



**OKLAHOMA**  
DEPARTMENT OF COMMERCE

**MEMORANDUM - # M-03-2013**

**TO:** Chief Local Elected Officials  
WIA Board Chairs  
WIA Board Staff

**FROM:** Donald R. Hackler, Jr., Deputy Director-Legal  
Oklahoma Department of Commerce

**DATE:** July 8, 2013

**SUBJECT:** Memorandum of Understanding Memo

**PURPOSE:** This memo has been released to assist local boards during the continued time of system transformation to enable continuation of system operation under their approved current MOU until a new guidance can be issued.

**BACKGROUND:** The Memorandum of Understanding (MOU) provides the Local Workforce Investment Board (LWIB) an opportunity to ensure that all Workforce Development System partners are aware and accountable for the operation and performance of the Local workforce development service delivery system.

The MOU is an agreement developed and executed between the LWIB, with the agreement of the CLEO and the One-Stop partners relating to the operation of the Local Workforce Development system in the local area. Each LWIB must initiate a MOU development process to meet the intent of the Workforce Investment Act of 1998 Sections 121 and 134 and 20 CFR Part 662 of the Final Rule. The Workforce Investment Act emphasizes full and effective partnerships between the LWIBs and One-Stop partners.

**MESSAGE:** All workforce investment boards will be required to submit any changes to their current partner MOU to Workforce Services at the Oklahoma Department of Commerce for review. This year the workforce system is undergoing a significant refocus and the current MOU toolkit is under review. The policy revision will be released as soon as the framework for the new system is complete and tested. The U.S. Department of Labor using feedback from the three active system certification pilot areas are developing a new toolkit to begin the new process of building a new system structure and will include a section on the necessary steps on how to springboard into a new MOU.

**REQUIREMENT:** Please submit any significant changes to the current MOU to Workforce Services at the Oklahoma Department of Commerce or a correspondence stating there has been no change to the attention of Jeane Burruss.

Deadline will be August 1, 2013

**DIRECT INQUIRIES TO:** Jeane Burruss, Project Director, (405) 815-5256 or at [jeane\\_burruss@okcommerce.gov](mailto:jeane_burruss@okcommerce.gov).