MEMORANDUM OF AGREEMENT
BETWEEN
THE DEPARTMENT OF CHILDREN AND FAMILIES
AND
THE DEPARTMENT OF LABOR
2012 - 2013

This Agreement is made between the Department of Children and Families (hereinafter referred to as "DCF"), acting herein by its Commissioner, and the Department of Labor (hereinafter referred to as "DOL") acting herein by its Commissioner.

WHEREAS, DCF has agreed to a collaboration with the DOL and the five regional Workforce Investment Boards (WIBs) to enhance access to youth employment opportunities for youth involved with DCF. The project will be implemented per Attachment A to this MOA.

NOW, THEREFORE, the parties agree as follows:

Term and Termination
This agreement shall be effective from July 1, 2012 through June 30, 2013. This Agreement may be terminated by either party upon a 30-day written notice to the other party or upon any date mutually agreed to in writing by both parties.

Funding
Funding for the DCF Employment and Training Collaboration shall not exceed $400,000.

A minimum of 50% must be spent for Summer Youth Employment during the first quarter of SFY 2013. Remaining funds may be used for additional Summer Youth Employment activities and/or year-round employment activities ending June 30, 2013.

If additional funds become available they will be distributed with direction from DCF.

Monies from Fund 12060 (federal funds) shall be exhausted prior to monies from Fund 11000.

Transfer of Funds
Upon execution of this Agreement, DOL shall submit a CORE-CT transfer invoice in the amount of $400,000 to DCF.

Reporting Requirements
Quarterly cumulative expenditure and program reports shall be submitted by DOL to DCF in accordance to the following schedule:

REPORTING PERIOD	QUARTERLY REPORT DUE
July - September	October 31st
October - December	January 31st
January - March	April 30th
April - June	July 31st

Audit Requirements and Records Retention
Financial books and records shall be maintained by DOL for three years after completion of final payment under this agreement and must be available to auditors of the State of Connecticut and the United States Government.

Unspent Funds
Any unexpended funds remaining after June 30, 2013 shall be returned to DCF on or before October 1, 2013.

Revisions and Amendments
A formal amendment, in writing, shall not be effective until executed by both parties to the agreement, and shall be required for extensions to the final date of the agreement period, revisions to the maximum agreement payment, and any other agreement revision determined material.

Department of Labor

Glenn Marshall (Signature)
Commissioner

5/4/12
Date

Department of Children and Families

Joette Katz (Signature)
Commissioner

4/24/12
Date

Fund Sources			
Amount	Fund	SID	Budget Ref
$200,000	12060	20225	2011
$200,000	11000	16043	2013

Attachment A

DCF / DOL / WIB Youth Employment and Training Collaboration – 2012-2013

Proposal

The Department of Children and Families (DCF), the Department of Labor (DOL) and the five regional Workforce Investment Boards (WIBs) have agreed to enter a partnership to enhance access to opportunities for DCF youth in employment and training programs managed by the WIBs. DCF is entering into a Memorandum of Agreement (MOA) with DOL to facilitate the transfer of funds to support employment and training for DCF youth in programs operated by each of the five WIBs.

Terms

DCF agrees to transfer funding to DOL for youth wages, services, and deliverables described under this agreement, to a maximum amount not to exceed $400,000 for the period 7/1/12 through 6/30/13. Each participating Workforce Investment Board will receive funding from DOL, as noted below, to support their respective employment and training activities for DCF youth. These funds will be utilized by each WIB to cover youth wages and costs associated with the program including, but not limited to, the activities listed under "Deliverables" below.

WIB Region	WIB	Minimum Amount
Eastern	EWIB	$ 73,500
North Central	Capital Workforce Partners	$ 99,500
Northwest	Northwest Regional Workforce Development Board	$ 72,000
South Central	Workforce Alliance	$ 87,500
Southwest	The WorkPlace, Inc	$ 67,500
Total		**$ 400,000**

Deliverables

The Workforce Investment Boards, in accordance with the MOA between DOL and DCF, will provide employment and training services, as indicated below, for youth who are referred by DCF.

Funding from DCF is to be used primarily, at least 70 percent of contract totals, to pay youth wages.

The remaining portion of the DCF funds may be used to support the provision of direct services with a developmental focus to participating youth. Such services may include academic instruction, career awareness and work readiness training, career competency training, worksite selection and development, oversight of program activities to ensure developmental focus, and other such services that help to prepare youth for college or careers.

DOL will contract with the WIBs for the following services:

- Contracting and procuring youth employment and training services for DCF participants
- Developing intake, assessment, enrollment, evaluation structure/protocol, and data collection/management
- Assisting with completion of required applications and related documentation for referred DCF youth
- Reviewing and verifying youth applications for program eligibility
- Providing technical assistance on program implementation to subcontractors
- Maintaining statistical information regarding applications submitted and accepted, as well as withdrawals from program and program completions

- Maintaining communication with DCF staff, including informing them if worksite issues arise with youth
- Submitting expenditure and program reports as determined by DCF and DOL.

Services to be provided by DCF will include:

- Referring DCF youth to the WIBs and/or subcontractors.
- Providing necessary documentation for service provision to WIBs and/or subcontractors.
- Assisting in coordination of program intake, including assisting in bringing youth to scheduled intake locations along with required documentation

Services to be provided by WIBs and/or subcontractors will include:

- Collecting required documents for participant enrollment
- Conducting orientation and assessment for youth
- Conducting work/career readiness training
- Providing career/work readiness and life skills training
- Conducting worksite recruitment, development, and orientation
- Setting up and managing payroll
- Making worksite placements and conduct oversight and monitoring of worksites and program operations
- Conducting end-of-placement interview and assessment as requested by DCF.

Employment and training slots left unfilled by the DCF referral process may be filled with eligible youth identified by the WIBs and/or subcontractors.

4/4/12