning tools are available through websites such as mynextmove.org and careeronestop.org/getmyfuture. The AICs also utilize Jobs4TN.gov and Economic Modeling Systems, Inc. (EMSI) to provide labor market and employment information. You Science Career Awareness and Aptitude assessment is also available.	Contractor and Referral - Wagner Peyser
Various Youth Preparation and Postsecondary Education		Includes exploring post-secondary education options including technical training schools, community colleges, 4-year colleges and universities, and registered apprenticeships, assisting the youth in preparation for the ACT/SAT testing, assisting with the college admission applications, searching and applying for scholarships and grants, filling out the proper Financial Aid applications and adhering to changing guidelines, and connecting youth or youth adults to postsecondary education programs. Youth served through the AICs may receive assistance in using Jobs4TN.gov, You Science, Career Coach, and other resources to identify postsecondary training opportunities, and related employment information.	Contractor and Referral - Local Education Agency Postsecondary Institutions Adult Education TANF / Department Resources Migrant & Seasonal TN Promise & Record TN Achieves Vocational Rehabilitation

Offered concurrently with, and in the as, workforce preparation activities for a specific occupation or cluster	activities that occur as part of a work experience, and occupational skills training can all occur separately and at different times (and thus are counted under separate program elements), this program element refers to the concurrent delivery of these services which make up an integrated education and training model. Several postsecondary training programs, such as healthcare and manufacturing, provide academic and hands on learning through cooperatives or internship opportunities. For instance, all nursing programs include clinical experience in various healthcare employment settings such as hospitals, nursing homes, and clinics. Dyersburg State and Jackson State Community College both provide cooperative “Earn and Learn” programs in advanced manufacturing. TCATs include an internship opportunity for students near the end of training. At the secondary level, work-based learning opportunities are incorporated as part of career pathways and the TN Pathways Certification.	and Referral - Adult Education Local Education Age Postsecondary Instit Work Experience Sit
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	(1) Training, study skills school, etc.	(2) Alternative secondary school services, or dropout recovery services	(3) Paid and unpaid work experiences	(4) Occupational skills training	(5) Comprehensive guidance and counseling	(6) Leadership development opportunities	(7) Support Services	(8) Adult mentoring	(9) Follow-up services	(10) Financial Literacy	(11) Entrepreneurial Skills Training	(12) Labor market and employment information	(13) Prepare for and transition to postsecondary education and training	(14) Education and training with workforce preparation activities
Dyersburg State Community College Contracted Career Service Provider of Title I Adult, Dislocated Worker, and Youth Services www.NWNTJobs.org/			X		X	X	X	X	X	X	X	X		
Title II Adult Education Weakley County Schools and TCAT Northwest www.tn.gov/workforce/article/about-	X						X						X	
Title III Wagner Peyser www.Jobs4TN.gov ; www.tn.gov/workforce/														
Title IV Vocational Rehabilitation www.tennessee.gov/humanservices/topic/vocational-rehabilitation		X					X				X	X		
Department of Human Resources Temporary Assistance for Needy Families tn.gov/humanservices		X					X			X				
Trade Adjustment Assistance www.tn.gov/workforce/article/trade-related-layoffs							X							
Veterans Employment Services - Jobs for Veterans State Grant www.tn.gov/workforce/topic/job-placement-for-veteran							X							
Migrant & Seasonal Farmworker Program www.tnoppportunityprograms.org/		X					X						X	
Local Education Agencies / Secondary Schools	X	X	X	X	X			X		X			X	
Career & Technical Education Programs (Carl D. Perkins Act) www.tbr.edu/institutions/our-institutions Other Training Providers www.Jobs4TN.gov		X	X					X						X
Small Business Development Centers https://www.sba.gov/										X				
Community Services Block Grant www.nwcommunityaction.org/community-services							X							
Northwest TN Development District / Human Resource Agency https://nwddd.org/nwtral/							X							
Carey Counseling Center www.careycounselingcenter.org/				X										
Professional Care Services https://www.pcswn.org/				X										
Pathways Behavioral Health Services https://www.wth.org/services/pathways-behavioral-health-services/				X										
Operation Hope https://operationhope.org/										X			X	

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SECTION 10 ATTACHMENT: ACCOMMODATIONS AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)

REQUIRED PARTNER	ACCOMMODATIONS PROVIDED
Title I (Adult, Dislocated Worker, Youth)	Listed in Section 10 of the MOU and made available on-site at all AJCs.
Title II: Adult Education and Family Literacy	All District 7 classes are held in accessible sites. Computers with enlarged type and icons are available at many sites.
Title III: Employment Programs under Wagner-Peyser	Utilize Title I accommodations as described in Section 10 of the MOU.
Title IV: Rehabilitation Services	Intepreters for the deaf will be provided through Jackson Council for Independent Living. A brailier is available for the blind.
Post-secondary Career and Technical Education under Perkins	A staff member is responsible for arranging for accommodations for students as deemed appropriate.
Unemployment Insurance	N/A
Job Counseling, Training and Placement Services for Veterans	Utilize Title I accommodations as described in Section 10 of the MOU.
Trade Readjustment Allowance (TRA)	Utilize Title I accommodations as described in Section 10 of the MOU.
Trade Adjustment Assistance (TAA)	Utilize Title I accommodations as described in Section 10 of the MOU.
Migrant and Seasonal Farmworkers	Accessible office and accommodations as needed.
National Farmworker Jobs Program	Accessible office and accommodations as needed.
Community Services Block Grant (CSBG)	Accessible office and accommodations as needed.
Senior Community Services Employment Program (SCSEP)	NWTBRA has a Spanish application available, utilizes AJC accommodations as necessary and will arrange for additional accommodations as needed based on the job site.
TANF	Large print and other accommodations available on a case-by-case basis. Referrals to Vocational Rehabilitation as appropriate.
Second Chance	Not available in Northwest TN.
Housing and Urban Development Employment and Training Activities	Not available in Northwest TN.
Job Corps	Not available in Northwest TN.
YouthBuild	Not available in Northwest TN.

MOU Partners			Program Presence per Location			
Partner Program	MOU Partner	Authorization / Category	Physically Colocated - Dyersburg	Direct Linkage - Dyersburg	Physically Colocated - Huntingdon	Direct Linkage - Huntingdon
Family Literacy Act (AEFLA) program	Dyersburg State Community College	WIOA title I Adult, Dislocated Workers, and Youth Programs	Yes	No	Yes	No
	TCAT Northwest	WIOA Title II Adult Education and Family Literacy Act (AEFLA) program	Yes	No	No	No
	Weakley County Schools		No	No	Yes	No
Employment Services (ES)	TN Department of Labor and Workforce Development (TDLWD)	WIOA title III Wagner-Peyser Employment Services (ES), authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), also providing the state's public labor exchange	Yes	No	Yes	No
	TN DHS, Department of Rehabilitation Services	WIOA title IV State Vocational Rehabilitation program, authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C.720 et seq.)	Yes	No	Yes	No
	Department of Human Services	Temporary Assistance for Needy Families (TANF), authorized under part A of title IV of the Social Security Act (42 U.S.C. 601et seq.)	No	Yes	No	Yes
SNAP (SCSEP)	TN Community Service Agency	Senior Community Service Employment Program (SCSEP), authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.)	No	Yes	No	No
	Southwest TN Human Resource Agency		No	Yes	No	Yes
	Dyersburg State Community College		No	Yes	No	Yes
	TCAT McKenzie		No	Yes	No	Yes
Career and Technical Education Programs	TCAT Northwest	Career & Technical Education Programs, authorized under the Carl D. Perkins Act	No	No	No	No
	TCAT Henry/Carroll		No	No	No	No
	TN Department of Labor and Workforce Development (TDLWD)		No	No	No	No
				No	No	No
Trade Adjustment Assistance (TAA)	TN Department of Labor and Workforce Development (TDLWD)	Trade Adjustment Assistance (TAA), authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271et seq.)	No	Yes	No	Yes
	TN Department of Labor and Workforce Development (TDLWD)	Jobs for Veterans State Grants (JVSG), authorized under chapter 41 of title 38, U.S.C.	Yes	No	No	Yes
Community Services Block Grant (CSBG)	Northwest TN Economic Development Council	Employment and training activities carried out under the Community Services Block Grant Act (CSBG) (42 U.S.C. 9901 et seq.)	No	Yes	No	Yes
	TN Department of Labor and Workforce Development (TDLWD)	Unemployment Insurance (UI) programs under state unemployment compensation laws	No	Yes	No	Yes
National Farmworker Jobs Program (NFJP)	TN Opportunity Program	National Farmworker Jobs Program	No	Yes	No	Yes
	TN Department of Labor and Workforce Development (TDLWD)	Migrant & Seasonal Farmworker Program	Yes	No	Yes	No
Re-entry Employment Opportunities (REO)	TN Department of Labor and Workforce Development (TDLWD)	Re-employment Services Eligibility and Assessment	Yes	No	Yes	No
	TN Department of Labor and Workforce Development (TDLWD)	Supplemental Nutrition Assistance Program	Yes	No	No	Yes
SNAP	TN Department of Labor and Workforce Development (TDLWD)	Permanent Labor Certification for Foreign Workers (FLC)	No	No	Yes	No
	TN Department of Labor and Workforce Development (TDLWD)					

ONE-STOP OPERATING BUDGET								
LWDA	Location	Center Type	Partner	Cost Category	Cost Pool	Cost Item	Allocation Base	Cost
Northwest	Huntingdon	Comprehensive	FLC	Non-Shared Direct	Benefits	401k- Hybrid Plan Reg Earn	Direct	\$ 60.01
Northwest	Huntingdon	Comprehensive	FLC	Non-Shared Direct	Benefits	Dental Services	Direct	\$ 4.50
Northwest	Huntingdon	Comprehensive	FLC	Non-Shared Direct	Benefits	FICA	Direct	\$ 55.61
Northwest	Huntingdon	Comprehensive	FLC	Non-Shared Direct	Benefits	Group Life Insurance	Direct	\$ 4.02
Northwest	Huntingdon	Comprehensive	FLC	Non-Shared Direct	Benefits	Health Insurance	Direct	\$ 299.75
Northwest	Huntingdon	Comprehensive	FLC	Non-Shared Direct	Benefits	Long-term Disability Insurance	Direct	\$ 4.71
Northwest	Huntingdon	Comprehensive	FLC	Non-Shared Direct	Benefits	Medicare FICA	Direct	\$ 13.00
Northwest	Huntingdon	Comprehensive	FLC	Non-Shared Direct	Benefits	Retirement Hybrid Plan	Direct	\$ 27.01
Northwest	Huntingdon	Comprehensive	JVSG - CONS	Non-Shared Direct	Benefits	401k- Hybrid Plan Reg Earn	Direct	\$ 3,064.76
Northwest	Huntingdon	Comprehensive	JVSG - CONS	Non-Shared Direct	Benefits	Dental Services	Direct	\$ 239.76
Northwest	Huntingdon	Comprehensive	JVSG - CONS	Non-Shared Direct	Benefits	FICA	Direct	\$ 3,032.43
Northwest	Huntingdon	Comprehensive	JVSG - CONS	Non-Shared Direct	Benefits	Group Life Insurance	Direct	\$ 108.64
Northwest	Huntingdon	Comprehensive	JVSG - CONS	Non-Shared Direct	Benefits	Long-term Disability Insurance	Direct	\$ 137.02
Northwest	Huntingdon	Comprehensive	JVSG - CONS	Non-Shared Direct	Benefits	Medicare FICA	Direct	\$ 709.22
Northwest	Huntingdon	Comprehensive	JVSG - CONS	Non-Shared Direct	Benefits	Retirement Hybrid Plan	Direct	\$ 1,399.92
Northwest	Dyersburg	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	401k- Hybrid Plan Reg Earn	Direct	\$ 1,919.20
Northwest	Dyersburg	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Dental Services	Direct	\$ 28.93
Northwest	Dyersburg	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	FICA	Direct	\$ 9,354.32
Northwest	Dyersburg	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Group Life Insurance	Direct	\$ 82.11
Northwest	Dyersburg	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Health Insurance	Direct	\$ 448.88
Northwest	Dyersburg	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Long-term Disability Insurance	Direct	\$ 690.33
Northwest	Dyersburg	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Medicare FICA	Direct	\$ 7,337.75
Northwest	Dyersburg	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Retirement Hybrid Plan	Direct	\$ 654.68
Northwest	Dyersburg	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	401k- Hybrid Plan Reg Earn	Direct	\$ 39.26
Northwest	Dyersburg	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Dental Services	Direct	\$ 5,857.56
Northwest	Dyersburg	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	FICA	Direct	\$ 330.22
Northwest	Huntingdon	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	401k- Hybrid Plan Reg Earn	Direct	\$ 2,278.27
Northwest	Huntingdon	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Dental Services	Direct	\$ 111.31
Northwest	Huntingdon	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	FICA	Direct	\$ 2,424.08
Northwest	Huntingdon	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Group Life Insurance	Direct	\$ 99.28
Northwest	Huntingdon	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Health Insurance	Direct	\$ 12,942.47
Northwest	Huntingdon	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Long-term Disability Insurance	Direct	\$ 117.29
Northwest	Huntingdon	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Medicare FICA	Direct	\$ 566.97
Northwest	Huntingdon	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Retirement Hybrid Plan	Direct	\$ 1,174.30
Northwest	Huntingdon	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Intradepartmental Employee Benefit Distribution	Direct	\$ 2,873.85
Northwest	Dyersburg	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Medicare FICA	Direct	\$ 2,955.14
Northwest	Dyersburg	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Retirement Hybrid Plan	Direct	\$ 283.18
Northwest	Dyersburg	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	401k- Hybrid Plan Reg Earn	Direct	\$ 5,060.28
Northwest	Dyersburg	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	401K Match	Direct	\$ 403.07
Northwest	Dyersburg	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Dental Services	Direct	\$ 1,321.93
Northwest	Dyersburg	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	FICA	Direct	\$ 2,617.18
Northwest	Dyersburg	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Group Life Insurance	Direct	\$ 7,213.40
Northwest	Dyersburg	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Health Insurance	Direct	\$ 506.21
Northwest	Dyersburg	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Long-term Disability Insurance	Direct	\$ 2,079.32
Northwest	Dyersburg	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Medicare FICA	Direct	\$ 7,286.72
Northwest	Dyersburg	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	OPEB Normal Cost	Direct	\$ 2,905.23
Northwest	Dyersburg	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Retirement	Direct	\$ 3,045.52
Northwest	Dyersburg	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Retirement Hybrid Plan	Direct	\$ 59,912.54
Northwest	Huntingdon	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	401k- Hybrid Plan Reg Earn	Direct	\$ 5,224.43
Northwest	Huntingdon	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	401K Match	Direct	\$ 729.58
Northwest	Huntingdon	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Dental Services	Direct	\$ 925.02
Northwest	Huntingdon	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	FICA	Direct	\$ 13,663.57
Northwest	Huntingdon	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Group Life Insurance	Direct	\$ 433.96
Northwest	Huntingdon	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Health Insurance	Direct	\$ 46,434.80
Northwest	Huntingdon	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Intradepartmental Employee Benefit Distribution	Direct	\$ (3,523.82)
Northwest	Huntingdon	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Long-term Disability Insurance	Direct	\$ 584.06
Northwest	Huntingdon	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Medicare FICA	Direct	\$ 3,195.78
Northwest	Huntingdon	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	OPEB Normal Cost	Direct	\$ 1,673.47
Northwest	Huntingdon	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Retirement	Direct	\$ 28,887.28
Northwest	Huntingdon	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Retirement Hybrid Plan	Direct	\$ 2,773.31
Northwest	Huntingdon	Comprehensive	FLC	Non-Shared Direct	Communications	Telecommunications	Direct	\$ 6.51
Northwest	Huntingdon	Comprehensive	JVSG - CONS	Non-Shared Direct	Communications	Telecommunications	Direct	\$ 669.56
Northwest	Dyersburg	Comprehensive	RESEA - State	Non-Shared Direct	Communications	Telecommunications	Direct	\$ 2,632.50
Northwest	Huntingdon	Comprehensive	RESEA - State	Non-Shared Direct	Communications	Telecommunications	Direct	\$ 612.16
Northwest	Dyersburg	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Communications	Telecommunications	Direct	\$ 534.18
Northwest	Dyersburg	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Communications	Telecommunications	Direct	\$ -
Northwest	Huntingdon	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Communications	Freight and Express Charges	Direct	\$ 29.88
Northwest	Huntingdon	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Communications	Telecommunications	Direct	\$ 869.93
Northwest	Huntingdon	Comprehensive	FLC	Non-Shared Direct	Data Processing	Data Processing Supplies	Direct	\$ 2.05
Northwest	Huntingdon	Comprehensive	JVSG - CONS	Non-Shared Direct	Data Processing	Data Processing Supplies	Direct	\$ 127.76
Northwest	Dyersburg	Comprehensive	RESEA - State	Non-Shared Direct	Data Processing	Data Processing Supplies	Direct	\$ 7,764.02
Northwest	Huntingdon	Comprehensive	RESEA - State	Non-Shared Direct	Data Processing	Data Processing Services by Non-State Agencies	Direct	\$ 2,632.50
Northwest	Huntingdon	Comprehensive	RESEA - State	Non-Shared Direct	Data Processing	Data Processing Supplies	Direct	\$ 146.63
Northwest	Huntingdon	Comprehensive	RESEA - State	Non-Shared Direct	Data Processing	Data Processing Services by Non-State Agencies	Direct	\$ 4,146.65
Northwest	Dyersburg	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Data Processing	Data Processing Services by Non-State Agencies	Direct	\$ 68.03

ONE-STOP OPERATING BUDGET									
LWDA	Location	Center Type	Partner	Cost Category	Cost Pool	Cost Item	Allocation Base	Cost	
Northwest	Dyersburg	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Third Party Professional	General Business Consulting Services	Direct	\$ 17,899.22	
Northwest	Huntingdon	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Third Party Professional	Document Destruction Services	Direct	\$ 228.18	
Northwest	Huntingdon	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Third Party Professional	General Business Consulting Services	Direct	\$ 11,275.15	
Northwest	Huntingdon	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Third Party Professional	Interpreting Services	Direct	\$ 1.50	
Northwest	Huntingdon	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Training for Employees	Payments for In-Service Training	Direct	\$ 297.00	
Northwest	Huntingdon	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Training for Employees	Payments for Out-Service Training	Direct	\$ 409.50	
Northwest	Huntingdon	Comprehensive	FLC	Non-Shared Direct	Travel	In-State Mileage	Direct	\$ 816.90	
Northwest	Huntingdon	Comprehensive	JVSG - CONS	Non-Shared Direct	Travel	In-State Mileage	Direct	\$ 2,393.34	
Northwest	Dyersburg	Comprehensive	RESEA - State	Non-Shared Direct	Travel	In-State Mileage	Direct	\$ 316.87	
Northwest	Dyersburg	Comprehensive	RESEA - State	Non-Shared Direct	Travel	In-State Mileage	Direct	\$ 27.92	
Northwest	Dyersburg	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Travel	In-State Mileage	Direct	\$ 1,218.82	
Northwest	Huntingdon	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Travel	In-State Lodging	Direct	\$ 1,177.10	
Northwest	Huntingdon	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Travel	In-State Meals and Incidentals	Direct	\$ 4,752.00	
Northwest	Huntingdon	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Travel	In-State Travel	Direct	\$ 398.60	
Northwest	Huntingdon	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Travel	In-State Mileage	Direct	\$ 8,522.50	

Row Labels	Cost
Direct	\$ 2,862,021.00
Non-Shared Direct	\$ 2,862,021.00
Huntingdon	\$ 1,555,021.97
Dyersburg	\$ 976,399.54
Dresden	\$ 330,599.49
FTE	\$ 253,312.41
Infrastructure Costs	\$ 36,116.89
Huntingdon	\$ 7,696.25
Dyersburg	\$ 25,204.60
Dresden	\$ 3,216.04
Additional Costs	\$ 217,195.52
Huntingdon	\$ 100,336.55
Dyersburg	\$ 94,625.92
Dresden	\$ 22,233.05
Square Footage	\$ 254,157.24
Infrastructure Costs	\$ 254,157.24
Huntingdon	\$ 223,347.24
Dyersburg	\$ 30,810.00
Grand Total	\$ 3,369,490.65

Full-Time Equivalent (FTE)¹

Partner Program	Location	# of Staff	Weekly Staff Hours	FTEs	% of Total FTEs	FTE Cost	FTE Cost Breakdown by Cost Category		
							Infrastructure Costs	Additional Costs	
WIOA Title I - Adult	Huntingdon	2	34.14	0.9	14.50%	\$ 15,661.32	\$ 1,115.71	\$ 14,545.60	
WIOA Title I - Dislocated Worker	Huntingdon	2	3.28	0.1	1.39%	\$ 1,504.66	\$ 107.19	\$ 1,397.47	
WIOA Title I - Youth	Huntingdon	1	5.62	0.1	2.39%	\$ 2,578.11	\$ 183.66	\$ 2,394.44	
WIOA Title II - Adult Education	Huntingdon	1	5.00	0.1	2.12%	\$ 2,293.69	\$ 163.40	\$ 2,130.29	
WIOA Title III - Wagner Peyser	Huntingdon	2	50.00	1.3	21.23%	\$ 22,936.90	\$ 1,634.02	\$ 21,302.88	
WIOA Title IV - Vocational Rehabilitation	Huntingdon	1	15.00	0.4	6.37%	\$ 6,881.07	\$ 490.21	\$ 6,390.86	
JVSG - CONS	Huntingdon	1	37.50	1.0	15.92%	\$ 17,202.68	\$ 1,225.52	\$ 15,977.16	
RESEA - State	Huntingdon	2	20.00	0.5	8.49%	\$ 9,174.76	\$ 653.61	\$ 8,521.15	
FLC	Huntingdon	1	5.00	0.1	2.12%	\$ 2,293.69	\$ 163.40	\$ 2,130.29	
GROWWTH	Huntingdon	2	13.10	0.3	5.56%	\$ 6,009.47	\$ 428.11	\$ 5,581.35	
QUEST (NDWG)	Huntingdon	2	9.36	0.2	3.97%	\$ 4,293.79	\$ 305.89	\$ 3,987.90	
University of Memphis GROWWTH	Huntingdon	1	37.50	1.0	15.92%	\$ 17,202.68	\$ 1,225.52	\$ 15,977.16	
WIOA Title I - Adult	Dyersburg	1	4.11	0.1	2.16%	\$ 2,592.12	\$ 545.22	\$ 2,046.91	
WIOA Title I - Dislocated Worker	Dyersburg	1	0.39	0.0	0.21%	\$ 245.97	\$ 51.74	\$ 194.23	
WIOA Title I - Youth	Dyersburg	2	43.12	1.1	22.69%	\$ 27,195.22	\$ 5,720.12	\$ 21,475.10	
WIOA Title II - Adult Education	Dyersburg	1	15.00	0.4	7.89%	\$ 9,460.30	\$ 1,989.84	\$ 7,470.47	
WIOA Title III - Wagner Peyser	Dyersburg	2	42.00	1.1	22.11%	\$ 26,488.85	\$ 5,571.54	\$ 20,917.31	
WIOA Title IV - Vocational Rehabilitation	Dyersburg	1	25.00	0.7	13.16%	\$ 15,767.17	\$ 3,316.39	\$ 12,450.78	
RESEA - State	Dyersburg	1	33.00	0.9	17.37%	\$ 20,812.67	\$ 4,377.64	\$ 16,435.03	
GROWWTH	Dyersburg	1	26.25	0.7	13.82%	\$ 16,555.53	\$ 3,482.21	\$ 13,073.32	
QUEST (NDWG)	Dyersburg	1	1.13	0.0	0.59%	\$ 712.68	\$ 149.90	\$ 562.78	
WIOA Title I - Adult	Dresden	4	52.85	1.4	37.62%	\$ 9,572.84	\$ 1,209.73	\$ 8,363.11	
WIOA Title I - Dislocated Worker	Dresden	4	10.51	0.3	7.48%	\$ 1,903.70	\$ 240.57	\$ 1,663.13	
WIOA Title I - Youth	Dresden	4	21.06	0.6	14.99%	\$ 3,814.65	\$ 482.06	\$ 3,332.58	
GROWWTH	Dresden	2	42.10	1.1	29.96%	\$ 7,625.67	\$ 963.67	\$ 6,662.00	
QUEST (NDWG)	Dresden	4	13.98	0.4	9.95%	\$ 2,532.23	\$ 320.00	\$ 2,212.23	

Square Footage						
Partner Program	Location	Assigned Office Space / Square Footage	% of Total Square Footage	Square Footage Cost	Square Footage Cost Breakdown by Cost Category	
					Infrastructure Costs	Additional Costs
WIOA Title I - Adult	Huntingdon	158.0	1.24%	\$ 2,775.36	\$ 2,775.36	
WIOA Title I - Dislocated Worker	Huntingdon	16.0	0.13%	\$ 281.05	\$ 281.05	
WIOA Title I - Youth	Huntingdon	26.0	0.20%	\$ 456.70	\$ 456.70	
WIOA Title II - Adult Education	Huntingdon	64.0	0.50%	\$ 1,124.20	\$ 1,124.20	
WIOA Title III - Wagner Peyser	Huntingdon	11064.0	87.01%	\$ 194,345.43	\$ 194,345.43	
WIOA Title IV - Vocational Rehabilitation	Huntingdon	100.0	0.79%	\$ 1,756.56	\$ 1,756.56	
JVSG - CONS	Huntingdon	64.0	0.50%	\$ 1,124.20	\$ 1,124.20	
RESEA - State	Huntingdon	647.0	5.09%	\$ 11,364.92	\$ 11,364.92	
FLC	Huntingdon	404.0	3.18%	\$ 7,096.49	\$ 7,096.49	
GROWWTH	Huntingdon	61.0	0.48%	\$ 1,071.50	\$ 1,071.50	
QUEST (NDWG)	Huntingdon	43.0	0.34%	\$ 755.32	\$ 755.32	
University of Memphis GROWWTH	Huntingdon	68.1	0.54%	\$ 1,195.51	\$ 1,195.51	
WIOA Title I - Adult	Dyersburg	10.49	1.63%	\$ 502.23	\$ 502.23	
WIOA Title I - Dislocated Worker	Dyersburg	1.01	0.16%	\$ 48.36	\$ 48.36	
WIOA Title I - Youth	Dyersburg	110.19	17.12%	\$ 5,275.60	\$ 5,275.60	
WIOA Title II - Adult Education	Dyersburg	58.00	9.01%	\$ 2,776.88	\$ 2,776.88	
WIOA Title III - Wagner Peyser	Dyersburg	148.66	23.10%	\$ 7,117.44	\$ 7,117.44	
WIOA Title IV - Vocational Rehabilitation	Dyersburg	128.38	19.95%	\$ 6,146.49	\$ 6,146.49	
RESEA - State	Dyersburg	116.81	18.15%	\$ 5,592.55	\$ 5,592.55	
GROWWTH	Dyersburg	67.10	10.43%	\$ 3,212.57	\$ 3,212.57	
QUEST (NDWG)	Dyersburg	2.88	0.45%	\$ 137.89	\$ 137.89	
WIOA Title I - Adult			0.00%	\$ -		
WIOA Title I - Dislocated Worker			0.00%	\$ -		
WIOA Title I - Youth			0.00%	\$ -		
GROWWTH			0.00%	\$ -		
QUEST (NDWG)			0.00%	\$ -		

Direct Costs

Cost	Column Labels			
Row Labels	Direct	FTE	Square Footage	Grand Total
Huntingdon	\$ 1,555,021.97	\$ 108,032.80	\$ 223,347.24	\$ 1,886,402.01
FLC	\$ 3,785.46			\$ 3,785.46
JVSG - CONS	\$ 83,241.59			\$ 83,241.59
RESEA - State	\$ 161,593.22			\$ 161,593.22
WIOA Title III - Wagner Peyser	\$ 517,926.96			\$ 517,926.96
GROWWTH	\$ 32,231.88			\$ 32,231.88
QUEST (NDWG)	\$ 21,611.20			\$ 21,611.20
University of Memphis GROWWTH				
WIOA Title II - Adult Education	\$ 4,314.16			\$ 4,314.16
WIOA Title IV - Vocational Rehabilitation	\$ 316,056.00			\$ 316,056.00
WIOA Title I - Adult	\$ 220,658.71	\$ 108,032.80	\$ 223,347.24	\$ 552,038.75
WIOA Title I - Dislocated Worker	\$ 81,499.70			\$ 81,499.70
WIOA Title I - Youth	\$ 112,103.09			\$ 112,103.09
Dyersburg	\$ 976,399.54	\$ 119,830.52	\$ 30,810.00	\$ 1,127,040.06
RESEA - State	\$ 79,786.62			\$ 79,786.62
WIOA Title III - Wagner Peyser	\$ 178,065.51			\$ 178,065.51
GROWWTH	\$ 54,126.98			\$ 54,126.98
QUEST (NDWG)	\$ 8,933.04			\$ 8,933.04
WIOA Title II - Adult Education	\$ 5,454.33			\$ 5,454.33
WIOA Title IV - Vocational Rehabilitation	\$ 316,056.00			\$ 316,056.00
WIOA Title I - Adult	\$ 132,229.63	\$ 119,830.52	\$ 30,810.00	\$ 282,870.15
WIOA Title I - Dislocated Worker	\$ 53,495.36			\$ 53,495.36
WIOA Title I - Youth	\$ 148,252.07			\$ 148,252.07
Dresden	\$ 330,599.49	\$ 25,449.09		\$ 356,048.58
GROWWTH	\$ 82,944.35			\$ 82,944.35
QUEST (NDWG)	\$ 8,778.25			\$ 8,778.25
WIOA Title I - Adult	\$ 120,996.54	\$ 25,449.09		\$ 146,445.63
WIOA Title I - Dislocated Worker	\$ 45,575.41			\$ 45,575.41
WIOA Title I - Youth	\$ 72,304.94			\$ 72,304.94

Total Partner Contributions - By Cost Category						
Partner Program	Location	Infrastructure Costs	Additional Costs	Non-Shared Direct	Total	Billed Amount
WIOA Title I - Adult	Huntingdon	\$ 3,891.07	\$ 14,545.60	\$ 220,658.71	\$ 239,095.39	\$ 18,436.68
WIOA Title I - Dislocated Worker	Huntingdon	\$ 388.24	\$ 1,397.47	\$ 81,499.70	\$ 83,285.41	\$ 1,785.71
WIOA Title I - Youth	Huntingdon	\$ 640.37	\$ 2,394.44	\$ 112,103.09	\$ 115,137.90	\$ 3,034.81
WIOA Title II - Adult Education	Huntingdon	\$ 1,287.60	\$ 2,130.29	\$ 4,314.16	\$ 7,732.05	\$ 3,417.89
WIOA Title III - Wagner Peyser	Huntingdon	\$ 195,979.46	\$ 21,302.88	\$ 517,926.96	\$ 735,209.29	\$ 217,282.33
WIOA Title IV - Vocational Rehabilitation	Huntingdon	\$ 2,246.76	\$ 6,390.86	\$ 316,056.00	\$ 324,693.63	\$ 8,637.63
JVSG - CONS	Huntingdon	\$ 2,349.71	\$ 15,977.16	\$ 83,241.59	\$ 101,568.46	\$ 18,326.87
RESEA - State	Huntingdon	\$ 12,018.53	\$ 8,521.15	\$ 161,593.22	\$ 182,132.90	\$ 20,539.68
FLC	Huntingdon	\$ 7,259.89	\$ 2,130.29	\$ 3,785.46	\$ 13,175.64	\$ 9,390.18
GROWWTH	Huntingdon	\$ 1,499.61	\$ 5,581.35	\$ 32,231.88	\$ 39,312.85	\$ 7,080.97
QUEST (NDWG)	Huntingdon	\$ 1,061.21	\$ 3,987.90	\$ 21,611.20	\$ 26,660.31	\$ 5,049.11
University of Memphis GROWWTH	Huntingdon	\$ 2,421.03	\$ 15,977.16	\$ -	\$ 18,398.19	\$ 18,398.19
WIOA Title I - Adult	Dyersburg	\$ 1,047.45	\$ 2,046.91	\$ 132,225.63	\$ 135,323.99	\$ 3,094.36
WIOA Title I - Dislocated Worker	Dyersburg	\$ 100.09	\$ 194.23	\$ 53,495.36	\$ 53,789.68	\$ 294.32
WIOA Title I - Youth	Dyersburg	\$ 10,995.72	\$ 21,475.10	\$ 148,252.07	\$ 180,722.89	\$ 32,470.82
WIOA Title II - Adult Education	Dyersburg	\$ 4,766.72	\$ 7,470.47	\$ 5,454.33	\$ 17,691.52	\$ 12,237.19
WIOA Title III - Wagner Peyser	Dyersburg	\$ 12,688.98	\$ 20,917.31	\$ 178,065.51	\$ 211,671.80	\$ 33,606.29
WIOA Title IV - Vocational Rehabilitation	Dyersburg	\$ 9,462.88	\$ 12,450.78	\$ 316,056.00	\$ 337,969.66	\$ 21,913.66
RESEA - State	Dyersburg	\$ 9,970.19	\$ 16,435.03	\$ 79,786.62	\$ 106,191.84	\$ 26,405.22
GROWWTH	Dyersburg	\$ 6,694.78	\$ 13,073.32	\$ 54,126.98	\$ 73,895.08	\$ 19,768.10
QUEST (NDWG)	Dyersburg	\$ 287.79	\$ 562.78	\$ 8,933.04	\$ 9,783.60	\$ 850.56
WIOA Title I - Adult	Dresden	\$ 1,209.73	\$ 8,363.11	\$ 120,996.54	\$ 130,569.38	\$ 9,572.84
WIOA Title I - Dislocated Worker	Dresden	\$ 240.57	\$ 1,663.13	\$ 45,575.41	\$ 47,479.11	\$ 1,903.70
WIOA Title I - Youth	Dresden	\$ 482.06	\$ 3,332.58	\$ 72,304.94	\$ 76,119.59	\$ 3,814.65
GROWWTH	Dresden	\$ 963.67	\$ 6,662.00	\$ 82,944.35	\$ 90,570.02	\$ 7,625.67
QUEST (NDWG)	Dresden	\$ 320.00	\$ 2,212.23	\$ 8,778.25	\$ 11,310.48	\$ 2,532.23

Total by Partner - All Centers	7/1/2026	4/1/2026	Change
Title I Adult - Dyersburg State*	\$ 31,103.87	\$ 57,225.50	\$ (26,121.63)
Title I Dislocated Worker - Dyersburg State*	\$ 3,983.73	\$ 10,498.23	\$ (6,514.50)
Title I Out of School Youth - Dyersburg State*	\$ 39,320.28	\$ 15,087.25	\$ 24,233.03
Adult Ed. - Weakley Co. Schools	\$ 3,417.89	\$ 3,002.00	\$ 415.89
Adult Ed. - TCAT Northwest	\$ 12,237.19	\$ 11,077.39	\$ 1,159.80
Title III (all programs) - TDLWD	\$ 325,550.58	\$ 262,852.87	\$ 62,697.71
Vocational Rehabilitation	\$ 30,551.29	\$ 34,367.62	\$ (3,816.33)
GROWWTH*	\$ 34,474.74	\$ 38,080.71	\$ (3,605.97)
QUEST (NDWG)*	\$ 8,431.90	\$ 15,218.24	\$ (6,786.34)
University of Memphis GROWWTH	\$ 18,398.19	\$ 16,997.60	\$ 1,400.59
Total Shared Costs	\$ 507,469.65	\$ 464,407.41	\$ 43,062.24
	\$ 507,469.65		
	\$ 135,712.71	\$ 153,107.53	\$ (17,394.82)

*Paid by Workforce Innovations, Inc.