



## Memorandum of Understanding /Youth Services

This Memorandum of Understanding (MOU) is between West Central Arkansas Workforce Development Board (WCAWDB), West Central Arkansas Planning and Development District (WCAPDD), and CASS Job Corps Civilian Conservation Center.

### Purpose of MOU

The purpose of this MOU is to ensure that young people participating in the WIOA Youth Program in West Central's local area have access to the services they need.

We'll offer parts of our program to people referred by WCAPDD staff if they meet our requirements. Our services are for young people aged 16-24. We provide services in all 75 Arkansas counties. Here is a list of what program element(s) we can provide and a description of what each element involves.

Program Element 1: Tutoring – Evening and weekend studies, Wed/Sun 5:30 to 6:30 tutoring social skills training. Students can complete homework on chrome books and residential staff monitor additional assistance needed with tutoring from West Central referral.

Program Element 2: Adult Education and Literacy Activities – CASS partners with Adult Education to provide classes for those requiring a GED and those needing to increase their basic skills.

Program Element 3: Year-round work experience, which includes academic and occupational components of the work experience related to the work site.

Program Element 4: Occupational Skills Training for Pre-Apprenticeship Trades. Each trade has a TAR – Training Academic Record that identifies skills needed for the work world. Each student is assigned a career counselor throughout their stay. Career counselors identify a career path with students such as full-time work, military, or college, advanced training.

Program Element 5: Education offered concurrently with workforce preparation and training for a specific occupation or occupational cluster. All Job Corps students strive to reach the required TABE for math, reading and science. Students are tested with TABE after completing 60 hours of educational instruction (60 hours in a 90-day window requirement).

Program Element 6: Leadership Development – training is conducted every other month. Training is provided by employers, elected officials, and community professionals. Social skills training is provided throughout their stay at CASS, Community Service work is an expectation of CASS students, and they are directly engaging with the community at least once a month.

Program Element 7: Supportive Services – During enrollment students' uniforms, workbooks are provided at no costs. CASS Job Corps provides assistance with clothing, tools related to work and PPE upon completion of trade.

Program Element 8: Adult Mentoring for a duration of 12 months – CASS' Mentor program is not for a designated period of time. Students are provided with staff mentoring upon request. Career counselors may assign a student a mentor who might be struggling with adjustment issues. During these times, mentors meet with students 1 time a week. Mentorship is a retention tool. Female students have community mentors. Community professionals make contact at least once a month.

Program Element 9: Follow-up Services – Career transition is provided through GBX Consultant. Barbara Hentz is the CTS for CASS Job Corps. She tracks students' employment; any wage increases or employment issues for 1 year. Students losing a job receive assistance with job searches from CTS. At 75% students enter into career transition-students attend classes that cover resume writing, mock interviews, apartment hunting, purchasing a vehicle, budgeting, accessing community resources, etc.

Program Element 10: Comprehensive Guidance and Counseling – Drug and Alcohol counseling is provided, and CASS adheres to no drugs on campus. Mental health services are provided on campus or by outside providers if referred. CASS has 2 disability coordinators – Individuals with disabilities are provided accommodations to assist with education/vocational training.

Program Element 11: Financial Literacy – is covered throughout stay at CASS. CASS has partnered with Bank Ozk to begin budgeting and finance classes once a month starting in January 2025. Financial Literacy is covered in transition as well. Students are encouraged to start a bank account early on. Liaison, trade instructors assist with this. Transition Services begins once students are 75% complete in their trade.

Program Element 13: Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services. CASS needs assistance from West Central on this.

Program Element 14: Post Secondary Preparation and Transition Activities – Assistance with applying for financial aid. Accuplacer test provide by ATU.

### Additional Terms

It is understood and agreed to by the parties that:

- If **CASS Job Corps Civilian Conservation Center** is unable to provide services identified in this MOU to a participant, then **Type Organization's Name will provide WCAPDD staff an explanation of why the services were not able to be provided immediately.**





This MOU is not an obligation of funds to either parties.

Modification of this agreement may be made by mutual agreement between either party. An amended agreement must be signed at that time.

- If either party would like to terminate this MOU, both parties agree to make a good-faith effort to notify the other party within 30 days.

This MOU becomes effective on **Enter Date** and expires on 06/30/2028. WCAPDD staff must review the MOU with the Partner Provided Authorized Representatives on an annual basis to

ensure the services are still available. This must be done through email or by letter for documentation purposes. If there are no change, redoing the signatures are not applicable. If there are changes then a new MOU will need to be completed and signed by all parties. This must be submitted to the Administrative Entity within 10 days of signature.

By signing this MOU, **Type Organization's Name** acknowledges they have received guidance and definitions for each program element listed in this agreement and will provide WCAPDD contact names addresses and phone numbers of each representative that will be providing services to youth.

Kathleen Garrett  
WCAPDD Authorized Representative Signature

12-5-24  
Date

Kathleen Garrett  
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West Central AR Planning and Development District  
Organization

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Partner Provider Authorized Representative

12-4-24  
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Nass Job Corps  
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12-4-24  
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