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FROM: Charisse Childers, Ph.D., Director

TO: Chief Elected Officials, Local Workforce Development Boards, One-Stop Operators, WIOA Workforce Development Area Administrators and Service Providers

SUBJECT: FY24 Memorandum of Understanding (MOU) Template

- 1. Purpose:** To provide a template for local areas to use when developing Memorandums of Understanding for Arkansas Workforce Centers and the one-stop delivery system.
- 2. Background:** A Memorandum of Understanding (MOU) must be developed in each Arkansas Workforce Development Area to outline the respective roles and responsibilities of each partner, the Chief Elected Officials, the One-Stop Operator, and the Local Workforce Development Board represented in the applicable Arkansas Workforce Center(s).
- 3. General Information:** The Memorandum of Understanding Template provides an outline for local areas to use when developing the Memorandum of Understanding for each Arkansas Workforce Development Area, including both comprehensive and affiliate centers. This template must be used to develop the MOU for each local area's one-stop delivery system.
- 4. Action Required:** Please ensure that this information is provided to appropriate staff.
- 5. Inquiries:** Contact Eddie Thomas, Deputy Director, Employment & Training at eddie.thomas@arkansas.gov.
- 6. Expiration:** Continuing