



DEPARTMENT OF JOB AND FAMILY SERVICES

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CCMEP TANF & WIOA Youth Program

This memorandum of understanding (MOU) summarizes the agreement our agencies have in regards to referral of CCMEP TANF and Workforce Innovation and Opportunity Act (WIOA) youth participants. The Huron County Department of Job and Family Services (HCDJFS) and Pioneer Career & Technology Center agree to the following non-financial MOU:

1. Referral

As HCDJFS staff identifies service needs for CCMEP TANF and/or WIOA Youth participants best addressed by Pioneer Career & Technology Center's expertise in the area of tutoring and/or dropout recovery services, HCDJFS will make notation of the need in the youth's Individual Opportunity Plan (IOP). HCDJFS will then make a referral of that CCMEP TANF and/or WIOA participant to Pioneer Career & Technology Center. Pioneer Career & Technology Center will receive the referred CCMEP TANF and/or WIOA participant and address the needs identified in the IOP as Pioneer Career & Technology Center sees fit.

2. Document Sharing

Ongoing updates to the youth's IOP will be shared between both agencies for documentation in the youth's case file and input into OWCMS and/or CFIS by EHOVE Success for Youth and/or HCDJFS personnel. Pioneer Career & Technology Center recognizes that records produced while serving CCMEP TANF and/or WIOA youth participants are subject to (1) monitoring by local, state, and federal entities and (2) record retention requirements. Pioneer Career & Technology Center agrees to cooperate if/when such documents are requested by monitors and comply with HCDJFS's record retention policy.

3. Term

This MOU will become effective on July 1, 2018 and will continue until June 30, 2020. This agreement will terminate on expiration of the term specified above, unless that term is extended in writing by mutual agreement between HCDJFS and Pioneer Career & Technology Center.

Signed,

Jennifer Reed, Director
Huron County Dept. of Job and Family Services

Martin Dzugan
Pioneer Career & Technology Center

Date

Date