



**DEPARTMENT OF
WORKFORCE INVESTMENT**

**Operational Procedure
For**

Allocation of One-Stop Costs

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Director

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The One-Stop system described in the Workforce Innovation and Opportunity Act (WIOA) and the implementing regulations require the collaboration of a number of federally funded workforce development activities. WIOA and the regulations further stipulate that the required partners in One-Stop activities share in the costs of the system. The shared costs of the One-Stop Center or system are those costs that benefit multiple partners.

In order to comply with WIOA regulations the Merced County Department of Workforce Investment, (WI) the One Stop Operator, will do the following:

1. When a review period is called for by the state, the WI will compile (based on prior year expenses and current year budgets) cost figures for operation of the Merced County Worknet Employment Resource Centers. These figures will be separated to show costs applicable to only the WI, and those costs that are applicable to more than one partner and are therefore shared costs.
2. Staff of the WI will meet with each partner to review costs that may be applicable to that partner. Along with the partner, staff will determine the benefit derived by the partner from the One-Stop program, the allocable costs for each partner and what the partner will contribute to cover those costs.
3. The cost allocation and proposed contributions will be reviewed by the Worknet Leadership Team and the Workforce Development Board.
4. All Memorandums of Understanding with Worknet partners will include procedures for cost allocation.

Responsible Official: Deputy Director

Reviewed Date: March 20, 2016

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