



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into between the Workforce Investment Board of Ramsey County for Workforce Service Area #15 under WIA by approval of the State of Minnesota Department of Employment and Economic Development, and the following agencies (collectively referred to as the Partner Agencies≡):

- Ramsey County Workforce Solutions
- MN Department of Employment and Economic Development:
 - Job Service
 - Rehabilitation Services
 - State Services for the Blind
 - Veteran's Services
- Century College
- Community Action Partnership
- Hubert H. Humphrey Job Corps
- Quality Career Services
- Maplewood/North Saint Paul/Oakdale Schools
- Minneapolis American Indian Center WIA Programs
- Mounds View Public Schools
- Roseville Schools
- Saint Paul College
- Saint Paul Community Literacy Consortium (SPCLC)
- Saint Paul Public Housing Agency

A. PURPOSE

The purpose of this MOU is to establish an agreement among the above-mentioned parties, subject to agreement of the Chief Elected Official (Ramsey County Board of Commissioners), concerning the operation of the WorkForce Center system in Workforce Service Area #15, as required by the provisions of section 121(c) of Title I of the Workforce Investment Act of 1998 (AWIA≡).

The intent of the parties to this MOU is to coordinate resources to prevent duplication and to ensure the effective and efficient delivery of workforce services in Workforce Service Area #15 under WIA and to establish joint processes and procedures that will enable the parties to this MOU to ensure that the service delivery system is a seamless and comprehensive array of education, human service, job training, and other workforce development services in Workforce Service Area #15.

B. PRINCIPLES

The parties enter into this MOU with the goal of implementing the following principles of the Workforce Investment Act of 1998:

1. Universal Eligibility: All job seekers, including those with special needs and barriers to employment, will have access to a core set of services at each WorkForce Center, designed to provide information to make career and labor market decisions. Access to core, intensive, training, and support services will be made available on site.
2. WorkForce Center System Approach: All job seekers may explore work preparation and career development services and have access to information on a range of employment, training, and adult occupational and education programs.
3. Individual Choice - Employers and job seekers will have access to a multitude of career, skill, employment, labor market and training information to obtain the services and skills they need.
4. Greater State and Local Flexibility: With the integration of services through the WorkForce Center System, the State and local entities will have the flexibility to implement an innovative and comprehensive workforce investment system.
5. Greater Role for Elected Officials: State and local elected officials and WorkForce Center partners have the flexibility to tailor delivery systems to meet the particular needs of individual communities.
6. Greater Accountability: State, localities and training providers will be accountable for their performance. The design and management of the WorkForce Centers and the delivery of services must be responsive to meeting the needs of employers and job seekers.

C. WORKFORCE CENTER SYSTEM SERVICES

1. The services to be offered through the WorkForce Center system in Workforce Service Area #15 are described in the Service Table, attached hereto and made a part of this MOU as Attachment 1.
2. Parties to this document shall coordinate and perform the activities and services described in Attachment 1 within the scope of legislative requirements and the terms and conditions of this MOU.

D. DURATION

This MOU shall become effective on the date it is fully executed by all of the parties named herein and shall remain in effect until terminated by written agreement of all then-current parties or by operation of law.

E. MEMBERSHIP

1. This MOU can be amended to add a new partner through the consensus of the partners present at a meeting to which all partners have been invited and adding the new partner's signature to the MOU. If required by law, rule, or regulation, additional agencies may become parties to this MOU upon execution by the agency of a copy of this MOU.

2. A partner agency may withdraw from participation in this MOU upon 30 days written notice to the CEO of Ramsey County Workforce Investment Board (WIB). The WIB Chair will inform all partner agencies who are parties to this MOU.
3. A partner agency is automatically removed from membership as a required partner if they can no longer represent one of the one-stop programs required under WIA. Membership may continue through consensus of the WIA partners.

F. FUNDING

Funding sources for the services to be offered through the WorkForce Center system in Workforce Service Area #15 are described in Attachment 1.

G. PARTNER REFERRAL PRINCIPLES

In order to provide seamless delivery of services to customers of the WorkForce Center system, each of the Partner Agencies agrees to follow the following referral principles:

1. Staff of the Partner Agencies will have information on the services offered by the other Partner Agencies.
2. Customers accessing services through a WorkForce Center will receive assistance in determining which of the Partner Agencies may have services the customer wants.
3. When one of the Partner Agencies learns that a customer could benefit from the services of another of the Partner Agencies, that agency will facilitate a referral to the other agency.

H. DISPUTE RESOLUTION

1. When a dispute about the implementation of this MOU occurs, the parties to the dispute will meet with the WorkForce Center System Partners. If possible, the WorkForce Center System Partners will resolve the issue by consensus. If not possible, the WorkForce Center System Partners will resolve the issue through a majority vote.
2. If not resolved by the WorkForce Center System Partners, the issue will be addressed by the full Partners group in hopes of reaching a consensus agreement.
3. If consensus is not reached at the full Partners group, the issue will be referred to the Workforce Investment Board for resolution.

I. OTHER PROVISIONS

1. Functions or separateness mandated by Federal, State or local laws, rules, regulations or guidelines will not be violated or abridged in the pursuit of implementation of this MOU.
2. All parties to this MOU will be responsible for compliance with existing Federal, State and local laws, rules, regulations and program guidelines and directives.
3. The MOU will be reviewed at least annually and modified as needed.
4. Amendments to this MOU can only be made in writing signed by all then-existing parties. Amendments mandated by law do not require signatures of all parties.

CERTIFICATION

By signing this agreement, all parties agree that the provisions contained herein are subject to all applicable Federal, State and local laws, regulations and guidelines relating to nondiscrimination, veterans priority of service, equal opportunity, displacement, privacy rights of customers, and maintenance of records, and other confidential information relating to WorkForce Center system customers.

Services Table MOU

Attachment 1

Workforce Center Committee - Each WorkForce Center within Ramsey County has its own management structure specific to the WorkForce Center (e.g. Steering Committee - Minnesota WorkForce Center - located in North Saint Paul). This group deals with administrative and operational issues associated with that WorkForce Center.

MFIP – Minnesota Family Investment Program

WIA - Workforce Investment Act

WIB – Workforce Investment Board

SCSEP – Senior Community Services Employment Program

CORE SERVICES			
Core I (not requiring registration) – Page 1 of 2			
SERVICES	AGENCY	PROGRAM	ROLE
WIA eligibility determination	Job Service, Local Elected Official/WIB	Wagner Peyser, WIA	<p>WorkForce Center partners are responsible for this service with the partners participating in varying degrees depending upon the partner configuration of the WorkForce Centers.</p> <p>The management structure of each WorkForce Center within Ramsey County will be determined by each individual center.</p>
Outreach, intake and orientation to the workforce center system services			
Rudimentary assessment of skill levels, aptitudes, abilities, and supportive service needs and information on programs that might assist in upgrading these skills and in filling these needs			
Provision of information services including: <ul style="list-style-type: none"> * Job vacancy listings * Job skills information * Information related to jobs in Demand 			

CORE SERVICES**Core I (not requiring registration) – Page 2 of 2**

SERVICES	AGENCY	PROGRAM	ROLE
Provision of performance and program cost information on WIA eligible training providers	Job Service, Local Elected Official/WIB	Wagner Peyser, WIA	WorkForce Center partners are responsible for this service with the partners participating in varying degrees depending upon the partner configuration of the WorkForce Centers.
Provision of information on local area performance			The management structure of each WorkForce Center within Ramsey County will be determined by each individual center.
Provision of information on supportive services			
Provision of assistance in establishing eligibility for: * Welfare to Work activities * Non-WIA financial aid programs			
Provision of group services in the areas of: * Job Club activities * Job Search activities			
Provision of group assessment activities			
Provision of group employability development planning			
Provision of group career planning			
Career Readiness Credential	Job Service, Adult Basic Education, Workforce Solutions	WIA Title I, Adult Basic Education	

CORE SERVICES**Core II (requiring registration) – Page 1 of 1**

SERVICES	AGENCY	PROGRAM	ROLE
Staff-assisted job search and placement assistance and, where appropriate, career counseling	Job Service, Rehabilitation Services, Services for the Blind, Veterans Services, Local Elected Official/WIB	WIA Title I - State Dislocated Worker, WIA, Title IV, Title V, Minnesota Youth Program, Veterans Services, Welfare-to-Work, MFIP	WorkForce Center partners are responsible for this service with the partners participating in varying degrees depending upon the partner configuration of the WorkForce Centers.
Staff assisted job referrals			The management structure of each WorkForce Center within Ramsey County will be determined by each individual center.
Staff—assisted assessment of skill levels, aptitudes, abilities, and supportive service needs with a view towards determining the need for intensive services.			
Staff-assisted job development			
Staff-assisted out of area job search activities			
Follow-up services, including counseling regarding the workplace, for participants in Title I WIA activities who are placed in unsubsidized employment, for not less than 12 months after the first day of employment, as appropriate	Local Elected Official/WIB for WIA Title I but other partners provide follow-up as well	WIA Title I	WorkForce Center partners are responsible for this service with the partners participating in varying degrees depending upon the partner configuration of the WorkForce Centers. The management structure of each WorkForce Center within Ramsey County will be determined by each individual center.

CORE SERVICES**Business Services – Page 1 of 2**

SERVICES	AGENCY	PROGRAM	ROLE
Business Resources and Seminars	Lead: Job Service Workforce Center Provider(s): RS, SSB, Local Elected Official/WIB	Wagner-Peyser WIA	A collection of information of interest to employers concerning opportunities and requirements for business. Seminars may include information on areas such as Americans with Disabilities Act, Workers' Compensation, Family Leave Act, Unemployment Insurance Tax, etc. Designated area at the WFC for businesses with access to a phone and space to meet and interview job applicants. On-the-job training and job coaching services for eligible hires.
Skill-Based Job Seeker Pool (both individual & aggregate)	Lead: Job Service	Wagner-Peyser	Easily accessible lists of individuals catalogued based on skills rather than general job titles or categories. This list can give aggregate data such as numbers of individuals with certain specific skills for labor force planning.
Customized Labor Exchange	Lead: Job Service Workforce Center Provider(s): RS, SSB, Local Elected Official/WIB	Wagner-Peyser WIA	Customized service pairing a representative with a particular company in an ongoing relationship. Designed to enhance the full comprehension of unique employer preferences and needs. Services might include: - Assistance with describing job requirements - Listing job openings through self referral or assistance by WFC staff - Screening job seekers for referral - Coaching/training on how to effectively use MN Works to search for qualified job applicants with or without listing a job opening - Follow-up with businesses to determine satisfaction
Employer Requested Testing (i.e., proficiency testing)	Lead: Job Service Workforce Center Provider(s): RS, SSB, Local Elected Official/WIB	Wagner-Peyser WIA	Administration of specialized testing as requested by employers to help identify preferred candidates. May include achievement, proficiency, or any other validated measurement.
Americans with Disabilities Act (ADA) Compliance Information	Lead: Job Service/Veterans, RS, SSB	Wagner-Peyser WIA	Information on the requirements of the ADA so that employers are able to understand and make provisions for compliance with this legislation. Training for individuals and groups.

CORE SERVICES**Business Services – Page 2 of 2**

Recruiting Services	Lead: Job Service, Local Elected Official/WIB Workforce Center Provider(s): RS	Wagner-Peyser WIA	Employer of the Day activities offer employers the opportunity to inform job seekers about available job openings, answer questions and handout employment applications. The WFC hosts mass recruitment activities and targeted job fairs for partnering businesses.
Business Planning and Economic Development Data	Lead: Job Service Workforce Center Provider(s): RS, SSB, Local Elected Official/WIB	Wagner-Peyser WIA	Facts that are generated on a local, state and national level that will help with the creation of a business and/or marketing plan. Basic laws and regulation information employers need when starting or expanding a business, or making other significant business decisions. <ul style="list-style-type: none">- Census data for marketing, etc.- Labor standards information- New employer information- Information on Entrepreneurial Opportunities
Rapid Response to Layoffs of Employees	Lead: Local Elected Official/WIB	WIA	Assistance with planning for the orderly transition of employees who are in jeopardy of imminent layoff or have already received notice of layoff. Coordinate TAA eligibility with the Dislocated Worker Programs.
Job Connect	Lead: Local Elected Official/WIB Workforce Center Provider(s): RS, Job Service	Wagner-Peyser WIA	Monthly meetings bring together the private, public and non-profit sectors to inform and disseminate business and job seeker information. Daily job leads and labor market information is e-mailed to over 300 staff representing over 120 agencies.

INTENSIVE SERVICES – Page 1 of 1

SERVICES	AGENCY	PROGRAM	ROLE
Comprehensive and specialized assessments of skill levels and service needs	Local Elected Official/WIB, State Services for the Blind, Rehabilitation Services	WIA Title I, Title IV	WorkForce Center partners are responsible for this service with the partners participating in varying degrees depending upon the partner configuration of the WorkForce Centers.
Development of an individual employment plan			The overall management structure will come from the Workforce Investment Board/Local Elected Official.
Individual counseling and career planning			
Case management for participants seeking training services			
Work experience			
Internships			
Short term courses not designed to provide immediate employment but to provide the skills necessary to enable the individual to become more employable. Included in this category are those one course work seminars that provide instruction in specific computer software packages			
Group counseling	Local Elected Official/WIB	WIA Title I	<p>WorkForce Center partners are responsible for this service with the partners participating in varying degrees depending upon the partner configuration of the WorkForce Centers.</p> <p>The overall management structure will come from the Workforce Investment Board/Local Elected Official.</p>

TRAINING SERVICES – Page 1 of 1

SERVICES	AGENCY	PROGRAM	ROLE
Occupational skills training, including training for nontraditional employment (this does not include short term one course seminars that provide instruction in specific types of computer software. These seminars are considered to be intensive services.)	Local Elected Official/ WIB, Rehabilitation Services, Services for the Blind	WIA Title I, Title IV, Minnesota Youth Program, State Dislocated Worker Program, Welfare-to-Work, MFIP	WorkForce Center partners are responsible for this service with the partners participating in varying degrees depending upon the partner configuration of the WorkForce Centers. The management structure of each WorkForce Center within Ramsey County will be determined by each individual center.
On-the-job training			
Programs that combine workplace training with related instruction, which may include cooperative education programs			
Training programs operated by the private sector			
Skill upgrading and retraining			
Entrepreneurial training			
Adult education and literacy provided in combination with services described in the above bullets	Local Elected Official/ WIB, Rehabilitation Services, Services for the Blind, Saint Paul Community Literacy Consortium, Metro East Consortium	WIA Title I, II & IV, Minnesota Youth Program, State Dislocated Worker Program, Welfare-to-Work, MFIP	WorkForce Center partners are responsible for this service with the partners participating in varying degrees depending upon the partner configuration of the WorkForce Centers. The management structure of each WorkForce Center within Ramsey County will be determined by each individual center.
Customized training, including apprenticeships, conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training			

PARTNER SERVICES – Page 1 of 10

SERVICES	AGENCY	PROGRAM	ROLE
<p>Rudimentary assessment of skill levels, aptitudes, abilities, and supportive service needs and information on programs that might assist in upgrading these needs</p>	<p>Community Action Partnership</p> <p>Saint Paul College</p> <p>Mpls. American Indian Center</p> <p>Metro East Consortium</p> <p>Saint Paul Community Literacy Consortium</p>	<p>Community Services Block Grant and MN Economic Opportunity Grant</p> <p>Title I WIA</p>	<p>Community Action Partnership provides job readiness and career assessments and assists clients to develop career path plans leading to livable wage employment.</p> <p>Saint Paul College walk-in computerized assessment of basic skills and individualized development programs to improve basic skill levels. Also provide program information.</p> <p>Mpls. American Indian Center provides initial assessments.</p> <p>SPCLC offers standardized assessment and academic advising.</p>
<p>Provides information on services including:</p> <ul style="list-style-type: none"> * Job Vacancy Listings * Job Skills * Jobs In Demand 	<p>Community Action Partnership</p> <p>Saint Paul College</p>	<p>Community Services Block Grant and MN Economic Opportunity Grant</p> <p>Vocational funds and Carl Perkins</p>	<p>Community Action Partnership provides financial and nonfinancial resources to help clients get and maintain employment.</p> <p>Saint Paul College collaborates with labor, business and industry, job services, and other partners including apprenticeship committees regarding job demands and information. Information about job skills and demand related to training programs is provided in counseling and Closer Look sessions. Workshops and classes on job seeking provided.</p>
<p>Provision of performance information and program cost information on WIA eligible training providers</p>	<p>Saint Paul College</p> <p>Century College</p> <p>Metro East Consortium</p> <p>Mpls. American Indian Center</p>	<p>Vocational funds and Carl Perkins</p> <p>WIA Title I</p>	<p>Financial aid staff will talk to students about the cost of tuition, fees, and other institutional costs associated with the chosen program of study. Saint Paul College will explain how the federal and state financial aid processed by the College affects the cost of training.</p>

PARTNER SERVICES – Page 2 of 10

SERVICES	AGENCY	PROGRAM	ROLE
Provides information on supportive services	Community Action Partnership Saint Paul College Century College Mpls. American Indian Center	Community Services Block Grant and MN Economic Opportunity Grant Carl Perkins WIA Title I	Provides special learners accommodations and support services.
Provides assistance in establishing eligibility for Welfare-to-Work Activities and Non-WIA financial aid programs	Community Action Partnership Saint Paul College Century College Mpls. American Indian Center	Community Services Block Grant and MN Economic Opportunity Grant Vocational funds WIA Title I	Community Action Partnership provides assistance to clients in accessing Welfare-to-Work activities and other financial aid programs. Financial aid staff will help students complete the FAFSA and any other forms required to apply for the Federal Pell Grant, Federal SEOG, MN State Grant, Federal or State Work Study, and various loan programs. Saint Paul College will also assist students with the computer processing of the FAFSA.
Provisions of group services in the areas of Job Club activities and Job Search activities	Saint Paul College Century College	Vocational funds	Provides job seeking classes on a credit basis. Workshops and job fairs.
Provision of group assessment activities	Saint Paul College Century College	Vocational funds	Offers career planning credit courses.

PARTNER SERVICES – Page 3 of 10

SERVICES	AGENCY	PROGRAM	ROLE
2012 Provision of group employability development planning	Saint Paul College		Offers individual career planning credit courses.

PARTNER SERVICES – Page 4 of 10

SERVICES	AGENCY	PROGRAM	ROLE
Internships	Saint Paul College		Saint Paul College offers credit based internships for students.
Short term prevocational services, including the development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training	Saint Paul College Saint Paul Community Literacy Consortium Metro East Consortium Mpls. American Indian Center	Customized training and Carl Perkins Adult Basic Education WIA Title I	Saint Paul College offers workplace readiness skills, Skills First, ESL, handling emergencies, communication, basic skills (individualized), technical skills, graphics, computers, and customer service. Direct delivery of service. Mpls. American Indian Center provides orientation to the world of work.
Short-term courses not designed to provide immediate employment but to provide the skills necessary to enable the individual to become more employable. Included in this category are those one course work seminars that provide instruction in specific computer software packages	Saint Paul College Century College Saint Paul Community Literacy Consortium Metro East Consortium	Customized training and vocational funds Adult Basic Education	Offers business writing, resume writing, interpersonal communication, computer skills (keyboarding, Windows, Word, Excel, PowerPoint), and Internet. Direct delivery of instruction/training to help build skills necessary for employment.
English as a Second Language and school readiness for parents and children with limited English	Mounds View Public Schools; Roseville Area Schools; North Saint Paul, Maplewood, Oakdale Schools; HHH Job Corps; Saint Paul Community Literacy Consortium	State and Federal Adult Basic Education, WIA Title I	Provide English language instruction in the areas of speaking, reading, writing, and listening as well as activities to help adults adapt to a new culture; parent child activities and parent discussion for families with limited English.
Family Literacy	Mounds View Public Schools Saint Paul Community Literacy Consortium ISD 622	State and Federal Adult Basic Education funds	Provide diploma/GED instruction for adults, parent-child activities, and Early Childhood educational services for children.

PARTNER SERVICES – Page 5 of 10

SERVICES	AGENCY	PROGRAM	ROLE
GED preparation and testing	Mounds View Public Schools; Roseville Area Schools; North Saint Paul, Maplewood, Oakdale Schools; HHH Job Corps; Saint Paul Community Literacy Consortium	State and Federal Adult Basic Education, WIA Title I	Prepare learners for the five tests in the areas of reading, writing, math, social studies, and science; provide testing according to GED testing service.
High School Diploma Completion	Mounds View Public Schools; Roseville Area Schools; North Saint Paul, Maplewood, Oakdale Schools	State and Federal Adult Basic Education	Assist learners in completing the credits and competencies needed for a high school diploma.
Brush-up and skills enhancement and work place literacy	Mounds View Public Schools, Roseville Area Schools, Saint Paul Community Literacy Consortium	State and Federal Adult Basic Education	Work with learners who need goal specific elementary or secondary level basic skills such as work related math, reading, basic computer literacy, or work related vocabulary. Instruction may be at the place of employment.
Citizenship Classes	Mounds View Public Schools, Roseville Area Schools, Saint Paul Community Literacy Consortium	State and Federal Adult Basic Education	Prepare MN non-citizens for the U.S. Citizenship exam given by the INS.
Computer Instruction	Mounds View Public Schools Roseville Area Schools, Saint Paul Community Literacy Consortium	State and Federal Adult Basic Education	Provide computer literacy training to Adult Basic Education eligible participants who are enrolled in basic literacy programs and have a literacy goal.

PARTNER SERVICES – Page 6 of 10

SERVICES	AGENCY	PROGRAM	ROLE
Career Exploration and Counseling	Mounds View Public Schools; Roseville Area Schools; North Saint Paul, Maplewood, Oakdale Schools; Mpls. American Indian Center SPCLC	State and Federal Adult Basic Education WIA Title I	Provide occupational and educational information to adult basic education eligible participants who are enrolled in basic literacy programs and have a literacy goal.
Vocational training, job readiness classes and school to work opportunities, job placement services	HHH Job Corps	WIA Title I	Provides training for the culinary arts, facility maintenance, office and clerical, health occupations, painting and wallpapering, transportation communications.
Social skills training, support, and follow-up services including basic medical, dental, and mental health consulting	HHH Job Corps Mpls. American Indian Center	WIA Title I WIA Title I	Job Corps provides young adults academic, vocational, and social skills training in an environment conducive to learning and supportive of their emotional needs resulting in quality job placement. Mpls. American Indian Center provides referral sources for this assistance
Advanced training opportunities through partnership with local community and technical colleges	HHH Job Corps	WIA Title I	
Assist with WIA eligibility determination	Quality Career Services	Title V, SCSEP	Screens for eligible applicants to be enrolled in programs.
Assist with outreach and recruitment including intake	Quality Career Services	Title V, SCSEP	This includes intake process and worker profiling, orientation to the information and services available through the one-stop system.
Skill assessment and assist with job development	Quality Career Services	Title V, SCSEP	Provide assessment of skills, aptitudes, abilities, and supportive needs. Direct and provide participant with information on programs to meet their needs.

PARTNER SERVICES – Page 7 of 10

SERVICES	AGENCY	PROGRAM	ROLE
Assist WorkForce Centers with individual job development	Quality Career Services	Title V, SCSEP	Develops individual plan for appropriate employment and type of work to help with transition from subsidized to unsubsidized.
Assist with individual employment plan development	Quality Career Services	Title V, SCSEP	Program through skill and interest identification develops employment plan.
Case management for older workers	Quality Career Services	Title V, SCSEP	Program provides needs assessment for employment and community support and directs to appropriate provider.
On-the-job training assignments	Quality Career Services	Title V, SCSEP	Through individual employment plan, assign participants to subsidized community service as a transition to unsubsidized employment.
Occupational skills training, including training for nontraditional employment for adults and special populations	Century College Metro East Consortium	Carl Perkins, Post-secondary Vocational Education Act, and State of MN MnSCU system	Century College offers 37 credit, occupational diplomas, and certificates plus multiple educational support services (tutoring, counseling, placement, etc.).
Occupational skills training in the Trades and Industry for adults, youth, and special populations	Century College, Division of Continuing Education and Customized Training Metro East Consortium Saint Paul Community Literacy Consortium	Fee for services, non-credit programs	Century College works closely with various labor organizations to provide a variety of technical and industrial training that meet industry requirements. Certification courses are available to individuals and organizations in a spectrum of topics ranging from Electrical Certification to Boiler Operator licensure. These customized courses are delivered in a variety of locations and through multiple media.
On-the-Job Training and Workplace Training with related instruction	Century College, Division of Continuing Education and Customized Training Metro East Consortium Saint Paul Community Literacy Consortium	MN Job Skills Partnership/Pathways Grants	Century College assists companies in preparing grant proposals for MN Job Skills Partnership-funded training projects and Pathways Grants. Presently, Century College is the education partner in two MN Job Skills Partnership grants. Nursing Assistant clinical experience in a long-term health care facility.

PARTNER SERVICES - Page 8 of 10

SERVICES	AGENCY	PROGRAM	ROLE
Skill upgrading and retraining	Century College, Division of Continuing Education and Customized Training Metro East Consortium Saint Paul Community Literacy Consortium	Fee for services or contract training (company pays costs of training) Adult Basic Education/Workforce Education Adult Basic Education/Workforce Education	Century College is the largest provider of continuing education and customized training in MN. We do skills training and retraining of all kinds. Coordination/direct delivery. Coordination/direct delivery.
Customized Training (including Apprenticeships)	Century College, Division of Continuing Education and Customized Training Metro East Consortium Saint Paul Community Literacy Consortium	Contract training (fees paid by employers) or MN Job Skills Partnership/Pathways Grants	Century College assists companies in preparing grant proposals for MN Job Skills Partnership-funded training projects and Pathways Grants. Presently, Century College is the education partner in two MN Job Skills Partnership grants. SPCLC provides contextualized adult education curriculum to incumbent employers through workforce education programs.
English as a Second Language (ESL) Training	Century College Metro East Consortium Saint Paul Community Literacy Consortium	State of MN MnSCU or fee for service	Century College specializes in ESL and Diversity training both in credit and non-credit versions, conversational work related on college prep levels.

PARTNER SERVICES - Page 9 of 10

SERVICES	AGENCY	PROGRAM	ROLE
Individual Counseling and Career Planning	Century College	State of MN MnSCU funding	Century College counseling staff is available to help in a wide variety of areas including transition to college; career counseling; career testing; career decision-making; educational planning; family, personal and relationship concerns. The main goal of all counseling services is to assist students in having a successful educational experience.
Internships	Century College, Division of Continuing Education and Customized Training	State of MN MnSCU funding	Both credit and non-credit internships may be arranged with participating companies. Interns placed in health care, manufacturing, service industries, and the trades.
Short-term prevocational services	Century College, Division of Continuing Education and Customized Training Saint Paul Community Literacy Consortium Metro East Consortium	Fee for service programs and Century Work Ready Center	Century College specializes in soft skills and development reading, writing, computing, speaking skills training. Century College also provide comprehensive computer application courses. SPCLC provides occupational prep courses in a variety of industry sectors and provides National Career Readiness prep courses at the Ramsey County WorkForce Center- Saint Paul and North Saint Paul.
Short-term courses enabling employment	Century College, Division of Continuing Education and Customized Training Saint Paul Community Literacy Consortium	Fee for service programs	Century College offers a wide array of life skills and work skills programs including Adventures In Attitudes. Century College also provides comprehensive computer application courses. Both the Career Clinic and the Work Ready Center offer assessment testing, resume writing, interviewing skills, job market research, Dress for Success, diversity training, etc.
Assessment of skills levels, aptitudes, abilities, and support needs (serves adults and youth)	Century College	Carl Perkins Post-secondary Vocational Education Act or State of MN MnSCU or fee for service or Federal TRIO programs; student support services, Upward Bound,	Offer weekly assessment sessions in basic skills (math, reading, writing). Also Strong-Campbell, Myers-Briggs testing, etc.

		Talent Search	
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PARTNER SERVICES - Page 10 of 10			
SERVICES	AGENCY	PROGRAM	ROLE
Staff-assisted job search and placement assistance and career counseling	Century College, Work Ready Center	State of MN MnSCU and Job Skills Partnership Grants and Carl Perkins Post-secondary Vocational Education and TRIO Programs	Century College is tied to I-SEEK job service. Also Discover career exploration computer program. Assessment services performed in several student services or grant programs. Services are free to enrolled students. Companies who offer internships pay for some assessment services. College staff includes internship monitor for follow-up services.
Staff-assisted assessment of skill levels, aptitudes, abilities, and support needs			
Follow-up services including workplace counseling			
Affordable housing for income eligible families, older adults, persons with handicaps or disabilities, and other singles	Saint Paul Public Housing Agency	HUD Low Rent Assistance, Section 8	PHA helps families and individuals with low incomes achieve greater stability and self-reliance by providing safe affordable quality housing with links to community services. PHA funds family self-sufficiency programs by adding financial incentives to working families by establishing escrow accounts for increased rents due to employment
Programs that combine workplace training with related instruction, which may include cooperative education programs	Saint Paul Community Literacy Consortium Metro East Consortium	Adult Basic Education and Workforce Education Program	Coordination and direct delivery of services.
Adult education and literacy provided in combination with services described in the above bullets	Saint Paul Community Literacy Consortium Metro East Consortium	Adult Basic Education, Adult Diploma, and Workforce Education	Full service delivery.
Customized training, including apprenticeships, conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training	Saint Paul Community Literacy Consortium Metro East Consortium	Adult Basic Education and Workforce Education	Coordinate/design and delivery of Workforce basic skills including workplace specific ELL training.

Minneapolis American Indian Center Date

Saint Paul Public Housing Agency Date

State of Minnesota - Job Service/Wagner-Peyser Act/Veterans Date

State of Minnesota - Rehabilitation Services Date

State of Minnesota - Rehabilitation Services Date

State of Minnesota – State Services for the Blind Date

Title V of Older Americans Act/ Senior Community Services Date
Employment Program (Quality Career Services)