

**Workforce Innovation and Opportunity Act
Memorandum of Understanding
Workforce Development Board of Madera County and
America's Job Center of California Partners**

Title I of the Workforce Innovation and Opportunity Act (WIOA) requires each local workforce development board, with the agreement of the Chief Local Elected Official, to develop and enter into a Memorandum of Understanding (MOU) between the local Workforce Development Board and the required America's Job Center of California (AJCC) partners relating to the operation of the AJCC delivery system in the local area.

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

- Fostering demand-driven skills attainment;
- Enabling upward mobility for all Californians;
- Aligning, coordinating, and integrating programs and services.

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

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

Vision and Mission of the Workforce Development Board of Madera County

The Workforce Development Board of Madera County (WDB) is committed to the economic health of Madera County by providing leadership and guidance resulting in a quality employment and training system. The WDB is focused on establishing innovative collaborations that inspire success, while ensuring that the workforce system provides skill development opportunities for lifelong learning and personal growth resulting in a quality workforce. The WDB contributes to the economic health of the County and the region through supporting an environment conducive to economic development and assisting to build a vibrant economy through increased employment opportunities.

Purpose of Memorandum of Understanding (MOU)

- I. To define and reinforce (or establish) relationship between the Workforce Development

Board of Madera County (WDB) and the designated Partner Agencies;

- II. To define the roles and responsibilities of these entities, in the performance of their combined goal of establishing a workforce development system through an AJCC method of service delivery that is:
- Integrated (offering as many employment, training, and education services as possible for employers and individuals seeking jobs or wishing to enhance their skills) and affording universal access to the system overall;
 - Comprehensive (offering a large array of useful information with wide and easy access to needed services);
 - Customer Centered (providing the means for customers to judge the quality of services and make informed choices based on their individual needs); and
 - Performance Based (based on clear outcomes to be achieved; mutually negotiated outcomes and methods for measurements; and the means toward measuring and attaining customer satisfaction).

Parties to the MOU

The WIOA specifies that the required AJCC partners include employment and training services and programs authorized by:

- Adult, Dislocated Worker and Youth, WIOA Title I
- Wagner-Peyser Act, WIOA Title III
- Adult Education and Literacy, WIOA Title II
- Vocational Rehabilitation, WIOA Title IV
- Indian and Native American Programs, WIOA Section 166
- Migrant and Seasonal Farmworker Programs, WIOA Section 167
- Temporary Assistance for Needy Families/CalWORKS, 42 USC Section 601
- Older Americans Act of 1965, Title V
- Postsecondary Career and Technical Education, Perkins Act of 2006
- Trade Act of 1974, Title II
- Veterans' Employment and Training Service, 38 USC Chapter 41
- Community Services Block Grant Act
- Department of Housing and Urban Development
- EDD Unemployment Insurance
- Job Corps

As required AJCC partners in accordance with the Workforce Innovation and Opportunity Act, organizations in Madera County representing the above programs enter into a Memorandum of Understanding (MOU) with the Workforce Development Board of Madera County (WDB)

regarding the manner in which the partner agencies will participate in and provide access to their services through the AJCC system of service delivery. Any questions about the MOU should be directed to the Partner Agency Administrator listed on the signature page(s).

AJCC System Services

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

1. Basic Career Services as specified under the Workforce Innovation and Opportunity Act, Title I-Subtitle B, including eligibility determination for multiple programs; outreach, intake and orientation; initial assessment of skill levels, job search, placement assistance and career counseling; business services including recruitment; activity referral and coordination with other programs; provision of workforce and labor market statistical information relating to local, regional and national labor markets.
2. Individualized Career Services as specified under the Workforce Innovation and Opportunity Act (WIOA Section 134(c)(2)(A)(i)-(xi) and WIOA Final Rule Section 680.150), including but not limited to, comprehensive and specialized assessment, development of an individual employment plan, group and individual counseling, case management for participants seeking training services, and short-term and pre-vocational services.
3. Follow-up Services will be made available to participants for twelve months after exit. A participant will receive follow-up services necessary to enable them to progress further in their occupation or retain their employment. Follow-up services can include additional career planning, counseling, mentoring, assisting individuals to secure a better paying job, career development and further education. Agency staff is required to contact the participant and determine a participant's employment and educational status after exiting all WIOA programs at least once per calendar quarter for one year.
4. Access to training services (WIOA Section 134 (c)(3)(D) and WIOA Final Rule Section 680.200) which may include, but are not limited to, occupational skills training, on-the job-training, private sector training programs, skill upgrading and retraining, job readiness training, adult basic education and literacy programs, and customized training.
5. Access to Wagner-Peyser services including job search, placement, recruitment, and CalJOBS.
6. Access to AJCC Programs and activities.
7. Services for employers including, but not limited to, job listings, meeting facilities, referral

of job seekers, pre-screening of applicants, labor market information, tax credit information, job and hiring fairs, and small business development assistance.

A chart specifying the Partner agencies and their respective services provided through the Madera County AJCC system is attached as Exhibit A.

Responsibilities of AJCC Partners

The AJCC Partner agrees to participate in joint planning, plan development, and other system activities to accomplish the following:

1. Continuous partnership building between all parties to this agreement;
2. Continuous planning responsive to State and Federal requirements;
3. Responsiveness to specific local and economic conditions including employer needs;
4. Adherence to common data collection and reporting requirements, including needs for modification or change;
5. Diligence in developing coordinated local leadership in workforce development through;
 - a) Responsiveness to customer needs;
 - b) Maintenance to system infrastructure
 - c) Shared technology and information;
 - d) Performance management to measure the success of the AJCC system overall and to enhance performance in a spirit of quality management and continuous improvement;
6. Making the applicable service(s) relevant to the partner program available to customers through the AJCC;
7. Participation in the operation of the AJCC, consistent with the terms of the MOU and the requirements of applicable laws; and
8. Participation in capacity building and staff development activities to insure that all partners and staff are adequately cross-trained.

Infrastructure Funding Agreement & Other Shared System Costs

A spreadsheet outlining the agreed upon Infrastructure Funding and other shared system costs for the Madera County AJCC system is attached at Exhibit B.

Methods of Referral

Parties to this MOU agree to jointly develop and mutually implement referral processes acceptable to all AJCC partners. Parties agree to cross-train staff on the services of each partner agency to facilitate effective and informed referrals between and among the partner organizations. Partners will adopt a common referral form to the extent practicable and will agree to the format and modality to be used for referrals to their respective agencies. Partners

agree to refer individuals to other AJCC partner agencies, when such individuals may benefit from the partner agency's services.

The referral process:

- Ensures that intake and referral processes are customer-centered and provided by staff trained in customer service;
- Ensures that general information regarding AJCC programs, services, activities, and resources will be made available to all customers, as appropriate;
- Describes how customer referrals are made electronically, through traditional correspondence, verbally, or through other means determined in cooperation with partners; and
- Describes how each AJCC partner will provide a direct link or access to other AJCC partner staff that can provide meaningful information or service, through the use of co-location, cross training of AJCC staff, or real-time two-way communication and interaction that results in the services needed by the customer.

The agreed upon Referral Process and Form for the Madera County AJCC system are included as Exhibits C1 and C2, respectively.

Access for Individuals with Barriers to Employment

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

- A. Displaced homemakers
- B. Low-income individuals
- C. Native Americans, including Alaska Natives and Native Hawaiians
- D. Individuals with a disability, including Veterans served by Jobs for Veterans State Grants (JVSG)
- E. Older individuals
- F. Homeless individuals
- G. Youth who are in or who have aged out of the foster care system
- H. Individuals who are English language learners, who have low levels of literacy, and/or who are facing substantial cultural barriers
- I. Eligible migrant and seasonal farmworkers
- J. Individuals within two years of exhausting lifetime eligibility for TANF
- K. Single parents, including pregnant women
- L. Long-term unemployed individuals
- M. Such other groups as the Governor may determine to have barriers to employment.

Each party to the MOU assures that its policies, programs, procedures, and services are in compliance with the ADA of 1990 and its amendments, which prohibits discrimination on the basis of disability, in order to provide equal access to all customers with disabilities.

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

A system map identifying the location of the comprehensive AJCC and other service locations within the local area is included as Exhibit D.

Shared Technology and System Security

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

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

Confidentiality

The AJCC Partner agrees to comply with the provisions of WIOA as well as the applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and any other appropriate statute or requirement to assure the following:

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

allowed under law and regulation. The AJCC partner, therefore, agrees to share client information necessary for the provision of services such as assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment or program support purposes.

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

Non-Discrimination and Equal Opportunity

Parties to this MOU shall comply with the provisions of WIOA Section 188 and 29 CFR Part 38, and shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant, or applicant for employment due to sex (including, but not limited to, pregnancy, childbirth and related medical conditions, transgender status, and gender expression or identity), race, color, ancestry, religion, national origin (including limited English proficiency), veteran status, physical disability, mental disability, medical conditions, age (over 40), or marital status. Nor shall any partner or the WDB, including the AJCC Operator, deny family and medical care leave or pregnancy disability leave to employees entitled to such leave. Partners and the WDB, including the AJCC Operator, shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Partners shall comply with the provisions of Fair Employment and Housing Act (California Government Code Section 12900, et seq.) and related, applicable regulations promulgated thereunder (Title 2, California Code of Regulations Section 7285 et seq.). Code of Regulations Section 8103 et seq. are incorporated into this MOU by reference and made a part hereof as if set forth in full. Partners shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining agreement or other such agreement. Parties to this MOU shall include non-discrimination and compliance provisions of this clause in all related subcontracts or financial agreements.

The WDB, including the AJCC Operator and other partners to the AJCC system, will ensure that policies and procedures established by the WDB, including the AJCC Operator, and programs and services provided by and through the AJCC are in compliance with the Americans with Disabilities Act of 1990 (ADA) and its amendments, which prohibits discrimination on the basis of disability, as well as applicable regulations and guidelines issued pursuant to the ADA.

All parties agree to universal access as an AJCC provision. Policies adopted locally for ensuring access for all customers include those with special needs; those with literacy deficits, physical or learning disabilities; limited English speakers, in accordance with Dymally-Alatorre Bilingual Services Act; Unemployment Insurance claimants; Veterans, Migrant and Seasonal Farmworkers; and others with economic or geographical barriers to service or employment.

Grievances and Complaints Procedure

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

Americans with Disabilities Act and Amendments Compliance

The AJCC Partner agrees to ensure that the policies and procedures as well as the programs and services provided at the AJCC are in compliance with the Americans with Disabilities Act and its amendments. Additionally, partners agree to fully comply with the provisions of WIOA, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, 29 Code of Federal Regulations Part 38, and all other regulations implementing the aforementioned laws.

Effective Dates

This MOU shall become effective on July 1, 2025 and shall continue for three years, through June 30, 2028, unless terminated sooner by one of the parties. The MOU will be reviewed not less than once every three years to identify and incorporate any substantial changes that may have occurred.

This MOU is of no force or effect until signed by authorized representatives of the participating agencies, and until approved by the Chief Local Elected Official. The MOU, once signed, becomes a part of the local WIOA Plan.

Revisions and Modifications

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

Each party reserves the right to modify the scope, structure, and content of this MOU based on legislative changes, local WDB policies, availability of funding, or other circumstances as warranted and agreed upon by the WDB and the partner agency.

Extensions

This MOU may be extended by written agreement between the parties, provided such agreement is signed by both parties prior to the termination date of this agreement, and contains the following:

1. A statement of intent to continue all provisions of the MOU;
2. Revised effective and end dates; and
3. Dated signatures of both parties.

Terminations

Either party to this MOU may elect to terminate its participation in this MOU without cause by delivering a thirty (30) day written notice of intent to terminate to the other party.

Administrative and Operational Management

License for Use:

During the term of this MOU, all partners to this MOU shall have a license to use space in the AJCC for the sole purpose of conducting acceptable AJCC services as outlined herein, or according to the terms of any separately negotiated cost sharing agreements.

Supervision/Day to Day Operations:

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

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

Disciplinary actions may result in removal of co-located staff from the AJCCs and each party will take appropriate action.

Each party shall be solely liable and responsible for providing to, or on behalf of, its employee(s) all legally-required employee benefits. In addition, each party shall be solely responsive and save all other parties harmless from all matters relating to payment of each party's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

Dispute Resolution:

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

Press Releases and Communications:

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

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

Hold Harmless/Indemnification/Liability:

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

Signature Page

By signing below, the Partner agency agrees to the terms prescribed in this MOU, including the attached IFA and other system costs budget.

California Indian Manpower Consortium, Inc.
738 Market Boulevard
Sacramento, CA 95834

Lorenda T. Sanchez, Executive Director

Printed Name and Title

Lorenda Sanchez 6.25.2025

Signature

Date

Signature Pages

By signing below, the Partner agency agrees to the terms prescribed in this MOU, including the attached IFA and other system costs budget.

Central Valley Opportunity Center, Inc.
1930 Howard Road, Suite 125
Madera, CA 93637

Jorge De Nava, Executive Director

Printed Name and Title

Jorge De Nava Jr

06/30/25

Signature

Date

Signature Pages

By signing below, the Partner agency agrees to the terms prescribed in this MOU, including the attached IFA and other system costs budget.

State of California
Department of Rehabilitation
464 E. Yosemite Avenue, Suite A
Merced, CA 95340

Mahalia Gotico, Acting Regional Director – San Joaquin Valley District

Printed Name and Title



6/30/2025

Signature

Date

Signature Pages

By signing below, the Partner agency agrees to the terms prescribed in this MOU, including the attached IFA and other system costs budget.

State of California
Employment Development Department
Workforce Services Branch
1600 E. Belle Terrace
Bakersfield, CA 93307

Christina Garza, DDC

Printed Name and Title

Christina Garza

6/25/2025

Signature

Date

Signature Pages

By signing below, the Partner agency agrees to the terms prescribed in this MOU, including the attached IFA and other system costs budget.

State of California
Employment Development Department
Workforce Services Branch
1600 E. Belle Terrace
Bakersfield, CA 93307

Christina Garza, DDC
Printed Name and Title

See Page 14 for signature

Signature

Date

State of California
Employment Development Department
Unemployment Insurance Branch
P.O. Box 419132
Rancho Cordova, CA 95741-9132

David Rangel, Employment Development Administrator
Printed Name and Title

David Rangel, CDA

Signature

June 25, 2025

Date

Signature Pages

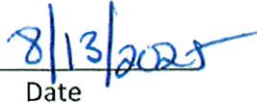
By signing below, the Partner agency agrees to the terms prescribed in this MOU, including the attached IFA and other system costs budget.

Madera County Department of Social Services
1626 Sunrise Avenue
Madera, CA 93638

Deborah Martinez, Director

Printed Name and Title


Signature


Date

Approved as to Legal Form:
COUNTY COUNSEL

By Crystal Pizano

Digitally signed by Crystal Pizano
DN: cn = Crystal Pizano email =
cpizano@maderacountyinfo.com C =
US o = Madera County
Date: 2025.07.10 11:44:19 -0700

ACCOUNT NUMBERS:

CONTRACTING PARTIES:

THE WORKFORCE DEVELOPMENT BOARD

OF MADERA COUNTY, MADERA COUNTY THROUGH

DEPARTMENT OF SOCIAL SERVICES

TITLE OF CONTRACT:

WORKFORCE INNOVATION AND OPPORTUNITY ACT

Signature Pages

By signing below, the Partner agency agrees to the terms prescribed in this MOU, including the attached IFA and other system costs budget.

Housing Authority of the City of Madera
205 North G Street
Madera, CA 93637

Blanca Mendoza-Navarro, Executive Director
Printed Name and Title

<small>DocuSigned by:</small> <u>Blanca Mendoza-Navarro</u>	<u>6/30/2025</u>
Signature	Date

Signature Pages

By signing below, the Partner agency agrees to the terms prescribed in this MOU, including the attached IFA and other system costs budget.

San Jose Job Corps Center
3485 East Hill Drive
San Jose, CA 95127

Davina Wong, Center Director

Printed Name and Title

Davina Wong 6/30/2025

Signature

Date

Signature Pages

By signing below, the Partner agency agrees to the terms prescribed in this MOU, including the attached IFA and other system costs budget.

Madera Unified School District
Madera Adult School
1902 Howard Road
Madera, CA 93637

Todd Lile, Superintendent

Printed Name and Title


Signature

6/30/25
Date

Signature Pages

By signing below, the Partner agency agrees to the terms prescribed in this MOU, including the attached IFA and other system costs budget.

SER, Jobs for Progress, Inc.
255 North Fulton Street, #106
Fresno, CA 93701

Saul Palomares, SCSEP Director

Printed Name and Title



Signature

6/30/2025

Date

Signature Pages

By signing below, the Partner agency agrees to the terms prescribed in this MOU, including the attached IFA and other system costs budget.

State Center Adult Education Consortium
7942 N. Maple, Suite 103
Fresno, CA 93720

Sherri Watkins, Executive Director

Printed Name and Title



June 25, 2025

Signature

Date

Signature Pages

By signing below, the Partner agency agrees to the terms prescribed in this MOU, including the attached IFA and other system costs budget.

State Center Community College District
Madera Community College
30277 Avenue 12
Madera, CA 93638

Dr. David El Fattal, Vice Chancellor, Finance & Admin

Printed Name and Title

Signature

Date

Signature Pages

By signing below, the Partner agency agrees to the terms prescribed in this MOU, including the attached IFA and other system costs budget.

Madera County Workforce Investment Corporation
2037 West Cleveland Avenue
Madera, CA 93637

Maiknue Vang, Executive Director

Printed Name and Title

Maiknue M. Vang

Signature

6/30/25

Date

Signature Page

The Workforce Development Board of Madera County has reviewed and approved this MOU encompassing all mandated Partners services, infrastructure costs, and other shared system costs, for the America's Job Center of California system in the Madera County Local Workforce Development Area.

Workforce Development Board of Madera County
2037 West Cleveland Avenue
Madera, CA 93637

Brett Frazier, Chair

Printed Name and Title

Brett Frazier

Signature

01/21/25

Date

Madera County Board of Supervisors

Leticia Gonzalez, Chair of the Board

Printed Name and Title

Leticia Gonzalez

Signature

09/23/2025

Date

Summary Annual Costs of Career Services Applicable to Each One-Stop Delivery System Partner FY 2025-2028											EXHIBIT A	
Budget for Applicable Career Services - MCWIC: T-I Adult												
Applicable Career Services	T-I Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	Total Career Basic Services Costs
Basic Career Services	\$86,126	\$70,467	\$78,297	\$31,319	\$7,830	\$15,659	\$0	\$39,148	\$15,659	\$7,830	\$0	\$ 352,336
Individualized Career Services	Comp Assessment	IEP	Career Plan/Counsel	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$70,467	\$70,467	\$156,594	\$78,297	\$0	\$0	\$54,808	\$0	\$0	\$0	\$0	\$ 430,632
Total by Program	\$156,594	\$140,934	\$234,890	\$109,616	\$7,830	\$15,659	\$54,808	\$39,148	\$15,659	\$7,830	\$0	\$ 782,968
Budget for Applicable Career Services - MCWIC: T-I DW												
Applicable Career Services	T-I Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	Total Career Basic Services Costs
Basic Career Services	\$21,726	\$19,312	\$24,140	\$12,070	\$2,414	\$9,656	\$0	\$2,414	\$14,484	\$2,414	\$0	\$ 108,629
Individualized Career Services	Comp Assessment	IEP	Career Plan/Counsel	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$26,554	\$26,554	\$26,554	\$36,210	\$0	\$0	\$16,898	\$0	\$0	\$0	\$0	\$ 132,768
Total by Program	\$48,279	\$45,865	\$50,693	\$48,279	\$2,414	\$9,656	\$16,898	\$2,414	\$14,484	\$2,414	\$0	\$ 241,397
Budget for Applicable Career Services - MCWIC: T-I Youth												
Applicable Career Services	T-I Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	Total Career Basic Services Costs
Basic Career Services	\$42,777	\$48,125	\$58,819	\$21,389	\$16,042	\$5,347	\$0	\$53,472	\$0	\$5,347	\$0	\$ 251,317
Individualized Career Services	Comp Assessment	IEP	Career Plan/Counsel	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$53,472	\$53,472	\$64,166	\$37,430	\$53,472	\$0	\$21,389	\$0	\$0	\$0	\$0	\$ 283,401
Total by Program	\$96,249	\$101,596	\$122,985	\$58,819	\$69,513	\$5,347	\$21,389	\$53,472	\$0	\$5,347	\$0	\$ 534,718
Budget for Applicable Career Services - CVOC												
Applicable Career Services	T-I Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	Total Career Basic Services Costs
Basic Career Services	\$16,675	\$16,675	\$4,735	\$4,735	\$4,735	\$4,745	\$0	\$4,735	\$0	\$0	\$0	\$ 57,035
Individualized Career Services	Comp Assessment	IEP	Career Plan/Counsel	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$16,675	\$16,675	\$4,735	\$4,735	\$4,735	\$4,745	\$0	\$4,735	\$0	\$0	\$0	\$ 57,035
Total by Program	\$33,350	\$33,350	\$9,470	\$9,470	\$9,470	\$9,490	\$0	\$9,470	\$0	\$0	\$0	\$ 114,070

Budget for Applicable Career Services - MCDSS												Total Career Basic Services Costs
Applicable Career Services	T-1 Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	
Basic Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,500	\$ 12,500
Individualized Career Services	Comp Assessment	IEP	Career Plan/Counsel	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Total by Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,500	\$ 12,500
Budget for Applicable Career Services - Housing Authority												Total Career Basic Services Costs
Applicable Career Services	T-1 Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	
Basic Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,508	\$ 2,508
Individualized Career Services	Comp Assessment	IEP	Career Plan/Counsel	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Total by Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,508	\$ 2,508
Budget for Applicable Career Services - Vocational Rehabilitation												Total Career Basic Services Costs
Applicable Career Services	T-1 Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	
Basic Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$64,119	\$ 64,119
Individualized Career Services	Comp Assessment	IEP	Career Plan/Counsel	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$256,476	\$ 256,476
Total by Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$320,595	\$ 320,595
Budget for Applicable Career Services - Madera Community College Center												Total Career Basic Services Costs
Applicable Career Services	T-1 Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	
Basic Career Services	\$0	\$25,000	\$0	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 35,585
Individualized Career Services	Comp Assessment	IEP	Career Plan/Counsel	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Total by Program	\$0	\$25,000	\$0	\$3,000	\$0	\$0	\$8,585	\$0	\$0	\$0	\$0	\$ 36,585

Budget for Applicable Career Services - Madera Adult School												
Applicable Career Services	T-I Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	Total Career Basic Services Costs
Basic Career Services	\$0	\$2,500	\$0	\$0	\$2,000	\$0	\$0	\$0	\$0	\$1,500	\$0	\$ 6,000
Individualized Career Services	Comp Assessment	IEP	Career Plan/Counsel	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$0	\$0	\$2,500	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 4,000
Total by Program	\$0	\$2,500	\$2,500	\$1,500	\$2,000	\$0	\$0	\$0	\$0	\$1,500	\$0	\$ 10,000
Budget for Applicable Career Services - EDD: Title III WP												
Applicable Career Services	T-I Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	Total Career Basic Services Costs
Basic Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$234,819	\$ 234,819
Individualized Career Services	Comp Assessment	IEP	Career Plan/Counsel	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Total by Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$234,819	\$ 234,819
Budget for Applicable Career Services - EDD:JVSG												
Applicable Career Services	T-I Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	Total Career Basic Services Costs
Basic Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Individualized Career Services	Comp Assessment	IEP	Career Plan/Counsel	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Total by Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Budget for Applicable Career Services - SER												
Applicable Career Services	T-I Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	Total Career Basic Services Costs
Basic Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,070	\$ 1,070
Individualized Career Services	Comp Assessment	IEP	Career Plan/Counsel	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Total by Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,070	\$ 1,070

Budget for Applicable Career Services - Job Corp

<i>Applicable Career Services</i>	T-I Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	Total Career Basic Services Costs
Basic Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
<i>Individualized Career Services</i>	Comp Assessment	IEP	Career Plan/Counsel	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Total by Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -

Budget for Applicable Career Services - State Unemployment Insurance Program

<i>Applicable Career Services</i>	T-I Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	Total Career Basic Services Costs
Basic Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$39,095	\$0	\$0	\$ 39,095
<i>Individualized Career Services</i>	Comp Assessment	IEP	Career Plan/Counsel	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Total by Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$39,095	\$0	\$0	\$ 39,095

Budget for Applicable Career Services - Native American

<i>Applicable Career Services</i>	T-I Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	Total Career Basic Services Costs
Basic Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000	\$ 5,000
<i>Individualized Career Services</i>	Comp Assessment	IEP	Career Plan/Counsel	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Total by Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000	\$ 5,000

Budget for Applicable Career Services - State Center Adult Education Consortium

<i>Applicable Career Services</i>	T-I Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	Total Career Basic Services Costs
Basic Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,125	\$ 19,125
<i>Individualized Career Services</i>	Comp Assessment	IEP	Career Plan/Counsel	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other: Community Pro Suites	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Total by Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,125	\$ 19,125

Budget for Applicable Career Services - Summary

<i>Applicable Career Services</i>	T-I Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	Total Career Basic Services Costs
Basic Career Services	\$167,305	\$182,079	\$165,990	\$72,512	\$33,020	\$35,407	\$0	\$99,769	\$69,238	\$17,091	\$339,141	\$ 842,412
<i>Individualized Career Services</i>	Comp Assessment	IEP	Career Plan/Counsel	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$167,168	\$167,168	\$254,548	\$158,172	\$58,207	\$4,745	\$93,094	\$4,735	\$0	\$0	\$256,476	\$ 907,836
Total by Program	\$334,472	\$349,246	\$420,539	\$230,684	\$91,227	\$40,152	\$93,094	\$104,504	\$69,238	\$17,091	\$595,616	\$ -
Consolidated Total of Estimated Annual Career Services Delivered through the AJCC							\$2,354,449					

EXHIBIT B

**AJCC Infrastructure Budget Planning Document:
Comprehensive AJCC: Madera County Workforce Assistance Center**

Planning Estimates Forecasted for a Three (3) Year Period

Cost Category/Line Item	CVOC	DOR	EDD-WSB	MAS	MCWIC	SCCCD	Cost
Rent, Utilities and Maintenance							
AJCC Facility Rent	\$ 17,745	\$ 100,620	\$ 342,375	\$ 306,801	\$ 765,018	\$ 16,470	\$ 1,549,029
Subtotal: AJCC Facility Costs	\$ 17,745	\$ 100,620	\$ 342,375	\$ 306,801	\$ 765,018	\$ 16,470	\$ 1,549,029
Equipment							
AJCC Assistive technology for individuals with disabilities (Access and Accommodation)	\$ -	\$ -	\$ -	\$ -	\$ 14,600	\$ -	\$ 14,600
AJCC Resource Room Computer/IT Equipment	\$ -	\$ -	\$ -	\$ -	\$ 52,720	\$ -	\$ 52,720
Resource Room furniture	\$ -	\$ -	\$ -	\$ -	\$ 4,800	\$ -	\$ 4,800
Digital Facility Camera Monitoring	\$ -	\$ -	\$ -	\$ -	\$ 2,480	\$ -	\$ 2,480
Facility Access Control Maintenance/Monitoring	\$ -	\$ -	\$ -	\$ -	\$ 3,850	\$ -	\$ 3,850
Other:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal: Equipment Costs	\$ -	\$ -	\$ -	\$ -	\$ 78,450	\$ -	\$ 78,450
Technology to Facilitate Access to the AJCC							
AJCC IT Service Technology used for AJCC Job Fairs - laptops	\$ -	\$ -	\$ -	\$ -	\$ 38,250	\$ -	\$ 38,250
AJCC IT Services allocated to WIOA One-Stop Services/WP (resource room/lobby)	\$ -	\$ -	\$ -	\$ -	\$ 72,930	\$ -	\$ 72,930
AJCC Calljobs Universal Employment system/UI - dedicated phones	\$ -	\$ -	\$ -	\$ -	\$ 14,628	\$ -	\$ 14,628
Subtotal: Technology to Facilitate Access Costs	\$ -	\$ -	\$ -	\$ -	\$ 125,808	\$ -	\$ 125,808
Common Identifier Costs (Local Option, If Agreed To By All Collocated Partners)							
Other: Cubicles available to local CBO's to assist customers	\$ -				\$ 16,310		\$ 16,310
AJCC Community Resource Flyers/Information for Lobby	\$ -	\$ 97			\$ 3,800		\$ 3,897
Subtotal: Common Identifier	\$ -	\$ 97	\$ -	\$ -	\$ 20,110	\$ -	\$ 20,208
SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY CO-LOCATED PARTNERS							
Cost Category							Total
Subtotal: Facility Costs	\$ 17,745	\$ 100,620	\$ 342,375	\$ 306,801	\$ 765,018	\$ 16,470	\$ 1,549,029
Subtotal: Equipment Costs	\$ -	\$ -	\$ -	\$ -	\$ 78,450	\$ -	\$ 78,450
Subtotal: Technology to Facilitate Access Costs	\$ -	\$ -	\$ -	\$ -	\$ 125,808	\$ -	\$ 125,808
Subtotal: Common Identifier Costs	\$ -	\$ 97	\$ -	\$ -	\$ 20,110	\$ -	\$ 20,208
TOTAL PROJECTED INFRASTRUCTURE COSTS	\$ 17,745	\$ 100,717	\$ 342,375	\$ 306,801	\$ 989,386	\$ 16,470	\$ 1,773,495
Allocation of Proportionate Share of Infrastructure Costs for Collocated Partners							
COLLOCATED PARTNERS	CVOC Migrant/Seasonal Farm Worker	DOR T-IV VR	EDD T-HI WP	MAS T-II AEL	MCWIC T-I WIOA	SCCCD Career Tech	Total
Square Footage Allocated Share for Common A/B Suite	0.56%	2.89%	8.83%	53.42%	33.64%	0.51%	100%
Square Footage Allocated Share for Common A Suite	1.00%	6.00%	19.00%	0.00%	73.00%	1.00%	100%
Occupancy Allocation Method used for PGE	1.50%	1.20%	7.19%	80.58%	9.28%	0.60%	100%
Allocated Shared Costs	\$ 17,745	\$ 100,620	\$ 342,375	\$ 306,801	\$ 765,018	\$ 16,470	\$ 1,549,029
In-Kind Costs	\$ -	\$ 97	\$ -	\$ -	\$ 224,368	\$ -	\$ 224,466
TOTAL PROJECTED INFRASTRUCTURE COSTS	\$ 17,745	\$ 100,717	\$ 342,375	\$ 306,801	\$ 989,386	\$ 16,470	\$ 1,773,495
<p align="center"><i>All facility direct costs above are based on budgeted costs projected for the year, then forecasted for a three (3) year period. The methodology used for all infrastructure costs is based on the allowed OMB cost allocation method of square footage and is allocated monthly to the appropriate organization housed within the AJCC.</i></p>							

As with infrastructure costs, other system costs must be allocable according to the proportion of benefit received by each of the AJCC partner programs, consistent with the partner's authorizing federal statute and Uniform Guidance. The MOU Phase II must also include an agreed upon budget for these other costs along with the agreed upon cost sharing methodology.

All local partners must agree to the other system costs budget. There is no state funding mechanism for other system costs that will be triggered due to lack of agreement at the local level for these costs.

<i>AJCC Personnel</i>	<i>Budget Detail</i>	<i>Cost</i>
TI - WIOA	One Stop Operator, Partner Meetings, AJCC Job Fairs, Staff to WDB	\$ 373,596
EDD - WP	Reception Staff, Partner Meetings	\$ 8,619
T-IV VR	Partner Meeting, board meetings	\$ 27,690
EDD - WP	Security Guard (day)	\$ 218,982
Adult School	Security Guard (evening)	\$ 42,000
Total		\$ 670,887.00

Partner	Share Allocation Method Used	Partner Share (Allocation)	Share in Cash	Share In-Kind (reported by each agency)
CVOC Migrant Seasonal FW	SF	\$ 2,703.00	\$ -	\$ -
DORT-IV VR	SF	\$ 16,218.00	\$ -	\$ -
EDDT-III WP	SF	\$ -	\$ -	\$ -
MCWIC T-I Adult/DW/Youth	SF	\$ 197,328.00	\$ -	\$ 88,478.00
Adult School	SF	\$ -	\$ -	\$ -
SCCCD	SF	\$ 2,703.00	\$ -	\$ -
Total Costs		\$ 218,952.00	\$ -	\$ 88,478.00

MADERA COUNTY WORKFORCE ASSISTANCE CENTER

PARTNER REFERRAL PROCESS

The Partner organizations in the AJCC system in Madera County agree to use the process outlined below when referring customers between partner and other community agencies in the local AJCC system.

AJCC partners agree to use, to the extent allowable and practical, the standard Madera County Workforce Assistance Center referral form. If organizational systems, regulations, or requirements mandate the use of another form for referrals, the partner agrees that the format used will have substantially the same information as the standard referral form. A copy or description of other referral forms used by any AJCC partner organizations will be provided for dissemination to all AJCC system partners.

Referrals between AJCC partners and other community organizations may be made by email, fax, standard mail, interoffice mail, or may be hand-carried by the individual being referred. The method used to deliver referral forms will be based on each organization's regulatory, confidentiality, and procedural requirements. All AJCC partners will specify the method or methods they will use when making referrals, so that all AJCC partners are familiar with the referral method(s) used by each partner organization.

AJCC partners will provide contact information for their designated contact person(s) for the receipt of referrals. Partners agree to send referrals to the appropriate contact person(s) at each partner organization, using the delivery method required or preferred by that partner. Partners will communicate with the designated contact person(s) to follow up on referral results or if other information is needed regarding the referral.

AJCC partners will, in accordance with the applicable regulations, laws, or other program requirements, track referrals sent and received, as well as the outcomes associated with those referrals. Referral information such as number referred or received, number accessing specific services, number of no shows, or number returned to referring agency, will be tracked by each partner to the extent allowable or practical, and such information will be shared upon request with other AJCC partners, as allowable and with the AJCC Operator.

Referrals

- Standard AJCC Referral Form approved by all AJCC system partners will be used.
- If AJCC partner needs use a form other than the Standard AJCC Referral Form, copies of the referral form will be provided for dissemination to all AJCC system partners. The referral form will contain the same basic information as is included on the Standard AJCC Referral Form.

- Each partner will determine the method they will use when making referrals so all partners are familiar with the referral method(s) used by each agency. Referrals may be made via email, fax, standard mail, interoffice mail, or hand-carried by customer.
 - More than one method of referral delivery may be used.
 - Delivery method will be determined by each agency organization's regulatory, confidentiality and procedural requirements.
- All AJCC partners will provide contact information for their designated staff who will be designated to receive the referrals.
- AJCC partners will, in accordance with the applicable regulations, laws, or other program requirements, track referrals sent and received, as well as the outcomes associated with those referrals.
 - Referral information such as number referred or received, number accessing specific services, number of no shows, or number returned to referring agency, will be tracked by each partner to the extent allowable or practical, and such information will be shared upon request with other AJCC partners, as allowable and with the AJCC Operator.



Housing Authority
of the
City of Madera



MADERA
COMMUNITY
COLLEGE



Exhibit C2

MADERA COUNTY WORKFORCE ASSISTANCE CENTER CUSTOMER REFERRAL

REFERRAL TO:

Agency Name: _____ Address: _____

Appointment Date: _____ Appointment Time: _____

Agency Staff: _____ Phone #: _____

REFERRAL FROM:

Agency Name: _____ Referral Date: _____

Agency Staff: _____ Phone #: _____

Comments: _____

CUSTOMER INFORMATION:

Name: _____ Last 4 of SSN: _____

Mailing Address: _____ Date of Birth: _____

Phone#: _____ Email: _____

☐ Referral Reason: _____

☐ Please respond with results of referral and any comments to referring agency contact
above: _____

AUTHORIZATION FOR RELEASE OF INFORMATION:

I _____ hereby authorize _____ to
Customer Signature Agency/Organization
discuss and/or release information to assist with my employment/training opportunities.

Email referrals to: clientreferrals@maderaworkforce.org

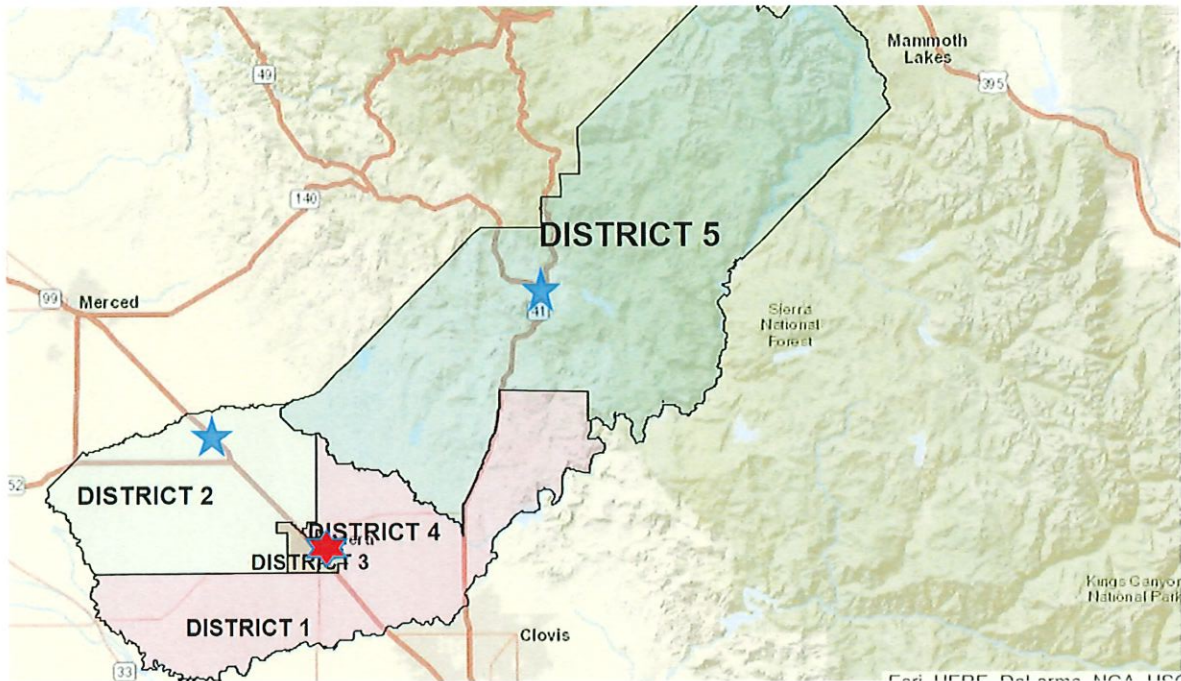
P.O. Box 1205, Madera, CA 93639 • 2037 W. Cleveland Avenue • Madera, CA 93637




(559) 662-4500 • TTY 711 • FAX (559) 673-1794

Appointment for Chowchilla and Oakhurst, please call (559) 662-4500

The Workforce Assistance Center is an equal opportunity program. Auxiliary aids and services are provided upon request to individuals with disabilities. The Workforce Assistance Center is a proud partner of America's Job Center of Californiasm

MADERA COUNTY LOCAL WORKFORCE AREA AJCC SYSTEM MAP



-  - Madera County Workforce Assistance Center – Comprehensive AJCC
2037 West Cleveland Ave., Madera, CA 93637
-  - Workforce Assistance Center– Chowchilla Service Location
First 5 Family Resource Center, 405 Trinity Ave., Chowchilla, CA 93610
-  - Workforce Assistance Center – Oakhurst Service Location
Oakhurst Community College Center, 40241 Highway 41, Oakhurst, CA 93644