

**Memorandum of Understanding  
for Workforce Development Partners**

By and between CareerSource North Central Florida  
And  
Central Florida Community Action Agency

**Section 1. Parties**

This Memorandum of Understanding (“MOU”) is entered into between CareerSource North Central Florida, (“CSNCFL”); and Central Florida Community Action Agency, (“Partner”). CSNCFL and Partner are collectively referred to as the “Parties” and individually as a “Party.”

**Section 2. Purpose**

The Workforce Innovation and Opportunity Act of 2014 (“WIOA”) Sec. 121(c)(1) requires the local workforce development board, with the agreement of the Chief Local Elected Officials (CLEOs), to develop and enter into a MOU between the local workforce development board and the One-Stop Partners concerning the operation of the one-stop delivery system in a local area.

The purpose of this MOU is to describe the cooperative workforce training and employment efforts of CSNCFL and Partner and the actions to be taken by each to establish and maintain an effective and successful one-stop delivery system. The infrastructure funding agreement establishes a financial plan, including terms and conditions, to fund the services and operating costs of the one-stop delivery system.

This MOU establishes how resources will be coordinated, prevents duplication of services and ensures the effective and efficient delivery of workforce services in the counties represented by CSNCFL. In addition, this MOU establishes joint processes and procedures that will enable Partner to integrate with the current one-stop delivery system, resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services.

The Parties agree to coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties’ respective programs, services, and agencies.

**Section 3. Partners in the One-Stop Delivery System**

Pursuant to [20 CFR 678.400](#), required one-stop partners are the entities responsible for administering the following programs and activities in the local area:

1. Programs authorized under title I of WIOA, including:
  - a. Adults
  - b. Dislocated workers
  - c. Youth
  - d. Job Corps
  - e. YouthBuild
  - f. Native American programs
  - g. Migrant and seasonal farmworker programs

2. The Wagner-Peyser Act Employment Service program authorized under the Wagner-Peyser Act ([29 U.S.C. 49](#) et seq.), as amended by WIOA title III;
3. The Adult Education and Family Literacy Act (AEFLA) program authorized under title II of WIOA
4. The Vocational Rehabilitation (VR) program authorized under title I of the Rehabilitation Act of 1973 ([29 U.S.C. 720](#) et seq.), as amended by WIOA title IV, including VR services provided by the Division of Blind Services
5. The Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965 ([42 U.S.C. 3056](#) et seq.) (Florida Department of Elder Affairs)
6. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006 ([20 U.S.C. 2301](#) et seq.) (Perkins V)
7. Trade Adjustment Assistance activities authorized under chapter 2 of title II of the Trade Act of 1974 ([19 U.S.C. 2271](#) et seq.)
8. Jobs for Veterans State Grants programs authorized under [chapter 41 of title 38, U.S.C.](#);
9. Employment and training activities carried out under the Community Services Block Grant ([42 U.S.C. 9901](#) et seq.)
10. Employment and training activities carried out by the Department of Housing and Urban Development
11. Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law) (Reemployment Services and Eligibility Assessment Program) (RESEA)
12. Programs authorized under sec. 212 of the Second Chance Act of 2007 ([42 U.S.C. 17532](#))
13. Temporary Assistance for Needy Families (TANF) authorized under part A of title IV of the Social Security Act ([42 U.S.C. 601](#) et seq.) (Florida Department of Children and Families)

Additional partners in the local one-stop delivery system:

#### **Section 4. Provision of Services**

- A. Access to Services. The Parties will make their program services accessible to job seekers, whether they are physically housed within a career center or provided virtually through the one-stop delivery system by:
  1. Exchanging participants' eligibility requirements for their workforce funding streams, identifying their program career services and designating services and activities that may be appropriate for integration into the one-stop delivery system.
  2. Jointly developing and participating in cross-training of frontline staff to assure an understanding of the activities, support services, and constraints applicable to joint partner workforce funding streams.
  3. Coordinating outreach and recruitment through links on each other's websites.
- B. Coordinating Services. The Parties shall coordinate and deliver program services (including workforce services) as appropriate through the one-stop delivery system by:
  1. Seeking opportunities to share resources and reduce duplication of activities to streamline services for customers and improve frontline staff efficiency such as by co-locating in a comprehensive or affiliate one-stop location site.

2. Working together on enhancing employer engagement to build a demand-driven system, improve business services, and match participants with work-based learning opportunities.
  3. Promoting continuous improvement through the coordination of staff training to provide frontline staff with information and knowledge regarding each other's services.
  4. Participating in the one-stop delivery system consistent with the terms of this MOU and the requirements of federal and state laws authorizing the program or activities and any related grant agreements.
- C. Cross Referral. The Parties will implement policies and procedures that encourage the referral of customers to each other as appropriate by:
1. Reviewing their individual program policies, procedures, and processes to align them to the extent allowed by each program's specific laws and regulations, to better serve customers through cross referral, sequential, or co-enrollment as may best benefit the customer.
  2. Using established methods for follow-up and reporting to each other on the services provided to the customer and the outcomes obtained.
- D. Information Sharing. The Parties agree that the collection, use, and disclosure of customers' personally identifiable information (PII) is subject to various requirements set forth in federal and state privacy laws. Partner acknowledges that the execution of this MOU, by itself, does not function to satisfy all of these requirements.
- E. All One-Stop center and Required Partner staff will be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs.
- F. Accessibility. The Parties will ensure access for individuals with barriers to employment, including consideration of technological tools for individuals with disabilities, in each of the one-stop centers and affiliate locations. The Parties will offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are skills deficient for individualized career services and training services funded with WIOA adult funds.

## **Section 5. Funding of Infrastructure and Operating Costs**

Costs of the infrastructure of the One-Stop career centers will be funded in accordance with **Attachment - Infrastructure Funding Agreement**, incorporated herein by reference. As required by 20 CFR 678.755, the Parties agree that the infrastructure and shared services budget will be periodically reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to its use of the one-stop center and relative benefit received, and that complies with [2 CFR part 200](#).

## **Section 6. Term**

This MOU is effective July 1, 2025, or the date executed by both parties, whichever is later, through June 30, 2028, unless the MOU is terminated by either Party in accordance with the terms set forth herein.

## **Section 7. Modification and Renewal**

- A. This MOU will be reviewed, and if substantial changes have occurred, renewed, not less than once every 3-year period to ensure appropriate funding and delivery of services.

- B. The MOU must be updated not less than every 3 years to reflect any changes in the signatory official of CSNCFL, one-stop partners, and chief elected officials, or one-stop infrastructure funding.
- C. This MOU may be amended or modified by mutual consent of the Parties, by the issuance of a written amendment executed by the Parties.
- D. The Parties may choose to include, via addendum to this MOU, other provisions that are consistent with WIOA title I, the authorizing statutes and regulations of one-stop partner programs, and the WIOA regulations.

## **Section 8. Termination**

- A. Either Party may terminate this MOU for convenience by giving 30 days' written notice pursuant to Section 9 (Notice).
- B. In the event of termination, the Parties will convene with thirty (30) days to renegotiate a mutually acceptable replacement MOU, if required by law to do so.

## **Section 9. Notice**

- A. All notices required to be given to CS[Name] under this MOU shall be sufficient when hand delivered or mailed to CSNCFL at its office located at 1112 North Main Street, Gainesville, FL 32601 addressed to Phyllis Marty, Chief Executive Officer.
- B. All notices required to be given under this MOU shall be sufficient when hand delivered or mailed to Caroline W Ruff-Looney, Chief Executive Officer at its office located at 411 N Main Street, Suite 210, Gainesville, FL 32601.

## **Section 10. Nondiscrimination**

The Parties agree to comply with the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.). The Parties agree that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any program or activity relating to the operation of the one-stop delivery system because of race, color, religion, sex (except as otherwise permitted under title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

## **Section 11. Confidentiality**

The Parties agree to abide by all applicable federal, state, and local laws and regulations regarding confidential information, including, but not limited to: 20 CFR part 603, 45 CFR section 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38. Each Party will ensure that the collection and use of any information, systems, or records that contain personally identifiable information ("PII") and other confidential/exempt information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law. Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply

with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

To the extent that confidential information needs to be shared amongst the Parties for the Parties' performance of their obligations under this MOU, and to the extent that such sharing is permitted by applicable law, any required data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals.

## Section 12. Signatures


IN WITNESS WHEREOF, Partner and CareerSource North Central Florida have caused this MOU to be duly executed as of the date set forth below.

The MOU must contain the signatures of the Chief Local Elected Official(s). Any changes in the signatory official of the board, one-stop partners, and Chief Local Elected Officials must be reflected in the current MOU. The MOU must be updated at least once every three years and included in the local board's WIOA Workforce Services' plan.

Approved by:

CareerSource North Central Florida

Name: Phyllis Marty

Signature: 

Title: Chief Executive Officer

Date: 4/14/26

Approved by Partner:

Central Florida Community Action Agency, Inc.

Name: Caroline W Ruff-Looney

Signature: 

Title: Chief Executive Officer

Date: April 13, 2026