

# MOU

Description of services available through One-Stop System by each Partner

ONE-STOP OPERATING BUDGET

**TO DO:** Identify which CAREER SERVICES are authorized for each required partner and determine how those CAREER SERVICES will be made available through the One-Stop Center. \*\*\*Note that WIOA Title I Career Services MUST be PROVIDED at the One-Stop Center, if/when the Center is considered to be a COMPREHENSIVE ONE-STOP CENTER.

Basic career services are made available to all AND individualized are made available as determined appropriate for an individual.


*How can I make my career services ACCESSIBLE?  
See 20 CFR 678.305*

**TO DO:** Identify all of the costs of operating the One-Stop center/site and NEGOTIATE with partners:

- which costs are infrastructure and thus must be shared by ALL partners?
- what other costs will be shared by two or more partners – career and other shared services?

Part 1.  
Infrastructure Costs/  
Agreement

Part 2.  
Additional Costs




Part 1.  
Infrastructure Costs/  
Agreement



**ALL** partners **MUST** contribute to those costs identified as **infrastructure**. These costs are **non-personnel** costs that are necessary for the general operation of the one-stop center, such as:

- rental of the **facilities**
- **utilities** and maintenance; equipment (including assessment-related and assistive technology for individuals with disabilities)
- **technology** to facilitate access to the one-stop center, including technology used for the center's planning and outreach activities. This may also include the costs associated with the development and use of the **common identifier** (i.e., American Job Center signage) and supplies.



Part 2.  
Additional Costs



**Must** include applicable **career services**

- This is the cost of any career services in which two or more partners agree to share. For example, multiple partners might agree to share in the cost of staffing the Resource Room - based on each partner's relative benefit. Services provided in the RR are basic career services. (Note that a partner can only share in a career service cost when the career service is allowable under the partner's program.)

**May** include other shared services costs.

- This may include the cost of the OSO.