



# Pittsylvania County Community Action, Inc.

348 NORTH MAIN STREET ♦ POST OFFICE BOX 1119 ♦ CHATHAM, VIRGINIA 24531

## Memorandum of Understanding

Workforce Investment Act Danville 'Youth On The Move Program'

Pittsylvania County Community Action, Incorporated (PCCA, Inc.) has agreed to be the lead agency to provide services to Danville youth under the 'Youth On The Move Program' of the Workforce Investment Act. Partners in the WIA program are Danville Public Schools and Danville-Pittsylvania Community Services; other partners will be sought as deemed necessary by the needs of youth served.

This agreement is made and entered into between the Lead Agent, Pittsylvania County Community Action, Inc. and the Danville Public Schools for fiscal year July 1, 2012 – June 30, 2013. The Contractor will otherwise comply with all other applicable provisions of local, state, and Federal law and the Contractor shall not, during the performance of the contract, knowingly employ illegal aliens as defined in the Federal Immigration and Reform Act of 1986.

Danville Public Schools will receive \$55,107.16 funding from WIA; \$20,683.92 for out-of-school youth and \$34,423.24 for in-school youth. The school division is providing \$155,167.73 in match funding - \$103,684.69 cash and \$51,483.04 non-cash. School division personnel will oversee the program working closely with the PCCA case manager to assure that all services needed are provided for in-school WIA youth in *Teen GED Pathways Youth on the Move*. The program will serve 35 in-school youth: 11 new, 12 continuing as active, and 12 who will start the year in follow-up. The school division will receive funding for and provide GED, brush-up, or Adult High School diploma study for ALL out-of-school youth and work experience stipends, training fees and incentives for out-of-school youth enrolled in PluggedIN VA. Out-of-school youth will be case managed by PCCA, Inc.

**In-School Youth:** \$34,423.24 The Danville Public School will be Danville's provider of alternative secondary school services for WIA youth. The division will also provide tutoring services and occupational skills services. Finally, Danville Public Schools will coordinate the *Teen GED Pathways WIA Youth on the Move Program* and be responsible for recruitment and implementation of the program.. *Below are specific services to be provided.*

- **Administration of Teen GED Pathway Youth On The Move.** The Danville Public Schools *Teen GED Pathways Youth On The Move Program* targets students in ages 16-18 who have been unsuccessful in a high school setting, being at least 1.5 years behind in school and/or having another issue that made earning of a high school diploma unlikely. Teen GED Pathways provides students with GED preparation, work readiness, economics and personal finance, counseling, and opportunities to learn self-presentation skills. In addition, students are required to do a work experience internship or participate in an on-site landscaping training program. Funding requested will help fund counselors in both the educational and work components, GED teachers, reading and/or math tutors as needed to assist youth with basic skills deficiencies, certification tests, training programs, and youth stipends for completing internships.
- **Work readiness and career exploration** will be provided for all WIA youth to help them begin to explore careers and learn about the world of work. The curriculum will be developed around the 21 Work Readiness competencies developed by the Weldon Cooper Center and prepare students to take the Work Readiness Examination Certification for the Commonwealth. Funding includes the cost of salary and benefits for a part time instructor, supplies, and certification testing.
- **Economics and Personal Finance** will be offered to all youth before graduating from the program as required by the state for ISAEP. Students will be given the opportunity to take the WISE Financial Literacy Certification exam. Funding includes the cost of salary and benefits for a part time instructor, supplies, and certification testing.

**Out-of-School Youth:** \$20,683.92 [an additional \$2,984.00 of the total allocation will remain in the PCCA, Inc. budget to cover the balance of the salary for Patricia Alderson allowing her case manager position to continue to work at the Adult & Career Education Program two days per week (working with out-of-school youth.) The



PCCA Out-of-School Case Manager located two days per week at the Adult & Career Education Center will determine WIA eligibility, help them transition to work or post secondary upon achieving their GED credential, and case manage the out-of-school youth at the Adult & Career Education Center (ACEC).

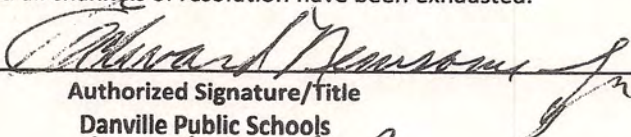
- DPS will work with the lead agent to involve ACEC out-of-school 'Youth on The Move Program' participants in programs offered at the Workforce Services Center.
- Students will be granted incentives for participation in GED studies, CRC credentialing, and work experience and training as allowed by the Workforce Investment Board.

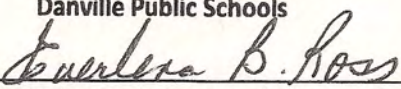
To ensure compliance with WIA legislative requirements and WIB contractual provisions, the parties herein have formed in partnership to enhance the delivery of workforce development services on behalf of both job seekers and employers. The following provisions are to be adhered to as follows:

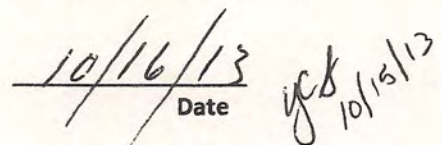
- 1) It is understood that routine record keeping and reporting is required in conjunction with any WIA funding provided in furtherance of the Partnership Agreement. This includes:
  - a) Maintaining separate files with required documentation for each program participant.
  - b) Providing routine summary reports on a periodic basis as determined by PCCA, Inc., and WIA Danville Youth Partners.
  - c) Providing PCCA, Inc. with copies of documentation as determined by PCCA, Inc. and WIA Danville Youth Partners.
  - d) Providing PCCA, Inc. with outcome data as required under WIB contracts.
  - e) Providing PCCA, Inc. client case notes once every 30 days.
- 2) WIA Danville Youth Partners agree to allow PCCA (as the primary Contractor) to have access to records pertaining to the partnership agreement and to retain such records for such period of time as required by WIB contracts and WIA legislative requirements. This includes fiscal and programmatic records.
- 3) WIA Danville Youth Partners agree to cooperate with any fiscal audits or programmatic monitoring activities that are conducted under the provisions of WIA contracts or WIA legislative requirements.
- 4) WIA Danville Youth Partners will take appropriate measures to enable exchange of client information with PCCA, Inc. in order to enable coordination and collaboration in pursuit of positive outcomes. This includes obtaining signed release of information forms specifying "PCCA, Inc. for case management purposes" from each participant.
- 5) WIA Danville Youth Partners acknowledge that any funding from the Partnership is provided on a cost-reimbursement basis not to exceed the amount specified. A Cost Allocation of staff worksheet will be submitted to PCCA along with staff timesheet bi-weekly. Additionally, all costs will conform to the budget and for services reflected in the Agreement and full documentation will be maintained to substantiate such costs. Furthermore, WIA Danville Youth Partners will be responsible for any disallowed costs as a result of either non-compliance or activities/services outside the scope of this agreement with provisions of the WIB contracts or WIA legislative requirements.
- 6) DPS and PCCA will work jointly to Meet/Exceed DOL's Youth Common Measures. To meet/exceed the literacy/numeracy youth common measure, youth will need to assess on educational functional level (EFL) of 6 in reading and math on the TABE test 9-10. Those out of school youth testing below EFL of 6 will be referred to ABE for tutoring and academic remediation with the expectation of a successful Post TABE within 3 months.
- 7) DPS agrees to submit final budget amendments in writing to PCCA, Inc. not later than April 15<sup>th</sup> 2014.

This agreement will be in effect for one year, or the period of the funded Workforce Investment Act contract.

This agreement may be terminated within 60 calendar days of written notice to the West Piedmont Workforce Investment Board and to PCCA, Inc. Termination maybe based on noncompliance of agreed upon contracted services, and all channels of resolution have been exhausted.

  
\_\_\_\_\_  
Authorized Signature/Title  
Danville Public Schools

  
\_\_\_\_\_  
Authorized Signature/Title  
Pittsylvania County Community Action

  
\_\_\_\_\_  
Date  
10/16/13  
ygs 10/15/13  
9-13-2013  
\_\_\_\_\_  
Date



## **MEMORANDUM OF UNDERSTANDING**

### **DANVILLE -PITTSYLVANIA COMMUNITY SERVICES BEHAVIORAL HEALTH SERVICES DIVISION**

**TO**

### **PITTSYLVANIA COUNTY COMMUNITY ACTION, INCORPORATED**

Pittsylvania County Community Action (PCCA), Incorporated has agreed to be the lead agency to provide services to Pittsylvania County youth under the Year Round Youth Program of the Workforce Investment Act (WIA).

Pittsylvania County Community Action has entered into agreements with Pittsylvania County Schools "CAREER ACADEMY", Youth In Action, 4-H, and the Behavioral Health Services Division (BHSD) of Danville-Pittsylvania Community Services (DPCS).

#### **BHSD of DPCS agrees to provide the following services:**

- Leadership and Character Development Program through providing weekly to bi-monthly workshops to each Career Academy (Dan River High School and Gretna High School);
- An individual intake for any referred youth needing further assessment for individualized services;
- A Substance Abuse Subtle Screening Inventory (SASSI), to youth on an as needed basis referred from WIA;
- Individual therapy, individual education, group counseling, and group education to referred youth.

BHSD of DPCS will provide the above services to in-school and out-of-school youth. See attached for costs of services and other pertinent information relating to this agreement.

BHSD of DPCS agrees to allow PCCA to have access to records pertaining to the partnership agreement and to retain such records for such period of time as required by Workforce Investment Board (WIB) contracts and WIA legislative requirements.



BHSD of DPCS agrees to cooperate with any fiscal audits or programmatic monitoring activities that are conducted under the provisions of WIB contracts or legislative requirements.

BHSD of DPCS will take appropriate measures to enable exchange of consumer information with PCCA in order to enable coordination and collaboration in pursuit of positive outcomes. This includes obtaining signed release of information forms specifying "PCCA for case management purposes" for each participant.

**PCCA agrees to the following:**

- To provide the overall management of the WIA youth programs in Pittsylvania County;
- To provide the initial intake and certification of all youth of Pittsylvania County to determine eligibility for services under WIA;
- To monitor youth and services outlined in the proposal;
- PCCA case manager/coordinator are to meet quarterly with partners and every six (6) weeks case managers are to meet and discuss concerns, problems and the overall operation of the program;
- To provide the summer experience to qualified youth either in classroom or work settings as specified in the proposal;
- To provide supportive services to youth as specified in the proposal;
- To provide the necessary staff to manage the overall operation of the program;
- To reimburse the partners of this project once proper documentation of services to youth and start up of its programs are submitted (PCCA requests all documentation from partners be received by the 15<sup>th</sup> day of each month to include consumer services outcomes report and consumer expenditure invoices);
- To submit financial invoices to PCCA's finance department by the 15<sup>th</sup> of each month for processing;
- All partners must adhere to rules concerning disallowed costs as a result of noncompliance with the agreement of noncompliance with provisions of the WIB contracts or WIA legislative requirements.

DPCS and PCCA jointly agree that this Memorandum of Understanding will be in effect for the period of July 1, 2013, through June 30, 2014, or the period of the funded WIA contract.

This agreement may be terminated within 60 calendar days of written notice to the West Piedmont Workforce Investment Board and to PCCA. Termination maybe based on noncompliance of agreed upon contracted services, and when all channels of resolution have been exhausted.



**Fees for Services are as follows:**

Leadership and Character Development Program	\$11,350.07 per year (\$6,380.20 In-School; \$4,969.87 Out of School)
SASSI	\$82.00
Intake	\$125.00
Individual Counseling	\$67.00
Individual Education	\$67.00
Group Education	\$41.00 (per individual)
Group Counseling	\$41.00 (per individual)
Drug Screen	\$25.00

BHSD of DPCS is to be released of any liability or responsibility for injuries, accidents, or medical emergencies involving WIA referred youth.

The Children Services' Coordinator of BHSD will meet with the PCCA case manager at least once every six (6) weeks, to ensure that goals and performance measures are being met, and to discuss/implement measures for program improvement.

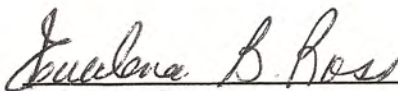
To ensure compliance with WIA legislative requirements and the WIB contractual provisions, the parties herein have formed in partnership to enhance the delivery of workforce development services on behalf of both job seekers and employers. The following provisions are to be adhered to as follows:

1. It is understood that routine record keeping and reporting is required in conjunction with any WIA funding provided in furtherance of the Partnership Agreement. This includes:
  - Separate files with documentation for each program participant;
  - Routine summary reports on a periodic basis as determined by PCCA and BHSD of DPCS,
  - Providing PCCA with copies of documentation as determined by PCCA and BHSD of DPCS,
  - Providing PCCA with outcome data as required under WIB contracts.



2. BHSD of DPCS agrees to allow PCCA to have access to records pertaining to the partnership agreement and to retain such records for such period of time as required by WIB contracts and WIA legislative requirements. This includes fiscal and programmatic records.
3. BHSD of DPCS agrees to cooperate with any fiscal audits or programmatic monitoring activities that are conducted under the provisions of WIB contracts or WIA legislative requirements.
4. BHSD of DPCS will take appropriate measures to enable exchange of consumer information with PCCA in order to enable coordination and collaboration in pursuit of positive outcomes. This includes:
  - Obtaining signed release of information forms specifying "PCCA for case management purposes" from each participant;
  - BHSD of DPCS and PCCA jointly ensure that consumer information is handled in accordance with procedures established by the Federal Confidentiality Regulations, 42 CFR, Part 2;
  - BHSD of DPCS acknowledges that any funding from the Partnership is provided on a cost-reimbursement basis. Additionally, all costs will conform to the budget and for services reflected in the agreement and full documentation will be maintained to substantiate such costs. Furthermore, BHSD of DPCS will be responsible for any disallowed costs as a result of either noncompliance with provisions of the WIB contracts or WIA legislative requirements.

**PITTSYLVANIA COUNTY COMMUNITY ACTION, INCORPORATED**



Everlena Ross  
Interim Executive Director

8-12-13  
Date

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES**



James F. Bebeau  
Executive Director

8/2/13  
Date