

MERCED COUNTY WORKFORCE DEVELOPMENT BOARD

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POLICY BULLETIN

MCWDB PB # 16-21	Date Released: March 24, 2022
To:	All Merced County Workforce Development Board Staff and Service Providers
From:	Erick Serrato, Director, Merced County Workforce Development Board
Effective Date:	March 24, 2022
Subject:	Allocation of One-Stop Costs
Responsible Official:	MCWDB Executive Director

PURPOSE

This policy provides guidance and establishes the procedures regarding Allocation of One-Stop Costs served with Workforce Innovation and Opportunity Act (WIOA) funds.

POLICY

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 (DWI), and the One-Stop Operator, will follow State Directive WSD18-12 to complete the following for the development of WIOA Memorandums of Understanding (MOU):

1. When the State requires the MOU review period, DWI will compile cost figures based on prior-year expenses and current-year budgets for the operation of the Merced County Worknet Employment Resource Centers. This will be used as the basis for shared costs between all partners.
2. DWI staff will meet with each partner to review costs that may be applicable to that partner. In collaboration with the partner, staff will determine the benefit derived by the partner to the One-Stop program, the allocable costs for each partner, and partner contributions to cover those costs.
3. Shared customers, shared services, and shared costs are the three major components. The cost allocation methodology will be consistent with federal laws, comply with cost principles in the Uniform Guidance, include only costs that are allowable, reasonable, necessary, and allocable to each program partner, and be based on proportionate use and if each partner receives a benefit
4. The DWI leadership team and the Workforce Development Board will review the cost allocation and proposed contributions.
5. All MOUs with DWI partners will include procedures for cost allocation and a reconciliation schedule.
6. If DWI and partners are unable to reach an agreement, DWI will advise the Regional Advisor by April 1st annually.

REFERENCES

WSD 18-12, TEGL 17-16 p.4