

MOU Attachment A: WIOA REQUIRED SERVICES

REQUIRED PARTNERS	Eligibility Deters.	Outreach & Orientation	Skills Assessments	Labor Exchange	Partner Referrals	Provision of LMI	Provision of Performance Information	Supportive Services	UI Filing	Financial Aid Assistance	Individual Career Services	Access to Training Services	Business Services
Adult, DW, and Youth	x	x	x	x	x	x	x	x		x	x	x	x
Adult Education/Family Literacy		x	x	x	x	x	x	x		x	x	x	x
Wagner-Peyser		x	x	x	x	x	x		x	x	x		x
Rehab. Programs for Individ. w/Disabilities		x	x		x	x	x	x		x	x	x	x
Post-Sec. Career & Tech. Ed. (Perkins)		x	x		x	x		x		x	x	x	x
CSBG Employment and Training		x			x			x				x	
Native American Programs													
HUD Employment and Training													
Job Corps		x	x	x	x	x		x		x	x	x	x
Veterans Employment and Training		x		x	x	x					x	x	x
Migrant and Seasonal Farmworker		x		x	x	x		x					
Senior Community Svc. Employment		x		x	x	x		x			x		x
Trade Adjustment Assistance		x	x	x	x	x					x	x	
Unemployment Compensation		x		x	x	x			x				
YouthBuild													
TANF		x	x	x	x	x		x		x	x	x	x
Second Chance Act													

Eligibility Determinations: Determination if an individual is eligible for WIOA Adult, DW, or Youth programs.

Outreach & Orientation: Information on and access to services in the SC Works system.

Skills Assessments: Initial assessment of skill levels including literacy, numeracy, English language proficiency, and aptitudes and abilities (including skills gaps).

Labor Exchange: Job search and placement assistance, career counseling, and non-traditional employment information.

Partner Referrals: Referrals to and coordination with programs and services within the SC Works system and other workforce programs.

Provision of LMI: Local, regional, and national labor market statistics including: job vacancy listings, skills needed to obtain those jobs, in-demand occupations and earnings, and advancement opportunities available.

Provision of Performance Information: Partner specific data on how local areas are performing on accountability measures relating to the area's overall SC Works system.

Supportive Services: Information relating to the availability of supportive services, such as child care and transportation, and referrals to supportive service programs, as needed.

Unemployment Insurance Filing: Information and assistance regarding filing claims for unemployment compensation.

Financial Aid Assistance: Assistance in establishing eligibility for financial aid programs not provided under WIOA.

Individualized Career Services: Individualized services provided to eligible customers, such as counseling and career planning, to help the customer obtain or retain employment.

Access to Training Services: Access to training services such as On-the-Job training, entrepreneurial, adult education and literacy, and customized training.

Business Services: Employer services, such as job fairs, recruitment assistance, and incumbent worker training, are made available to local employers.

MOU Attachment B: Upper Savannah SC WORKS PARTNER LIST

Greenwood SC Works Center, Comprehensive 927 East Cambridge Ave, Greenwood

Abbeville SC Works Center
903 West Greenwood St, Abbeville

Edgefield SC Works Center
21 Star Road, Edgefield

Laurens SC Works Center
1029 West Main Street, Laurens

McCormick SC Works Center
109 W. Augusta Street, McCormick

Newberry SC Works Center
1840 Wilson Rd, Newberry

Saluda SC Works Center
407 West Butler Avenue, Saluda

SC Works Partner	Location	Required or Optional	Representing
	<i>Location:</i> Primary location listed first, Then Initials to Indicate if staff are located one day a week or more in Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry and Saluda Centers. Center Addresses are listed below.		
Upper Savannah Council of Governments, Workforce Division	Comprehensive Center 927 East Cambridge Ave., Greenwood SC 29646 Also A, E, L, M, N S Centers	Required	Workforce Innovation and Opportunity Act (WIOA)
GLEAMNS Human Resources Commission	Comprehensive Center 927 East Cambridge Ave., Greenwood SC 29646 Also A, E, L, M, N S Centers	Required	WIOA
Abbeville Adult Education	400 Greenville Street, Abbeville SC 29620	Required	Adult Education
Edgefield/McCormick Adult Education	117 Cardinal Drive, Johnston SC 29832	Required	Adult Education

MOU Attachment B: Upper Savannah SC WORKS PARTNER LIST

SC Works Partner	Location	Required or Optional	Representing
Greenwood Adult Education	Genesis Education Center 400 Glenwood Street, Greenwood SC 29649	Required	Adult Education
Laurens Adult Education	663 Medical Ridge Road, Clinton SC 29325	Required	Adult Education
Newberry Adult Education	591 McSwain Street, Newberry SC 29108	Required	Adult Education
Saluda Adult Education	401 North Calhoun Street, Saluda SC 29138	Required	Adult Education
SC Department of Employment and Workforce	Comprehensive Center 927 E Cambridge Avenue, Greenwood SC 29646 Also A, L, and N Centers	Required	Wagner Peyser, Veterans Employment, Migrant Farmworkers, Trade, Unemployment
SC Vocational Rehabilitation	2345 Hwy 72/221 E., Greenwood SC 29649; 22861 Hwy 76 E., Clinton SC 29325; and 2601 Evans Street, Newberry SC 29108 Also in G, S, and E.	Required	Vocational Rehabilitation
SC Commission for the Blind	108-B Bypass 225 South, Greenwood SC 29646	Required	Vocational Rehabilitation
Piedmont Technical College	620 N. Emerald Road, Greenwood SC 29646; 143 Hwy 72W, Abbeville SC 29620; 506 Main Street, Edgefield SC 29824; 663 Medical Ridge Road, Clinton SC 29325; 1008 Kelly Street, McCormick SC 29835; 1922 Wilson Road, Newberry SC 29108; 701 Batesburg Highway, Saluda SC 29138; and 109 Innovation Drive, Laurens SC 29360	Required	Carl Perkins Fund

MOU Attachment B: Upper Savannah SC WORKS PARTNER LIST

SC Works Partner	Location	Required or Optional	Representing
GLEAMNS Human Resources Comm. CSBG	301 North Hospital St, Greenwood SC 29646; 221-A West Laurens St, Laurens SC 29360; and 706 Carolina Circle, Abbeville SC 29620 Also in E, M, N, and S Centers	Required	Community Services Block Grant
SC Department of Social Services	Comprehensive Center 927 East Cambridge Ave, Greenwood SC 29646	Required Optional	TANF SNAP
Goodwill	Senior Community Service Employment 1306 Montague Ave, Greenwood SC 29649 908 B East Main Street, Laurens SC 29360	Required	Employment and Training Services
Bamberg Job Corps Center	19 Job Corps Avenue, Bamberg SC 29003	Required	Job Corp

MOU ATTACHMENT C

CROSS REFERRAL AGREEMENT

1. The parties agree that each partner shall receive referrals from and make referrals to the SC Works system in accordance with this Cross Referral Agreement.

- (a) Referral Definition

- A referral is defined as a good faith effort by each local SC Works Partner to direct customers to the right service at the right time.

Referrals are made in SC Works Online Services (SCWOS), or if the partner does not have a SCWOS staff account, the Partner Referral Form (Attachments C-1).

Referrals between Parties will be counted when a Referral Form is received by any one partner. It will be incumbent on each partner to follow-up with referrals received from other Parties, to facilitate each partner's individual intake process.

2. Each partner will use the attached referral form or SCWOS Referral in referring individuals for services they are not able to provide. This agreement will be updated to include any necessary performance standards, tracking requirements, etc. as WIOA implementation progresses.
3. The parties agree to make discussion of the referral process (for review and enhancement) a permanent agenda item at all regularly scheduled partner meetings, to include:
 - ◇ Provide feedback on the success of cross-referral arrangements;
 - ◇ Cross-train their respective staffs;
 - ◇ Consider co-enrollment options and practices;
 - ◇ Consider the effect of cross-referrals on mutual performance expectations; and
 - ◇ Constantly improve the joint delivery of services to customers.

SC WORKS

Interagency Referral Form

(Please fill out and send with customer upon referral OR EMAIL TO APPROPRIATE PARTNER-
Be sure to CC: scworksreferrals@gleamnshrc.org on all referral emails sent)

Date Referred: [Click here to enter a date.](#) Last 4 Digits of SS#: [Click here to enter text.](#) Phone#: [Click here to enter text.](#)

Customer's Name (First, MI, Last): [Click here to enter text.](#) Email: [Click here to enter text.](#)

Alternate Contact Information: [Click here to enter text.](#)

Referred From:

Agency: [Choose an item.](#) Name & Title: [Click here to enter text.](#)

Referred To:

Agency: [Choose an item.](#) Program: [Click here to enter text.](#)

Name & Title: [Click here to enter text.](#)

DESCRIPTION OF SERVICES YOUR CUSTOMER NEEDS:

If an Employment Assessment and/or Plan has been completed at your agency, please document and provide client with the Assessment and/or Plan to bring or take to his/her initial visit resulting from this referral. Please add any comments that will assist the "Referred To" agency in assisting this individual:

[Click here to enter text.](#)

DESCRIPTION OF WHEN, HOW, OR IF YOU NEED FEEDBACK ON THIS REFERRAL:

[Click here to enter text.](#)

Consent for Release of Information:

Name: _____

Please Print Name

Check One: I give my consent
 I do not give my consent

I give my consent to [Choose an item.](#) to release my contact information, records, evaluations, and other information that will be used for the purpose of seeking assistance from [Choose an item.](#)

Signature

Date

FOR OFFICE USE ONLY:

DATE RECEIVED: _____ INITIALS: _____

PLEASE RETAIN COPY FOR CLIENT'S CASE FILE (SCAN)

CASE NOTE REQUIRED FOR CONTACT ATTEMPTS, APPOINTMENTS, RESULTS, ETC.

MOU ATTACHMENT D

SC Works Civility Policy

Regardless of role or position, all staff within the SC Works system is expected to behave in a manner that maintains a civil workplace environment, free of harassment and intimidation. Management bears a responsibility to ensure that respectful behaviors are exhibited at all times and to address those which are not. Indeed, management should exemplify the behavior expected of all staff in maintaining a positive and productive work culture.

Respectful workplace behaviors are those that promote positivity and professionalism including, but not limited to:

- Using respectful and courteous language in all interactions;
- Questioning an individual's position on an issue politely and seeking to understand his/her position;
- Giving an individual direct, non-personal feedback and where appropriate, in a private setting;
- Not displaying a negative attitude and understanding how one's attitude can affect the work environment;
- Approaching conflict with maturity and a true desire for resolution rather than an opportunity to disagree;
- Respecting the chain of command and raising concerns to management at the appropriate time/place and with the appropriate tone; and
- Using discretion when communicating about issues that may be considered to be personal.

Inappropriate or unacceptable workplace behaviors are statements or acts that may negatively impact the work environment including, but not limited to:

- Using profane, abusive, vulgar, or harassing language;
- Berating or unnecessarily criticizing people in public;
- Gossiping;
- Deliberately embarrassing people;
- Using e-mail or text messages as a shield for rudeness or to further any other inappropriate or unacceptable workplace behaviors; and
- Addressing people in an unprofessional manner or tone.

All SC Works system staff and management have a responsibility to act in good faith towards maintaining a culture of inclusion, dignity, and understanding for all stakeholders in the workforce system. Disputes should be addressed using approaches that facilitate clear communication and respectful interactions that lead to mutually acceptable solutions. For disputes that cannot be resolved informally, the following mediation/resolution process shall be followed.

1. Should informal efforts fail, the authorized signatory official of the WIOA local grant recipient, or designee, and the executive director(s) of the partner(s), or designee(s), shall meet to mediate and resolve the situation.
2. Should these efforts fail, the situation shall be referred to the chair of the Local Workforce Development Board who shall designate an ad hoc committee to mediate with the parties involved to resolve the situation.
3. Should local efforts fail, and/or situations reoccur, either party may send a written request to the State Workforce Development Board (SWDB) regarding mediation.

4. The Chair will designate the Executive Committee or an ad hoc committee of at least five SWDB members to mediate with the parties involved and attempt to resolve the dispute.
5. The SWDB will hear the dispute and provide a recommendation within 60 days.
6. The parties will be notified in writing of the SWDB recommendation within 20 days.

UPPER SAVANNAH
Center Operating Budget for PY19
July 1, 2019 - June 30, 2020
FTE Cost Allocation Methodology

UPPER SAVANNAH
 GREENWOOD BUDGET
 July 1, 2019- June 30, 2020
 FTE Methodology

		34.12%	4.74%	2.37%	2.37%	4.74%	9.48%	4.74%	0.95%	0.47%	0.47%	35.55%	0.00%
Number of FT Employees	21.1	7.2	1	0.5	0.5	1	2	1	0.2	0.1	0.1	7.5	0

GREENWOOD -COMPREHENSIVE													
Infrastructure Costs	Total	WP	UI	TAA	MSFW	Vet	TANF	SNAP	VR	SCCB	Adult Ed	WIOA	CSBG
Rent	\$ 19,876.00	6,782.33	941.99	471.00	471.00	941.99	1,883.98	941.99	188.40	94.20	94.20	7,064.93	-
Security System	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	\$ 12,000.00	4,094.79	568.72	284.36	284.36	568.72	1,137.44	568.72	113.74	56.87	56.87	4,265.40	-
Janitorial/Maintenance	\$ 9,000.00	3,071.09	426.54	213.27	213.27	426.54	853.08	426.54	85.31	42.65	42.65	3,199.05	-
Landscaping	\$ 2,200.00	750.71	104.27	52.13	52.13	104.27	208.53	104.27	20.85	10.43	10.43	781.99	-
General Repair	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Pest Control	\$ 800.00	272.99	37.91	18.96	18.96	37.91	75.83	37.91	7.58	3.79	3.79	284.36	-
Telephone (if applicable)	Telephone charges are assessed by line; rather than by headcount.						924.00	462.00	-	-	-	3,696.00	-
Public Access PC Costs	Interent charges are assessed by line rather than by headcount.						-	-	-	-	-	-	-
Equipment Maintenance/Rental	Copies are charged by meter and billed.						-	-	-	-	-	-	-
Common area supplies**	\$ 3,000.00	1,023.70	142.18	71.09	71.09	142.18	284.36	142.18	28.44	14.22	14.22	1,066.35	-
Shredding	\$ 924.00	315.30	43.79	21.90	21.90	43.79	87.58	43.79	8.76	4.38	4.38	328.44	-
Other - please list	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Other - please list	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Total Infrastructure Costs	\$ 52,882.00	\$ 16,310.90	\$ 2,265.40	\$ 1,132.70	\$ 1,132.70	\$ 2,265.40	\$ 5,454.81	\$ 2,727.40	\$ 453.08	\$ 226.54	\$ 226.54	\$ 20,686.52	\$ -

Number of FTEs cost sharing Additional Costs	21.1	7.2	1	0.5	0.5	1	2	1	0.2	0.1	0.1	7.5	0
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Additional Shared Services Costs	Total	WP	UI	TAA	MSFW	VET	TANF	SNAP	VR	SCCB	Adult Ed	WIOA	CSBG
Job Fairs	\$ 5,200.00	\$ 1,774.41	\$ 246.45	\$ 123.22	\$ 123.22	\$ 246.45	\$ 492.89	\$ 246.45	\$ 49.29	\$ 24.64	\$ 24.64	\$ 1,848.34	\$ -
Interpreter Contingency	\$ 1,000.00	\$ 341.23	\$ 47.39	\$ 23.70	\$ 23.70	\$ 47.39	\$ 94.79	\$ 47.39	\$ 9.48	\$ 4.74	\$ 4.74	\$ 355.45	\$ -
Trained support for front desk	\$ 14,654.00	\$ 5,000.42	\$ 694.50	\$ 347.25	\$ 347.25	\$ 694.50	\$ 1,389.00	\$ 694.50	\$ 138.90	\$ 69.45	\$ 69.45	\$ 5,208.77	\$ -
Total Additional Costs	\$ 20,854.00	\$ 7,116.06	\$ 988.34	\$ 494.17	\$ 494.17	\$ 988.34	\$ 1,976.68	\$ 988.34	\$ 197.67	\$ 98.83	\$ 98.83	\$ 7,412.56	\$ -

Grand Total Budget	\$ 73,736.00	\$ 23,426.96	\$ 3,253.74	\$ 1,626.87	\$ 1,626.87	\$ 3,253.74	\$ 7,431.49	\$ 3,715.74	\$ 650.75	\$ 325.37	\$ 325.37	\$ 28,099.08	\$ -
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**All staff purchase their own supplies- only resource room and common area supplies are sharea

***Add additional columns as needed

Cost per phone line \$ 462.00 Telephone charge by line

Note: All of the partners (except for SCCB) have agreed to the greeter position. If we do not hear from them, we will procede, and WIOA is pay their share rathr than redistributing \$69

UPPER SAVANNAH

EDGEFIELD BUDGET

July 1, 2019 - June 30, 2020

FTE Cost Allocation Methodology

Number of FT Employees	2.4	16.67%	41.67%	41.67%
		0.4	1	1

EDGEFIELD													
Infrastructure Costs	Total	WP	UI	TAA	MSFW	Vet	TANF	SNAP	VR	SCCB	Adult Ed	WIOA	CSBG
Rent	\$ 1,200.00	-	-	-	-	-	-	-	200.00	-	-	500.00	500.00
Security System	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Janitorial/Maintenance	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Landscaping	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
General Repair	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Pest Control	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Telephone (if applicable)	\$ 1,600.00	0	0	0	0	0	-	-	266.67	-	-	666.67	666.67
Public Access PC Costs	\$ 6,000.00	0	0	0	0	0	-	-	1,000.00	-	-	2,500.00	2,500.00
Equipment Maintenance/Rental	\$ -	0	0	0	0	0	-	-	-	-	-	-	-
Common area supplies**	\$ 300.00	-	-	-	-	-	-	-	50.00	-	-	125.00	125.00
Shredding	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Other - please list	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Other - please list	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Total Infrastructure Costs	\$ 9,100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,516.67	\$ -	\$ -	\$ 3,791.67	\$ 3,791.67

Number of FTEs cost sharing Additional Costs	2.4	0.4	1	1
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Additional Shared Services Costs	Total	WP	UI	TAA	MSFW	VET	TANF	SNAP	VR	SCCB	Adult Ed	WIOA	CSBG
Job Fairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interpreter Contingency	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83.33	\$ -	\$ -	\$ 208.33	\$ 208.33
List Allowable Cost Item Agreed To	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Additional Costs	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83.33	\$ -	\$ -	\$ 208.33	\$ 208.33

Grand Total Budget	\$ 9,600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,600.00	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00
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**All staff purchase their own supplies- only resource room and common area supplies are sharea

***Add additional columns as needed

UPPER SAVANNAH

MCCORMICK BUDGET

July 1, 2019 - June 30, 2020

FTE Cost Allocation Methodology

Number of FT Employees	1.9	0											47.37%	52.63%
													0.9	1.00

Infrastructure Costs	McCORMICK												
	Total	WP	UI	TAA	MSFW	Vet	TANF	SNAP	VR	SCCB	Adult Ed	WIOA	CSBG
Rent	\$ 1,800.00	-	-	-	-	-	-	-	-	-	-	852.63	947.37
Security System	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	\$ 4,000.00	-	-	-	-	-	-	-	-	-	-	1,894.74	2,105.26
Janitorial/Maintenance	\$ 200.00	-	-	-	-	-	-	-	-	-	-	94.74	105.26
Landscaping	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
General Repair	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Pest Control	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Telephone (if applicable)	\$ 2,000.00	-	-	-	-	-	-	-	-	-	-	947.37	1,052.63
Public Access PC Costs	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Maintenance/Rental	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Common area supplies**	\$ 200.00	-	-	-	-	-	-	-	-	-	-	94.74	105.26
Shredding	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Paint	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Other - please list	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Total Infrastructure Costs	\$ 8,200.00											3,884.21	4,315.79

Number of FTEs cost sharing Additional Costs	1.9	0											0.9	1
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Additional Shared Services Costs	Total	WP	UI	TAA	MSFW	VET	TANF	SNAP	VR	SCCB	Adult Ed	WIOA	CSBG
Job Fairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interpreter Contingency	\$ -	0	0	0	0	0	0	0	\$ -	0	0	\$ -	\$ -
Paint	\$ -	0	0	0	0	0	0	0	\$ -	0	0	\$ -	\$ -
Total Additional Costs	0	\$ -	0	0	0	0	0	0	\$ -	0	0	\$ -	\$ -

Grand Total Budget	\$ 8,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,884.21	\$ 4,315.79
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**All staff purchase their own supplies- only resource room and common area supplies are shared

***Add additional columns as needed

UPPER SAVANNAH

LAURENS BUDGET

July 1, 2019 - June 30, 2020

FTE Cost Allocation Methodology

Number of FT Employees	3.8	42.11%	1.6	2.63%	0.1	2.1	55.26%	0
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LAURENS													
Infrastructure Costs	Total	WP	UI	TAA	MSFW	Vet	TANF	SNAP	VR	SCCB	Adult Ed	WIOA	CSBG
Rent	\$ 3,000.00	1,263.16	-	-	-	-	-	-	78.95	-	-	1,657.89	0
Security System	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Janitorial/Maintenance	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Landscaping	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
General Repair	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Pest Control	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Telephone (if applicable)	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Public Access PC Costs	\$ 1,500.00	631.58	-	-	-	-	-	-	39.47	-	-	828.95	-
Equipment Maintenance/Rental	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Common area supplies**	\$ 500.00	210.53	-	-	-	-	-	-	13.16	-	-	276.32	-
Shredding	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Paint	\$ 600.00	252.63	-	-	-	-	-	-	15.79	-	-	331.58	-
Other - please list	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Total Infrastructure Costs	\$ 5,600.00	2,357.89	-	-	-	-	-	-	147.37	-	-	3,094.74	-

Number of FTEs cost sharing Additional Costs	3.8	1.6	0.1	2.1	0
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Additional Shared Services Costs	Total	WP	UI	TAA	MSFW	VET	TANF	SNAP	VR	SCCB	Adult Ed	WIOA	CSBG
Job Fairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interpreter Contingency	200	\$ 84.21	0	0	0	0	0	0	\$ 5.26	0	0	\$ 110.53	\$ -
Total Additional Costs	200	\$ 84.21	0	0	0	0	0	0	\$ 5.26	0	0	\$ 110.53	\$ -
Grand Total Budget	\$ 5,800.00	\$ 2,442.11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 152.63	\$ -	\$ -	\$ 3,205.26	\$ -

**All staff purchase their own supplies- only resource room and common area supplies are shared

***Add additional columns as needed

Upper Savannah
NEWBERRY BUDGET
July 1, 2019 - June 30, 2020
FTE Cost Allocation Methodology

		50.94%		28.30%		1.89%		18.87%	
Number of FT Employees	5.3	2.7		1.5		0.1		1	0

NEWBERRY													
Infrastructure Costs		WP	UI	TAA	MSFW	Vet	TANF	SNAP	VR	SCCB	Adult Ed	WIOA	CSBG
Rent	\$ 7,200.00	3,667.92	-	-	-	2,037.74	-	-	135.85	-	-	1,358.49	-
Security System	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	\$ 5,400.00	2,750.94	-	-	-	1,528.30	-	-	101.89	-	-	1,018.87	-
Janitorial/Maintenance	\$ 7,200.00	3,667.92	-	-	-	2,037.74	-	-	135.85	-	-	1,358.49	-
Landscaping	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
General Repair	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Pest Control	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Telephone (if applicable)	\$ 1,650.00	840.57	-	-	-	466.98	-	-	31.13	-	-	311.32	-
Public Access PC Costs	\$ 5,412.00	2,757.06	-	-	-	1,531.70	-	-	102.11	-	-	1,021.13	-
Equipment Maintenance/Rental	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Common area supplies**	\$ 200.00	101.89	-	-	-	56.60	-	-	3.77	-	-	37.74	-
Shredding	\$ 360.00	183.40	-	-	-	101.89	-	-	6.79	-	-	67.92	-
Other - please list	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Other - please list	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Total Infrastructure Costs	\$ 27,422.00	13,969.70	-	-	-	7,760.94	-	-	517.40	-	-	5,173.96	-

Number of FTEs cost sharing Additional Costs	1.9	2.7		1.5		0.1		1	0
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Additional Shared Services Costs	Total	WP	UI	TAA	MSFW	VET	TANF	SNAP	VR	SCCB	Adult Ed	WIOA	CSBG
Job Fairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interpreter Contingency	200	\$ 101.89	0	0	0	56.604	0	0	\$ 3.77	0	0	\$ 37.74	\$ -
Paint	\$ -	-	0	0	0	0.000	0	0	\$ -	0	0	\$ -	\$ -
Total Additional Costs	200	\$ 101.89	0	0	0	56.604	0	0	\$ 3.77	0	0	\$ 37.74	\$ -

Grand Total Budget	\$ 27,622.00	\$ 14,071.58	\$ -	\$ -	\$ -	\$ 7,817.55	\$ -	\$ -	\$ 521.17	\$ -	\$ -	\$ 5,211.70	\$ -
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**All staff purchase their own supplies- only resource room and common area supplies are shared

UPPER SAVANNAH

SALUDA BUDGET

July 1, 2019 - June 30, 2020

FTE Cost Allocation Methodology

Number of FT Employees	1.5	46.67%	53.33%
		0.7	0.8

SALUDA													
Infrastructure Costs	Total	WP	UI	TAA	MSFW	Vet	TANF	SNAP	VR	SCCB	Adult Ed	WIOA	CSBG
Rent	\$ 6,000.00	-	-	-	-	-	-	-	-	-	-	2,800.00	3,200.00
Security System	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Janitorial/Maintenance	\$ 300.00	-	-	-	-	-	-	-	-	-	-	140.00	160.00
Landscaping	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
General Repair	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Pest Control	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Telephone (if applicable)	\$ 2,000.00	0	0	0	0	0	-	-	-	-	-	933.33	1,066.67
Public Access PC Costs	\$ 2,000.00	0	0	0	0	0	-	-	-	-	-	933.33	1,066.67
Equipment Maintenance/Rental	\$ -	0	0	0	0	0	-	-	-	-	-	-	-
Common area supplies**	\$ 500.00	-	-	-	-	-	-	-	-	-	-	233.33	266.67
Shredding	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Other - please list	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Other - please list	\$ -	-	-	-	-	-	-	-	-	-	-	-	-
Total Infrastructure Costs	\$ 10,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,040.00	\$ 5,760.00

Number of FTEs cost sharing Additionc	2.4	0.4	1	1
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Additional Shared Services Costs	Total	WP	UI	TAA	MSFW	VET	TANF	SNAP	VR	SCCB	Adult Ed	WIOA	CSBG
Job Fairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interpreter Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
List Allowable Cost Item Agreed To	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Additional Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Grand Total Budget	\$ 10,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,040.00	\$ 5,760.00
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***Add additional columns as needed

Upper Savannah

Total Local Area Operating Budget for PY19

July 1, 2019 - June 30, 2020

FTE Cost Allocation Methodology

Infrastructure Costs	Greenwood	Edgefield	Laurens	McCormick	Newberry	Saluda	Totals
Rent	19,876.00	1,200.00	3,000.00	1,800.00	7,200.00	6,000.00	39,076.00
Security System	-	-	-	-	-	-	-
Utilities	12,000.00	-	-	4,000.00	5,400.00	-	21,400.00
Janitorial/Maintenance	9,000.00	-	-	200.00	7,200.00	300.00	16,700.00
Landscaping	2,200.00	-	-	-	-	-	2,200.00
General Repair	-	-	-	-	-	-	-
Pest Control	800.00	-	-	-	-	-	800.00
Telephone (if applicable)	5,082.00	1,600.00	-	2,000.00	1,650.00	2,000.00	12,332.00
Public Access PC Costs		6,000.00	1,500.00	-	5,412.00	2,000.00	14,912.00
Equipment Maintenance/Rental		-	-	-	-	-	-
Common area supplies**	3,000.00	300.00	500.00	200.00	200.00	500.00	4,700.00
Shredding	924.00	-	-	-	360.00	-	1,284.00
Paint		-	600.00	-	-	-	600.00
Other - please list		-	-	-	-	-	-
Total Infrastructure Costs	\$ 52,882.00	\$ 9,100.00	\$ 5,600.00	\$ 8,200.00	\$ 27,422.00	\$ 10,800.00	\$ 114,004.00
							0
							0
							0
							0
Additional Shared Services Costs							2.4
Job Fair	5,200.00	-	-	-	-	-	5,200.00
Interpreter Contingency	1,000.00	500.00	200.00	-	200.00	-	1,900.00
Greeter	14,654.00	-	-	-	-	-	14,654.00
Total Additional Costs	\$ 20,854.00	\$ 500.00	\$ 200.00	\$ -	\$ -	\$ -	\$ 21,554.00
		0	0	0			0
Grand Total Budget	\$ 73,736.00	\$ 9,600.00	\$ 5,800.00	8200	\$ 27,622.00	10,800.00	\$ 135,758.00

*Quarterly costs from previous program year were annualized to project a baseline budget.

Upper Savannah Headcount Documentation
 Projected Head Count/Percentage Breakout

Organization	GLEAMNS (CSBG)						Not in Center	Total
Staff Member Name	Edgefield	Greenwood	Laurens	McCormick	Newberry	Saluda		
Pearlie Jones	5							5
Torsha Harrison				5				5
Whitney Mims						4	1	5
Total Days	5			5		4	1	15
Positions	1	0	0	1		0.8	0.2	3
Percent Share	41.7%			52.6%		53.3%		

Organization	SCDEW							Not in Center	Total
Staff Member Name	Edgefield	Greenwood	Laurens	McCormick	Newberry	Saluda			
Mark Crider (WP)		5						5	
Shannon Harris (WP)		5						5	
Toni Hopkins (WP/VET)		5						5	
William "Jeff" Jones (WP)		5						5	
Monika McGlohon (WP)		5						5	
April Skidmore (TAA/WP)		5						5	
"Kat" Youngblood (WP/VET)		5						5	
Eleanor Emerson (UI)		5						5	
Matthew Varnum (MSFW/WP)		5						5	
Karen Lawson (WP)			4		1			5	
Tiffney Smith (WP)		1	4					5	
Mary Carr (VET)					5			5	
Joe Hunter WP					5			5	
VBC Vacant					5			5	
Michelle Rogers (WP)					5			5	
Roy Lowe (WP)		5			0			5	
Total	0	51	8	0	21	0	0	80	
Positions		10.2	1.6		4.2		0	16	
Percent Share					79.2%				

DEW Breakdown	Edgefield	Greenwood	Laurens	McCormick	Newberry	Saluda	Not in Center	Total	Gwd %	Laurens %	Nwby%
WP		7.2	1.6		2.7			11.5	0.341232	0.421053	0.509434
VET		1.0			1.5			2.5	0.047393		0
Migrant		0.5						0.5	0.023697		0
TAA		0.5						0.5	0.023697		0
UI		1.0						1.0	0.047393		0
Positions		10.2	1.6		4.2			16.0	0.483412	0.421053	0.792453
Percent Share											

Organization	DSS SNAP							Not in Center	Total
Staff Member Name	Edgefield	Greenwood	Laurens	McCormick	Newberry	Saluda			
Beverly Owens		5						5	
Total		5						5	
Positions		1						1	
Percent Share		0.04739336							

Organization	DSS TANF							Not in Center	Total
Staff Member Name	Edgefield	Greenwood	Laurens	McCormick	Newberry	Saluda			
Ferrald Kelly		5						5	
TBA		5						5	
Total		10						10	
Positions		2						2	
Percent Share		0.09478673							

Organization	SCCB								
Staff Member Name	Edgefield	Greenwood	Laurens	McCormick	Newberry	Saluda	Not in Center	Total	
Theresa Page		0.5					4.5	5	
Total		0.5					4.5	5	
Positions		0.1					0.9	1	
Percent Share		0.00473934							

Organization	SCVRD								
Staff Member Name	Edgefield	Greenwood	Laurens	McCormick	Newberry	Saluda	Not in Center	Total	
Andrea Witt	2						4	6	
TBA		1					4	5	
TBA			0.5				4.5	5	
TBA					0.5		4.5	5	
Total	2	1	0.5	0	0.5	0	17	21	
Positions	0.4	0.2	0.1	0	0.1	0	3.4	4.2	
Percent Share	16.7%	0.9479%	2.6%		1.9%	0.0%			

Organization	Greenwood Adult Ed								
Staff Member Name	Edgefield	Greenwood	Laurens	McCormick	Newberry	Saluda	Not in Center	Total	
TBA		0.5					4.5	5	
Total		0.5					4.5	5	
Positions		0.1					0.9	1	
Percent Share		0.00473934							
Percent Share So Total Equals 100%									


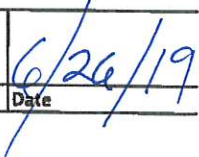
Organization	WIOA: Adult, Dislocated Worker & Youth								
Staff Member Name	Edgefield	Greenwood	Laurens	McCormick	Newberry	Saluda	Not in Center	Total	
Christine Adams		3		1			1	5	
SheVonne Randle		5						5	
Rebecca Allen	1	0	2		1	1		5	
Tashaline James			3		2			5	
London Garlington		2.5		1.5			1	5	
Willie Forrest	1	2		1			1	5	
Margaret Glasgow			2		2	1		5	
Katie Craven		5						5	
Ursula McFadden		5						5	
Jean Pratt			3.5			1.5		5	
Willie Matthews	2	3						5	
Makeela Puckett		5						5	
Ashley Guy Shaffer		5						5	
Jamir Carr	1	2		1			1	5	
Total	5	37.5	10.5	4.5	5	3.5	4	70	
Positions	1	7.5	2.1	0.9	1	0.7	0.8	14	
Percent Share	41.7%	35.5%	55.3%	47.4%	18.9%	46.7%			

Total Per Center	2.4	21.1	3.8	1.9	5.3	1.5	6.2	42.2
	100.0%	100.000%	100.0%	100.0%	100.0%	100.0%	NA	

Signature Page for Upper Savannah Headcount Used in Resource Sharing Calculation As of 4/1/19

The above staff roster reflects my organizations plans to utilize the Upper Savannah SC Works Centers. If an organization has significant change they may request that all partners complete a new headcount so that the costs may be re-calculated. It is not expected that headcounts will change due to temporary vacancies or assignments.

Signed by

SC Department of Employment and Workforce		Roy C Lowe Jr, Regional Manager Upper Savannah Region	
Name of Organizations	Signature of Representative	Typed Name of Representative and Title	Date

Organization	SCCB							Not in Center	Total
Staff Member Name	Edgefield	Greenwood	Laurens	McCormick	Newberry	Saluda	Not in Center	Total	
Theresa Page		0.5					4.5	5	
Total		0.5					4.5	5	
Positions		0.1					0.9	1	
Percent Share		0.00473934							

Organization	SCVRD							Not in Center	Total
Staff Member Name	Edgefield	Greenwood	Laurens	McCormick	Newberry	Saluda	Not in Center	Total	
Andrea Witt	2						4	6	
TBA		1					4	5	
TBA			0.5				4.5	5	
TBA					0.5		4.5	5	
Total	2	1	0.5	0	0.5	0	17	21	
Positions	0.4	0.2	0.1	0	0.1	0	3.4	4.2	
Percent Share	16.7%	0.9479%	2.6%		1.9%	0.0%			

Organization	Greenwood Adult Ed							Not in Center	Total
Staff Member Name	Edgefield	Greenwood	Laurens	McCormick	Newberry	Saluda	Not in Center	Total	
TBA		0.5					4.5	5	
Total		0.5					4.5	5	
Positions		0.1					0.9	1	
Percent Share		0.00473934							
Percent Share So Total Equals 100%									

Organization	WIOA: Adult, Dislocated Worker & Youth							Not in Center	Total
Staff Member Name	Edgefield	Greenwood	Laurens	McCormick	Newberry	Saluda	Not in Center	Total	
Christine Adams		3		1			1	5	
SheVonne Randle		5						5	
Rebecca Allen	1	0	2		1	1		5	
Tashaline James			3		2			5	
London Garlington		2.5		1.5			1	5	
Willie Forrest	1	2		1			1	5	
Margaret Glasgow			2		2	1		5	
Katie Craven		5						5	
Ursula McFadden		5						5	
Jean Pratt			3.5			1.5		5	
Willie Matthews	2	3						5	
Makeela Puckett		5						5	
Ashley Guy Shaffer		5						5	
Jami Carr	1	2		1			1	5	
Total	5	37.5	10.5	4.5	5	3.5	4	70	
Positions	1	7.5	2.1	0.9	1	0.7	0.8	14	
Percent Share	41.7%	35.5%	55.3%	47.4%	18.9%	46.7%			


Total Per Center	2.4	21.1	3.8	1.9	5.3	1.5	6.2	42.2
	100.0%	100.000%	100.0%	100.0%	100.0%	100.0%	NA	

Signature Page for Upper Savannah Headcount Used in Resource Sharing Calculation

As of 4/1/19

The above staff roster reflects my organizations plans to utilize the Upper Savannah SC Works Centers. If an organization has significant change they may request that all partners complete a new headcount so that the costs may be re-calculated. It is not expected that headcounts will change due to temporary vacancies or assignments.

Signed by

Department of Social Services		Tammy James, Director, Empl. Svcs. Div.	05/20/2019
Name of Organizations	Signature of Representative	Typed Name of Representative and Title	Date

Organization	SCCB								
Staff Member Name	Edgefield	Greenwood	Laurens	McCormick	Newberry	Saluda	Not in Center	Total	
Theresa Page		0.5					4.5	5	
Total		0.5					4.5	5	
Positions		0.1					0.9	1	
Percent Share		0.00473934							

Organization	SCVRD								
Staff Member Name	Edgefield	Greenwood	Laurens	McCormick	Newberry	Saluda	Not in Center	Total	
Andrea Witt	2						4	6	
TBA		1					4	5	
TBA			0.5				4.5	5	
TBA					0.5		4.5	5	
Total	2	1	0.5	0	0.5	0	17	21	
Positions	0.4	0.2	0.1	0	0.1	0	3.4	4.2	
Percent Share	16.7%	0.9479%	2.6%		1.9%	0.0%			

Organization	Greenwood Adult Ed								
Staff Member Name	Edgefield	Greenwood	Laurens	McCormick	Newberry	Saluda	Not in Center	Total	
TBA		0.5					4.5	5	
Total		0.5					4.5	5	
Positions		0.1					0.9	1	
Percent Share		0.00473934							
Percent Share So Total Equals 100%									

Organization	WIOA: Adult, Dislocated Worker & Youth								
Staff Member Name	Edgefield	Greenwood	Laurens	McCormick	Newberry	Saluda	Not in Center	Total	
Christine Adams		3		1			1	5	
SheVonne Randle		5						5	
Rebecca Allen	1	0	2		1	1		5	
Tashaline James			3		2			5	
London Garlington		2.5		1.5			1	5	
Willie Forrest	1	2		1			1	5	
Margaret Glasgow			2		2	1		5	
Katie Craven		5						5	
Ursula McFadden		5						5	
Jean Pratt			3.5			1.5		5	
Willie Matthews	2	3						5	
Makeela Puckett		5						5	
Ashley Guy Shaffer		5						5	
Jami Carr	1	2		1			1	5	
Total	5	37.5	10.5	4.5	5	3.5	4	70	
Positions	1	7.5	2.1	0.9	1	0.7	0.8	14	
Percent Share	41.7%	35.5%	55.3%	47.4%	18.9%	46.7%			

Total Per Center **2.4** **21.1** **3.8** **1.9** **5.3** **1.5** **6.2** **42.2**

100.0% 100.000% 100.0% 100.0% 100.0% 100.0% NA

Signature Page for Upper Savannah Headcount Used in Resource Sharing Calculation

As of 4/1/19

The above staff roster reflects my organizations plans to utilize the Upper Savannah SC Works Centers. If an organization has significant change they may request that all partners complete a new headcount so that the costs may be re-calculated. It is not expected that headcounts will change due to temporary vacancies or assignments.

Signed by

The South Carolina Commission for the Blind	<i>Karma Marshall</i>	Karma Marshall	6-25-19
Name of Organizations	Signature of Representative	Typed Name of Representative and Title	Date

Organization	SCCB								
Staff Member Name	Edgefield	Greenwood	Laurens	McCormick	Newberry	Saluda	Not in Center	Total	
Theresa Page		0.5					4.5	5	
Total		0.5					4.5	5	
Positions		0.1					0.9	1	
Percent Share		0.00473934							

Organization	SCVRD								
Staff Member Name	Edgefield	Greenwood	Laurens	McCormick	Newberry	Saluda	Not in Center	Total	
	2						4	6	
Andrea Witt		1					4	5	
TBA			0.5				4.5	5	
TBA					0.5		4.5	5	
Total	2	1	0.5	0	0.5	0	17	21	
Positions	0.4	0.2	0.1	0	0.1	0	3.4	4.2	
Percent Share	16.7%	0.9479%	2.6%		1.9%	0.0%			

Organization	Greenwood Adult Ed								
Staff Member Name	Edgefield	Greenwood	Laurens	McCormick	Newberry	Saluda	Not in Center	Total	
TBA		0.5					4.5	5	
Total		0.5					4.5	5	
Positions		0.1					0.9	1	
Percent Share		0.00473934							
Percent Share So Total Equals 100%									

Organization	WIOA: Adult, Dislocated Worker & Youth								
Staff Member Name	Edgefield	Greenwood	Laurens	McCormick	Newberry	Saluda	Not in Center	Total	
Christine Adams		3			1		1	5	
SheVonne Randle		5						5	
Rebecca Allen	1	0	2			1	1	5	
Tashaline James			3			2		5	
London Garlington		2.5		1.5			1	5	
Willie Forrest	1	2		1			1	5	
Margaret Glasgow			2			2	1	5	
Katie Craven		5						5	
Ursula McFadden		5						5	
Jean Pratt			3.5			1.5		5	
Willie Matthews	2	3						5	
Makeela Puckett		5						5	
Ashley Guy Shaffer		5						5	
Jami Carr	1	2		1			1	5	
Total	5	37.5	10.5	4.5	5	3.5	4	70	
Positions	1	7.5	2.1	0.9	1	0.7	0.8	14	
Percent Share	41.7%	35.5%	55.3%	47.4%	18.9%	46.7%			

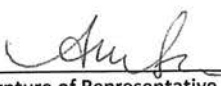
Total Per Center	2.4	21.1	3.8	1.9	5.3	1.5	6.2	42.2
	100.0%	100.000%	100.0%	100.0%	100.0%	100.0%	NA	

Signature Page for Upper Savannah Headcount Used in Resource Sharing Calculation

As of 4/1/19

The above staff roster reflects my organizations plans to utilize the Upper Savannah SC Works Centers. If an organization has significant change they may request that all partners complete a new headcount so that the costs may be re-calculated. It is not expected that headcounts will change due to temporary vacancies or assignments.

Signed by

Upper Savannah		Ann Skinner Workforce Dev. Director	6/25/19
Name of Organizations	Signature of Representative	Typed Name of Representative and Title	Date

Program Year 2019 MOU/IFA Addendum

Front Desk Position Funding and Cost Allocation

The SC Works system brings together a series of partner programs and entities responsible for workforce development, education, and other human resources programs to collaborate in the creation of a seamless customer-focused service delivery network that enhances access to the programs' services. In an effort to streamline the intake process by providing consistent front desk coverage in Comprehensive SC Works Centers, the Parties indicated below agree to proportionately share the cost for funding a full-time front desk position, up to \$40,000 including salary, fringe and benefits, in all SC Works Comprehensive Centers for Program Year (PY) 2019. The primary responsibility of this position would include the provision of consistent guidance and assistance to individuals visiting the SC Works Center. The individual will greet and direct customers to the appropriate resources and will report to the SC Works Center Operator. *The Parties reserve the ability to be involved in the selection and training process for this position.* Below is a recommended list of essential duties and responsibilities:

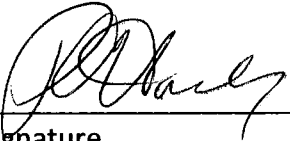
- Greet customers and guests at the main entrance;
- Respond to customer questions and direct them to the appropriate staff, program, or agency;
- Provide customers with pertinent information related to employment services, WIOA services or other partner programs within the local SC Works system;
- Provide an overview of available resource center services, employment referral opportunities, and vocational guidance and labor market information to claimants, job seekers, partners and employers;
- Assist customers with utilizing the SC Works Greeter kiosk; and
- Perform other duties as assigned.

In accordance with State Instruction 16-19, Local MOU Guidelines, required partners must use a portion of their funds to pay for costs relating to the operation of the workforce system, including infrastructure costs and additional costs. Additional costs may include other costs that support the operations of the SC Works Center as a whole, such as staffing for the front desk, if agreed to by partners. Although the local operating budget contains both infrastructure and additional costs components, only failure to reach consensus among all required partners with respect to the infrastructure cost funding will trigger the implementation of the State Funding Mechanism, as outlined in the policy referenced above. Therefore, the Parties indicated below agree to proportionately share in the cost of funding a full-time front desk position in all Comprehensive Centers in addition to the infrastructure costs identified in Attachment E of the local PY 2019 MOU/IFA, Shared Operating Budget.

The local area, in coordination with the Operator, shall be responsible for reconciling and invoicing respective Parties to the addendum as it relates to the funding of the front desk position at the local area's Comprehensive Center(s). Charges should be included in the quarterly IFA invoice and shared proportionately using the methodology agreed to and outlined in the local PY 2019 MOU/IFA.

This addendum is effective July 1, 2019 through June 30, 2020. Infrastructure costs and any additional shared operating and/or services costs are contingent upon receipt of those funds by the partners. Any Parties may withdraw from this addendum in the event funding for the mandatory program is eliminated or the Parties are no longer responsible for the program. Such withdrawal shall be effective upon written notification to the partners of the lack of funding. Should any Party withdraw, modify, assign or terminate its participation in this addendum, it shall remain binding and in full force and effect with respect to other remaining Parties.

The individuals signing this addendum have the authority to commit their respective organizations to the terms of this addendum and do so by signature below.



Signature
Entity Upper Savannah COG (WIOA)

5-20-19

Date

Signature SC Department of Employment and Workforce
Entity

Date

Signature
Entity SC Dept. of Vocational Rehabilitation

Date


Signature
Entity Greenwood County Adult Education

Date

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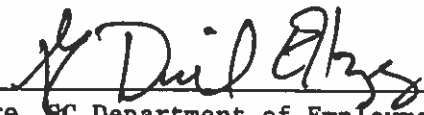
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Signature SC Department of Employment and Workforce
Entity

6/18/19
Date

Signature
Entity SC Dept. of Vocational Rehabilitation

Date

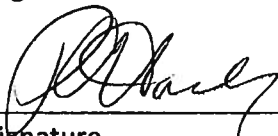
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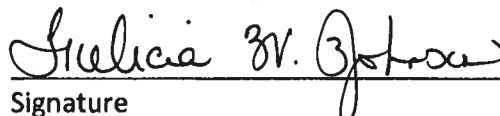
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5-20-19

Date

Signature SC Department of Employment and Workforce
Entity

Date



Signature
Entity SC Dept. of Vocational Rehabilitation


6/28/19

Date

Signature
Entity Greenwood County Adult Education

Date

"APPROVED AS TO FORM"

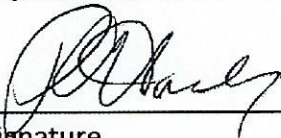


Jeanne J. Lisowski
SCVRD Legal Counsel

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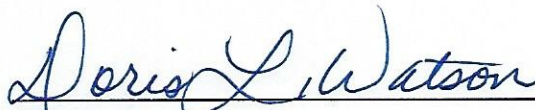
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Signature SC Department of Employment and Workforce
Entity

Date

Signature
Entity SC Dept. of Vocational Rehabilitation

Date



Signature
Entity Greenwood County Adult Education

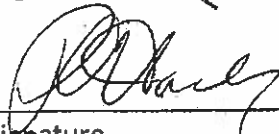
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Date

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Signature
Entity Upper Savannah COG (WIOA)

5-20-19

Date

Signature SC Department of Employment and Workforce
Entity


Date

Signature
Entity SC Dept. of Vocational Rehabilitation

Date

Signature
Entity Greenwood County Adult Education

Date



Signature
Entity SC Department of Social Services

6/10/19

Date