

### Memorandum of Understanding (MOU)

Between Genesee, Livingston, Orleans, Wyoming Counties Workforce Development Board (GLOW WDB)  
and *Literacy West NY, Inc.*

#### Purpose of Agreement

This agreement is entered into between GLOW WDB and *Literacy West NY, Inc.* to demonstrate 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.

*Literacy West NY, Inc.* Will provide the following WIOA Youth Program Elements using non-WIOA Title 1 funds:

- Alternative secondary school services assist youth who have struggled in traditional secondary education. Dropout recovery services are those that assist youth who have dropped out of school. Both types of services help youth to re-engage in education that leads to the completion of a recognized high school equivalent. Examples of activities under this program element include:
  - Basic education skills training
  - Individualized academic instruction
  - English as a Second Language training
  - Credit recovery
  - Counseling and educational plan development

*Literacy West NY, Inc.* will accept referrals from GLOW WDB for the Program Elements listed above. In turn, GLOW WDB will accept referrals from *Literacy West NY, Inc.* providing for appropriate youth services.


#### Description of Roles/Responsibilities

*Literacy West NY, Inc.* and GLOW WDB will communicate the progress of Youth services on a regular basis and provide updates to staff who assist Youth if there is an issue or a change in the planned Youth services (with release of information form in place).


#### Duration of Agreement

This agreement shall be in effect from (July 1, 2019) and shall remain in effect unless terminated by either party. A party to this MOU may terminate its participation in this MOU by giving 30 days written notice of intent to terminate to the other party.

#### Signature of Parties

  
Jay Lazarony, Executive Director  
GLOW WDB

7/1/19  
\_\_\_\_\_  
(date)

  
Lisa Lee, Chief Executive Officer  
Literacy West NY, Inc.

7/1/19  
\_\_\_\_\_  
(date)