**Section 2610.APPENDIX B Memorandums of Understanding**

**Section 2610.ILLUSTRATION A Memorandum of Understanding Between the JTPA Service Delivery Area and the Department of Children and Family Services**

I. PURPOSE AND SCOPE

 The purpose of the memorandum of understanding is to facilitate and maintain an interagency system or the coordination of services to mutual clients. This memorandum of understanding is a non-financial commitment to provide for the coordination of such services through provision for the mutual exchange of information and the referral of eligible individuals to appropriate employment and training programs and supportive services between the SDA, regional and local offices of DCFS, and community-based organizations who provide youth services under contract with DCFS.

II. EXCHANGE OF INFORMATION

The parties to this memorandum are committed to strict standards of confidentiality with regard to interagency communication concerning mutual clients and will respect and observe either agencies confidentiality policies as well as Section 7 of the Freedom of Information Act (Ill. Rev. Stat. 1989, ch. 116, par. 207), Sections 11-9 through 11-12 of the Public Aid Code (Ill. Rev. Stat. 1989, ch. 23, pars. 11-9 through 11-12), 89 Ill. Adm. Code 102.30, and 7 CFR 272.1(c)-(f), 42 CFR 431.300-.307, and 45 CFR 205.50 (1990) (no subsequent dates or editions).

The parties to this memorandum will appoint an individual to serve as interagency liaison to facilitate coordination and the sharing of information. The designated interagency liaisons shall be identified in an addendum to this memorandum of understanding.

The SDA and the Department of Children and Family Services' regional and local offices, in an effort to better understand each other's operation, will exchange program information on a regular basis. Information to be exchanged includes, but is not limited to: a schedule of meetings of advisory bodies/private industry councils, copies of job training plans, grant applications or other funding requests, program descriptions, funding sources and amounts, targeted participants (if any), and timeframes for program enrollments/operations. A discussion of information which will be exchanged and the procedures to be used in exchanging such information will be developed and attached as an addendum to this memorandum.

III. REFERRALS

The Illinois Department of Children and Family Services will meet with appropriate representatives of the Illinois Department of Employment Security and the SDA to discuss and negotiate referral arrangements for DCFS youth to access the JTPA system. Included in the negotiations will be a discussion of: a) the role of DCFS subcontractors in making referrals directly to the JTPA system; b) the role of IDES in making referrals of DCFS youth to the JTPA system; and c) how and from whom DCFS will receive information regarding the status of youth referrals. A description of the procedures which will be used to ensure that DCFS youth are referred and otherwise have access to the JTPA system will be attached to this memorandum as an addendum.

IV. ADMINISTRATIVE

Parties to this memorandum and their administrative entities are committed to compliance with provisions of the Civil Rights Acts of 1964 and 1966, Section 504 of the Rehabilitation Act, the Fair Employment Practices Act, and the provisions of 56 Ill. Adm. Code 2610.120.

This memorandum of understanding is a statement of commitment by each party. Amendments to provisions may be made by mutual consent. Both parties will participate in an annual evaluation of the provisions of this memorandum. This memorandum may be withdrawn at any time by written communication, dated and signed by the Chairperson of the Private Industry Council or his/her designee or the respective DCFS Regional Administrator.

|  |  |
| --- | --- |
| JTPA SIGNATOR: |  |
|  | As Designated By the Private Industry Council (PIC) and Local Elected Officials |
| DATE: |  |
| DCFS SIGNATOR: |  |
|  | Youth Services Coordinator |
|  | Regional Administrator |
| DATE: |  |

(Source: Amended at 15 Ill. Reg. 7595, effective May 7, 1991)

**Section 2610.APPENDIX B Memorandums of Understanding**

**Section 2610.ILLUSTRATION B Memorandum of Understanding Between the JTPA Substate Grantee and the Area Agencies on Aging or Other Not-For-Profit Agency Administering Title V of the Older Americans Act**

I. PURPOSE AND SCOPE

The purpose of the memorandum of understanding is to facilitate and maintain an interagency system for the coordination of services to mutual clients. This memorandum of understanding is a non-financial commitment to provide for the coordination of such services through provision for the mutual exchange of information and the referral of eligible individuals to appropriate employment and training programs and supportive services.

II. EXCHANGE OF INFORMATION

The parties to this memorandum are committed to strict standards of confidentiality with regard to interagency communication concerning mutual clients and will respect and observe either agency's confidentiality policies as well as Section 7 of the Freedom of Information Act (Ill. Rev. Stat. 1989, ch. 116, par. 207), Sections 11-9 through 11-12 of the Public Aid Code (Ill. Rev. Stat. 1989, ch. 23, pars. 11-9 through 11-12), 89 Ill. Adm. Code 102.30, and 7 CFR 272.1(c)-(f), 42 CFR 431.300-.307, and 45 CFR 205.50 (1990) (no subsequent dates or editions).

The parties to this memorandum will appoint an individual to serve as interagency liaisons to facilitate coordination and the sharing of information. The designated interagency liaisons shall be identified in an addendum to this memorandum of understanding.

The SSA and the Area Agency on Aging, in an effort to better understand each other's operation, will exchange program information on a regular basis. Information to be exchanged includes, but is not limited to: a schedule of meetings of advisory bodies/private industry councils, copies of job training plans, grant applications or other funding requests, program descriptions, funding sources and amounts, targeted participants (if any), and timeframes for program enrollments/operations. A discussion of information which will be exchanged and the procedures to be used in exchanging such information on an ongoing basis as well as in the event of a mass layoff or plant closing will be developed and attached as an addendum to this memorandum.

III. REFERRALS

Referrals and information exchange forms may be developed if not already in place. All such documents will be attached to this memorandum.

A referral system, formal or informal, has been developed by the parties of this agreement and a description or outline of such system will be attached as an addendum to this memorandum.

IV. ADMINISTRATIVE

Parties to this memorandum and their administrative entities are committed to compliance with provisions of the Civil Rights Acts of 1964 and 1966, Section 504 of the Rehabilitation Act, the Fair Employment Practices Act, and the provisions of Ill. Adm. Code 2610.120.

This memorandum of understanding is a statement of commitment by each party. Amendments to provisions may be made by mutual consent. Both parties will participate in an annual evaluation of the provisions of this memorandum. This memorandum may be withdrawn at any time by written communication, dated and signed by the Substate Grantee or the Director, or other person designated by the Area Agency on Aging.

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| --- | --- |
| JTPA SSA SIGNATOR: |  |
|  | SSA Grantee |
| DATE: |  |
| AAA SIGNATOR: |  |
|  | Director of Area Agency on Aging |
| DATE: |  |

(Source: Amended at 15 Ill. Reg. 7595, effective May 7, 1991)

**Section 2610.APPENDIX B Memorandums of Understanding**

**Section 2610.ILLUSTRATION C Memorandum of Understanding Between the JTPA Title II and III and the Displaced Homemaker Program**

I. PURPOSE AND SCOPE

The purpose of the memorandum of understanding is to facilitate and maintain an interagency system for the coordination of services to mutual clients. This memorandum of understanding is a non-financial commitment to provide for the coordination of such services through provision of the mutual exchange of information and the referral of eligible individuals to appropriate employment and training programs and supportive services.

II. EXCHANGE OF INFORMATION

The parties to this memorandum are committed to strict standards of confidentiality with regard to interagency communication concerning mutual clients and will respect and observe either agency's confidentiality policies as well as Section 7 of the Freedom of Information Act (Ill. Rev. Stat. 1989, ch. 115, par. 207), Sections 11-9 through 11-12 of the Public Aid Code (Ill. Rev. Stat. 1989, ch. 23, pars. 11-9 through 11-12), 89 Ill. Adm. Code 102.30, and 7 CFR 272.1(c)-(f), 42 CFR 431.300-.307, and 45 CFR 205.50 (1990) (no subsequent dates of editions).

The parties to this memorandum will appoint an individual to serve as interagency liaisons to facilitate coordination and the sharing of information. The designated interagency liaisons shall be identified in an addendum to this memorandum of understanding.

The SDA, SSA and the Displaced Homemaker Program, in an effort to better understand each other's operation, will exchange program information on a regular basis. Information to be exchanged includes, but is not limited to: a schedule of meetings of advisory bodies/private industry councils, copies of job training plans, grant applications or other funding requests, program descriptions, funding sources and amounts, targeted participants (if any), and timeframes for program enrollments/operations. A discussion of information which will be exchanged and the procedures to be used in exchanging such information will be developed and attached as an addendum to this memorandum.

III. REFERRALS

Referrals and information exchange forms may be developed if not already in place. All such documents will be attached as an addendum to this memorandum.

A referral system, formal or informal, has been developed by the parties of this agreement and a description or outline of such system will be attached as an addendum to this memorandum.

All such referral documents and an outline or description of the referral system will become the formal operating referral procedure between the two cooperating parties to this memorandum.

IV. ADMINISTRATIVE

Parties to this memorandum and their administrative entities are committed to compliance with provisions of the Civil Rights Act of 1964 and 1966, Section 504 of the Rehabilitation Act, the Fair Employment Practices Act, and the provisions of 56 Ill. Adm. Code 2610.120.

This memorandum of understanding is a statement of commitment by each party. Amendments to provisions may be made by mutual consent. Both parties will participant in an annual evaluation of the provisions of this memorandum. This memorandum may be withdrawn at any time by written communication dated and signed by the Substate Grantee or the Director, or other person designated by the Displaced Homemaker Center.

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| --- | --- |
| Title II JTPA SIGNATOR: |  |
| DATE: |  |
| SSA GRANTEE: |  |
|  | Substate Grantee |
| DATE: |  |
| DHP SIGNATOR: |  |
|  | Displaced Homemaker Center Director |
| DATE: |  |

 (Source: Added at 15 Ill. Reg. 7595, effective May 7, 1991)

**Section 2610.APPENDIX B Memorandums of Understanding**

**Section 2610.ILLUSTRATION D Memorandum of Understanding Between the JTPA Substate Grantee and the Illinois Department of Rehabilitation Services**

I. PURPOSE AND SCOPE

The purpose of the memorandum of understanding is to facilitate and maintain an interagency system for the coordination of services to mutual clients. This memorandum of understanding is a non-financial commitment to provide for the coordination of such services through provision for the mutual exchange of information and the referral of eligible individuals to appropriate employment and training programs and supportive services.

II. EXCHANGE OF INFORMATION

The parties to this memorandum are committed to strict standards of confidentiality with regard to interagency communication concerning mutual clients and will respect and observe either agency's confidentiality policies as well as Section 7 of the Freedom of Information Act (Ill. Rev. Stat. 1989, ch. 116, par. 207), Sections 11-9 through 11-12 of the Public Aid Code (Ill. Rev. Stat. 1989, ch. 23, pars. 11-9 through 11-12), 89 Ill. Adm. Code 102.30, and 7 CFR 272.1(c)-(f), 42 CFR 431.300-.307, and 45 CFR 205.50 (1990) (no subsequent dates of editions).

The parties to this memorandum will appoint an individual to serve an interagency liaisons to facilitate coordination and the sharing of information. The designated interagency liaison shall be identified in an addendum to this memorandum of understanding.

The SSA and the Illinois Department of Rehabilitation Services, in an effort to better understand each other's operation, will exchange program information on a regular basis. Information to be exchanged includes, but is not limited to: a schedule of meetings of advisory bodies/private industry councils, copies of job training plans, grant applications or other funding requests, program descriptions, funding sources and amounts, targeted participants (if any), and timeframes for program enrollments/operations. A discussion of information which will be exchanged, and the procedures to be used in exchanging such information on an ongoing basis, as well as in the event of a mass layoff or plant closing, will be developed and attached as an addendum to this memorandum.

III. REFERRALS

Referrals and information exchange forms may be developed if not already in place. All such documents will be attached as an addendum to this memorandum.

A referral system, formal or informal, has been developed by the parties of this agreement, and a description or outline of such system, will be attached as an addendum to this memorandum.

All such referral documents and an outline or description of the referral system will become the formal operating referral procedure between the two cooperating parties to this memorandum.

IV. ADMINISTRATIVE

Parties to this memorandum and their administrative entities are committed to compliance with provisions of the Civil Rights Acts of 1964 and 1966, Section 504 of the Rehabilitation Act, the Fair Employment Practices Act, and the provisions of 56 Ill. Adm. Code 2610.120.

This memorandum of understanding is a statement of commitment by each party. Amendments to provisions may be made by mutual consent. Both parties will participate in an annual evaluation of the provisions of this memorandum. This memorandum may be withdrawn at any time by written communication, dated and signed by the Substate Grantee or the Director, or other person designated by the Illinois Department of Rehabilitation Services.

|  |  |
| --- | --- |
| JTPA SIGNATOR: |  |
|  | Substate Grantee |
| DATE: |  |
| IDORS SIGNATOR: |  |
|  | Rehabilitation Services Supervisor |
| DATE: |  |

(Source: Added at 15 Ill. Reg. 7595, effective May 7, 1991)

**Section 2610.APPENDIX B Memorandums of Understanding**

**Section 2610.ILLUSTRATION E Memorandum of Understanding Between the JTPA Substate Grantee and the Illinois Department of Public Aid/Project Chance**

I. PURPOSE AND SCOPE

The purpose of the memorandum of understanding is to facilitate and maintain an interagency system for the coordination of services to mutual clients. This memorandum of understanding is a non-financial commitment to provide for the coordination of such services through provision for the mutual exchange of information and the referral of eligible individuals to appropriate employment and training programs and supportive services.

II. EXCHANGE OF INFORMATION

The parties to this memorandum are committed to strict standards of confidentiality with regard to interagency communication concerning mutual clients and will respect and observe either agency's confidentiality policies as well as Section 7 of the Freedom of Information Act (Ill. Rev. Stat. 1989, ch. 116, par. 207), Sections 11-9 through 11-12 of the Public Aid Code (Ill. Rev. Stat. 1989, ch. 23, pars. 11-9 through 11-12), 89 Ill. Adm. Code 102.30, and 7 CFR 272.1(c)-(f), 42 CFR 431.300-.307, and 45 CFR 205.50 (1990) (no subsequent dates or editions).

The parties to this memorandum will appoint an individual to serve as interagency liaisons to facilitate coordination and the sharing of information. The designated interagency liaisons shall be identified in an addendum to this memorandum of understanding.

The SSA and the Illinois Department of Public Aid, in an effort to better understand each other's operation, will exchange program information on a regular basis. Information to be exchanged includes, but is not limited to: a schedule of meetings of advisory bodies/private industry councils, copies of job training plans, grant applications or other funding requests, program descriptions, funding sources and amounts, targeted participants (if any), and timeframes for program enrollments/operations. A discussion of information which will be exchanged, and the procedures to be used in exchanging such information on an ongoing basis, as well as in the event of a mass layoff or plant closing, will be developed and attached as an addendum to this memorandum.

III. REFERRALS

Referrals and information exchange forms may be developed if not already in place. All such documents will be attached as an addendum to this memorandum.

A referral system, formal or informal, has been developed by the parties of this agreement and a description or outline of such system will be attached as an addendum to this memorandum.

All such referral documents and an outline or description of the referral system will become the formal operating referral procedure between the two cooperating parties to this memorandum.

IV. ADMINISTRATIVE

Parties to this memorandum and their administrative entities are committed to compliance with provisions of the Civil Rights Acts of 1964 and 1966, Section 504 of the Rehabilitation Act, the Fair Employment Practices Act, and the provisions of 56 Ill. Adm. Code 2610.120.

This memorandum of understanding is a statement of commitment by each party. Amendments to provisions may be made by mutual consent. Both parties will participate in an annual evaluation of the provisions of this memorandum. This memorandum may be withdrawn at any time by written communication, dated and signed by the Substate Grantee or the written communication, dated and signed by the Substate Grantee or the Director or other person designated by the Department of Public Aid.

|  |  |
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| SSA SIGNATOR: |  |
|  | SSA Grantee |
| DATE: |  |
| IDPA SIGNATOR: |  |
|  | Project Chance Supervisor(s) |
| DATE: |  |
|  |  |
|  | DPA Local Office Administrator |
| DATE: |  |
|  |  |
|  | DPA Director |
| DATE: |  |

(Source: Added at 15 Ill. Reg. 7595, effective May 7, 1991)