



## **Workforce Innovation and Opportunity Act Memorandum of Understanding Ventura County Workforce Development Alliance**

### **I. Preamble/Purpose of MOU**

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the Workforce Development Board of Ventura County (WDBVC) and the America's Job Center of California<sup>SM</sup> (AJCC) partners (listed on Attachment A), hereby known as the [Ventura County Workforce Development Alliance](#), to establish an agreement concerning the operations of the AJCC delivery system. This MOU is entered into on this 1st day of July 2025, between WDBVC and the Ventura County Workforce Development Alliance. This MOU aims to establish a cooperative working relationship between the parties and define their respective roles and responsibilities in achieving policy objectives. The MOU also establishes the framework for providing services to employers, employees, job seekers, and others needing workforce services.

AJCC is a locally-driven One-Stop delivery system that develops partnerships and provides programs and services to achieve three main policy objectives established by the California Workforce Development Strategic Plan, which includes the following:

- Foster demand-driven skills attainment
- Enable upward mobility for all Californians
- Align, coordinate, and integrate 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

### **II. Local/Regional Vision Statement, Mission Statement, and Goals of the Ventura County Workforce Development Alliance**

**VISION:** The Ventura County region has a high quality, appropriately skilled workforce that is ready and able to support the evolving business needs of employers in a dynamic, competitive, global economic environment.

**MISSION:** We provide access to workforce development opportunities to unleash the potential of every jobseeker and employer.

## STRATEGIC GOALS AND OBJECTIVES

### **STRATEGIC GOAL 1: Increase equitable access to services for jobseekers and employers to increase use of workforce services.**

- Increase access for employers to workforce services and staff expertise in the WDB's targeted industries<sup>1</sup>
- Increase access for jobseekers to employment, education, training, and support services

#### ***Measures of Success:***

- The number of jobseekers utilizing services increases every quarter between July 2024 and June 2026 by 100 in each of 8 quarters for a total increase of 800 over the 2-year period (a 10% yearly increase from PY2023).
- The number of employers utilizing services increases every quarter between July 2024 and June 2026 by 25 in each of 8 quarters for a total increase of 200 over the 2-year period (a 10% yearly increase from PY2023).

#### ***Key Strategies***

1. Conduct regular industry events focusing on each sector for both jobseekers and employers.
2. Create messaging and branding that reduces the stigma of receiving government services among jobseekers.
3. Improve exterior signage at all center sites to become visible to the community.
4. Expand locations into targeted population centers by creating connection sites in such places as libraries, community centers, churches, and other community-based organizations.

### **STRATEGIC GOAL 2: Enhance outreach efforts to underserved populations, businesses, and jobseekers to expand awareness of the workforce system.**

#### ***Measures of Success:***

- Common messaging material has been developed, such as presentation templates, handouts describing services, etc., and are in use by all partners. Guidelines for the use of the messaging material can be found on Attachment C.
- The number of underemployed, underrepresented, and underserved individuals utilizing services increases every quarter between July 2024 and June 2026 by 19 in each of 8 quarters for a total increase of 152 over the 2-year period (a 10% yearly increase from PY2023)

#### ***Key Strategies***

1. Build a collective outreach and awareness strategy with community service providers about all the services available to employers and residents.

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<sup>1</sup> The WDBVC identifies the following as industries with high demand, high growth, and high wage opportunities: Healthcare; Business and Entrepreneurship; Retail, Hospitality, and Tourism; Advanced Manufacturing; Agriculture, Water, and Environmental Technology; Education and Human Development

2. Develop and deliver workforce services to individuals who are underemployed, underrepresented and/or underserved to expand the talent pipeline of youth and adults.
3. Develop and implement a communication plan with simple messages about the benefits of participating in the workforce development system, with a focus on intentional outreach to the underemployed, underrepresented, and underserved.
4. Transform the brand from big government to the 'go to' place for employers to obtain qualified talent that meets their hiring needs.

**STRATEGIC GOAL 3:**      **Develop strategies and methods that ensure knowledge about all programs and services in the workforce system is reinforced and internalized by all staff to enhance customer service through intentional collaboration among partners.**

***Measures of Success:***

- Referrals from partners and community organizations are appropriate and have increased by 25% by June 2026.<sup>2</sup>
- Participation by partner staff in activities designed to foster collaboration and to learn about each other is sustained at a level of 75% for each partner<sup>3</sup>.

***Key Strategies***

1. Build a culture of accountability that ensures all leaders consistently communicate information about processes, procedures, and services to all staff.
2. Maximize the use of the Ventura County Workforce Partnership referral technology platform to make appropriate referrals.
3. Continue to implement methods for partners to learn about each other's services, how those services are delivered, and how best to utilize them.

**III. Ventura County Workforce Development Alliance Partners to the MOU**

This MOU is entered into between the Ventura County Workforce Development Alliance partner programs named below, who are parties to this MOU, with the consent of the Ventura County Board of Supervisors.

Required partners include local/regional representatives of the following programs:

- WIOA Title I Adult, Dislocated Worker, and Youth
- WIOA Title II Adult Education and Literacy
- WIOA Title III Wagner-Peyser
- WIOA Title IV Vocational Rehabilitation
- Carl Perkins Career Technical Education
- Title V Older Americans Act
- Job Corps

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<sup>2</sup> Current baseline is a total of 180 referrals during PY2023. For the 2-year period there would be a total of at least 270 referrals (e.g., 180 plus 90).

<sup>3</sup> Of the 15 MOU signatory partners, an average of 11 organizations have participated in at least one event/activity designed for this purpose each year during the 2-year period of this plan.

- Native American Programs (Section 166)
- Migrant Seasonal Farmworkers (Section 167)
- Veterans
- Youth Build
- Trade Adjustment Assistance Act
- Community Services Block Grant
- Housing & Urban Development
- Unemployment Compensation
- Second Chance
- Temporary Assistance for Needy Families/California Work Opportunities and Responsibility to Kids (CalWORKs)

In addition, the Ventura County Workforce Development Alliance partners may work with other agencies approved by the WDBVC.

#### **A. Ventura County Workforce Development Alliance Services**

Ventura County Workforce Development Alliance services as required by WIOA and provided by the partner programs named in this MOU are outlined in Attachment A.

#### **B. Responsibility of Ventura County Workforce Development Alliance**

The Ventura County Workforce Development Alliance agrees to the responsibilities outlined below.

1. The Ventura County Workforce Development Alliance will participate in joint planning, plan development, and continuous improvement of activities to accomplish the following:
  - Continuous partnership building
  - Adherence to state and federal program requirements
  - Monitor and respond to local and economic conditions, including employer needs
  - Adherence to strategic planning principles adopted by the WIOA for long-range planning, including the requirement for continuous improvement
  - Adherence to common data collection and reporting principles, including the need for modification or change
  - Diligence in developing coordinated local leadership in workforce development through:
    - a. Responsiveness to participant/customer needs
    - b. Maintenance of system infrastructure
    - c. Shared technology and information, according to confidentiality requirements in Section VII. Confidentiality, below
    - d. Performance management to measure the success of the local One-Stop system overall and enhance performance in a spirit of quality management and continuous improvement.

2. Make the Ventura County Workforce Development Alliance services available to customers that are applicable to the program.
3. Participate in the operation of the AJCC, consistent with the terms of the MOU and requirements of authorized laws.
4. Participate in capacity building and staff development activities to ensure that all Ventura County Workforce Development Alliance partner staff are adequately cross-trained so that customers accessing the system have the tools to promote and support such access.

### **C. Infrastructure Funding Agreement & Other Shared System (Career Services) Costs**

*Infrastructure Funding Agreement:* The infrastructure costs budget is based on the Ventura County AJCC services in Oxnard. The infrastructure funding agreement has achieved consensus and is in compliance with State requirements. Please refer to Attachment E, "Ventura County AJCC Infrastructure Funding Agreement and Initial Proportionate Share of Infrastructure Costs Allocated to Co-located Partners" (Infrastructure Funding Agreement).

#### **1. For Co-located Ventura County Workforce Development Alliance partners: Cost Allocation Methodology to Share Agreed upon Infrastructure Costs:**

The WDBVC and co-located partners to this MOU agree to a cost allocation methodology to identify the proportionate share of infrastructure costs each Ventura County Workforce Development Alliance partner will be expected to contribute. This cost allocation methodology adheres to the following: is consistent with federal laws authorizing each partner's program; complies with federal cost principles in the Uniform Guidance; includes only costs that are allowable, reasonable, necessary, and allocable to each program partner; and is based on an agreed-upon measure that mathematically determines the proportionate use and benefit received by each partner.

The infrastructure cost allocation methodology is based on square footage occupied by each partner agency compared to the total space. By signing this MOU, co-located partners agree to the terms prescribed in the Infrastructure Funding Agreement.

#### **2. For Non-Co-located Ventura County Workforce Development Alliance Partners:**

The State is in the process of implementing the requisite statewide data tracking system. Once such data are available, all non-co-located partners receiving benefits from the AJCC will also be required to contribute their proportionate share towards infrastructure costs per State WIOA policies and guidance. Consequently, by signing this MOU, all non-co-located partners agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available and agree that when data are available to determine the AJCC benefit to non-co-located partners, the infrastructure cost-sharing agreement will be renegotiated to include their proportionate share of contributions.

For Native American Programs: WIOA Section 121[h][2][D][iv] stipulates that Native American programs are not required to contribute and will not be contributing to

infrastructure funding.

**D. Other Shared System (Career Services) Costs for all Ventura County Workforce Development Alliance Partners to this MOU**

Please refer to Attachment F, Ventura County AJCC System Career Services Costs Budget and Ventura County Workforce Development Alliance partner Costs for Career Services.

**Cost Allocation Methodology to Share Agreed upon Other AJCC System (Career Services)**

**Cost:**

The WDBVC and Ventura County Workforce Development Alliance partners to this MOU agree to a cost allocation methodology to identify the proportionate share of other AJCC system (career services) costs each partner will be expected to contribute. This cost allocation methodology will adhere to the following: is consistent with federal laws authorizing each partner's program; complies with federal cost principles in the Uniform Guidance; includes only costs that are allowable, reasonable, necessary, and allocable to each program partner; and is based on an agreed-upon measure that mathematically determines the proportionate use and benefit received by each partner.

The career services cost allocation methodology selected is the proportionate share of career services costs and shared customers. Currently, no database provides information on shared customers, so the budget in Attachment F submitted as part of this MOU will only contain career services costs. When data becomes available, the proportionate share will be determined by comparing the percentage of shared customers with the total number of customers. This MOU will be renegotiated with the Ventura County Workforce Development Alliance at that time. By signing this MOU, all parties agree to the terms prescribed to share the other AJCC system (career services) costs.

**IV. Methods for Referring Customers**

The primary principle of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. To facilitate such a system, Ventura County Workforce Development Alliance agree to:

- Familiarize themselves with the basic eligibility and participation requirements, as well as with the available services and benefits offered, for each of the Ventura County Workforce Development Alliance programs represented in the AJCC system
- Develop materials summarizing their program requirements and making them available for partners and customers
- Develop and utilize common intake, eligibility determination, assessment, and registration forms, as appropriate
- Provide substantive referrals to customers who are eligible for supplemental and complimentary services and benefits under partner programs
- Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys
- Commit to robust and ongoing communication required for an effective referral process

- Commit to actively follow up on the results of referrals and assuring that partner resources are being leveraged at an optimal level.

#### **V. Access for Individuals with Barriers to Employment**

1. Access points for residents in the Ventura County AJCC system service area include:

**a. America's Job Center of California (Comprehensive)**

2901 N. Ventura Rd.,  
Oxnard, CA 93036  
805-288-8400  
Monday – Friday 8:00 am until 5:00 pm

**b. America's Job Center of California (Affiliate)**

2900 N. Madera Rd., #100  
Simi Valley, CA 93065  
Monday – Friday 8:00 am until 5:00 pm

2. The Ventura County Workforce Development Alliance partners are committed to providing priority of 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 funded with WIOA Adult funds.

3. The Ventura County Workforce Development Alliance will ensure access for all individuals that qualify as an "individual with a barrier to employment." The term defined under WIOA means an individual of one or more of the following populations:

- Displaced homemakers
- Low-income individuals
- Individuals on Temporary Assistance for Needy Families (TANF)
- Indians, Alaska Natives, and Native Hawaiians defined in section 166 of WIOA
- Individuals with disabilities, including youth
- Veterans
- Older individuals
- Ex-offenders
- Homeless individuals, defined in section 41403(6) in the Violence Against Women Act of 1994, or homeless children and youths, defined in section 725(2) of the McKinney-Vento Homeless Assistance Act
- Youth who are in or have aged out of foster care
- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- Eligible migrant and seasonal farmworkers, defined in section 167 of WIOA
- Individuals within two years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act
- Single parents, including pregnant women
- Long-term unemployed individuals
- Such other groups as the Governor determines to have barriers to employment

The Ventura County Workforce Development Alliance partners' policies, procedures, programs, and services will comply with the Americans with Disabilities Act of 1990 and its amendments to provide equal access to all customers with disabilities.

#### **VI. Shared Technology and System Security**

WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including customer tracking, common case management, reporting, and data collection. To support the use of these tools, each Ventura County Workforce Development Alliance partner agrees to the following:

- Comply with the applicable provisions of WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other appropriate statutes or requirements.
- According to the confidentiality requirements in the Confidentiality section of this MOU, the principles of common reporting and shared information are shared through electronic mechanisms, including shared technology.
- Commit to sharing information to the greatest extent allowable under their governing legislation and confidentiality requirements.
- Maintain all records of the AJCC customers, including, but not limited to, applications, eligibility and referral records, or any other individual records related to services provided under this MOU in the strictest confidence, and use them solely for purposes directly related to such services.
- Develop technological enhancements that allow interfaces of common information needs, as appropriate as resources allow.
- All Ventura County Workforce Development Alliance partners shall agree upon system security provisions according to the confidentiality requirements in the Confidentiality section of this MOU below.

#### **VII. Confidentiality**

The Ventura County Workforce Development Alliance partners agree 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 that may apply to one or all of the Ventura County Workforce Development Alliance partners to assure that:

- 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 about AJCC applicants, participants, or customers overall unless the participant or customer voluntarily signs a specific release.
- The Ventura County Workforce Development Alliance partners agree to abide by the current confidentiality provisions of the respective statutes to which AJCC operators and



other Ventura County Workforce Development Alliance partners must adhere and share information necessary for the program's administration as allowed under WIOA law and regulation. The Ventura County Workforce Development Alliance , therefore, agrees to share customer 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 upon the written permission from a participant outlined in an authorization for release of information/records form, a sample of which can be found in Attachment D, AJCC Authorization for Release of Information/Records Form.

- Ventura County Workforce Development Alliance shall share customer information, according to the confidentiality requirements stipulated in this section, solely for enrollment, referral, or provision of services. In carrying out their respective responsibilities, each Partner shall respect and abide by the confidentiality policies of the other Partners.

#### **VIII. Non-Discrimination and Equal Opportunity**

The Ventura County Workforce Development Alliance shall not unlawfully discriminate, harass or allow harassment against any employee, the applicant for employment, or AJCC applicant due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation or marital status. The Ventura County Workforce Development Alliance agrees to comply with the Fair Employment and Housing Act (Government Code Section 12990) and related, applicable regulations.

#### **IX. Grievances and Complaints Procedure**

The Ventura County Workforce Development Alliance agree to establish and maintain a procedure for grievance and complaints as outlined in WIOA. The process for handling grievances and complaints applies to customers and partners. The procedures will allow the customer or entity filing the complaint a fair and complete hearing and resolution of their grievance. The partners further agree to participate in quarterly meetings where the service-delivery system will be discussed, and issues can be raised and resolved. Finally, the partners agree to communicate openly and directly to resolve any problems or disputes related to providing services in a cooperative manner and at the lowest level of intervention possible.

#### **X. Americans with Disabilities Act and Amendments Compliance**

The Ventura County Workforce Development Alliance partners' policies and procedures, as well as the programs and services provided at the AJCC, will comply with applicable federal, State, and local law, including, but not limited to, the Americans with Disabilities Act and its amendments, 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 CFR Part 37 and all other regulations implementing the laws as mentioned above.

#### **XI. Effective Dates and Term of MOU**

This MOU shall be binding upon each party hereto upon execution by such party. The term of this MOU shall be three years, effective from July 1, 2025, through June 30, 2028, unless otherwise terminated, as provided in Section XIV., Termination. below. The MOU will be reviewed, at a

minimum, every year to identify any substantial changes that have occurred. The Infrastructure Funding Agreement budget shall be reviewed annually and updated if there are substantial changes.

#### **XII. License for Use**

During the term of this MOU, all partners to this MOU shall be allowed to use all of the space of the AJCCs for the sole purpose of conducting acceptable AJCC services as outlined herein.

#### **XIII. Modifications and Revisions**

This MOU constitutes the entire agreement between the Ventura County Workforce Development Alliance partners and WDBVC, 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. The MOU shall be reviewed at a minimum every three years and updated if there are substantial changes. The Infrastructure Funding Agreement budget shall be reviewed annually and updated if there are significant changes. Three months before the end of the three years of the MOU or one-year period for the infrastructure budget the WDBVC shall initiate the review process by contacting the Ventura County Workforce Development Alliance partners. There may be other times throughout the MOU where there are significant changes that will require a review of the MOU, and WDBVC will contact partners as soon as it is aware of these changes. The MOU will also be reviewed and, if necessary, renegotiated during the development or modification of the Local Workforce Development Plans and Regional Workforce Development Plans. Ventura County Workforce Development Alliance partners are committed to contributing their fair and equitable share of infrastructure and other system costs (if applicable) and agree to contact WDBVC should significant changes occur throughout the MOU that will impact contributions.

#### **XIV. Termination**

The Ventura County Workforce Development Alliance partners understand that implementation of the AJCC system depends on every partner's good faith effort to work together to improve services to the community. The Ventura County Workforce Development Alliance partners agree that this is a project where different ways of working together and providing services are being tried. If it becomes necessary for one or more Ventura County Workforce Development Alliance partners to cease being a part of this MOU, said entity shall notify the other Ventura County Workforce Development Alliance partners and the WDBVC, in writing, 30 days in advance of that intention.

In the event of termination, the parties to this MOU must convene within thirty (30) days after the breach of the MOU to discuss the formation of the successor MOU. At that time, allocated costs must be addressed and agreed to by the Ventura County Workforce Development Alliance partners.

#### **XV. Administrative and Operations Management**

1. Each Ventura County Workforce Development Alliance partner shall be solely liable and responsible for providing to, or on behalf of, its employee(s), all legally required employee compensation and

benefits, including compliance with all employment laws. In addition, each party to this MOU shall indemnify and hold all other parties harmless from all damages, claims, liability, administrative proceedings, or matters relating to compensation of the indemnifying partner's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing employment.

## *2. Dispute Resolution*

For those co-located Ventura County Workforce Development Alliance partners, the parties agree to try to resolve policy, practice disputes, or other problems at the lowest level, starting with the supervisor of the respective staff's employer if on-site, and, if not, the AJCC center operator and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective staff's employer and the operator, for discussion and resolution.

## *3. Press Releases and Communications*

Ventura County Workforce Development Alliance partners shall have the option to be included in any communication with the press, television, radio or any other form of media when the Ventura County Workforce Development Alliance partner's specific duties or performance under this MOU is addressed. Unless otherwise directed by the other Ventura County Workforce Development Alliance partners, in all communications, each party shall make reference to the AJCC as a single system and only call out individual Ventura County Workforce Development Alliance partners as appropriate to the topic or issue being covered.

4. The Ventura County Workforce Development Alliance partners agree to utilize the AJCC logo developed by the State of California, Ventura County Workforce Development Alliance logo, and the WDBVC logo for AJCC usage.

## *5. 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.

6. All partners who sign the MOU are agreeing that they have received a copy of and read the MOU between Ventura County Workforce Development Alliance partners and the WDBVC.


## **XVI. Multiple Originals; Counterparts**

This MOU may be executed in multiple originals, each of which is deemed to be an original, and may be signed in counterparts.

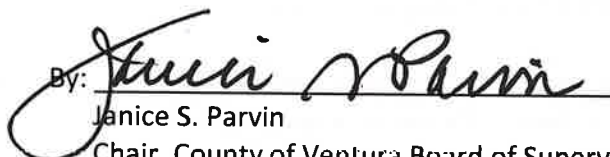
**SIGNATURES**

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have duly authorized and caused this MOU to be executed as of the date stated below written. There are no oral understandings of the Parties or terms and conditions other than as are stated herein

Dated Jun 24, 2025, 2025

By:   
Laura Martinez (Jun 24, 2025 13:39 PDT)  
Laura Martinez  
Chair, Workforce Development Board of  
Ventura County

Dated June 24, 2025

By:   
Janice S. Parvin  
Janice S. Parvin  
Chair, County of Ventura Board of Supervisors

Attachment A  
AJCC SYSTEM SERVICES

Required Ventura County Workforce Development Alliance partner	Partner Organization Name
WIOA Title I Adult, Dislocated Worker, and Youth	<ul style="list-style-type: none"> <li>• Career TEAM, LLC</li> <li>• Goodwill Industries of Ventura and Santa Barbara Counties</li> <li>• Managed Career Solutions</li> </ul>
WIOA Title II Adult Education and Literacy	<ul style="list-style-type: none"> <li>• Conejo Adult Education</li> <li>• Oxnard Adult School</li> <li>• Simi Institute for Careers &amp; Education</li> <li>• Ventura Adult and Continuing Education</li> <li>• Ventura County Community College District</li> </ul>
WIOA Title III Wagner-Peyser	<ul style="list-style-type: none"> <li>• Employment Development Department (EDD) Workforce Services Branch</li> </ul>
WIOA Title IV Vocational Rehabilitation	<ul style="list-style-type: none"> <li>• Department of Rehabilitation</li> </ul>
Carl Perkins Career Technical Education	<ul style="list-style-type: none"> <li>• Ventura County Community College District</li> <li>• Ventura County Office of Education</li> </ul>
Title V Older Americans Act	<ul style="list-style-type: none"> <li>• County of Ventura Human Services Agency (HSA)</li> <li>• SER Jobs for Progress, Inc.</li> </ul>
Job Corps	<ul style="list-style-type: none"> <li>• Los Angeles Job Corps</li> </ul>
Native American Programs (Section 166)	<ul style="list-style-type: none"> <li>• Southern California American Indian Resource Center, Inc. (SCAIR)</li> </ul>
Migrant Seasonal Farmworkers (Section 167)	<ul style="list-style-type: none"> <li>• Center for Employment Training</li> <li>• Employment Development Department (EDD) Workforce Services Branch</li> <li>• La Cooperativa Campesina</li> </ul>
Veterans	<ul style="list-style-type: none"> <li>• Employment Development Department (EDD) Workforce Services Branch</li> </ul>
Youth Build	<ul style="list-style-type: none"> <li>• N/A-No Youth Build program in the region</li> </ul>
Trade Adjustment Assistance Act	<ul style="list-style-type: none"> <li>• Employment Development Department (EDD) Workforce Services Branch</li> </ul>
Community Services Block Grant	<ul style="list-style-type: none"> <li>• Community Action of Ventura County</li> </ul>
Housing & Urban Development	<ul style="list-style-type: none"> <li>• County of Ventura Human Services Agency</li> </ul>
Unemployment Compensation	<ul style="list-style-type: none"> <li>• Employment Development Department (EDD) Unemployment Insurance Branch</li> </ul>
Second Chance	<ul style="list-style-type: none"> <li>• N/A-No Second Chance program in the region</li> </ul>
Temporary Assistance for Needy Families/CalWORKs	<ul style="list-style-type: none"> <li>• County of Ventura Human Services Agency</li> </ul>

## **WIOA TITLE I ADULTS, DISLOCATED WORKERS, AND YOUTH**

### **Description of Services:**

#### Career Services:

- Outreach, intake and orientation
- Eligibility determination
- Comprehensive assessments and in-depth interviewing and career advising to help customers determine suitable employment goals and career pathways
- Job search workshops and access to job postings and job fairs (including out of area job search and relocation assistance)
- Labor exchange services
- Information about and referrals to Ventura County Workforce Development Alliance partner programs, supportive services and other programs as appropriate
- Development of Individual Employment Plan (IEP)
- Access to online career navigation tool "CalJOBS"
- Performance and cost information
- Information on unemployment insurance
- Financial aid information.

#### Training Services:

- Provision of training program funds if available and performance information
- Establishment of an individual training account
- Short-term pre-vocational services
- Computer classes
- Internships and work experience placements if available
- On-the-Job training placement if funding available
- English language acquisition
- Financial literacy.

#### Follow-up services:

- Make available for customers continued career and retention advising for up to 12 months following employment.

#### Youth services:

- Career Guidance Services
- Individual Support
- Work Experience Program
- Training
- Youth postings of job opportunities and resources.

#### **Referral Process:**

- The AJCC Operator, AJCC Career Services, and Title I Partners agree to provide other Ventura County Workforce Development Alliance partners with the address, phone numbers, and contact information for the job centers and the required documents in order to enroll in partner services. Customers will be asked to visit the job centers in order to enroll in services there.

Following enrollment/eligibility determination, customers will be oriented to the services that are available.

- Title I Partners agree to also refer customers to other partner agencies in the AJCC system, as appropriate.

## **WIOA TITLE I RAPID RESPONSE/BUSINESS SERVICES**

### **Description of Services:**

- Access to workforce and labor market statistical information including labor market information regarding wages, job classifications, employment rates and in-demand industry sectors; job posting assistance; and recruitment assistance including job fairs, resume searches, and job announcements across the AJCC system
- Business assistance with employer-related questions including resources related to employee management and regulations, small business and self-employment, employment-related tax credits, and wage subsidy programs; information on hiring and making accommodations for employees with disabilities; and assistance with job descriptions
- Business assistance with averting layoffs or layoff/rapid response events including business analysis and assistance to avoid employee layoff or closures, assistance with layoff and provision of information to dislocated workers, and assistance with talent transfer to minimize unemployment
- Training resources for business owners and/or incumbent workers including customized training for a specific company or industry sector
- Sector partnerships including developing relationships with employers and intermediaries and developing, convening, or implementing industry or sector partnerships.
- Rapid Response staff will work with AJCC system partners to coordinate Rapid Response events.

### **Referral Process:**

- Ventura County Workforce Development Alliance partners may contact WDBVC business services staff directly.
- Rapid Response staff will refer customers to other Ventura County Workforce Development Alliance partners that serve employers.

## **WIOA TITLE II ADULT EDUCATION AND CAREER AND TECHNICAL EDUCATION (CTE)**

### **Description of Services:**

- Lifelong educational opportunities to help individuals meet their educational and career goals necessary to effectively participate as productive community participants, workers and family members
- Identification of service need
- Comprehensive assessment of skills, aptitudes, abilities and support services needed
- Orientation of services
- In-depth interviewing and career counseling to help customers determine suitable employment goals and career path
- Classes to enhance future employment opportunities and personal growth through adult basic skills, citizenship, English as a Second Language (ESL), high school diploma and High School Equivalency test preparation for those who have not completed high school, career technical education, parent education, and specific services to CalWORKs recipients

- Career training in certificate programs for in-demand occupations
- Job search and placement assistance including job preparation, resume writing, and job interview coaching
- Assistance with career navigation that may entail preparing for further education and improving career possibilities
- Provision of referrals with appropriate partners based on customer interests and needs
- Participation in sector partnerships to align employer needs with workforce preparation.

#### **Referral Process:**

- Individuals needing adult education services will be referred to the appropriate local center contact person.
- Adult Education partners will make available their flyers about programs and catalogues of class offerings to the other Ventura County Workforce Development Alliance partners.
- Adult Education partners will refer participants to other Ventura County Workforce Development Alliance partners as appropriate.

### **WIOA TITLE III STATE WORKFORCE SERVICES (WAGNER-PEYSER, LABOR MARKET INFORMATION, VETERANS AND TRADE ADJUSTMENT ASSISTANCE PROGRAMS)**

#### **Description of Services:**

- Core services that may include, but are not limited to, Employment Services, Veterans Services, Labor Market Information, Employer Informational Services, Migrant Seasonal Farmworker Outreach Program, and Trade Adjustment Assistance. A description of services within each of these categories of core services is provided below:
  - Employment Services:  
Universal access to the registration process and, based on required identification, may receive one or more of the following services:
    - Access to basic labor exchange, CalJOBS<sup>SM</sup> and various printed and electronic materials for preparing resumes and improving interviewing skills
    - Public access to computer stations; Labor Exchange (job seekers & employers) using the State CalJOBS<sup>SM</sup> system
    - Workshops (employment and job search preparation);
    - Staff assistance per program eligibility may receive the following:
      - Determination of employment-related skills, abilities, and knowledge
      - Assignment of specific occupational codes and titles
      - Determination of employment barriers
      - Matching of applicant profile with existing opportunities
      - Referrals to employers where qualifications and requirements match
      - Documentation of referrals and results through employer follow-up
      - Referral to other partners when barriers indicate a need for intensive services
      - Initiation of job development activities
      - Provision of Fidelity Bonding information.
  - Facilitated self-help may include but not be limited to the following services:
    - Assistance and guidance in using CalJOBS<sup>SM</sup>



- Assistance in placing resumes on CalJOBS<sup>SM</sup>
  - Assistance to individual job seekers in full utilization of any resource center materials and equipment.
  - Youth Employment Opportunity Program (YEOP) access; Case management for eligible youth participants
  - Assistance to employers in recruiting, hiring, and retaining the best qualified persons for positions at all skill and education levels as follows:
    - Active outreach to employers to inform and educate on services and resources available through EDD
    - Assistance in posting job orders into CalJOBS<sup>SM</sup>
    - Availability of facilities for employers to conduct interviews and other recruiting activities such as pre-screening qualified applicants, when accommodation is feasible
    - Provision of information on services and resources available through other units of EDD and governmental entities.
- 
- **Migrant Seasonal Farmworker (MSFW) Outreach Program**
    - Community outreach to provide information about the services offered at the AJCC to agricultural workers and employers.
    - Services provided to MSFWs include: referrals to supportive services, farmworker rights and labor law information and assistance with filing workplace violation complaints.
- 
- **Rapid Response**
    - Participate in the planning of a rapid response event.
    - Participate as a member of the rapid response team.
    - Participate as a member of the Rapid Response Roundtable.
    - Provide information on EDD programs and services at orientation:
      - Work Share Program,
      - Partial Claim Program,
      - Trade Adjustment Assistance / Trade Readjustment Allowance (TAA/TRA),
    - Unemployment Insurance (UI) services, and California Training Benefits (CTB).
    - NOTE: UI resources determined by event.
- 
- **Reemployment Services and Eligibility Assessment (RESEA), Personalized Job Search Assistance (PJSA), and Interviews**
    - Committed to profiling and scheduling job seekers to PJSA, RESEA, and interviews.
    - Committed to collaborating with the local areas to establish one reemployment workshop that includes all core components for Initial Assistance Workshop (IAW), PJSA, and RESEA while retaining individual tracking and reporting for each respective workshop.

- Committed to collaborating on feedback loops for reporting UI eligibility issues that may arise during interaction with the customer during the reemployment workshops.
- Veteran's Services:  
Veterans will receive priority of service as mandated by law. The following services may be offered, per the Jobs for Veterans Grant:
  - Registration for conducting employment services
  - Public access to computer stations; labor exchange using the State CalJOBS<sup>SM</sup> system
  - Veteran Services Navigator intake/assessment; initial employability assessment
  - Referral to intensive services and/or appropriate training opportunities, if eligible under program criteria:
    - Case management/counseling regarding employment and potential barriers to employment.
  - Staff assistance may include:
    - Assessment of veterans' needs and making referrals to agencies and programs which may meet those needs
    - Veterans still on active-duty status may receive information and guidance to assist in their re-entry to civilian employment
    - Job referrals and job development
    - Staff will strive to meet all mandated veterans standards per updated Veteran Program Letters and EDD Directives.
    - Strive to co-enroll case managed job seekers in WIOA or other wrap around services which may benefit the customer and provide for greater entered employment outcomes for all involved programs.
- Labor Market Information:  
Labor market information (LMI) may be provided to jobseekers under the universal access principal adopted by the EDD. Services may be delivered through self-help or facilitated self-help. Self-help may include but not be limited to:
  - LMI for regional economies, local areas, and California
  - Self-service website: accessible to all customers with our LMI products & data
  - Occupational Guides/Profiles
  - Wage data
  - Skills info & skills transference
  - In-demand occupations
  - Education and licensing requirements
  - Crosswalk occupation and education program offerings
  - Eligible Training Provider List (ETPL) certified training organizations
  - Commute pattern data
  - Evaluating in-demand industries/occupations
  - Using LMI in your policy/decision-making
  - How to use LMI

- How to navigate through our LMI info website
- LMI training for WIOA partners
- Training through various mediums.
- Employer Information Services may include the following:
  - Assistance with CalJOBS<sup>SM</sup> registration and navigation
  - Assistance and information on how to post job orders into CalJOBS<sup>SM</sup>
  - CalJOBS<sup>SM</sup> assistance, training, and education
  - Help-Desk employer assistance through assigned central site
  - Assistance to employers by providing information on hiring incentives and programs such as Work Opportunity Tax Credit, which provides tax incentives for hiring certain classifications of workers
  - Employer Advisory Council (EAC coordination & activities) seminars and employer resource information
  - Targeted recruitment, job fairs, and hiring events
  - Employer outreach
  - Rapid Response presentations and lay-off aversion information.
- Trade Adjustment Assistance (TAA):

Approval of a petition for benefits by the U.S. Department of Labor (DOL) for individuals displaced under the laws governing TAA may result in those eligible individuals receiving the following services:

  - TAA benefits equal to most recent weekly benefit amount of unemployment insurance
  - Trade Readjustment Allowance (TRA) benefits while enrolled in approved training if enrollment meets timing criteria
  - Financial assistance with transportation, living expenses, job search travel expense, and/or relocation expenses may be available
  - Rapid Response presentations
  - Training or re-training assistance and allowance
  - Co-enrollment with Title I partners for individual assessment
  - Writing of training contracts and doing invoicing
  - Case management for eligible participants throughout training period
  - Employment Services.

**Referral Process:**

- If EDD services are not available at an AJCC, the following procedures will be used to refer persons needing assistance:
  - Referral to appropriate person or unit who can provide information or service; and
  - Provision of printed materials containing the necessary contact information.
- EDD agrees to refer customers to other Ventura County Workforce Development Alliance partners for services as appropriate.

## STATE UNEMPLOYMENT INSURANCE

Services Provided	WIOA/NPRM Definition	Commitments
Program Eligibility	Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs;	Provide Data Consent Authorization Form (DCAF)
Outreach, Intake, and Orientation	Outreach, intake (including worker profiling), and orientation to information and other services available through the one-stop delivery system	Provide Worker Profiling and Reemployment Services (WPRS)
UI Claim Filing Assistance and Information	Provision of information and assistance regarding filing claims for unemployment compensation, by which the one-stop must provide <i>meaningful assistance</i> to individuals seeking assistance in filing a claim for unemployment compensation.	<p>Provide a direct line to the UI Public Service Program (PSP).</p> <p>Provide AJCC staff with training and support.</p> <p><b>NOTE:</b> Meaningful Assistance is defined as activities performed by well-trained AJCC staff that:</p> <ul style="list-style-type: none"> <li>Provide in-person guidance to individuals, including individuals identified as having barriers, in filing an UI claim through the various methods, with priority given to utilizing the eApply4UI or UI OnlineSM applications;</li> </ul> <p><b>OR</b></p> <p>Direct customers to the UI PSP direct line to speak with a UI PSP Single Point of Contact (SPOC) when a determination is made that the AJCC staff are unable to provide</p>

		<b>meaningful assistance to file a UI claim because:</b> In-person attempts to assist the individual have been exhausted, <b>OR</b> The customer is considered irate or disruptive.
--	--	--

- **Program Eligibility**

The EDD provides UI claim information online to customers on UI Online<sup>SM</sup> and by mailing the following documents that can be utilized when determining eligibility for the local Title I programs:

- Notice of Unemployment Insurance Award (DE 429Z)
- Notice of Unemployment Insurance Claim Filed (DE 1101CLMT)

If the customer is unable to provide sufficient information, the Data Consent Authorization Form (DCAF) is available for AJCC staff to complete and fax/mail to the EDD. The form is signed by the claimant authorizing the Partner to have access to confidential UI claim information (such as basic claim info and wages reported in previous quarters) for one year.

The EDD UI Program responds within three business days upon receipt.

- **Outreach, Intake, and Orientation**

Outreach, intake (including worker profiling), and orientation to information and other services available through the one-stop delivery system.

- **UI Claim Filing Assistance and Information**

The WIOA outlines the 10<sup>th</sup> Basic Career Service as providing meaningful assistance in filing a UI claim in the AJCC delivery system. The UI program is committed to providing AJCC staff with training on resources available on the EDD website for filing a UI claim, accessing UI Online, viewing tutorials, and FAQs. The AJCC staff should be guiding customers through the online methods for filing a UI claim available on the EDD website. If the individual is considered to have a financial hardship, irate/disruptive or all other means to provide meaningful assistance have been exhausted, the AJCC staff can direct the customer to the Public Service Program (PSP) line with mediated assistance by an EDD staff. The UI program is committed to making the PSP line available in the offices to provide the real-time technology for providing meaningful access after all in-person attempts by cross-trained AJCC staff have been exhausted.

- **California Training Benefits (CTB)**

Participate in consistent and meaningful collaboration and communication pathways within the California Training Benefits (CTB) programs, including a streamlined and expedited response time to determining requests sent to UI for CTB eligibility received from the local areas.

- **Trade Adjustment Assistance (TAA)/ Trade Readjustment Allowance (TRA)**

Unemployment Insurance Branch (UIB) contribute to consistent and meaningful collaboration and communication pathways within the Trade Adjustment Assistance (TAA) program, specific to the Trade Readjustment Allowance (TRA). Workforce Services Branch (WSB) commit to writing Petitions, Case Management, Rapid Response Presentations, Lay Off aversion (e.g., workshare).

- **Work Share**

Committed to providing lay off aversion information to Employers.

**Referral Process:**

- If EDD services are not available at an AJCC, the following procedures will be used to refer persons needing assistance:
  - Referral to appropriate person or unit who can provide information or service; and
  - Provision of printed materials containing the necessary contact information.
- EDD agrees to refer customers to other Ventura County Workforce Development Alliance partners for services as appropriate.

## **WIOA TITLE IV VOCATIONAL REHABILITATION**

**Description of Services:**

- Services offered include employment, training and education services for eligible individuals seeking jobs or wishing to enhance their skills, and technical assistance for employers.
- Vocational Rehabilitation (VR) services determined by eligibility, economic need, and individual need as authorized by the Rehabilitation Act of 1973 to include:
  - Medical and psychological exams and trial work experiences as necessary for determination of eligibility
  - Vocational evaluations as necessary for program services planning
  - Physical/mental restoration services (not covered by other comparable benefits)
  - Physical aids (orthotic/prosthetic devices, wheelchairs, hearing aids, low vision aids)
  - Vocational and work adjustment training
  - Special services for the deaf and hard of hearing and the blind and visually impaired
  - Counseling and guidance
  - Job development and job placement services
  - Rehabilitation technology (adaptive equipment and workplace accommodations not provided by the employer)
  - Supported employment and independent living
  - Temporary assistance with transportation and living expenses (if appropriate) while participating in the VR program
  - Evaluation, training, and placement.
- Provision of training and technical assistance to Ventura County Workforce Development Alliance partners on topics that may include auxiliary aids and services, and rehabilitation technology for individuals with disabilities.

**Referral Process:**

- Contact the VR counselor in person, by phone, by email, or through AJCC standard referral process. Provide the individual's name, address, phone number, and known or suspected

disabling condition. If the VR counselor is not available for immediate assistance or is out of the office, provide the customer with VR informational sheet (provided in regular print, large print, or Braille) and a VR application. The VR counselor will make arrangements for a specialty counselor if necessary.

- Provide training and technical assistance to Ventura County Workforce Development Alliance partners on eligibility for and scope of VR services.
- Provide technical assistance to employers on disability etiquette, recruitment and selection, reasonable accommodations, accessibility to programs and services, physical access surveys, publications, referrals, and resources. DOR agrees to refer customers to other Ventura County Workforce Development Alliance partners as appropriate.

#### **TITLE V OLDER AMERICANS ACT**

##### **Description of Services:**

- Services to older workers most in need (unemployed or have poor employment prospects), ages 55 or older, who meet the federal guidelines for low-income (defined as an income at or below 125% of the Federal Poverty Level) and are legal California residents
- Classroom training and on-the-job training/work experience in nonprofit and public agencies for 20 hours per week of paid wages
- Provision of eligibility determination for work experience, including paid orientation, the availability of a free physical examination, etc.
- Employability skills training and placement assistance; Provision of Individual Employment Plan (IEP) for each participant based on assessment.
- Resource to other Ventura County Workforce Development Alliance partners serving older workers that may include benefits for older workers, recruitment of qualified older workers, creating a user-friendly work environment for older workers, and establishing guidelines for designing flexible work hours and realistic expectations of outcome.

##### **Referral Process:**

- Provide the contact information for making referrals. Ventura County Workforce Development Alliance partners may refer customers directly to the programs where they potentially meet eligibility requirements.
- Ventura County Area Agency on Aging will refer customers to Ventura County Workforce Development Alliance partners as appropriate.

#### **TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)/CALWORKS/WELFARE-TO-WORK**

##### **Description of Services:**

- Cash aid for families with children in need.
- Assistance with housing, food, utilities, clothing, medical care, or other necessary expenses.
- Appraisal to evaluate the customer's education, work history, skills, personal history, employment interest, aptitudes, abilities, barriers, substance use and/or mental health, and supportive service needs.
- Job search, job placement assistance, and career counseling. Job search helps an individual seek, locate, apply for, and obtain a job. It may include but is not limited to job-finding skills, orientation to the labor market, resumé preparation assistance, referrals to job openings,

placement services, job search workshops, vocational exploration, and work experience opportunities. Placement assistance is a service that helps people to identify and secure paid employment. Career counseling is a facilitated exploration of occupational and industrial information.

- Supportive services: Financial assistance with or referral to services such as transportation, childcare, housing, and ancillary services necessary to enable an individual to participate in employment and/or training activities.
- Plan development: Focuses on working with individuals to identify their family and employment goals, the appropriate achievement objectives, and the appropriate combination of services that will help the individual achieve those goals.
- Follow-up services: Services provided to participants who are employed, for not less than 12 months after the first day of the employment. These services assist those individuals to maintain employment, qualify for promotions or obtain new employment at a higher wage.

**Referral Process:**

- Applications for CalWORKs/Welfare-to-Work may be submitted online, in-person, by telephone, and by mail. For contact information see <https://www.ventura.org/human-services-agency/locations-ways-to-apply>
- CalWORKs/Welfare-to-Work will refer customers who are seeking employment services to Ventura County Workforce Development Alliance partners, as appropriate.

**COMMUNITY ACTION OF VENTURA COUNTY (CAVC) / COMMUNITY SERVICES BLOCK GRANT**

**Description of Services:**

Provision of a wide range of services to disadvantaged individuals and families that will lead to long-term self-sufficiency.

*Homeless Services*

- Provide mailing address, showers, laundry, clothing and hygiene items to homeless clients.
- Provide referrals to safe and secure shelter for homeless or formerly homeless persons.

*Low Income Energy Assistance Program*

- Provide utility payment assistance to eligible households for gas or electricity. Weatherization provides free energy efficiency upgrades to low-income households to lower their monthly utility bills while also improving the health and safety of the household's occupants.
- Food: Operate its food pantry located at the Richmond Avenue (Oxnard) facility
- Financial & Mental Wellness workshops

**Referral Process:**

- Low-income individuals needing assistance will be referred to CAVC for specific needs.
- CAVC will refer participants to other Ventura County Workforce Development Alliance partner programs as appropriate.



## **HOUSING & URBAN DEVELOPMENT**

### **Description of Services:**

- Provision of the most up-to-date information about the Housing and Urban Development (HUD) programs and services on website(s)
- Presentation of information to Ventura County Workforce Development Alliance partner staff on housing search and share information about affordable housing and how to locate it.

### **Referral Process:**

- The Housing Choice Voucher Program (Section 8 rental assistance) waitlist is only open periodically and information regarding the waitlist is available online. Other affordable housing options are available online at the Partner's website.
- The HUD program agrees to refer customers to other Ventura County Workforce Development Alliance partners as appropriate.

## **COMMUNITY COLLEGES/POSTSECONDARY EDUCATION/VENTURA COUNTY OFFICE OF EDUCATION (VCOE) (CARL PERKINS)**

### **Description of Services:**

- Provision of instruction and experience to equip individuals with the education and skills necessary to enter a four-year degree program and/or demand occupations
- Full-time, part-time, and online degree and certificate programs
- Vocational training and customized training
- Employment services including counseling, job skill development, career education, job placement, and retention services
- Assistance to employers by referring qualified talent.

### **Referral Process:**

- Community college partners to provide information regarding performance, catalogs of courses offered, costs, sources of financial assistance, transportation and other information to Ventura County Workforce Development Alliance partners to refer to potential customers.
- Community college partners agree to refer customers to Ventura County Workforce Development Alliance partners for services as appropriate.

## **JOB CORPS**

### **Description of Services:**

- Education and vocational training program to assist low-income youths, ages 16 through 24, launch their careers
- Alternative secondary school services, assistance with earning a high school diploma equivalency, guidance and counseling, tutoring and study skills, occupational skills training, school-to-work internship/work experience development (paid and unpaid), mentoring, leadership development, job placement assistance, career development and follow-up services
- Residential/nonresidential living component and medical and dental care
- Facilitates job search workshops with youth at other partner agencies.

### **Referral Process:**

- Job Corps brochures/flyers will be made available at the AJCCs.

- Ventura County Workforce Development Alliance partners can refer customers that would be appropriate for the Job Corps programs directly to Job Corps' intake staff.
- Job Corps agrees to refer customers to other Ventura County Workforce Development Alliance partners as appropriate.

#### **NATIVE AMERICAN (SOUTHERN CALIFORNIA AMERICAN INDIAN RESOURCE CENTER, INC.)**

##### **Partner Agency Customers**

As per WIOA Section 166, Partner Agency provides employment and training activities for Indians and Native Americans in order to develop the tools to become contributing members of their communities; and to improve educational opportunities and resources for Indian and Native American people who live in the Agency's service area.

##### **Partner Agency Customer Referral Process**

Partner Agency agrees to develop and implement processes and forms for common customer intake and referral among the Ventura County Workforce Development Alliance partner and to modify such processes and forms, as necessary.

##### **Services to be Provided by Partner Agency**

All services and processes are integrated to benefit customers occurring wherever applicable and are transparent and seamless to customer. Partner Agency will provide the following services/resources in the AJCC One Stop System:

- a) Partner Agency will contribute to the delivery of Basic Career Services, on site or through referral, to customers engaged across the AJCC delivery system.
- b) Partner Agency will provide all AJCC System staff with information on their Agency's services, including information on when and how to make a referral.
- c) Partner Agency agrees to share information about new services, workshops, activities or events relevant to AJCC customers, with all Ventura County Workforce Development Alliance partners in a timely manner.
- d) Partner Agency will provide a representative to participate on AJCC committees and will support the promotion of system-wide activities such as workshops, trainings and career fairs.
- e) Partner Agency will provide a supervisory or management level representative to participate in the Ventura County Workforce Development Alliance partner Meetings, which provides over-sight to the AJCC delivery system.
- f) Partner Agency will comply with WIOA and all federal, state and local laws, regulations, rules, policies and procedures applicable to their respective roles and responsibilities under this MOU and as consistent with the rules that govern their program.
- g) Partner Agency agrees to notify WDB staff of any changes to the rules governing its respective program that impact the Partner Agency's performance under this MOU.
- h) Partner Agency will participate in the operation of the AJCC system in accordance with the terms of this MOU and with the requirements of authorizing laws per WIOA Section 121 (b)(1)(B).
- i) Partner Agency will provide Basic Career Services and Individual Career Services as listed in the budget of the MOU.

## **CENTER FOR EMPLOYMENT TRAINING (CET) / LA COOPERATIVA CAMPESINA MIGRANT SEASONAL FARMWORKERS**

### **Description of Services:**

#### Career Services

- Outreach, intake and orientation
- Eligibility determination
- Comprehensive assessments and in-depth interviewing and career advising to help customers determine suitable employment goals and career pathways
- Job search workshops and access to job postings and job fairs (including out of area job search and relocation assistance)
- Labor exchange services
- Information about and referrals to Ventura County Workforce Development Alliance partner programs, supportive services and other programs as appropriate
- Development of Individual Employment Plan (IEP)
- Performance and cost information
- Information on unemployment insurance
- Financial aid information.

#### Training Services

- Provision of training program funds if available and performance information
- Training in Green Building Construction Skills or Medical Assistant programs
- Externships for Medical Assistant students
- Financial literacy.

#### Follow-up Services

- Make available for customers continued career and retention advising for up to 12 months following employment.

### **Referral Process:**

- The AJCC Operator, AJCC Career Services, and MSFW Partners agree to provide other Ventura County Workforce Development Alliance partners with the address, phone numbers, and contact information for the job centers and the required documents in order to enroll in partner services. Customers will be asked to visit CET in order to enroll in services there. Following enrollment/eligibility determination, customers will be oriented to the services that are available.
- MSFW Partners agree to also refer customers to other partner agencies in the AJCC system, as appropriate.

Attachment B  
**AJCC SYSTEM SERVICES REFERRAL AGREEMENT**

The parties and required partners encompassed in the Ventura County AJCC system acknowledge the requirement for referrals and possible co-enrollment of customers between partnering agencies. They recognize referrals may be indicated at any point or stage of service during a customer's use of the system and have therefore agreed to the following processes to ensure referrals are made promptly and clearly between agencies. The Partners agree to maintain and modify these processes and any related forms as necessary.

**Agency and Program Informational Reference**

Each party to this Agreement will provide a summary of AJCC services provided by their agency as it pertains to the workforce system. This will be provided in a summary outline, in a format to be agreed to by partners, that will include a brief description of the service followed by bullets for each service provided and any required application form and process that may be unique to that Partner. Any eligibility requirements to a specific program or service are also to be provided as reference to assist partner staff in making correct referrals based on need and an understanding of basic eligibility. These program descriptions and applications for service will be compiled into a desk reference for the staff of each agency. Through the initial orientation, customers will also be informed about the partner agencies and services that are available.

**Staff Cross-Training between Partner Agencies**

Staff involved in direct customer services from each agency will be provided the above desk reference and cross-trained in the programs and services as outlined therein. They will further be trained on when and how to make a referral to the indicated agency or service.

**Notice of New Program Opportunities, Services or Events**

The partners of the AJCC service system agree to share information about new services, workshops, activities or events between one another in a timely manner as they may relate to the system mission and/or benefit system customers. Such announcements can be forwarded to AJCC staff as a single point of contact. Flyers and handouts will be posted as appropriate, forwarded via mass email to appropriate partner staff, and/or placed on the WDBVC website as requested.

**Service Request Referral Process**

Because the different partners of this Agreement use unique databases or other systems for customer tracking, ATLAS has been determined as the common database platform currently available in which partner agencies can interact. ATLAS provides a "warm handoff" to promote greater access to services. ATLAS is a cutting-edge technology platform designed to facilitate seamless connections between service providers and individuals in need. This platform streamlines the referral process, enabling partners to efficiently connect jobseekers with essential support

services such as job training, education, childcare, and healthcare. By harnessing the power of ATLAS, partners aim to create a more integrated and efficient service delivery system, ultimately enhancing the employability and career prospects of the participants we collectively serve under the MOU. This strategic utilization of ATLAS underscores our commitment to fostering a more cohesive and impactful workforce development ecosystem.

### **ATLAS**

ATLAS is the partner's common referral system. It is only one tool designed to help all staff provide great customer service through listening and then having a tool and method to respond to all of the customer's needs as they seek out workforce services. Each agency agrees to the following customer service standards:

- Each counselor/coach/case manager will utilize ATLAS and call with the customer using a 'side by side' method to help them get the information they need and/or
- When working with a customer who needs services beyond the scope of your organization (i.e., might be housing, or food, or transportation, etc.,) each career counselor/coach/case manager will provide the customer with the link to [www.venturacountyworks.net](http://www.venturacountyworks.net) if they do not need your assistance as in bullet 1 above and encourage them to call to get help.
- Enter data within one (1) business day into ATLAS.
- Hold to the highest ethical standards of confidentiality of all customer data in system.
- Hold to professional standards of respect in all encounters with the customer and with all partner agencies.

### **ATLAS Network Standards**

Key Network Standards to which all in-network partners are held include the following:

1. The maximum length of time partners should take to respond to a referral- within two business days.
2. How many attempts should be made to contact an unresponsive client before closing a case or referral- Three attempts over ten business days.
3. How regularly organizations should review/update their organization and program information- Once a quarter/as needed.
4. How regularly organizations should update their user information when users leave the organization/should no longer have access- Within two business days of change in user access.
5. The maximum length of time users should take to close clients cases once they know the outcome- Within two business days of resolution.
6. The maximum length of time users should take to add the first note to the client's case after the case is created- Within seven business days.
7. The maximum length of time a case should be open without a note being added. Otherwise, the case should be closed with a resolution- No more than three months.

## **Script for Calling a Referral**

**Purpose:** *A consistent way to introduce ourselves to a customer based on a referral. Most referrals may be coming from Ventura County WORKS.*

### **1. When you receive a referral and call the individual, start by saying:**

*Hi, my name is [name], and I am calling because you recently spoke with someone at the Ventura County WORKS or submitted a form online. You were looking for services to help you with [fill in whatever your agency does regarding the referral]. I am with [agency name]. Ventura County WORKS referred you to us because we can help you with [whatever the referral was for]. Are you available to talk now?*

### **2. Then proceed with your regular conversation/process**

Attachment C

## COMMON OUTREACH MATERIAL GUIDELINES

These guidelines define how the material should be presented across all outreach opportunities and touch points. They provide a framework for maintaining consistency and clarity in the AJCC brand's visual identity, messaging, and tone of voice.

By following these guidelines, we hope to increase brand recognition of the AJCC **collective interconnected network** of organizations and services.

### ***Using the PowerPoint***

The PowerPoint was designed for use with a 10 to 15 minute presentation. Please do not:

- Change the order of the slides.
- Change the color scheme.
- Change the formatting.
- Put your individual organization's information first.
- Add or delete language from any of the preprepared slides.

### ***Using the Inventory of Services and the Brochure***

- Please distribute the inventory and the brochure on any AJCC table at any event.
- Leave the inventory and the brochure as a 'leave behind' in any presentation you make.
- Please do not make copies of the brochure or inventory of services, only use the printed version provided by the WDBVC.

In addition, you may also distribute information about your own agency in conjunction with this material. This outreach material is to be used so that all of us are talking about **all the services** provided by the system in the same way.

### ***Training for New Staff***

Only the WDBVC or the One Stop Operator may provide training to new staff. Please contact the WDBVC or the One-Stop Operator if you need staff trained in the use of the materials.

Attachment D  
SAMPLE  
AJCC AUTHORIZATION FOR RELEASE OF INFORMATION/RECORDS FORM

Date: \_\_\_\_\_

To: \_\_\_\_\_

I, \_\_\_\_\_, am hereby authorizing the release of information and/or records, pertaining to myself/contacts, which may relate to my eligibility and/or participation in a specific government funded program or activity. Please forward the requested information to the agency and individual listed below:

\_\_\_\_\_  
Name of Individual

\_\_\_\_\_  
Agency Name

\_\_\_\_\_  
Agency Mailing Address, City, State, Zip

\_\_\_\_\_  
Agency Phone Number

\_\_\_\_\_  
Agency Fax Number

A copy or facsimile of this Authorization shall be valid as the original.

\_\_\_\_\_  
Printed, full name

\_\_\_\_\_  
Last four numbers of Social Security Number

\_\_\_\_\_  
My Signature

\_\_\_\_\_  
Today's Date

Please note that the disclosure of your social security number is voluntary. However, since most official records are maintained according to your social security number, your information may not be accessible without its disclosure.



## Attachment E

# VENTURA COUNTY AJCC SYSTEM INFRASTRUCTURE FUNDING AGREEMENT (IFA) AND INITIAL PROPORTIONATE SHARE OF INFRASTRUCTURE COSTS ALLOCATED TO CO-LOCATED PARTNERS

## Costs Allocated to Co-located Partners

<b>AJCC Infrastructure Budget</b> <input checked="" type="checkbox"/> <b>Each AJCC (Oxnard AJCC)</b>		
Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent</b>		
Rental of Facilities	Base rent (including utilities and janitorial)	\$94,350.00
Tenant Improvements & Furniture (depreciated over 5 year master lease period)	Cost of all facilities related improvements not covered under the lease by the landlord, furniture	\$0.00
Security	Facility Security Guard	\$8,094.08
<b>Rental Costs Subtotal:</b>		<b>\$102,444.08 (monthly)</b>
<b>Utilities and Maintenance</b>		
Electric	Included in Base Rent	Included in Base Rent
Gas	Included in Base Rent	Included in Base Rent
Water	Included in Base Rent	Included in Base Rent
Sewer Connections	Included in Base Rent	Included in Base Rent
High-Speed Internet/Telephones	Self-provided by each co-located partner	At co-located partner's expense
Telephones (Landlines)	Self-provided by each co-located partner	At co-located partner's expense
Facility Maintenance Contract	Included in Base Rent	Included in Base Rent
<b>Utilities and Maintenance Costs Subtotal: \$0</b>		<b>At co-located partner's expense</b>
<b>Equipment</b>		
Assessment-related products	Self-provided by each co-located partner	At co-located partner's expense
Assistive technology	Self-provided by each co-located partner	At co-located partner's expense
Copiers	Self-provided by each co-located partner	At co-located partner's expense
Fax machines	Self-provided by each co-located partner	At co-located partner's expense
Computers	Self-provided by each co-located partner	At co-located partner's expense
<b>Equipment Costs Subtotal: \$0</b>		<b>At co-located partner's expense</b>

<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY CO-LOCATED PARTNERS</b>	
<b>Cost Category</b>	<b>Total Cost</b>
<b>Subtotal: Rental Costs</b>	\$102,444.08 (monthly)
<b>Subtotal: Utilities and Maintenance Costs</b>	At co-located partner's expense
<b>Subtotal: Equipment Costs</b>	At co-located partner's expense
<b>TOTAL INFRASTRUCTURE COSTS FOR OXNARD AJCC:</b>	
<b>Initial Proportionate Share of Infrastructure Costs Allocated to Each Co-located Partner</b>	
<p>The initial proportionate share of infrastructure costs allocated to each Partner based on the agreed upon cost allocation methodology, each Partner's estimated total contribution amount, and whether it will be provided through cash, non-cash (in-kind), and/or third-party in-kind contributions. This initial determination must be periodically reconciled against actual costs incurred and adjusted accordingly.</p> <p>Ventura County Workforce Development Alliance partners (or their respective state entity) may provide cash, non-cash, and third-party in-kind contributions to cover their proportionate share of infrastructure costs. If non-cash or in-kind contributions are used, they cannot include non-infrastructure costs (such as personnel), and they must be valued consistent with Uniform Guidance Section 200.306 to ensure they are fairly evaluated and meet the Partner's proportionate share.</p> <p>If third-party in-kind contributions are made that support the AJCC(s) as a whole (such as space), that contribution will not count toward a specific partner's proportionate share of the IFA. Rather, the value of the contribution will be applied to the overall infrastructure budget prior to determining proportionate amounts and thereby reduce the contribution required for all partners.</p>	

<b>Initial Allocation of Proportionate Share of Infrastructure Costs for Co-located Partners</b>					
<b>Co-located Partner/s</b>	<b>Shared Infrastructure Costs</b>	<b>Application of Methodology</b>	<b>Allocated Initial Share</b>	<b>Amount: Cash (monthly)</b>	<b>Amount: In-Kind</b>
<b>County of Ventura</b>	Rental Costs	Square Footage and Benefit Use	\$89,515.07	\$89,515.07	\$0
<b>California Employment Development Department (EDD) Workforce Services Branch (WSB)</b>	Rental Costs	Square Footage and Benefit Use	\$12,929.01	\$12,929.01	\$0

## Attachment F

## VENTURA COUNTY AJCC SYSTEM CAREER SERVICES COSTS BUDGET AND VENTURA COUNTY WORKFORCE DEVELOPMENT ALLIANCE PARTNER COSTS FOR CAREER SERVICES

## Ventura County AJCC System Partner - Career Services Budget

**Required Consolidated Budget for the Delivery of Applicable Career Services**

This budget must include each of the Partner's costs for the service delivery of each applicable career service and a consolidated system budget for career services applicable to more than one Partner. Unlike the IFA, other system costs should include all costs, including personnel, related to the administration and delivery of those services.

TOTAL COST DESCRIPTION SUMMARY	Budgeted Costs
Total Infrastructure (Non-Personnel Costs)	\$1,229,329
Total Applicable Career Services Costs*	\$5,805,537
<b>Total</b>	<b>\$7,034,866</b>

	(Column A)	(Column B)	(Column C)	(Column D)
Partner	Total Infrastructure Share Costs	% of Total Infrastructure Share Costs	Applicable Career Services Costs*	Total Costs (A + C)
County of Ventura	\$1,074,180.84	87%	\$0	\$1,074,180.84
EDD WSB	\$155,148.12	13%	\$2,369,082	\$2,524,230.12
Job Corps	\$0	0%	\$20,915	\$20,915
DOR	\$0	0%	\$0	\$0
VUSD / VACE	\$0	0%	\$84,841	\$84,841
Oxnard Union HSD	\$0	0%	\$0	\$0
VCOE	\$0	0%	\$0	\$0
VCCCD	\$0	0%	\$0	\$0
CET	\$0	0%	\$931,225	\$931,225
HSA - AAA	\$0	0%	\$118,564	\$118,564
Community Action of VC	\$0	0%	\$0	\$0
Goodwill	\$0	0%	\$0	\$0
SCAIR	\$0	0%	\$0	\$0
Conejo Valley Adult Ed	\$0	0%	\$0	\$0
Simi Valley USD	\$0	0%	\$0	\$0
Managed Career Solutions	\$0	0%	\$100,000	\$100,000
Career TEAM	\$0	0%	\$2,180,910	\$2,180,910
SER Jobs for Progress, Inc.	\$0	0%	\$0	\$0
La Cooperativa Campesina	\$0	0%	\$0	\$0
<b>TOTAL</b>	<b>\$1,229,329</b>	<b>100%</b>	<b>\$5,805,537</b>	<b>\$7,034,866</b>

\*Note: Applicable Career Services Costs are identified by each partner and are actual non-cash system contributions. Additionally, refer to Attachment A for a definition of Career Services as described in this MOU.



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**Authority and Signature**

---

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- The MOU and its Attachments
- Infrastructure Costs Budget and Initial Proportionate Share of Infrastructure Costs Allocated to Co-Located Partners
- Ventura County AJCC System Career Services Costs Budget and AJCC Partner Costs for Career Services

My agency is providing:

- ☐ Cash contributions in the amount of
- ☐ Non-cash contributions (non-personnel) in the form of
- ☐ Third-party in-kind contributions in the form of
- ☒ My agency is not co-located at the AJCC

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) In three years,
- b) Upon amendment, modification, or termination, or
- c) On June 30, 2028, whichever occurs earlier.

Brian Winic

02/03/2025

Signature

Date

BRIAN WINIC- REGIONAL DIRECTOR

Printed Name and Title

DEPARTMENT OF REHABILITATION- SANTA BARBARA DISTRICT

Agency Name

(805) 560-8139

Agency Contact Information

**Required Partner:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Title I Adult                   | <input checked="" type="checkbox"/> Vocational Rehabilitation        | <input type="checkbox"/> Community Action Partnership (CAP)               |
| <input type="checkbox"/> Title I Dislocated Worker       | <input type="checkbox"/> Senior Community Service Employment Program | <input type="checkbox"/> Housing Authority                                |
| <input type="checkbox"/> Title I Youth                   | <input type="checkbox"/> Job Corps                                   | <input type="checkbox"/> Second Chance                                    |
| <input type="checkbox"/> Adult Education/Literacy        | <input type="checkbox"/> Native American (WIOA Section 166)          | <input type="checkbox"/> Temporary Assistance for Needy Families/CalWORKs |
| <input type="checkbox"/> Career/Technical Education      | <input type="checkbox"/> Migrant/Seasonal (WIOA Section 167)         |   |
| <input type="checkbox"/> Wagner-Peyser                   | <input type="checkbox"/> YouthBuild                                  |   |
| <input type="checkbox"/> Veterans                        |  |   |
| <input type="checkbox"/> Trade Adjustment Assistance Act |  |   |
| <input type="checkbox"/> Unemployment Insurance          |  |   |



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***Authority and Signature***

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- ☒ My agency is not co-located at the AJCC

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Matthew Pierson  
Signature

03/04/25  
Date

Matthew Pierson, Employment Program Administrator  
Printed Name and Title

Employment Development Department Unemployment Branch Insurance Southern Operations Division  
Agency Name

(310)330-5970      Matthew.Pierson@edd.ca.gov  
Agency Contact Information

**Required Partner:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Title I Adult                     | <input type="checkbox"/> Vocational Rehabilitation                   | <input type="checkbox"/> Community Action Partnership (CAP)               |
| <input type="checkbox"/> Title I Dislocated Worker         | <input type="checkbox"/> Senior Community Service Employment Program | <input type="checkbox"/> Housing Authority                                |
| <input type="checkbox"/> Title I Youth                     | <input type="checkbox"/> Job Corps                                   | <input type="checkbox"/> Second Chance                                    |
| <input type="checkbox"/> Adult Education/Literacy          | <input type="checkbox"/> Native American (WIOA Section 166)          | <input type="checkbox"/> Temporary Assistance for Needy Families/CalWORKs |
| <input type="checkbox"/> Career/Technical Education        | <input type="checkbox"/> Migrant/Seasonal (WIOA Section 167)         |   |
| <input type="checkbox"/> Wagner-Peyser                     | <input type="checkbox"/> YouthBuild                                  |   |
| <input type="checkbox"/> Veterans                          |  |   |
| <input type="checkbox"/> Trade Adjustment Assistance Act   |  |   |
| <input checked="" type="checkbox"/> Unemployment Insurance |  |   |



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**Authority and Signature**

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My agency is providing:

- ☒ Cash contributions in the amount of \$155,148.12.
- ☐ Non-cash contributions (non-personnel) in the form of
- ☐ Third-party in-kind contributions in the form of
- ☐ My agency is not co-located at the AJCC

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) In three years,
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- c) On June 30, 2028, whichever occurs earlier.

Cesar Valladares Digitally signed by Cesar Valladares  
Date: 2025.02.28 12:59:21 -08'00'

2/28/2025

Signature

Date

**Cesar Valladares, Deputy Division Chief**

Printed Name and Title

**Employment Development Department Workforce Services Branch**

Agency Name

**(213) 440-5291 cesar.valladares@edd.ca.gov**

Agency Contact Information

**Required Partner:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Title I Adult                              | <input type="checkbox"/> Vocational Rehabilitation                      | <input type="checkbox"/> Community Action Partnership (CAP)               |
| <input type="checkbox"/> Title I Dislocated Worker                  | <input type="checkbox"/> Senior Community Service Employment Program    | <input type="checkbox"/> Housing Authority                                |
| <input type="checkbox"/> Title I Youth                              | <input type="checkbox"/> Job Corps                                      | <input type="checkbox"/> Second Chance                                    |
| <input type="checkbox"/> Adult Education/Literacy                   | <input type="checkbox"/> Native American (WIOA Section 166)             | <input type="checkbox"/> Temporary Assistance for Needy Families/CalWORKs |
| <input type="checkbox"/> Career/Technical Education                 | <input checked="" type="checkbox"/> Migrant/Seasonal (WIOA Section 167) |   |
| <input checked="" type="checkbox"/> Wagner-Peyser                   | <input type="checkbox"/> YouthBuild                                     |   |
| <input checked="" type="checkbox"/> Veterans                        |   |   |
| <input checked="" type="checkbox"/> Trade Adjustment Assistance Act |   |   |
| <input type="checkbox"/> Unemployment Insurance                     |   |   |





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**Authority and Signature** Peter Marcus/President and CEO Goodwill Industries of Ventura and Santa Barbara Counties

By signing my name below, I, certify that I have read the above information. All my questions have been discussed and answered satisfactorily. By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms mentioned below.

My signature certifies my understanding of the terms outlined herein and agreement with:

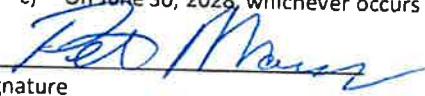
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- ☐ Non-cash contributions (non-personnel) in the form of
- ☐ Third-party in-kind contributions in the form of
- ☒ My agency is not co-located at the AJCC

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Signature

01/23/2025

Date

Peter Marcus President and CEO

Printed Name and Title

Goodwill Industries of Ventura and Santa Barbara Counties

Agency Name

Lkistner@goodwillvsb.org (805) 981-0130

Agency Contact Information

**Required Partner:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Title I Adult                   | <input type="checkbox"/> Vocational Rehabilitation                   | <input type="checkbox"/> Community Action Partnership (CAP)               |
| <input type="checkbox"/> Title I Dislocated Worker       | <input type="checkbox"/> Senior Community Service Employment Program | <input type="checkbox"/> Housing Authority                                |
| <input checked="" type="checkbox"/> Title I Youth        | <input type="checkbox"/> Job Corps                                   | <input type="checkbox"/> Second Chance                                    |
| <input type="checkbox"/> Adult Education/Literacy        | <input type="checkbox"/> Native American (WIOA Section 166)          | <input type="checkbox"/> Temporary Assistance for Needy Families/CalWORKs |
| <input type="checkbox"/> Career/Technical Education      | <input type="checkbox"/> Migrant/Seasonal (WIOA Section 167)         |   |
| <input type="checkbox"/> Wagner-Peyser                   | <input type="checkbox"/> YouthBuild                                  |   |
| <input type="checkbox"/> Veterans                        |  |   |
| <input type="checkbox"/> Trade Adjustment Assistance Act |  |   |
| <input type="checkbox"/> Unemployment Insurance          |  |   |



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**Authority and Signature**

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My agency is providing:

- ☒ Cash contributions in the amount of \$884,678.92.
- ☐ Non-cash contributions (non-personnel) in the form of
- ☒ Third-party in-kind contributions in the form of general contributions to operations totaling \$118,564.
- ☐ My agency is not co-located at the AJCC

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- In three years,
- Upon amendment, modification, or termination, or
- On June 30, 2028, whichever occurs earlier.

Signature

Date

Printed Name and Title

Agency Name

Agency Contact Information

**Required Partner:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Title I Adult                   | <input type="checkbox"/> Vocational Rehabilitation                              | <input type="checkbox"/> Community Action Partnership (CAP)                          |
| <input type="checkbox"/> Title I Dislocated Worker       | <input checked="" type="checkbox"/> Senior Community Service Employment Program | <input checked="" type="checkbox"/> Housing Authority                                |
| <input type="checkbox"/> Title I Youth                   | <input type="checkbox"/> Job Corps  | <input type="checkbox"/> Second Chance   |
| <input type="checkbox"/> Adult Education/Literacy        | <input type="checkbox"/> Native American (WIOA Section 166)                     | <input checked="" type="checkbox"/> Temporary Assistance for Needy Families/CalWORKs |
| <input type="checkbox"/> Career/Technical Education      | <input type="checkbox"/> Migrant/Seasonal (WIOA Section 167)                    |  |
| <input type="checkbox"/> Wagner-Peyser                   | <input type="checkbox"/> YouthBuild   |  |
| <input type="checkbox"/> Veterans                        |   |  |
| <input type="checkbox"/> Trade Adjustment Assistance Act |   |  |
| <input type="checkbox"/> Unemployment Insurance          |   |  |





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My agency is providing:

- ☐ Cash contributions in the amount of
- ☐ Non-cash contributions (non-personnel) in the form of
- ☒ Third-party in-kind contributions in the form of general contributions to operations totaling \$20,915.
- ☐ My agency is not co-located at the AJCC

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) In three years,
- b) Upon amendment, modification, or termination, or
- c) On June 30, 2028, whichever occurs earlier.

Thomas Fitzwater  
Signature

1/31/2025  
Date

Thomas Fitzwater

Printed Name and Title

Los Angeles Job Corps

Agency Name

Fitzwater.tom@jobcorps.org or (213) 741-5301

Agency Contact Information

**Required Partner:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Title I Adult                   | <input type="checkbox"/> Vocational Rehabilitation                   | <input type="checkbox"/> Community Action Partnership (CAP)               |
| <input type="checkbox"/> Title I Dislocated Worker       | <input type="checkbox"/> Senior Community Service Employment Program | <input type="checkbox"/> Housing Authority                                |
| <input type="checkbox"/> Title I Youth                   | <input checked="" type="checkbox"/> Job Corps                        | <input type="checkbox"/> Second Chance                                    |
| <input type="checkbox"/> Adult Education/Literacy        | <input type="checkbox"/> Native American (WIOA Section 166)          | <input type="checkbox"/> Temporary Assistance for Needy Families/CalWORKs |
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| <input type="checkbox"/> Wagner-Peyser                   | <input type="checkbox"/> YouthBuild                                  |   |
| <input type="checkbox"/> Veterans                        |  |   |
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| <input type="checkbox"/> Unemployment Insurance          |  |   |



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Ventura County Workforce Development Alliance

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of California



**Authority and Signature** Dr. Philip Starr

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My agency is providing:

- ☐ Cash contributions in the amount of
- ☐ Non-cash contributions (non-personnel) in the form of
  - ☐ Third-party in-kind contributions in the form of general contributions to operations totaling \$100,000.
- ☐ My agency is not co-located at the AJCC

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) In three years,
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- c) On June 30, 2028, whichever occurs earlier.

  
Signature

2/11/25  
Date

Philip Starr, PsyD Executive Director of Managed Career Solutions , Social Purpose Corporation

Printed Name and Title

Managed Career Solutions, Social Purpose Corporation

Agency Name

3333 Wilshire Blvd. Suite 405 Los Angeles, CA 90010 (213) 355-5300 pstarr@mcscareergroup.com

Agency Contact Information

**Required Partner:**

- ☒ Title I Adult
- ☐ Title I Dislocated Worker
- ☐ Title I Youth
- ☐ Adult Education/Literacy
- ☐ Career/Technical Education
- ☐ Wagner-Peyser
- ☐ Veterans
- ☐ Trade Adjustment Assistance Act
- ☐ Unemployment Insurance

- ☐ Vocational Rehabilitation
- ☐ Senior Community Service Employment Program
- ☐ Job Corps
- ☐ Native American (WIOA Section 166)
- ☐ Migrant/Seasonal (WIOA Section 167)
- ☐ YouthBuild

- ☐ Community Action Partnership (CAP)
- ☐ Housing Authority
- ☐ Second Chance
- ☐ Temporary Assistance for Needy Families/CalWORKs



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Signature

2/4/2025

Date

Ms. Wanda Michaelis Executive Director

Printed Name and Title

Southern California American Indian Resource Center

Agency Name

Ms. Wanda Michaelis 619-328-0676

Agency Contact Information

**Required Partner:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Title I Adult                   | <input type="checkbox"/> Vocational Rehabilitation                     | <input type="checkbox"/> Community Action Partnership (CAP)               |
| <input type="checkbox"/> Title I Dislocated Worker       | <input type="checkbox"/> Senior Community Service Employment Program   | <input type="checkbox"/> Housing Authority                                |
| <input type="checkbox"/> Title I Youth                   | <input type="checkbox"/> Job Corps                                     | <input type="checkbox"/> Second Chance                                    |
| <input type="checkbox"/> Adult Education/Literacy        | <input checked="" type="checkbox"/> Native American (WIOA Section 166) | <input type="checkbox"/> Temporary Assistance for Needy Families/CalWORKs |
| <input type="checkbox"/> Career/Technical Education      | <input type="checkbox"/> Migrant/Seasonal (WIOA Section 167)           |   |
| <input type="checkbox"/> Wagner-Peyser                   | <input type="checkbox"/> YouthBuild                                    |   |
| <input type="checkbox"/> Veterans                        |  |   |
| <input type="checkbox"/> Trade Adjustment Assistance Act |  |   |
| <input type="checkbox"/> Unemployment Insurance          |  |   |



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Stacy Cashman  
Signature

1/23/25  
Date

Stacy Cashman, Principal  
Printed Name and Title

Simi Institute for Careers and Education  
Agency Name

805.579.6200  
Agency Contact Information

**Required Partner:**

- ☐ Title I Adult
- ☐ Title I Dislocated Worker
- ☐ Title I Youth
- ☒ Adult Education/Literacy
- ☐ Career/Technical Education
- ☐ Wagner-Peyser
- ☐ Veterans
- ☐ Trade Adjustment Assistance Act
- ☐ Unemployment Insurance

- ☐ Vocational Rehabilitation
- ☐ Senior Community Service Employment Program
- ☐ Job Corps
- ☐ Native American (WIOA Section 166)
- ☐ Migrant/Seasonal (WIOA Section 167)
- ☐ YouthBuild

- ☐ Community Action Partnership (CAP)
- ☐ Housing Authority
- ☐ Second Chance
- ☐ Temporary Assistance for Needy Families/CalWORKs



Workforce Innovation and Opportunity Act  
Memorandum of Understanding  
Ventura County Workforce Development Alliance

America's JobCenter  
of California



**Authority and Signature** Scott McNutt, Director/Principal

By signing my name below, I, certify that I have read the above information. All my questions have been discussed and answered satisfactorily. By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms mentioned below.

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- Ventura County AJCC System Career Services Costs Budget and AJCC Partner Costs for Career Services

My agency is providing:

- ☐ Cash contributions in the amount of
- ☐ Non-cash contributions (non-personnel) in the form of
- ☒ Third-party in-kind contributions in the form of general contributions to operations totaling \$84,841.
- ☐ My agency is not co-located at the AJCC

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) In three years,
- b) Upon amendment, modification, or termination, or
- c) On June 30, 2028, whichever occurs earlier.

S. McNutt  
Signature

1/29/25  
Date

Scott McNutt, Director/Principal

Printed Name and Title

Ventura Adult and Continuing Education

Agency Name

5200 Valentine Rd. Ventura CA 93003, 805.289.1744 x1011

Agency Contact Information

**Required Partner:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Title I Adult                   | <input type="checkbox"/> Vocational Rehabilitation                   | <input type="checkbox"/> Community Action Partnership (CAP)               |
| <input type="checkbox"/> Title I Dislocated Worker       | <input type="checkbox"/> Senior Community Service Employment Program | <input type="checkbox"/> Housing Authority                                |
| <input type="checkbox"/> Title I Youth                   | <input type="checkbox"/> Job Corps                                   | <input type="checkbox"/> Second Chance                                    |
| <input type="checkbox"/> Adult Education/Literacy        | <input type="checkbox"/> Native American (WIOA Section 166)          | <input type="checkbox"/> Temporary Assistance for Needy Families/CalWORKs |
| <input type="checkbox"/> Career/Technical Education      | <input type="checkbox"/> Migrant/Seasonal (WIOA Section 167)         |   |
| <input type="checkbox"/> Wagner-Peyser                   | <input type="checkbox"/> YouthBuild                                  |   |
| <input type="checkbox"/> Veterans                        |  |   |
| <input type="checkbox"/> Trade Adjustment Assistance Act |  |   |
| <input type="checkbox"/> Unemployment Insurance          |  |   |



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- ☒ My agency is not co-located at the AJCC

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Signature

02.28.2025  
Date

DR. CONUELO HERNANDEZ WILLIAMS, ASSOCIATE SP - STUDENT SERVICES  
Printed Name and Title

Ventura County Office of Education, Career Education  
Agency Name

Anthony Marenco | AMarenco@vcoe.org | (805) 437-1421  
Agency Contact Information

**Required Partner:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Title I Adult                         | <input type="checkbox"/> Vocational Rehabilitation                   | <input type="checkbox"/> Community Action Partnership (CAP)               |
| <input type="checkbox"/> Title I Dislocated Worker             | <input type="checkbox"/> Senior Community Service Employment Program | <input type="checkbox"/> Housing Authority                                |
| <input type="checkbox"/> Title I Youth                         | <input type="checkbox"/> Job Corps                                   | <input type="checkbox"/> Second Chance                                    |
| <input type="checkbox"/> Adult Education/Literacy              | <input type="checkbox"/> Native American (WIOA Section 166)          | <input type="checkbox"/> Temporary Assistance for Needy Families/CalWORKs |
| <input checked="" type="checkbox"/> Career/Technical Education | <input type="checkbox"/> Migrant/Seasonal (WIOA Section 167)         |   |
| <input type="checkbox"/> Wagner-Peyser                         | <input type="checkbox"/> YouthBuild                                  |   |
| <input type="checkbox"/> Veterans                              |  |   |
| <input type="checkbox"/> Trade Adjustment Assistance Act       |  |   |
| <input type="checkbox"/> Unemployment Insurance                |  |   |



Workforce Innovation and Opportunity Act  
Memorandum of Understanding  
Ventura County Workforce Development Alliance



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My agency is providing:

- ☐ Cash contributions in the amount of
- ☐ Non-cash contributions (non-personnel) in the form of
- ☒ Third-party in-kind contributions in the form of general contributions to operations totaling \$2,180,910.
- ☐ My agency is not co-located at the AJCC

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) In three years,
- b) Upon amendment, modification, or termination, or
- c) On June 30, 2028, whichever occurs earlier.

Signature

2/25/25

Date

Anthony Terlizzi, President of Direct Services

Printed Name and Title

Career Team LLC

Agency Name

347-306-0180, anthony@careerteam.com

Agency Contact Information

**Required Partner:**

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Title I Adult             | <input type="checkbox"/> Vocational Rehabilitation                   | <input type="checkbox"/> Community Action Partnership (CAP)               |
| <input checked="" type="checkbox"/> Title I Dislocated Worker | <input type="checkbox"/> Senior Community Service Employment Program | <input type="checkbox"/> Housing Authority                                |
| <input type="checkbox"/> Title I Youth                        | <input type="checkbox"/> Job Corps                                   | <input type="checkbox"/> Second Chance                                    |
| <input type="checkbox"/> Adult Education/Literacy             | <input type="checkbox"/> Native American (WIOA Section 166)          | <input type="checkbox"/> Temporary Assistance for Needy Families/CalWORKs |
| <input type="checkbox"/> Career/Technical Education           | <input type="checkbox"/> Migrant/Seasonal (WIOA Section 167)         |   |
| <input type="checkbox"/> Wagner-Peyser                        | <input type="checkbox"/> YouthBuild                                  |   |
| <input type="checkbox"/> Veterans                             |  |   |
| <input type="checkbox"/> Trade Adjustment Assistance Act      |  |   |
| <input type="checkbox"/> Unemployment Insurance               |  |   |





Workforce Innovation and Opportunity Act  
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- ☒ Third-party in-kind contributions in the form of general contributions to operations totaling \$2,180,910.
- ☐ My agency is not co-located at the AJCC

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- b) Upon amendment, modification, or termination, or
- c) On June 30, 2028, whichever occurs earlier.

Signature

Date

---

Printed Name and Title

---

Agency Name

---

Agency Contact Information

**Required Partner:**

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Title I Adult             | <input type="checkbox"/> Vocational Rehabilitation                   | <input type="checkbox"/> Community Action Partnership (CAP)               |
| <input checked="" type="checkbox"/> Title I Dislocated Worker | <input type="checkbox"/> Senior Community Service Employment Program | <input type="checkbox"/> Housing Authority                                |
| <input type="checkbox"/> Title I Youth                        | <input type="checkbox"/> Job Corps                                   | <input type="checkbox"/> Second Chance                                    |
| <input type="checkbox"/> Adult Education/Literacy             | <input type="checkbox"/> Native American (WIOA Section 166)          | <input type="checkbox"/> Temporary Assistance for Needy Families/CalWORKs |
| <input type="checkbox"/> Career/Technical Education           | <input type="checkbox"/> Migrant/Seasonal (WIOA Section 167)         |   |
| <input type="checkbox"/> Wagner-Peyser                        | <input type="checkbox"/> YouthBuild                                  |   |
| <input type="checkbox"/> Veterans                             |  |   |
| <input type="checkbox"/> Trade Adjustment Assistance Act      |  |   |
| <input type="checkbox"/> Unemployment Insurance               |  |   |





Workforce Innovation and Opportunity Act  
Memorandum of Understanding  
Ventura County Workforce Development Alliance

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of California\*



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My agency is providing:

- ☐ Cash contributions in the amount of
- ☐ Non-cash contributions (non-personnel) in the form of
- ☒ Third-party in-kind contributions in the form of general contributions to operations totaling \$931,225.
- ☐ My agency is not co-located at the AJCC

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- c) On June 30, 2028, whichever occurs earlier.

  
Signature

2/10/25  
Date

Ruben Solorio, President & CEO

Printed Name and Title

Center for Employment Training

Agency Name

president@cetweb.edu - Phone (408) 534-5230

Agency Contact Information

**Required Partner:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Title I Adult                   | <input type="checkbox"/> Vocational Rehabilitation                      | <input type="checkbox"/> Community Action Partnership (CAP)               |
| <input type="checkbox"/> Title I Dislocated Worker       | <input type="checkbox"/> Senior Community Service Employment Program    | <input type="checkbox"/> Housing Authority                                |
| <input type="checkbox"/> Title I Youth                   | <input type="checkbox"/> Job Corps                                      | <input type="checkbox"/> Second Chance                                    |
| <input type="checkbox"/> Adult Education/Literacy        | <input type="checkbox"/> Native American (WIOA Section 166)             | <input type="checkbox"/> Temporary Assistance for Needy Families/CalWORKs |
| <input type="checkbox"/> Career/Technical Education      | <input checked="" type="checkbox"/> Migrant/Seasonal (WIOA Section 167) |   |
| <input type="checkbox"/> Wagner-Peyser                   | <input type="checkbox"/> YouthBuild                                     |   |
| <input type="checkbox"/> Veterans                        |   |   |
| <input type="checkbox"/> Trade Adjustment Assistance Act |   |   |
| <input type="checkbox"/> Unemployment Insurance          |   |   |



Workforce Innovation and Opportunity Act  
Memorandum of Understanding  
Ventura County Workforce Development Alliance



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Mark W. McLaughlin  
Signature

1/6/2025  
Date

Mark W. McLaughlin, Superintendent  
Printed Name and Title

Conejo Valley Unified School District  
Agency Name

(805) 497-9511, Ext. 1101  
Agency Contact Information

**Required Partner:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Title I Adult                       | <input type="checkbox"/> Vocational Rehabilitation                   | <input type="checkbox"/> Community Action Partnership (CAP)               |
| <input type="checkbox"/> Title I Dislocated Worker           | <input type="checkbox"/> Senior Community Service Employment Program | <input type="checkbox"/> Housing Authority                                |
| <input type="checkbox"/> Title I Youth                       | <input type="checkbox"/> Job Corps                                   | <input type="checkbox"/> Second Chance                                    |
| <input checked="" type="checkbox"/> Adult Education/Literacy | <input type="checkbox"/> Native American (WIOA Section 166)          | <input type="checkbox"/> Temporary Assistance for Needy Families/CalWORKs |
| <input type="checkbox"/> Career/Technical Education          | <input type="checkbox"/> Migrant/Seasonal (WIOA Section 167)         |   |
| <input type="checkbox"/> Wagner-Peyser                       | <input type="checkbox"/> YouthBuild                                  |   |
| <input type="checkbox"/> Veterans                            |  |   |
| <input type="checkbox"/> Trade Adjustment Assistance Act     |  |   |
| <input type="checkbox"/> Unemployment Insurance              |  |   |



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of California<sup>SM</sup>



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\_\_\_\_\_  
Signature

2/4/25  
\_\_\_\_\_  
Date

Susana Lopez-Garcia

Printed Name and Title

Community Action of Ventura County

Agency Name

805-436-4000, slopez@ca-vc.org

Agency Contact Information

**Required Partner:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Title I Adult                   | <input type="checkbox"/> Vocational Rehabilitation                   | <input checked="" type="checkbox"/> Community Action Partnership (CAP)    |
| <input type="checkbox"/> Title I Dislocated Worker       | <input type="checkbox"/> Senior Community Service Employment Program | <input type="checkbox"/> Housing Authority                                |
| <input type="checkbox"/> Title I Youth                   | <input type="checkbox"/> Job Corps                                   | <input type="checkbox"/> Second Chance                                    |
| <input type="checkbox"/> Adult Education/Literacy        | <input type="checkbox"/> Native American (WIOA Section 166)          | <input type="checkbox"/> Temporary Assistance for Needy Families/CalWORKs |
| <input type="checkbox"/> Career/Technical Education      | <input type="checkbox"/> Migrant/Seasonal (WIOA Section 167)         |   |
| <input type="checkbox"/> Wagner-Peyser                   | <input type="checkbox"/> YouthBuild                                  |   |
| <input type="checkbox"/> Veterans                        |  |   |
| <input type="checkbox"/> Trade Adjustment Assistance Act |  |   |
| <input type="checkbox"/> Unemployment Insurance          |  |   |



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Signature

4/21/2020

Date

Richard Urias, Assistant Superintendent, Business Services

Printed Name and Title

Oxnard Union High School District, Oxnard Adult School

Agency Name

Leticia Carabajal, Principal leticia.carabajal@oxnardunion.org

Agency Contact Information

**Required Partner:**

- ☐ Title I Adult
- ☐ Title I Dislocated Worker
- ☐ Title I Youth
- ☒ Adult Education/Literacy
- ☐ Career/Technical Education
- ☐ Wagner-Peyser
- ☐ Veterans
- ☐ Trade Adjustment Assistance Act
- ☐ Unemployment Insurance

- ☐ Vocational Rehabilitation
- ☐ Senior Community Service Employment Program
- ☐ Job Corps
- ☐ Native American (WIOA Section 166)
- ☐ Migrant/Seasonal (WIOA Section 167)
- ☐ YouthBuild

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Saul Palomares

4/25/2025

Signature

Date

**Saul Palomares, Program Director**

Printed Name and Title

**SER Jobs For Progress, Inc.**

Agency Name

**spalomares@sercalifornia.org 559-452-0881**

Agency Contact Information

**Required Partner:**

- ☐ Title I Adult
- ☐ Title I Dislocated Worker
- ☐ Title I Youth
- ☐ Adult Education/Literacy
- ☐ Career/Technical Education
- ☐ Wagner-Peyser
- ☐ Veterans
- ☐ Trade Adjustment Assistance Act
- ☐ Unemployment Insurance

- ☐ Vocational Rehabilitation
- ☒ Senior Community Service Employment Program
- ☐ Job Corps
- ☐ Native American (WIOA Section 166)
- ☐ Migrant/Seasonal (WIOA Section 167)
- ☐ YouthBuild

- ☐ Community Action Partnership (CAP)
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Signature

4/24/2025

Date

**Marco Cesar Lizarraga, Executive Director**

Printed Name and Title

**La Cooperativa Campesina de California**

Agency Name

**Dora Mendivil Angulo- 1107 9th St. Suite 420, Sacramento, CA 95814 (619-905-9490)**

Agency Contact Information

**Required Partner:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Title I Adult                   | <input type="checkbox"/> Vocational Rehabilitation                      | <input type="checkbox"/> Community Action Partnership (CAP)               |
| <input type="checkbox"/> Title I Dislocated Worker       | <input type="checkbox"/> Senior Community Service Employment Program    | <input type="checkbox"/> Housing Authority                                |
| <input type="checkbox"/> Title I Youth                   | <input type="checkbox"/> Job Corps                                      | <input type="checkbox"/> Second Chance                                    |
| <input type="checkbox"/> Adult Education/Literacy        | <input type="checkbox"/> Native American (WIOA Section 166)             | <input type="checkbox"/> Temporary Assistance for Needy Families/CalWORKs |
| <input type="checkbox"/> Career/Technical Education      | <input checked="" type="checkbox"/> Migrant/Seasonal (WIOA Section 167) |   |
| <input type="checkbox"/> Wagner-Peyser                   | <input type="checkbox"/> YouthBuild                                     |   |
| <input type="checkbox"/> Veterans                        |   |   |
| <input type="checkbox"/> Trade Adjustment Assistance Act |   |   |
| <input type="checkbox"/> Unemployment Insurance          |   |   |