

(Insert LWDB) and (Insert Partner Organization)

## MEMORANDUM OF AGREEMENT (MOA)

### ***Purpose of Agreement***

This agreement is entered into between the (INSERT LWDB) and (INSERT PARTNER ORGANIZATION) in demonstration of a commitment to integrate the Workforce Innovation and Opportunity Act (WIOA) Youth Program service delivery through a working relationship between the two organizations listed above.

Listed below are the services the (INSERT PARTNER ORGANIZATION) will provide related to the required WIOA Youth Program Elements using non-WIOA funds available to the (INSERT PARTNER ORGANIZATION) at no cost to the (INSERT LWDB). (INSERT PARTNER ORGANIZATION) will provide services that cover (INSERT NUMBER OF WIOA YOUTH PROGRAM ELEMENTS) of the WIOA Youth Program Elements to (INSERT NUMBER OF YOUTH)

- INSERT SERVICE 1 (e.g., Adult Mentoring for two hours two days out of the week)
- INSERT SERVICE 2, ETC. (e.g., Comprehensive Guidance and Counseling via Substance Abuse Counseling)

(INSERT PARTNER ORGANIZATION) will accept referrals from (INSERT LWDB) for the Program Elements listed above.

### ***Description of Roles/Responsibilities***

The (INSERT PARTNER ORGANIZATION) and (INSERT LWDB) will communicate the progress of Youth services on a regular basis and provide updates to (INSERT PERSON IDENTIFIED BY LWDB RESPONSIBLE FOR WIOA YOUTH PROGRAM) if there is an issue or a change in the planned Youth services.

### ***Duration of Agreement***

This agreement shall be in effect from (INSERT DATE) and shall remain in effect unless terminated by either party. A party to this MOA may terminate its participation in this MOA by giving 30 days written notice of intent to terminate to the other party.

### ***Signature of Parties***

---

(INSERT NAME OF LWDB  
REPRESENTATIVE & DATE)  
(INSERT LWDB REP.'S TITLE)  
(INSERT LWDB)

---

(INSERT NAME OF PARTNER  
ORG.'S REPRESENTATIVE & DATE)  
(INSERT PARTNER ORG.'S REP.'S TITLE)  
(INSERT PARTNER ORG.'S AGENCY)