

Workforce Innovation and Opportunity Act Service Delivery
Kansas Workforce Alliance Local Area

Memorandum of Understanding

Between the Workforce Alliance of South Central Kansas
and WIOA Partners

July 1, 2026

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Introduction

This Memorandum of Understanding (MOU) is between the Workforce Alliance of South Central Kansas, Inc. Board of Directors (WA) for Local Area IV (LAIV) and Workforce Alliance of South Central Kansas (Partner), on July 1, 2026 pursuant to the Workforce Innovation and Opportunity Act (WIOA), Section 121(c).

This MOU is executed between the Workforce Alliance Local Workforce Development Board (LWDB), Chief Elected Officials Board (CEOB), and One-Stop System Partners (Partners).

The MOU is developed to confirm the understanding of the parties regarding the operation and management of the American Job Centers, also known as Workforce Centers or One Stop Centers in the local area. The WA Local Area (LA) is comprised of Butler, Cowley, Harper, Kingman, Sedgwick and Sumner counties in south central Kansas. The LWDB and CEOB oversee the operation and outcomes of the Workforce Delivery System through the American Job Centers.

The LWDB, with an agreement with the CEOB, will jointly select the One-Stop Operator through a competitive procurement process.

The One Stop Operations Budget and Infrastructure Funding Agreement (IFA) establish a financial plan, including terms and conditions, to fund the services and operating costs of the WA LA One Stop Service Delivery model. The parties to this MOU agree joint funding is an essential foundation for an integrated service delivery system and necessary to maintain quality services in WA LA.

The goal of this MOU is to create integrated locations and a unified structure and process of proactive, transparent, and effective job seeker and business services, provided in a seamless collaborative effort to support all Partners' services and outcomes. The purpose of this MOU is to define the parameters with which education, workforce, economic development, and other partner programs and entities operate in WA LA to create a seamless, customer- focused network which aligns service delivery across the local area and enhances access to all program services. By realizing One Stop opportunities together, Partners are able to build community-benefiting bridges, rather than silos of programmatic isolation.

The vision adopted by the local LWDB is A thriving regional economy where every employer has the talent they need, and every Kansan has access to meaningful, living-wage work. This is accomplished by promoting economic prosperity and the self-sufficiency of individuals and families through creating a workforce which is competitive in the global marketplace.

Effective Period

This MOU is entered into on July 1, 2026. The MOU will become effective as of the date the final signature is applied. The MOU will terminate June 30, 2029. The MOU may also terminate if the partner no longer operates the required program. The MOU may be re-negotiated at any time if Partners believe services or terms in this MOU no longer represent the services delivered in the local area. The MOU will be reviewed annually at the One Stop Advisory Council; Partners are encouraged to review the MOU at least annually and suggest ideas for

improvements or changes to the committee. The Service Delivery Grid may be updated annually, unless a significant change occurs in that Service Delivery Grid, and the MOU will remain in effect.

American Job Centers

WA LA has three American Job Centers (AJCs) designed to provide a full range of assistance to job seekers and businesses under one roof. AJCs were established under the Workforce Investment Act (WIA) and continued by the WIOA. WA LA has one comprehensive AJC located in Wichita with 2 Affiliate sites located in Sumner, and Cowley Counties. The AJCs are located at:

| | |
|--|--|
| Wichita Workforce Center (Comprehensive) 2021 N Amidon, Suite 1100 Wichita, KS 67203 Public Hours: Monday-Thursday 7 a.m. to 6 p.m. Friday 9 a.m. to 12 p.m. Phone: 316-771-6800 | |
| Sumner Workforce Center (Affiliate) 215 S. Washington Ave Wellington, KS 67152 Public Hours: M-F 8 a.m. to 5 p.m.; Individualized Services available Mondays & Wednesdays 620-326-2659 Partner on site: WIOA Title 1 | Cowley Workforce Center (Affiliate) 221 W. Chestnut Arkansas City, KS 67005 Public Hours: Tuesdays and Thursdays 9 a.m. to 5 p.m. 620-441-5313 Partner on site: WIOA Title 1 |

Co-Located Partners at the Comprehensive AJC located in Wichita

| Partner Program | Partner Organization | Contact Information | Notes |
|---|--|------------------------------------|-------|
| Wagner-Peyser | Kansas Department of Commerce | Erica Ramos 316-771-6800 | |
| Jobs for Veterans | Kansas Department of Commerce | Erica Ramos 316-771-6800 | |
| WIOA Title I | Workforce Alliance of South Central Kansas | Denise Houston 316-771-6800 | |
| Job Corps | Flint Hills Job Corps | Cameron Rathmell 785-564-4903 | |
| Native American Workforce Program | American Indian Council | Nicole Castellanos 316-771-6776 | |
| Senior Community Service Employment Program | Workforce Alliance of South Central Kansas | Denise Houston 316-771-6800 | |
| Trade Adjustment Act | Kansas Department of Commerce | Erica Ramos 316-771-6800 | |
| Re-Employment Services | Kansas Department of Commerce | Erica Ramos 316-771-6800 | |

Non Co-Located Partners

| Partner Program | Partner Organization | Contact Information | Notes |
|---|--|---------------------------------|---|
| Unemployment Insurance | Kansas Department of Labor | Lindsay Winters 785-296-7460 | www.dol.ks.gov |
| Senior Community Service Employment Program | SER National | Emma Trevino 469-549-3649 | https://ser-national.org/scsep-2/ |
| Adult Education | Butler Community College | Sherry Watkins 316-323-6079 | |
| Adult Education | Cowley Community College | Michelle Schoon 620-441-5258 | |
| Adult Education | WSU Tech/ Goodwill/NexStep | Yamir Lozada 316-677-1835 | |
| Career and Technical Education (Carl Perkins) | Butler Community College | Kim Jackson 316-322-3108 | |
| Career and Technical Education (Carl Perkins) | WSU Tech | Tara Carlile 316-677-9547 | |
| Career and Technical Education (Carl Perkins) | Cowley Community College | Chris Cannon 620-229-5985 | |
| Vocational Rehabilitation | Kansas Department of Children and Families | Dan Decker 785-368-7143 | |
| National Farm Worker Jobs Program | SER Corporation Kansas | Joel Leiva 316-264-5372 | |

One Stop Center Operations

Mission

“Growing the regional economy through a skilled workforce by connecting people, employers, and community partners.”

Vision

“A thriving regional economy where every employer has the talent they need, and every Kansan has access to meaningful, living-wage work.”

The Workforce Alliance of South Central Kansas and the One Stop Centers Partners developed this Memorandum of Understanding to ensure that the following principles of the Workforce Innovation and Opportunity Act of 2014 are implemented:

1. Universal Eligibility: All customers, including those with barriers to employment, will have access to job seeker services at each One Stop Center designed to provide information to make career and labor market decisions. Career services, training and support services will be made accessible on-site.
2. Customers and Shared Customers: This MOU identifies shared customers as individuals with disabilities, education, language, work history/experience and income barriers, and those with Veteran status who will achieve measurable outcomes in the areas of education, training, job placement/retention and career pathways toward self-sufficiency.
3. One Stop System Approach: All customers may explore work preparation and career development services and have access to information on a range of employment, training and adult and occupational education programs. Services will be made available through the One Stop Centers or WIOA Partner Programs.
4. Individual Choice: Customers will have access to a multitude of career, skill, employment and training information to obtain the services and skills they need to enhance their employment opportunities, based on their individual needs, building on the advice and counseling provided by Workforce Centers staff.
5. Regional Development: To develop a workforce development system that upgrades the regional area workplace skills and enhances the economic development of the area. Services such as tax credits and labor market information will be made accessible on-site.
6. Cost-Effectiveness: All customers will have access to a system that minimizes costs, enhances the participation of employers and job seekers served through the system and does not duplicate services.

SECURITY AND SAFETY: The One Stop Centers are locations that individuals with multiple barriers can come and receive services regarding employment and training. All partners must do their duty to promote safety of customers and staff. LWDB asks that all One Stop System Partners follow the following safety standards:

- Utilize work areas or offices that allow for easy exits or insure the presence of another staff/team member when meeting with a customer where there is a potential risk.
- Restrict access to items that may be used as a weapon.
- If available, inform the security guard when meeting with a customer who presents a risk. If security is not available, coordinate services with a supervisor/manager.
- Call the security guard should you feel uncomfortable or see a fellow staff member in an escalating situation. The security guard can be reached by dialing *01 on all desk phones or by cell phone at 316- 239-4802.
- Ensure the security of One Stop Center proxy cards and inform helpdesk@workforce-ks.com should your proxy card be missing.

In order to provide a productive and safe environment for all One Stop System Partners, the LWDB requires all One Stop System Partners to disclose to the Chief Operating Officer if an employee working out of or collocated at one of the Workforce Centers in WA LA has a felony. All Partners are

required to perform adequate background checks on staff and volunteers. Please note the following provisions:

- Individuals with crimes against a person will not be permitted to collocate or work out of WA LA Workforce Centers.
- In order to provide the most successful environment for employees, a safety plan will be in place for other felonies in order to mitigate any potential threat. Example: individuals with financial crimes will not work with money.
- The LWDB will support the One Stop Partner Agency in screening, assessing, and conducting background checks at the agency's request. A background check must be provided to the LWDB Administrative Agency, the Workforce Alliance, prior to the start date of the employee.

The Workforce Alliance works with employers and Partners throughout Local Area IV to align services, leverage resources, and promotes a seamless and integrated service delivery model in the region. This ensures both employers and job seekers are served at a high level, creating the greatest community impact.

Roles and Responsibilities of the Partners

Parties shall:

- Collaborate and reasonably assist each other in the development of necessary service delivery protocols
- Agree the provisions contained herein are made subject to all applicable federal and state laws, implementing regulations, and guidelines imposed on either or all Parties relating to privacy rights of customers, maintenance of records, and other confidential information relating to customers, and
- Agree all equipment and furniture purchased by any party for the purpose described herein shall remain the property of the purchaser

CEOB Duties

The CEOB will at a minimum:

- In partnership with the LWDB and other Partners within the planning region, develop and submit a single regional plan which includes a description of the activities that shall be undertaken by all LWDB and their Partners, and incorporate plans for each of the Local Areas in the planning region
- Approve the Integrated Service Delivery Plan, LWDB Budget and MOU
- In partnership with the LWDB, approve the selection of the One Stop Operator
- Oversee the operations and outcomes of the AJCs
- Enter into an agreement with the LWDB for WIOA Operations

LWDB Duties

The LWDB will at a minimum:

- In partnership with the CEOB and other partners, develop and submit a Regional Plan which includes a description of the activities that shall be undertaken by the LWDB and its Partners and aligns with its strategic plan
- In partnership with the CEOB and other Partners, develop and submit a single regional plan including a description of the activities that shall be undertaken by all LWDB's and their Partners and incorporate plans for each of the Local Area's in the planning region
- In cooperation with the CEOB, design and approve the integrated service delivery structure in the local area and select a One Stop Operator through a competitive process
- Ensure the workforce related needs of employers, job seekers, and workers in the local area are being met to the ability possible given the resources available
- Approve budgets
- Leverage existing funding and solicit new funding to expand workforce services
- Review performance of the local area
- Negotiate the MOUs with Partners with the support and assistance of the One Stop Operator
- Secure additional funding to expand workforce development services
- Review performance of the workforce system and the One Stop Operator
- Complete the Local and Regional WIOA plans
- Conduct reviews and resolve customer grievances

One Stop Operator Duties

The One Stop Operator will at a minimum:

- Ensure access to Job Seeker career, training, business, outreach and employment services
- Provide Lobby and Front Desk Support and Oversight
- Provide staff development for primarily co-located partners through the twice annual In-Service
- Ensure access to data, information, and analysis for programs
- Manage Level Up Referrals
- Facilitate staff and partner meetings to include monthly Friday Staff Meetings, quarterly Friday Partner meetings, and other special Friday morning events
- Expand partner outreach/Goodwill Partnership and assist with developing the Economic Mobility plan
- Perform general outreach and support for events in coordination with the Kansas Department of Commerce and the Workforce Alliance
- Coordinate with core leadership initiatives and activities

The One Stop Operator will not:

- Assist in the development, preparation and submission of the Local/Regional Plans
- Participate in any way in the selection process of the One Stop Operator
- Participate in the selection of program providers
- Negotiate local performance
- Develop or participate in the budget activities of the LWDB

Partners

Partners commit to cross-training staff, as appropriate, and providing other professional learning opportunities which promote continuous quality improvement. Partners will promote system integration to the maximum extent possible through:

- Communicating effectively, sharing information and collaborating with the One Stop Operator
- Actively participating in joint planning, policy development and system design processes
- Committing to the joint mission, vision, goals, strategies, and performance measures
- Using common and/or linked data management systems and data sharing methods, as appropriate when possible
- Leveraging resources, including other public agency and non-profit organization services
- Participating in a continuous improvement process designed to increase outcomes and increase customer satisfaction
- Participating in the One Stop Advisory Council and other committees and taskforces as appropriate
- Providing outreach activities targeting populations most in need in coordination with one another, actively referring customers to the most appropriate Partner
- Providing reports on service delivery and performance as requested
- Committing to service delivery as described in Attachment A
- Co-Located Partners will:
 - a. Adhere to the provisions in the Centers Handbook approved by the Partners
 - b. Present a professional appearance
 - c. Maintain good work habits, e.g., practice common courtesy, maintain a neat workspace, practice punctuality, appreciate diversity, exceed customer expectations
 - d. Comply with established professional and ethical standards
 - e. Maintain adequate levels of staffing during all hours of operation, including non-traditional hours
 - f. Share responsibility for compliance with established security and emergency guidelines

Referrals

The primary principle of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. In order to facilitate such a system, Partners agree to:

- Review the Partner Referral Guidelines for regular updates, and provide any necessary updates to the One Stop Operator
- Familiarize themselves with the basic eligibility and participation requirements, as well as with the available services and benefits offered by each of the Partners' programs
- Share information on program requirements and summary information on the services provided
- Provide referrals to customers who are believed to be eligible and who could benefit from other partner services
- Commit to following up on referrals received within 48 business hours
- Regularly evaluate ways to improve the referral process
- Commit to the ongoing communication required for an effective referral process

One Stop Budget

The purpose of this section is to establish a financial plan, including terms and conditions, to fund the services and operating costs of the WA LA One Stop service delivery system. The Parties to this MOU agree joint funding is a necessary foundation for an integrated service delivery system. The goal of the operating budget is to develop a funding mechanism that establishes and maintains the local workforce delivery system at a level meeting the needs of the job seekers and employers, and that reduces duplication and maximizes the sharing of services, resources, and technologies among Partners.

The Partners consider this One Stop Operating budget (Attachment D) necessary to maintain the local Workforce Centers. The One Stop Operating budget is expected to be transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners negotiated in good faith and established outcomes which are reasonable and fair.

Partners Shared Costs and Infrastructure Funding Agreement

All partners will review the budget and allocations at least annually. Partners will be given the opportunity to review costs and participate in budget development. Partners will be given a budget update regularly through the One Stop Advisory Council showing the budget, expenditures and collected revenues. The budget will be reconciled at least annually at the end of the program year. Partners shall submit new program participants or budget information quarterly within 15 days after the end of the quarter to establish equitable share and update the budget and allocations amongst partners. The budget will be reconciled to actual costs and updated at the One Stop Advisory Council meetings for all partners to review. Additional costs will be allocated to partners at the end of that reconciliation based on the same allocation formula. Savings will be refunded or credited to the partners' future costs, at the partners' discretion.

All Partners to this MOU and Infrastructure Funding Agreement (IFA) recognize infrastructure costs are applicable to all WIOA Partners, whether they are physically located in the One Stop Center or not, as required by the WIOA. Each Partner's contributions to these costs, however, may vary as these contributions are based on the proportionate use and relative benefit received, consistent with the Partner's programs laws and regulations and uniform guidance. Partners have agreed to share costs based on the following methodology. American Indian Council is exempt from shared IFA costs, but does pay for their dedicated space used by the Native American Program

1. Infrastructure

Co-located and non-co-located One Stop Partners are required to share in the One Stop infrastructure costs.

A. Rent

Co-located partners have agreed to pay rent for their dedicated space plus a proportional share of any common space including conference rooms, bathrooms, break areas, hallways, and conference rooms based on their dedicated space percentage. All required One Stop Partners have agreed and will pay the cost of the resource room and workshop room(s) based on the number of participants enrolled in their program during the previous quarter

B. Security Contract

Total security costs will be divided amongst co-located and all required Partners at the same percentage as the rent allocation between co-located and all required Partners. Co-located Partners will pay security costs based on their dedicated space percentage. All Partners (non-co-located and co-located) will pay a portion of the security contract costs allocated for the resource room and/or workshop room(s) based on the number of participants enrolled in their program during the previous program year.

C. Utilities/Copiers/Supplies

Utilities costs consisting of electric, gas, trash, phone, internet, water/sewer, or any other necessary utility (not included in a lease), copier lease and paper supplies for the public will be allocated amongst co-located and all required Partners at the same percentage as the rent allocation between co-located and non-co-located Partners.

Co-located Partners will pay utilities costs based on their dedicated space percentage. All Partners will pay a portion of the utilities costs allocated for the resource room and workshop space based on the number of participants enrolled in their program during the program year.

D. Technology- For Public Use

Technology (Hardware and Software) costs for public use will be allocated amongst all required Partners based on the number of participants enrolled in their program.

E. Technology- Co-Located Partners

Technology (Hardware and Software) costs for staff located at the One Stop will be allocated amongst all co-located Partners based on their dedicated space usage percentage. Costs may include computer network server operational costs including upgrades and maintenance, phone system and network security services.

2. Center Operations-Other Shared Costs

The co-located partners have agreed that operations costs will be allocated to the Partners based on the Partner's co-located percentage of dedicated space. Allocations include personnel costs associated with staff time dedicated to Center operations, which include personnel who provide information technology services and facility maintenance and room/office space set up.

3. In-Kind Services

The Centers' infrastructure budget will incorporate different in-kind services and items that the WIOA Partners have agreed that are eligible for contribution to the One Stop infrastructure costs. It will be up to the Partner to offer those services during the program year and report them to the One Stop Operator.

Confidentiality

All Partners agree that information issued, received by or exchanged between Partners pursuant to their involvement with the One Stop Centers will be used only for the purposes set out in this MOU and will not be released except in accordance with applicable federal, state and local laws, rules, regulations and policies.

Non-Discrimination and Equal Opportunity

All Partners to this MOU are equal opportunity employers and operate equal opportunity programs. All understand they must comply with 29 C.F.R. 37.30 which states it is against the law for a partner to discriminate on the following basis: against any individual in the United States on the basis of gender, gender identity, race, color, religion, sex, national origin, age, disability, veteran's status, political affiliation or belief; and against any beneficiary of programs financially assisted under Title I of the Workforce Innovation and Opportunity Act of 2014 on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or for his or her participation in any WIOA Title I-financially assisted program or activity.

Additionally, staff and Partners will be provided training to provide services to all, regardless of the range of abilities, mobility, age, language, learning style, or comprehension or education level.

The One Stops will make adaptive technology equipment and interpretation services available to any customer.

Accessibility

Access to the services provided by the Workforce Centers and all Partner Agencies is essential to meeting the requirements and goals of the Workforce Development Network. Job seekers and businesses must be able to access all information relevant to them via visits to physical locations as well as through virtual services, regardless of gender, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law.

One Stops will have assistive technology and equipment available to all customers. System design will strive to exceed ADA standards. Staff and Partners will be trained on assistive technology and how to best assist those with disabilities.

Interpretation services will be available through contract with Language Line for language interpretation and through video for sign language. Signage will be provided for customers and staff on the availability of the services and how to access them.

One Stops will maintain a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, will meet the latest standards of accessible design.

Dispute Resolution

All parties to this MOU will participate in local negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally. Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. A disagreement is considered to have reached the level of dispute resolution when an issue that arrives out of the development, negotiation and implementation of an MOU does not easily come to a point of resolution. All disputes reaching this level will refer to Kansas Department of Commerce Policy 05-20-00.

Monitoring

WA LA LWDB, or its designated staff, CEOB, officials from the state and local administrative entities, the US Department of Labor, Education, and Health and Human Services have the authority to conduct fiscal and programmatic monitoring.

Modification Process

Except for amendments necessary for compliance with applicable federal, state and local laws, rules, regulations and policies and amendments as set forth in the paragraphs below, non-partner specific amendment or modification of the information contained in this MOU may only be accomplished by written consent of all of the Partners. Any request to amend a provision should be made in writing (email is sufficient) to the WA and must be agreed to in writing by all Partners. The WA will notify the other Partners of the details of any requested modification. This MOU may also be modified from time to time without the prior consent of existing One Stop Center Partners to add new Partners. These new members may sign the MOU in its existing form as of the time that they are being added. All Partners to the MOU will be notified in writing of additional parties joining in the MOU. Any adjustment of cost sharing items will be reviewed and adjusted by WA prior to adding additional Partners.

It is understood by the parties to this MOU that each should be able to fulfill its One Stop role in full accordance with all applicable federal, state and local laws, rules, regulations and policies which govern or affect their activities. If at any time any party is unable to perform its functions under this Agreement, the affected party should immediately provide written notice to all parties of its intent to discontinue its participation as a One Stop Provider at least 30 days in advance thereof. All MOU Partners will be notified if a partner can no longer perform its duties as outlined in the MOU and an assessment of the changes and impacts will be conducted by the partners. Changes

to the MOU due to a partner not being able to fulfil its duties will be reviewed and approved by all partners.

Termination

This MOU will remain in effect until the end date specified in the effective period unless all Partners mutually agree to terminate this MOU prior to the end date.

In the event it becomes necessary for one or more Partners to cease being a party to this MOU, said parties shall notify the other parties in writing 30 days in advance of the intention.

DRAFT

Signature Page

BY EXECUTING THIS MEMORANDUM OF UNDERSTANDING (MOU), as evidenced by the signatures set forth below, all parties represent that they have received a copy of this MOU, have reviewed the MOU, find it accurately reflects a general understanding of their role as a partner in the One Stop Centers, and agree to participate in and fully support all of the procedures, policies and processes set forth herein without reservation. The person(s) signing this MOU on behalf of each partner and/or its organization represent that they are duly authorized by the partner and/or its organization to execute this Memorandum of Understanding on its behalf.

FOR THE PARTNER: Workforce Alliance of South Central Kansas

BY: Keith Lawing, President & CEO

(Signature of partner representative)

DATE

FOR THE WA: Alana McNary, Chair, Local Workforce Development Board-WA LA

(Signature of LWDB Chair)

DATE

FOR THE CEOB: Commissioner Jim Howell, Chair, Chief Elected Officials Board

(Signature of CEOB Chair)

DATE

Attachment A: WA LA Partner Service Grid

Kansas Workforce Alliance Local Area Service Delivery Grid

Partners will indicate which services and how will they will be provided within in the Local Area Workforce Centers.

| | | | |
|-------------------------|--|-----------------|---------------------------------------|
| Partner Name: | Workforce Alliance of South Central Kansas | Federal Program | WIOA- Adult, Dislocated Worker, Youth |
| Partner Primary Contact | Keith Lawing | Federal Program | |
| Partner Address: | 300 W Douglas, Suite 850, Wichita, KS 67202 | Federal Program | |
| Partner Phone: | 316-771-6800 | Federal Program | |
| Partner Website | www.workforce-ks.com | Date Provided | 4/13/2026 |

| Service | Location | | | | | |
|--|-------------|------------|------------|------------|------------------|-------|
| | Wichita AJC | Butler AJC | Cowley AJC | Sumner AJC | Partner Location | Other |
| Eligibility for WIOA | X | X | X | X | | |
| Outreach, Intake & Orientation | X | X | X | X | | |
| Initial Skills Assessment | X | X | X | X | | |
| Labor Exchange Services including Job Search and Placement | X | X | X | X | | |
| Computers Available for Job Search Assistance | X | X | X | X | | |
| Referral and Coordination with other Programs | X | X | X | X | | |
| Development of Individual Employment Plan | X | | | | | |

| How Service is Provided | | | |
|-------------------------|---------------------|---------------------------|-------|
| On Site | Cross Trained Staff | Direct Linkage and Method | Other |
| X | | | |
| X | | | |
| X | | | |
| X | | | |
| X | | | |
| X | | | |
| X | | | |

Kansas Workforce Alliance Local Area Service Delivery Grid

| Service | Location | | | | | | How Service will be Provided | | | |
|--|-------------|------------|------------|------------|------------------|-------|------------------------------|---------------------|---------------------------|---------------------|
| | Wichita AJC | Butler AJC | Cowley AJC | Sumner AJC | Partner Location | Other | On Site | Cross Trained Staff | Direct Linkage and Method | Other |
| Job Search Assistance | X | X | X | X | | | X | | | |
| Out of Area Job Search Assistance | X | X | X | X | | | X | | | |
| Comprehensive Assessments | X | X | X | X | | | X | | | |
| Follow Up Services for WIOA | X | X | X | X | | | X | | | |
| Case Management Services | X | X | X | X | | | X | | | |
| Labor Market Information | X | X | X | X | | | X | | | |
| On The Job Training | X | X | X | X | | | X | | | |
| Incumbent Worker Training | X | X | X | X | | | X | | | |
| Occupational Training Programs | X | X | X | X | | | X | | | |
| Customized Training | X | X | X | X | | | X | | | |
| Registered Apprenticeship Training | X | X | X | X | | | X | | | |
| Performance and Cost Information of Education and Training | X | X | X | X | | | X | | | |
| Information on Supportive Services | X | X | X | X | | | X | | | |
| Provide Supportive Services | X | X | X | X | | | X | | | |
| Information on UI & Assistance | X | X | X | X | | | X | | | |
| Job Fair Hosting | X | X | X | X | X | X | X | | | Community Locations |
| Job Posting | X | X | X | X | | X | X | | | |
| Application Processing | X | X | X | X | | | X | | | |
| Participate in Rapid Response Services | X | X | X | X | X | | X | | | Employer Locations |

Kansas Workforce Alliance Local Area Service Delivery Grid

| Service | Location | | | | | |
|--|-------------|------------|------------|------------|------------------|-------|
| | Wichita AJC | Butler AJC | Cowley AJC | Sumner AJC | Partner Location | Other |
| English Language Acquisition | | | | | | |
| Group Counseling | X | | | | | |
| Individual Counseling | X | | | | | |
| Short Term Pre-Vocational Services | X | X | X | X | | |
| Internships and Work Experience | X | X | X | X | X | |
| Workforce Preparation Activities | X | X | X | X | | |
| Information on UI & Assistance | X | X | X | X | | |
| Financial Literacy Services | X | X | X | X | | |
| Performance Information for Local Area | X | X | X | X | | |
| Tutoring | X | | | | | |
| Alternative Secondary School | X | | | | | |
| Disability Awareness Services | X | | | | | |

| How Service will be Provided | | | |
|------------------------------|---------------------|---|-------|
| On Site | Cross Trained Staff | Direct Linkage and Method | Other |
| | | | |
| | | Youth Contractors- Linkage through Contracts | |
| | | Youth Contractors- Linkage through Contracts | |
| | | | |
| | | OJT's & IWT's Agreements and Work Experience Agreements | |
| X | | | |
| X | | | |
| X | | | |
| X | | | |
| X | | Also Through Youth Contracts | |
| X | | Also Through Youth Contracts | |
| X | | | |

Attachment B: System Service Delivery Grid

| Programs | Provider Organization | Location | Eligibility for WIOA | Outreach, intake, orientation | Initial Skills Assessment | Labor exchange services, including job search and placement | Computers available for job search assistance | Referral and coordination with other programs | Development of Individual Employment Plan | Job search assistance | Out-of-area job search assistance | Comprehensive assessments | Follow-up services for WIOA | Case Mgmt Services | Labor market information |
|--|-----------------------|------------------|--|---------------------------------------|--|---|--|--|---|--|--|--|--|--|---|
| Required Partners | | | | | | | | | | | | | | | |
| Title I: Adult, Dislocated Worker, Youth | Workforce Alliance | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC | referral form | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual |
| Senior Community Service Employment Program | Workforce Alliance | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC | referral form | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual |
| Senior Community Service Employment Program | SER National | partner | | direct linkage cross-trained staff | partner location | partner location | | direct linkage cross-trained staff | partner location | partner location | partner location | partner location | partner location | partner location | partner location |
| Title II: Adult Education & Literacy | Butler County College | multiple | direct linkage determined thru app process | direct linkage at class site | direct linkage at class site | direct linkage at class site | direct linkage at class site | referral form | | direct linkage at class site & by appt | direct linkage at class site & by appt | direct linkage at testing ctrs | direct linkage at class site | direct linkage at class site | direct linkage at class site using DOL info |
| | Cowley College | onsite & partner | direct linkage | direct linkage | direct linkage. Adult ed can offer TABE testing. Staff are certified and trained to deliver and score tests. | direct linkage | direct linkage | direct linkage | direct linkage | direct linkage | direct linkage | | direct linkage | | direct linkage |
| | NexStep Alliance | partner | | KBOR approved intake with shared data | TABE academic assessments & Workkeys Testing-Onsite and Cross Trained Staff | | NexStep & WFA computers available at Webb location | Student Success Coordinator trained in referrals | | | | TABE academic assessments & Workkeys Testing | Robust follow-up services required by KBOR | Available to individuals with disabilities referred through Medicaid | Student Success Coordinator trained in LMI |
| Title III: Employment Programs under Wagner-Peyser | KS Dept. of Commerce | Wichita AJC | Wichita AJC | Wichita AJC | Wichita AJC | Wichita AJC | Wichita AJC | referral form | Wichita AJC | Wichita AJC | Wichita AJC | Wichita AJC | | | Wichita AJC |

| Programs | Provider Organization | On the Job Training | Incumbent Worker Training | Occupational Training Programs | Customized training | Registered Apprenticeship Training | Performance & cost information of education & training | Information on supportive services | Provide supportive services | Information & assistance with UI claims | Job fair hosting | Job posting | Application processing | Participate in Rapid Response Services |
|--|-----------------------|--|--|--|---|---|---|---|---|---|--|-----------------|---|--|
| Required Partners | | | | | | | | | | | | | | |
| Title I: Adult, Dislocated Worker, Youth | Workforce Alliance | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual |
| Senior Community Service Employment Program | Workforce Alliance | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual | AJC and Virtual |
| Senior Community Service Employment Program | SER National | | | partner location | | | | partner location | partner location | | | | direct linkage online webpage, phone, email, chat | |
| Title II: Adult Education & Literacy | Butler County College | direct linkage summer youth employment | | direct linkage CTE programs | direct linkage Workforce Education Dept at BCC | | direct linkage CTE & Workforce Education Dept provide info | direct linkage at class site | direct linkage at class site | | direct linkage BCC Career Svs Dept | | | |
| | Cowley College | | | Direct linkage to CTE department | Direct to CTE department | | direct linkage | direct linkage | | direct linkage | on site & at community locations | direct linkage | direct linkage | |
| | NexStep Alliance | | GED Training, Accelerating Opportunity and Kansas Pathway to Career support | GED Training, Accelerating Opportunity and Kansas Pathway to Career support | Digital skills customizable training | Direct Support Professional Registered Apprenticeship program for Goodwill DSP new hires. | | Student Success Coordinator trained to provide support info | gas cards, bus passes, Uber (with approval) | | | | | |
| Title III: Employment Programs under Wagner-Peyser | KS Dept. of Commerce | | | | | | Wichita AJC | Wichita AJC | | Wichita AJC | Wichita AJC | Wichita AJC | Wichita AJC & Virtual | |

| Programs | Provider Organization | English language acquisition | Group counseling | Individual counseling | Short-term pre-vocational services | Internships and work experience | Workforce preparation activities | Financial literacy services | Performance information for the local area | Tutoring | Alternative Secondary School | Disability awareness services |
|--|-----------------------|--|---------------------------------------|---|------------------------------------|--|--|---|--|--|---|-------------------------------|
| Required Partners | | | | | | | | | | | | |
| Title I: Adult, Dislocated Worker, Youth | Workforce Alliance | | AJC and Virtual through Youth Program | AJC and Virtual through Youth Program | AJC and Virtual | AJC and Virtual through Youth Program | AJC and Virtual | AJC and Virtual through Youth Program | AJC and Virtual | AJC and Virtual through Youth Program | AJC and Virtual through Youth Program | |
| Senior Community Service Employment Program | Workforce Alliance | | | | AJC and Virtual | | AJC and Virtual | | AJC and Virtual | | | |
| Senior Community Service Employment Program | SER National | | | | partner location | partner location | partner location | partner location | partner location | | | |
| Title II: Adult Education & Literacy | Butler County College | direct linkage at class site | | direct linkage at class site | | direct linkage student worker positions available, internships thru CTE programs | direct linkage at class site, Career Svs Dept | direct linkage at class site | | direct linkage at class site | direct linkage GED & ABE classes | BCC Disability Svs Dept |
| | Cowley College | program offers English language learning classes | | | | | | | | program offers tutoring to students who are enrolled | program offers hs equiv. test prep & is a Pearson Vue approved testing center for GED | |
| | NexStep Alliance | offer ESL in-person classes | | offer general & drug/alcohol counseling | | Summer Youth Internship Employer | Career Training offered through NexStep Adult Education Accelerating Opportunity and Kansas Pathway to Career programs | financial literacy workshops via community partners | | volunteer GED tutors available | GED & ESL classes offered | |
| Title III: Employment Programs under Wagner-Peyser | KS Dept. of Commerce | | | | Wichita AJC | | | | Wichita AJC | | | |

| Programs | Provider Organization | Location | Eligibility for WIOA | Outreach, intake, orientation | Initial Skills Assessment | Labor exchange services, including job search and placement | Computers available for job search assistance | Referral and coordination with other programs | Development of Individual Employment Plan | Job search assistance | Out-of-area job search assistance | Comprehensive assessments | Follow-up services for WIOA | Case Mgmt Services | Labor market information |
|--|-------------------------|---|----------------------|-------------------------------|--|---|---|---|--|---|---|---------------------------|--|--|---------------------------|
| Title IV: Rehabilitation Services | DCF Voc Rehab | partner | | direct linkage | direct linkage | direct linkage | | direct linkages | direct linkage | direct linkage | | direct linkage | | direct linkage | |
| Post-secondary Career and Technical Education under Perkins | WSU Tech | partner | | | | | | | | | | | | | |
| | Butler County College | partner | | | | | | | | | | | | | |
| | Cowley College | partner | | | | | | | | | | | | | |
| Unemployment Insurance | KS Dept. of Labor | virtual | | | | | | direct linkages | | | | | | | virtual |
| Trade Adjustment Act | KS Dept. of Commerce | Wichita AJC | Wichita AJC | Wichita AJC | Wichita AJC | Wichita AJC | Wichita AJC | direct linkages | Wichita AJC | Wichita AJC | Wichita AJC | Wichita AJC | | Wichita AJC | Wichita AJC & Virtual |
| Job Counseling, Training and Placement Services for Veterans | KS Dept. of Commerce | Wichita AJC | | Wichita AJC | Wichita AJC | Wichita AJC | Wichita AJC | direct linkages | Wichita AJC | Wichita AJC | Wichita AJC | Wichita AJC | Wichita AJC | Wichita AJC | Wichita AJC |
| National Farmworker Jobs Program | SER Corporation | partner | direct linkage | direct linkage | direct linkage | direct linkage | | direct linkages & CTS | program service | program service | program service | program service | program service | program service | direct linkage |
| Indian and Native American Program | American Indian Council | Wichita AJC | Wichita AJC | Wichita AJC | Wichita AJC | Wichita AJC | Wichita AJC | direct linkages | Wichita AJC | Wichita AJC | Wichita AJC | Wichita AJC | | | |
| Job Corps | Flint Hills Job Corps | onsite at Manhattan Job Corp campus. Pre and post program services based in WFC | | remote services for WA LA | skills assessment conducted on campus; post enrollment | remote services for WA LA | Job Corp students offered services on campus | work with partners across the state | offered pre & post Job Corp as well as updated during enrollment. Focus on MyPace Job Corp program | offered on campus & for all graduates for 1 year after completion | offered on campus & for all graduates for 1 year after completion | | service provided following completion of Job Corp; statewide | service provided following completion of Job Corp; statewide | remote services for WA LA |

| Programs | Provider Organization | On the Job Training | Incumbent Worker Training | Occupational Training Programs | Customized training | Registered Apprenticeship Training | Performance & cost information of education & training | Information on supportive services | Provide supportive services | Information & assistance with UI claims | Job fair hosting | Job posting | Application processing | Participate in Rapid Response Services |
|--|-------------------------|--|---------------------------|--------------------------------|-----------------------------|------------------------------------|--|--|-----------------------------|---|---|--|--|--|
| Title IV: Rehabilitation Services | DCF Voc Rehab | | | direct linkage | | | direct linkage | direct linkage | direct linkage | | | | direct linkage | |
| Post-secondary Career and Technical Education under Perkins | WSU Tech | | | direct linkage | | | | | | | | | | |
| | Butler County College | | | direct linkage | | | | | | | | | | |
| | Cowley College | | | direct linkage | | | | | | | | | | |
| Unemployment Insurance | KS Dept. of Labor | | | | | | | | virtual | | | virtual | | |
| Trade Adjustment Act | KS Dept. of Commerce | | | Wichita AJC & Virtual | Wichita AJC & Virtual | Wichita AJC & Virtual | Wichita AJC & Virtual | Wichita AJC & Virtual | Wichita AJC & Virtual | Wichita AJC & Virtual | Wichita AJC | Wichita AJC & Virtual | Wichita AJC & Virtual | Direct Linkage |
| Job Counseling, Training and Placement Services for Veterans | KS Dept. of Commerce | | | | | | | direct linkage | | direct linkage | | | | |
| National Farmworker Jobs Program | SER Corporation | program service | | program service | | | program service | program service | program service | | | virtual | | |
| Indian and Native American Program | American Indian Council | Wichita AJC | | Wichita AJC | Wichita AJC | Wichita AJC | Wichita AJC | Wichita AJC | Wichita AJC | | | Wichita AJC | | |
| Job Corps | Flint Hills Job Corps | provided during enrollment; partnered across the state | | provided on Job Corp campus | provided on Job Corp campus | | performance stats can be provided upon request; cost is free for those who qualify | Job Corp information should be supplied to all AJC | remote services for WA LA | | host quarterly job fairs for current students | Job Corp staff opening posted on KansasWorks | Remote application is provided across the state; Admissions Counselor on site in Wichita | |

| Programs | Provider Organization | English language acquisition | Group counseling | Individual counseling | Short-term pre-vocational services | Internships and work experience | Workforce preparation activities | Financial literacy services | Performance information for the local area | Tutoring | Alternative Secondary School | Disability awareness services |
|--|-------------------------|------------------------------|------------------|-----------------------|------------------------------------|---------------------------------|----------------------------------|--------------------------------|--|--------------------------------|--------------------------------|--------------------------------|
| Title IV: Rehabilitation Services | DCF Voc Rehab | | | | direct linkage | | | | | | | |
| Post-secondary Career and Technical Education under Perkins | WSU Tech | | | | | | | | | direct linkage | | |
| | Butler County College | | | | | | | | | direct linkage | | |
| | Cowley College | | | | | | | | | direct linkage | | |
| Unemployment Insurance | KS Dept. of Labor | | | | | | | | | | | |
| Trade Adjustment Act | KS Dept. of Commerce | | | | Wichita AJC | | Wichita AJC and Virtual | | Wichita AJC and Virtual | | | |
| Job Counseling, Training and Placement Services for Veterans | KS Dept. of Commerce | | | | | | | | | | | |
| National Farmworker Jobs Program | SER Corporation | program service | program service | program service | program service | | direct linkage | | partner and CTS | program service | | |
| Indian and Native American Program | American Indian Council | Wichita AJC | Wichita AJC | Wichita AJC | Wichita AJC | Wichita AJC | Wichita AJC | Wichita AJC | | | Wichita AJC | |
| Job Corps | Flint Hills Job Corps | | | | | provided on campus at Job Corp | provided on campus at Job Corp | provided on campus at Job Corp | can be provided upon request | provided on campus at Job Corp | provided on campus at Job Corp | provided on campus at Job Corp |

Attachment C: Partner Referral Guidelines

Partner Referral Guidelines

American Indian Council

(WIOA Section 166 Law)

AIC is an American Indian not-for-profit, 501(c) (3) organization in the state of Missouri serving Missouri, Iowa, and Kansas. Our mission is to promote economic self-sufficiency, cultural awareness, and preservation among off-reservation American Indian and Alaska Natives who are facing significant barriers to employment. Individuals are provided job training and other services through our partnerships that result in increased employment and earnings, increased education and occupational skills, and decreased welfare dependency.

Eligibility

- Verification of Tribal Affiliation with a Federally Recognized Tribe
- Verification of Residence
- Verification of Birth Date
- Verification of Family Income and Number in Family Household
- Verification of Labor Force/Employment Status
- Verification of Selective Service Registration (males 18 and over)

Average Wait Time for Eligibility

- 24 to 48 hours after completion of application process
- Average payments for students and all supportive services are 3-5 days once application is received and approved by the Administrative Office in Kansas City, Missouri

Programs

- Academic Counseling
- Career Development
- GED Attainment
- Job Search Resources
- On-the-Job Training
- Referrals
- Tuition Assistance
- Work Experience

Duration of Programs

- 90 days up to 4 years

Follow Up Services

- Follow Up includes Supportive Services and Career Counseling up to one year after exit

Contact for Staff and Clients

- Nicole Castellanos
- Email: nCastellanos@indiancouncil.net
- Phone: 316-771-6776

Partner Referral Guidelines

Breakthrough Wichita (formerly Episcopal Social Services)

Breakthrough Wichita is open to individuals looking for employment. We offer computers for resume and cover letter preparation, Internet access to job posting sites, fax machines, and telephones. Employment classes are in partnership with DCF. Staff teach employment classes to DCF recipients about how to find employment, interpersonal and written communication skills.

Eligibility Requirements

- Must already be established with the Referring Agency

Average Wait for Eligibility

- Minimal to None

Programs Provided

- Aggression Replacement Training (Youth)
- Teen Intervention Program Sedgwick Co
- Teen Intervention Program Butler Co
- Breakthrough Club
- Job Readiness
- Case Management
- Food Ministry
- Representative Payee Program
- Health Plus Health

Duration of Programs

- Varies

Follow-Up Services

- Job Retention

Contact for Staff and Customers

- Emily Hatfield– emily.hatfield@breakthroughwichita.org

Office Location and Hours

1010 N Main
Wichita, KS 67203
Monday through Friday 8:30 am to 4:30 pm

Website: <https://www.breakthroughwichita.org/>

Partner Referral Guidelines

Butler Community College – Adult Education & Wichita Language and Learning Center (formerly Wichita Indochinese Center)

Eligibility Requirements

- 16 years of age and older, AND
- Is currently not enrolled in school, AND
- Any one of the following apply:
 - Does not have a secondary credential (high school or GED diploma), OR
 - Will work on obtaining a Kansas State High School Diploma by passing the GED tests
 - Has a high school diploma or a GED; however,
 - Does not have basic reading, writing, or math skills
 - Does not have proficiency in the English language necessary to function in the multiple adult roles of citizen, employee, and family member
- TABE testing is required, contact Butler Adult Education program for details

Average Wait Time for Eligibility

- Immediate or same day referrals are accepted to answer questions related to the program and to set an appointment for an intake meeting

Programs

- College and Career Prep Class
- Soft Skills Training
- Study Skills Class
- College Placement Exam Prep
- GED Test Prep
- English Language Classes

Duration of Programs

- Classes begin every 4-6 weeks

Skills Assessment Test Used

- Testing Adult Basic Education (TABE) and Clas-E by Data Recognition Corporation

Follow Up Services

- College and Career Coaching and Enrollment

Main Contact for Staff

Director: Sherry Watkins

Phone: 316-323-6074

Email: swatkins8@butlercc.edu

Main Contact for Clients

Office Manager: Pat Cummings

Phone: 316-323-6074

Email: pcumming@butlercc.edu

Financial Assistance

Office Manager: Krysty Schneweis

Phone: 316-323-6079

Email: kschnewe@butlercc.edu

Website: <https://www.butlercc.edu/adult-education>

Office Location and Hours

901 S Haverhill Road

El Dorado, KS 67042

Monday through Friday 8:00 am to 5:00 pm

Additional Adult Education outreach locations in various Wichita locations and the Wichita Workforce Center

Partner Referral Guidelines

Cerebral Palsy Research Foundation (CPRF)

CPRF is a 501(c)3 nonprofit organization with a mission to provide people with disabilities customized services, supports and technologies, with an emphasis on employment and training options, to facilitate their chosen economic and personal independence.

Eligibility

- Must have vocational barriers that impede employment
- Must have a disability or medical condition that is an obstacle to employment for most programs (call Program Contact for specific program eligibility)
- Must be highly motivated and have a desire to work
- Be medically and emotionally stable
- Be able to tolerate an 8-hour day
- Be able to use a computer keyboard or alternate input device
- High School Diploma or GED preferred
- Prefer at least a 9th grade level of reading and math skills for computer classes

Average Wait Time for Eligibility

- Wait time to enter individual programs varies by program.

Vocational Assessments

- Identify vocational strengths and employment barriers by recommending options and supports required for people with disabilities and those with vocational barriers to increase self-sufficiency.
- Identify job aptitudes, interests and personality traits.
- Tests available include (but not limited to) Career Ability Placement Survey (CAPS), Interest Inventory (COPS), Career Orientation Placement & Evaluation Survey (Values) (COPES), Profile Step One Survey (Integrity), Hogan Personality Profile, Test of Adult Basic Education (TABE), and Computer Operator Aptitude Battery (COAB).
- In addition to test results, work history, accommodations needed on the job or in training, medical history, family issues, supports needed, as well as testing results are included in the assessment.
- Duration of assessment is usually around 4 hours.
- The referral source is notified of attendance the day of the testing.
- Reports are generated within two weeks.
- **Contact:** Sydney Fisher - SydneyF@cprf.org – 316.688.1888 or 800.550.5804

School of Adaptive Computer Training (SACT)

- Devoted to improving marketable computer skills for people with disabilities and others affected by the digital divide.
- Classrooms provide completely adaptive classrooms which use state-of-the-art, adjustable workstations and assistive software and devices.
- The SACT's Business Advisory Council, comprised of area business leaders, meets a number of quality control duties. Some of those duties include ensuring the courses meet or exceed the requirement of hiring authorities, evaluating student preparedness, providing classroom presentations and assisting with placement activities.
- Classes led by Microsoft Office Specialist (MOS) Master Instructors.

Partner Referral Guidelines

- Programs available for adults and youth to enhance job skills of students preparing them to effectively compete for careers in the modern-day job market. Topics include computer basics, Microsoft Windows Operating System, Internet, e-mail, Customer Service, and Microsoft Office including Word and Excel.
- On-site testing facility provides opportunities for students to achieve Microsoft Office Specialist (MOS) certifications in Microsoft Office applications including Word and Excel.
- Business Fundamentals Training Program for Youth is a semester long class for high school students with disabilities. Students who complete this program gain valuable computer experience with an opportunity to certify in Microsoft Word and Excel. In addition, they learn about personal finance and improve keyboarding skills. Graduates earn two high school credits.
- Duration of program varies by class.
- **Contact:** Aaron McAnarney – aaronm@cprf.org – 316.688.1888 or 800.550.5804

Job Placement

- Assistance in identifying vocational goals.
- Provide job search, soft skills and job readiness training to prepare individuals with disabilities to seek and obtain employment.
- Includes resume and cover letter writing, collection of personal work history, job search goals, develop interview skills, build personal networking techniques and write effective thank you letters.
- Develops basic computers skills to conduct internet job searches, submit applications on-line, and how to attach documents to an e-mail.
- Average process time for eligibility is one (1) week.
- Duration of program varies, based on type of service requested and each individual's unique situations and efforts.
- Follow up guidance may be provided for up to 12 months after placement, depending on program.
- **Contact:** Nick Blomberg- nblomberg@cprf.org – 316.688.1888 or 800.550.5804

Address and Hours of Operation

5111 E. 21st St. N

Wichita, KS 67208

Monday through Friday 8:00 am to 5:00 pm

Closed Most Legal Holidays

www.cprf.org

Partner Referral Guidelines

Cowley College—Adult Education

Eligibility Requirements:

- Proof of citizenship
- 16 years of age or older, AND
- Is not currently enrolled in school, AND
- Any one of the following apply
 - Doesn't have a secondary credential (high school or GED diploma), OR
 - Will work on obtaining a Kansas State High School Diploma by passing the GED tests
 - Has as a high school diploma or GED; however
 - Does not have basic reading, writing or math skills
 - Does not have proficiency in the English language necessary to function in the multiple adult roles of citizen, employee, and family member
- If GED Students are under 18 years old, they must also complete the following:
 - Compulsory school attendance disclaimer from the high school district they live in
 - An underage conference prior to enrollment. A parent must attend
- TABE testing is required; contact Cowley Adult Education for details

ESL Services—must be 18 years or older

Average Wait Time for Eligibility

Immediate or same-day referrals are accepted to answer questions related to the program and to set an appointment for an intake meeting. There are new sessions that start every 8 weeks.

Skill Assessment Tests—TABE and TABE ClasE by McGraw Hill/CTB

Programs

Adult Education
GED Preparation
English Language/Civics Classes

Follow Up Services

College and Career Coaching
Post-Secondary Education Enrollment
Financial Aid Navigation Assistance
Employment Assistance

Duration of Programs

College and Career Prep: 8-week Sessions
ESL Classes: 8-week Sessions

Contacts

Student Success Coach: Lynell Durham, Lynell.durham@cowley.edu, 620-441-5335
Director: Jamaal Watson, Jamaal.watson@cowley.edu, 620-441-5258
AVP of Academics: Dr. Tasha Taylor, tasha.taylor@cowley.edu, 620-441-5247

Address and Hours of Operation

221 W. Chestnut
Arkansas City, KS 67005*
Monday through Friday 8:00am to 4:30pm
www.cowley.edu/abe

*Additional location in Winfield, KS

Partner Referral Guidelines

Department for Children and Families

Services:

- I. Health Coverage: Several health benefit programs are provided to low-income Kansans to help cover some health care expenses. Health coverage is available to children, pregnant women, the elderly, and the disabled.
- II. Food Assistance: Department for Children and Families offers food assistance to low-income individuals and families. A vision card acts like a debit card, and is used to buy food at local grocery stores.
- III. Cash Assistance: Temporary Assistance for Families
Department for Children and Families offers temporary cash assistance to low-income families with a child under 18; Some adults will be required to participate in a work program connected to this family cash program. Additional support to assist in participating in the work program is available. A number of work program services are contracted through community partners.
General Assistance
Single adults who are disabled but not yet receiving Social Security payments may qualify for a medical benefit.
- IV. Child Care: Subsidy program to assist low-income families with the cost of childcare for children age 12 and younger.
- V. Energy Assistance Assistance with home energy costs related to heating the home in the winter months.

Requirements:

Applicants must be low-income (ranging from 0 to 200% of the Federal Poverty Level, depending on the program).

An application is required to be completed for eligibility determination. A paper application can be obtained at, at the DCF Office or on-line at: <https://cssp.kees.ks.gov/apspsp/sppNonMed.portal>

Department for Children and Families is located at 2601 S Oliver St, Wichita, KS 67210. No appointment necessary during regular office hours of Monday – Friday, 8:00 a.m. to noon and 1:30 to 5:00 p.m. For more information, please contact 316-337-7000.

Website: <https://www.dcf.ks.gov/Pages/default.aspx>

Partner Referral Guidelines

Department for Children and Families

Vocational Rehabilitation (VR) will work with people who experience all different kinds of physical or mental disabilities.

Eligibility Requirements

- A determination by qualified personnel that the applicant has a physical or mental impairment
- A determination by qualified personnel that the applicant's physical or mental impairment constitutes or results in a substantial impediment to employment for the applicant
- A determination by a qualified VR counselor that the applicant requires VR services to prepare for, secure, retain or regain employment consistent with the applicant's unique strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice.

Average Wait Time for Eligibility

- Up to 60 days, with an average of 18 days from the date of application

Programs Provided

- Restoration
- Job Placement
- Training
- Supported Employment
- Counseling and Guidance

Duration of Programs

- 18 months to 2 years

Skill Assessment Test Used

- Varies

Follow-Up Services Provided

- Follow-Up for 90 days of employment once they are stable

Main Contact for Staff and Customers

- Customers must schedule an appointment at (316) 337-6296
- Applications available online: https://www.dcf.ks.gov/services/RS/ArchivePages/Part-3_Application.pdf

Address and Hours of Operation

2601 S. Oliver

Wichita, KS 67210

Monday through Thursday 8:00 am to 5:00 pm

Walk-ins welcome (unless with another client). If the VR counselor is busy or out of the office, referrals can be made by faxing the referral form to VR Services at 316-337-6710 and one of the staff will assign the consumer to the next available counselor. Any applicant who has been determined eligible for Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI) is presumed eligible for VR Services.

Website: <https://www.dcf.ks.gov/services/RS/Pages/Employment-Services.aspx>

Partner Referral Guidelines

Dress for Success Wichita (A program of The Women's Network)

Dress for Success Wichita offers long-lasting solutions that enable women to break the cycle of poverty. Each client receives professional attire to secure employment. Dress for Success Wichita also has programs to furnish confidence, direction, and success.

Eligibility Requirements

- Customer must be work ready

Average Wait Time for Eligibility

- About one week

Programs Provided

- Professional attire
- Monthly professional development

Follow-Up Services Provided

- After women have gone through a Program, they are invited to attend monthly professional development meetings.

Main Contact for Staff and Customers

- Main Office: 316-262-3960
- Referrals can be made either by staff or customers: <https://womens-network.org/get-help/dress-for-success/interview-and-employment-suitings/>

Office Location and Hours

500 S. Topeka Ave., Suite 100
Wichita, KS 67202
316-262-3960

Partner Referral Guidelines

Flint Hills Job Corps

Flint Hills Job Corps is an education and career skills training program that helps young, economically challenged men and women prepare for a career and take control of their lives. At Job Corps, you can learn career skills, earn your high school diploma or GED, and get help finding a job.

Eligibility Requirements

- Age 16 to 24
- Limited Financial Resources (Poverty Income Level OR Proof of Public Assistance)

Average Wait Time for Eligibility

- Determination made at Interview

Programs Provided

- GED Preparation or High School Diploma
- Career Technical Training
- Career Development
- Career Transition Services
- Residential Living
- Recreational Activities
- Single Parent Dormitory for Single Parents and their Depended Children

Duration of Programs

- 1 to 2 years

Skill Assessment Test Used

- TABE

Follow-Up Services Provided

- Up to 1 year of Follow up Services with Employment Needs

Main Contact for Staff & Customer

- Ivory Boyce; Boyce.ivory@jobcorps.org (316-771-6779)

Office Hours and Location

2021 N Amidon, Suite 1100
Wichita, KS 67203

Monday through Thursday 8:00 am to 5:00 pm

Friday 9:00 am to 12:00 pm

Orientations are held every Monday at 12:00 p.m. at Wichita Workforce Center; no appointment necessary to attend an orientation. Additionally, Job Corps has a Placement Specialist located at the Wichita Workforce Center to assist graduates of Job Corps in finding employment after program completion.

Website: <http://flinthills.jobcorps.gov/careerdevelopment.html>

Partner Referral Guidelines

Jobs for Veterans State Grant (JVSG) – Kansas Department of Commerce

The local Disabled Veteran Outreach Program Representative (DVOP) and Local Veterans Employment Representative (LVER) offer employment and training services to eligible veterans with significant barriers to employment.

Eligibility:

- An individual who is a veteran or an eligible spouse of an eligible veteran
- A veteran is defined as a person who served more than 180 days of active military, naval, or air service, and who was discharged or released under conditions other than dishonorable, as specified in 38 U.S.C. 101(2)

Active service includes full-time Federal service in the National Guard or a Reserve component. Active service does not include full-time duty performed strictly for training purposes (i.e., that which is referred to as “weekend” or “annual” training), nor does it include full-time active duty performed by National Guard personnel who are mobilized by State rather than Federal authorities

Eligible spouse is the spouse of any of the following:

1. Any eligible veteran who died of a service connected disability
2. Any member of the Armed Forces serving on active duty who, at the time of application, is listed in one or more of the following categories and has been so listed for a total of more than 90 days
 - Missing in action
 - Captured in the line of duty by a hostile force
 - Forcibly detained or interned in the line of duty by a foreign government or power
3. Any eligible veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veteran’s Affairs
4. Any eligible veteran who died while a disability was in existence

A spouse whose eligibility is derived from a living veteran or service member would lose his or her eligibility if the veteran or service member were to lose the status that is the basis for the eligibility. Similarly, for a spouse whose eligibility is derived from a living veteran or service member, that eligibility would be lost upon divorce from the veteran or service member.

Significant Barriers to Employment:

- A special disabled or disabled veteran, as those terms are defined in 38 U.S.C § 4211(1) and (3);
- Homeless
- Recently-separated service member, who at any point in the previous 12 months has been unemployed for 27 or more consecutive weeks;
- An offender released from incarceration within the last 12 months;
- No high school diploma or equivalent certificate; or
- Low-income
- Age 18-24
- Wounded Warrior family caregiver

Partner Referral Guidelines

Services:

- Job search assistance
- Career guidance
- Resume and cover letter review and preparation
- Interview preparation
- Labor market research
- Referral to employment
- Referral to VA for benefits and assistance
- Referral to other services

Veterans meeting the eligibility criteria should be referred for JVSG services. All referrals for Veterans' services should be directed to the JVSG Program Supervisor. Additionally, appointments can be made to meet with Veterans in any of the six counties in Local Area IV.

The Veterans Program is located at the Wichita Workforce Center at 2021 N. Amidon, Suite 1100, Wichita, KS 67203. For more information, please contact Erica Ramos at 316-771-6805 or Erica.ramos@ks.gov

Partner Referral Guidelines

Kansas Department of Labor – Unemployment Insurance

Information on how to apply for Unemployment Insurance and the necessary resources to file a claim (telephones, computers, and fax machines) are available through the Workforce Centers.

All claims/inquiries are handled by the Kansas Department of Labor through a call center in Topeka, KS. The Kansas Department of Labor is open Monday through Wednesday from 8:00 am until 4:00pm, Thursday 8:00am until 3:15pm; and Friday 8:00am until 4:00pm. Duration of program varies.

Program

- Unemployment Benefits for Eligible Recipients while they are Temporarily without a Job

What you Need on Hand when Contacting Kansas Department of Labor

- Name
- Social Security Number
- Date of Birth
- Home Mailing Address
- Phone Number
- Email Address
- County in which you live
- Driver's License or ID card
- Company Name of most recent Employer
- Mailing Address of Employer
- Start Date and End Date
- Reason for Separation
- DD-214 (if applicable)
- Form SF-50, SF-8, or W-2 (if applicable)
- Alien Registration or Work Visa Number (if applicable)

Website: www.KansasUI.gov

Telephone Number

Local: 785-575-1460

Toll-Free: 1-800-292-6333

Partner Referral Guidelines

NexStep Alliance (Goodwill Industries and WSU Tech)

NexStep Alliance offers adult basic education, GED preparation, and ESL classes.

Eligibility Requirements

- 16 years of age and older, AND
- Is currently not enrolled in school, AND
- Any one of the following apply:
 - Does not have a secondary credential (high school or GED diploma), OR
 - Will work on obtaining a Kansas State High School Diploma by passing the GED tests
 - Has a high school diploma or a GED; however,
 - Does not have basic reading, writing, or math skills
 - Does not have proficiency in the English language necessary to function in the multiple adult roles of citizen, employee, and family member
- TABE tested is required, contact NexStep for details

Average Wait Time for Eligibility

- 3 to 5 Days

Skill Assessment Tests

- Testing Adult Basic Education (TABE) by McGraw Hill/CTB

Programs

- Adult Education
- GED Preparation
- English Language/Civics Classes

Duration of Program

- GED Classes Offered Every 6 Weeks for one Program Year
- English Classes Offered Every 8 Weeks for one Program Year

Follow-Up Services

- Post-Secondary Education Enrollment
- Financial Aid Navigation Assistance
- Employment Assistance

Main Contact for Customers and Staff

- 316-677-1150

Address and Hours of Operation

3155 N Webb Road
Wichita, KS 67226

Monday through Thursday 8:00 am to 9:00 pm

Friday 8:00 a.m. to Noon

Website: <http://www.nexstepalliance.org>

Partner Referral Guidelines

Registered Apprenticeship (Kansas Dept. of Commerce)

Registered Apprenticeships (RA) are innovative job-driven, work-based learning and post-secondary earn-and-learn models that meet national standards for registration. RA improves the skills of the American workforce and enhances the efficiency and productivity of American industries.

RA is an ideal way for employers to build and maintain a skilled workforce. RA combines full-time employment, on-the-job learning (OJL) and related technical instruction (RTI). The OJL must be overseen by a mentor that is skilled in the occupation. The RTI may be provided through community or technical colleges, correspondence, online, distance learning, contract vendors or apprenticeship training centers to both educate and develop business and industries' workforce.

There are over 1000 apprenticeable occupations in which Registered Apprenticeship programs can be developed. If an employer has training needs in an apprenticeable occupation, refer the customer to a Kansas Apprenticeship Program Consultant.

RA programs **must have an employer—employee relationship** in order to exist. An employer must develop and register a set of Standards of Apprenticeship with the Kansas Department of Commerce - Kansas Apprenticeship Council in order to become a sponsor. As a RA Sponsor, the employer will be responsible for all elements of the program, including the selection and placement of apprentices in their program.

REFERRAL PROCESS:

- All employers in need of training in an apprenticeable occupation should be referred to a Kansas Apprenticeship Consultant. Contact information is on our website.
- All job seekers should be referred to **KANSASWORKS.com** for open apprenticeship positions.

NOTE: In order to connect Kansas job seekers to a Registered Apprenticeship program, Apprenticeship Program staff has requested employer/sponsors post all job openings on **KANSASWORKS.com**. Job seekers can do a key word search on **KANSASWORKS** for '**Apprenticeship**' and it will identify all posting that mention the key word **apprenticeship**. Kansas employer/sponsors with a Registered Apprenticeship Program will be identified with a **BOLD RED 'RA'**. Job seekers should check those listings for openings in his/her area(s) of interest and qualifications and then follow the posted directions for application. The Sponsor will contact the Apprenticeship Consultant to register a new apprentice under their program.

If a workforce partner is doing a customer assisted job posting on **KANSASWORKS** for an apprenticeship sponsor, please contact an Apprenticeship Consultant for the program registration number. (The **BOLD RED 'RA'** will not show up next to the posting without the registration number.)

SPECIAL NOTE: All employer referrals should be sent to Crosby Branham (cbranham@workforce-ks.com)

Registered Apprenticeship is located at the Wichita Workforce Center at 2021 N. Amidon, Suite 1100, Wichita, KS 67203.

Partner Referral Guidelines

Senior Employment Services, Senior Services, Inc. of Wichita

Senior Employment Services offers employment services for individuals age 55 and over including resume preparation, job readiness skills seminars, basic computer training, job club, and weekly job listings.

Eligibility Requirements

- Must be 55 Years of Age or Older

Programs Provided

- Orientation
- Job Club
- Weekly Job Lists
- Bi-Yearly Job Fairs

Follow-Up Services Provided

- Follow-Up for 90 days after employment

Main Contact for Staff & Customers

- Cherie Wenderott-Shields, cheriew@seniorservicesofwichita.org (316-267-1771)

Office Hours and Location

200 S. Walnut
Wichita, KS 67213
Monday through Friday 9:00 am to 3:00 pm

Additionally, electronic and printable applications are available on the Senior Employment webpage:

<https://seniorservicesofwichita.org/senior-employment/>

Website: <http://www.seniorservicesofwichita.org/>

Partner Referral Guidelines

Senior Program – SCSEP

The Senior Community Service Employment Program, operated by the Workforce Alliance of South Central Kansas, provides temporary part-time subsidized community service assignments, eligibility, outreach, intake & orientation assessment, and job search and placement supportive services information.

Average Wait Time for Eligibility

- Once all required documents have been received in the SCSEP office, eligibility is usually determined in 2-5 business days.

Eligibility Requirements

- Must be 55 years of age or older
- Must be unemployed at the time of application
- Eligible to work in the United States
- Income cannot exceed 125% of the current federal HHS Poverty Guidelines

Skill Assessments Used

- Skills Self-Assessment

Duration of Program

- 48 months

Programs

- Placement at Host Agencies for job skills development training/experience
- Supportive Services

Follow-Up Services

- For participants that exit for unsubsidized employment, quarterly follow-ups occur for the first, second, and third quarters after exit.

Main Contact for Staff and Customers

Chip Reece (316) 771-6630

Address and Hours of Operation

2021 N Amidon, Suite 1100

Wichita, KS 67203

Monday through Thursday 7:00 am to 6:00 pm

Friday 9:00 am to 12:00 pm

Website: <http://www.workforce-ks.com>

Partner Referral Guidelines

SER Corporation of Kansas – National Farmworker Jobs Program (NFJP)

The goal of SER NFJP is to provide permanent year-round employment to agricultural workers through support in occupational and basic skills training. Customers who have worked in various types of agricultural labor in the past two years may be eligible to receive assistance with training costs and supportive services.

Average Wait Time for Eligibility

Once all paperwork and necessary documents are completed, customer moves immediately into services

Eligibility

- Citizen or legally authorized to work in the United States
- Selective Service Registration
- 18 Years of Age or Older
- Meet low-income criteria that does not exceed 150% of the poverty guideline or 70% of the LLSI
- Worked in agriculture or fish farming for 12 consecutive months out of 24 months
- Received at least 50% of their earned income from agricultural work or worked at least 50% of their time in agriculture
- Be the spouse or dependent of the eligible farm worker and meet the first and second eligibility requirements above
- Applicants who are:
 - Receiving public assistance or has received public assistance or is in a family that is or has received public assistance. This may include state and local programs.
 - Disabled
 - Homeless
 - Foster Care

Skill Assessments Used

- TABE Skill Assessment

Duration of Programs

- Up to 2 years

Services

- Occupational Skills Training
- On-the-Job Training
- Supportive Services
- GED/ESL/Alternative Diploma
- Career Services
- Job Development
- Career Counseling
- Tutoring
- Job Coaching
- Case Management
- Follow-up

Follow-Up Services

- Case Management
- Counseling
- Job Coaching

Partner Referral Guidelines

To apply, download an application at www.sercorporation.com/ (available in English and Spanish) and email or mail your application to the office nearest you.

Wichita Office

1020 N. Main, Suite D
Wichita, KS 67203
(316) 264-5372

Client Service Agent: Jennifer Reyes

Goodland Office

Northwest Kansas Technical College
1209 Harrison
Goodland, KS 67735
(785) 890-3300

Client Service Agent: Roberta Pianalto

Dodge City Office

Dodge City Community College
Technical Education Center Rm. 125
2501 N. 14th Ave
Dodge City, KS 67801
(620) 371-6056

Client Service Agent: Mike Medina

Hays Office

1008 E 17th #7
Hays, KS 67601
(785) 623-4016

Client Service Agent: Vicki Needham

Pittsburg Office

SER Corporation of Kansas
(620) 682-0008

Client Service Agent: Henry Coronado

Partner Referral Guidelines

SER National SCSEP

The Senior Community Service Employment Program (SCSEP) is program authorized by Title V of the Older Americans Act and funded by the USDOL for seniors 55 or older, with low employment prospects. Participants are placed in part-time community service assignments at local organizations to gain hands on experience and increasing marketable skills needed to transition to a permanent job. It's a paid training for participants.

Qualifications for SCSEP

- Age 55 or older.
- Must be Unemployed.
- Family Income must fall within 125% of federal poverty guidelines.
- Must reside in a county served by SER SCSEP.
- Must register at the local One-Stop or employment office for employment services.
- Must be willing and able to attend community service assignments and trainings.
- Must understand the **responsibility to seek permanent employment** as a condition of enrollment.
- Must be authorized to work in the United States.

Duration of Program Participation (Length of time in SCSEP)

- Depends on your individual employment Plan (IEP).
- May be exited for cause for failure to comply with IEP or SCSEP policies.
- The SCSEP Durational Limit of **48 months** is a **lifetime limit**.

Employment – Ultimate Goal of the Program!

SER takes All APPLICATIONS ONLINE. Please visit our website and complete our online SCSEP Application at: <https://ser-national.org/scsep-2/> . Click on the button “Participants – Apply Here.” Our staff will contact you within five business days of the submitted application. Please view our “Informational Session video” on this webpage for program details.

Office Hours and Location

2400 WEST PAWNEE, SUITE 110,
WICHITA, KS 67213
316-444-1332

Monday through Thursday 8:00 am to 5:00 pm

Partner Referral Guidelines

Trade Adjustment Assistance (TAA)

Trade Adjustment Assistance (TAA) is a federally funded program that offers help to workers who lose their jobs or whose hours and wages are reduced as a result of several factors. Customers may be eligible for the TAA program if they are laid off from an employer with a certified TAA petition within the impact and expiration dates of the petition.

Average Wait Time for Eligibility

- 7 Days

Eligibility Requirements

- Must be laid off from a TAA Certified Employer

Skill Assessment Tests Used

- MyNextMove
- O*Net Skills Profiler
- WorkKeys Assessment

Programs Provided

- Wage Subsidy for age 50 and older
- Training Assistance
- Re-Employment Services
- Job Search
- Relocation Assistance
- Income Support
- Transportation/Subsistence Support

Follow-Up Services

- Assistance with Job Search after Completion of Training

Referral Process:

- Email Partner Referral Form (WFC080-010) to TAA-Wichita@ks.gov

Address and Hours of Operation

2021 N Amidon, Suite 1100
Wichita, KS 67203
Monday through Thursday 7:00 am to 6:00 pm
Friday 9:00 am to 12:00 pm

Partner Referral Guidelines

Wagner-Peyser (Labor Exchange Services)

Wagner-Peyser services are offered to provide and facilitate quality employment and related services responsive to the needs of Kansans. Assistance is available for job seekers in assessing current skills and identifying employment opportunities. When required, assistance may be accessible to enhance basic skills or enroll in training.

Self-service resources are available onsite, including

- Computers for online job searches, developing and posting resumes
- Copy machines for making copies of resumes
- Fax machines to send out resumes

Staff-assisted services to job seekers include

- Career planning
- Job counseling
- Interview training
- Job preparation and life skills coaching
- Comprehensive assessments
- Labor market information
- Referral to partner services

Wagner-Peyser services are located in the Career Centers of the Workforce Centers of South Central Kansas. Locations are listed below:

Wichita Workforce Center

2021 N. Amidon, Suite 1100
Wichita, Kansas 67203
316-771-6800 or 877-509-6757

Monday- Thursday 7:00 a.m. to 6:00 p.m.
Friday 9:00 a.m. to 12:00 p.m.

Cowley College Workforce Center

221 W. Chestnut
Arkansas City, Kansas 67005
620-441-5313

Monday and Wednesday
8:00 a.m. to Noon and
1:00 p.m. to 5:00 p.m.

Sumner Workforce Center

215 S. Washington
Wellington, Kansas 67152
620-326-2659

For more information, please contact Erica Ramos at 316-771-6828 or Erica.Ramos@ks.gov
Website: www.kansasworks.com

Partner Referral Guidelines

Wichita State University TRIO Student Support Services

TRIO is a federally funded program hosted by WSU that provides free counseling and assistance to adults ready to begin or resume the journey toward their educational goals whether that's a four-year college degree, associate's degree or technical training to enhance their career.

Services include training sessions to help adults prepare for college, assistance with the college application process, financial aid advising, career guidance and much more.

Eligibility Criteria

- All participants must meet the following criteria:
 1. Be a US Citizen or Permanent Resident
 2. Be at least 19 years of age or older
 3. Reside in the City of Wichita or Sedgwick County
 4. Have not earned a Bachelor's degree
- Priority provided to individuals who:
 1. Have limited income
 2. Have parents who have not yet earned a Bachelor's degree

Average Wait Time for Eligibility

- Eligibility: Generally, there is no wait time provided the applicant can provide the necessary information and documentation at the time of their scheduled appointment.
- Meeting with staff: Generally, there is no wait time. Applicants or anyone interested in learning more about services can schedule with a Program Coordinator at a time that is most convenient for the applicant.
- Typically, there is little delay in responding to initial applications, emails, and phone calls

List of Programs & Services Available

- High School & GED Completion Programs (EOC serves as a resource in helping to locate a program)
- Financial Aid—EOC helps in identifying, research, completing, and/or applying to the following:
 1. FAFSA (Free Application for Federal Student Aid)
 2. Student Loan Default
 3. Financial Aid Verification Process
 4. Scholarship Searches
- Admission/School Selection—EOC helps in identifying, researching, completing, and/or applying to the following:
 1. College Applications
 2. Career/Technical Schools
 3. Community Colleges
 4. Universities
- Career Planning—EOC uses a career assessment software to ai in the following areas:
 1. Interest Assessments
 2. Career Advising
 3. Career Exploration
 4. Resume Writing

Partner Referral Guidelines

Duration of Program

Once accepted, participants are considered continuous for free services if they continue to meet the eligibility requirements and if they continue to make continuous check-in communications

Contact Information for Staff & Clients

Phone: 316-978-3715

E-mail: trio.sss@wichita.edu

Office Hours & Location

Monday-Friday 8:00am to 5:00pm
Shocker Success Center, 3rd Floor, Room 307

Partner Referral Guidelines

WIOA Adult and Dislocated Worker Programs

The WIOA Adult and Dislocated Worker (DW) Programs, operated by the Workforce Alliance, offer free services to help individuals obtain or retain employment in occupations considered in-demand for South Central Kansas.

Interested individuals may access services by visiting the Workforce Center and providing documentation of the following:

- Date of Birth (documenting age of 18 or older)
- Authorization to Work in the United States
- Compliance with Selective Service (males 18 and older, born after January 1, 1960)
- Layoff from Employer (if applicable)

The WIOA Adult and DW Programs begin in the Career Centers of Workforce Centers of South Central Kansas. Locations are listed below:

Wichita Workforce Center

2021 N. Amidon, Suite 1100
Wichita, Kansas 67203
316-771-6800 or 877-509-6757

Cowley College Workforce Center

221 W. Chestnut
Arkansas City, Kansas 67005
620-441-5313

Monday- Thursday 7:00 a.m. to 6:00 p.m.
Friday 9:00 a.m. to 12:00 p.m.

Sumner Workforce Center

215 S. Washington
Wellington, Kansas 67152
620-326-2659

For more information regarding our Career Centers please contact Alexandra Carlson at 316-771-6614 or acarlson@workforce-ks.com

Website: <http://www.workforce-ks.com>

Partner Referral Guidelines

WIOA Youth Program

The WIOA Youth Program, operated by the Workforce Alliance, is a resource to assist young people, ages 14-24, overcome the obstacles that keep them from completing their education and getting a job.

Eligibility

Out of School Youth must meet all the below criteria:

- Between the ages of 16 and 24
- Not attending any school
- Compliant with Selective Service requirements
- Eligible to work in the United States
- One of the following options
 - School dropout
 - A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
 - An individual who is subject to the juvenile or adult justice system
 - A homeless individual, homeless child, or youth
 - A runaway
 - In foster care or has aged out of the foster care system
 - A child eligible for assistance under Section 477 of the Social Security Act
 - An out of home placement
 - Pregnant
 - Parenting
 - Individual with a disability
 - Recipient of a secondary school diploma or its recognized equivalent and is low income and basic skills deficient or an English language learner
 - Low income individual who requires additional assistance to enter or complete an educational program or to secure and hold employment

In School Youth must meet all the below criteria

- Between the ages of 14 and 21
- Attending school
- Compliant with Selective Service requirements
- Eligible to work in the United States
- Low income
- One of the following options
 - Basic skills deficient
 - An English language learner
 - Offender
 - A homeless individual, homeless child or youth
 - A runaway
 - In foster care or has aged out of the foster care system
 - A child eligible for assistance under Section 477 of the Social Security Act
 - An out of home placement
 - Pregnant
 - Parenting
 - Individual with a disability

Partner Referral Guidelines

- Individual who requires additional assistance to complete an educational program or to secure and hold employment
- Eligibility under this option is limited to 5% of in school youth

Main Contact for Staff and Customers

KC Schumacher, KCSchumacher@workforce-ks.com (316) 771-6636

Address and Hours of Operation

2021 N Amidon, Suite 1100

Wichita, KS 67203

Monday through Thursday 7:00 am to 6:00 pm

Friday 9:00 am to 12:00 pm

Website: <http://www.workforce-ks.com>

Attachment D: Budget

DRAFT Wichita One Stop Infrastructure and Other Shared Costs Budget DRAFT
PY26 July 2026-June 2027

| Infrastructure Costs | Total | % Co-Located | % All Partners |
|-----------------------------|-------------------|-------------------|-------------------|
| Rent | \$ 471,327 | \$ 409,561 | \$ 61,767 |
| Security | \$ 72,000 | \$ 62,565 | \$ 9,435 |
| Utilities/Copiers/Supplies | \$ 121,230 | \$ 105,343 | \$ 15,887 |
| Technology | \$ 30,000 | | \$ 30,000 |
| One Stop Operator Contract | \$ - | | \$ - |
| Total | \$ 694,557 | \$ 577,468 | \$ 117,089 |

| Other Shared Costs | Total | % Co-Located | % All Partners |
|---------------------------|---------------------|---------------------|----------------|
| Operations | \$ 48,000.00 | \$ 48,000.00 | \$ - |
| Parking- Staff | \$ - | \$ - | \$ - |
| Total | \$ 48,000.00 | \$ 48,000.00 | \$ - |

| | | | |
|---------------------|----------------------|----------------------|----------------------|
| Total Budget | \$ 742,556.82 | \$ 625,467.61 | \$ 117,089.21 |
|---------------------|----------------------|----------------------|----------------------|

| Co-Located Partners | Rent | Security | U/S/C | Operations | Total |
|--|-------------------|------------------|-------------------|------------------|-------------------|
| American Indian | \$ 7,970 | \$ 1,217 | \$ 2,050 | \$ 934 | \$ 12,171 |
| Job Corps | \$ 9,751 | \$ 1,490 | \$ 2,508 | \$ 1,143 | \$ 14,892 |
| KS Dept of Commerce | | | | | |
| Wagner Peysner | \$ 120,815 | \$ 18,456 | \$ 31,075 | \$ 14,159 | \$ 184,504 |
| RESEA | \$ 23,675 | \$ 3,617 | \$ 6,090 | \$ 2,775 | \$ 36,156 |
| Corrections | \$ 3,516 | \$ 537 | \$ 904 | \$ 412 | \$ 5,370 |
| Vets | \$ 32,489 | \$ 4,963 | \$ 8,357 | \$ 3,808 | \$ 49,616 |
| KDC Prog | \$ 12,658 | \$ 1,934 | \$ 3,256 | \$ 1,484 | \$ 19,331 |
| Orion | \$ 16,877 | \$ 2,578 | \$ 4,341 | \$ 1,978 | \$ 25,775 |
| Workforce Alliance of South Central Kansas | | | | | |
| Business Services | \$ 21,097 | \$ 3,223 | \$ 5,426 | \$ 2,473 | \$ 32,218 |
| Job Seeker Services | \$ 19,456 | \$ 2,972 | \$ 5,004 | \$ 2,280 | \$ 29,713 |
| Training Services | \$ 124,659 | \$ 19,043 | \$ 32,063 | \$ 14,610 | \$ 190,375 |
| Operations | \$ 10,877 | \$ 1,662 | \$ 2,798 | \$ 1,275 | \$ 16,610 |
| US Dept of Commerce | \$ 5,720 | \$ 874 | \$ 1,471 | \$ 670 | \$ 8,735 |
| Co-Located Partners Sub Total | \$ 409,561 | \$ 62,565 | \$ 105,343 | \$ 48,000 | \$ 625,468 |

| All Partners - Colocated & Non Co-Located | Rent | Security | U/S/C | Technology | One Stop Operator | Operations | Total |
|--|---------------------|--------------------|---------------------|---------------------|-------------------|-------------|----------------------|
| Department of Labor Programs | | | | | | | |
| WIOA Adult- Workforce Alliance | \$ 4,605 | \$ 703 | \$ 1,184 | \$ 2,236.70 | \$ - | \$ - | \$ 8,730 |
| WIOA- Dis Worker- Workforce Alliance | \$ 91 | \$ 14 | \$ 23 | \$ 44.04 | \$ - | \$ - | \$ 172 |
| WIOA Youth- Workforce Alliance | \$ 366 | \$ 56 | \$ 94 | \$ 177.98 | \$ - | \$ - | \$ 695 |
| Job Corps | \$ 563 | \$ 86 | \$ 145 | \$ 273.39 | \$ - | \$ - | \$ 1,067 |
| Native American- American Indian Council | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| National Farm Worker- SER | \$ 38 | \$ 6 | \$ 10 | \$ 18.35 | \$ - | \$ - | \$ 72 |
| Wagner Peysner- KS Dept of Commerce | \$ 20,566 | \$ 3,142 | \$ 5,290 | \$ 9,988.99 | \$ - | \$ - | \$ 38,987 |
| Senior Community Service Program- Workforce Alliance | \$ 431 | \$ 66 | \$ 111 | \$ 209.17 | \$ - | \$ - | \$ 816 |
| Senior Community Service Program- SER National | \$ 102 | \$ 15.58 | \$ 26.24 | \$ 49.54 | \$ - | \$ - | \$ 193 |
| Trade Act Adjustment- KS Dept of Commerce | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Unemployment Insurance- KS Dept of Labor | \$ 3,876 | \$ 592 | \$ 997 | \$ 1,882.57 | \$ - | \$ - | \$ 7,348 |
| Jobs for Veterans- KS Dept of Commerce | \$ 601 | \$ 92 | \$ 154 | \$ 291.74 | \$ - | \$ - | \$ 1,139 |
| Re-Entry Employment Opportunities | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Dept of Education Programs | | | | | | | |
| Adult Education- Butler Comm College | \$ 680 | \$ 104 | \$ 175 | \$ 330.28 | \$ - | \$ - | \$ 1,289 |
| Adult Education- Cowley Comm College | \$ 178 | \$ 27 | \$ 46 | \$ 86.24 | \$ - | \$ - | \$ 337 |
| Adult Education- WATC/Goodwill | \$ 4,356 | \$ 665 | \$ 1,120 | \$ 2,115.60 | \$ - | \$ - | \$ 8,257 |
| Career and Technical Education (Carl Perkins)- Butler CC | \$ 4,734 | \$ 723 | \$ 1,218 | \$ 2,299.08 | \$ - | \$ - | \$ 8,973 |
| Career and Technical Education (Carl Perkins)- Wichita Area Tech C | \$ 12,829 | \$ 1,960 | \$ 3,300 | \$ 6,231.19 | \$ - | \$ - | \$ 24,320 |
| Career and Technical Education (Carl Perkins)- Cowley CC | \$ 1,526 | \$ 233 | \$ 393 | \$ 741.28 | \$ - | \$ - | \$ 2,893 |
| Vocational Rehabilitation- KS Dept of Child/Fam | \$ 6,226 | \$ 951 | \$ 1,601 | \$ 3,023.85 | \$ - | \$ - | \$ 11,802 |
| Dept of Health and Human Services | | | | | | | |
| Community Services Block Grant- City of Wichita | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Community Services Block Grant- Mid-KS Community Action Program | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Co-Located & Non Co-located Partners Sub Total | \$ 61,766.76 | \$ 9,435.50 | \$ 15,886.95 | \$ 30,000.00 | \$ - | \$ - | \$ 117,089.21 |

| Partner Total | Rent | Security | U/S/C | Technology | One Stop Operator | Operations | Total | Monthly Total |
|---------------------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|
| American Indian Council | \$ 7,970 | \$ 1,217 | \$ 2,050 | \$ - | \$ - | \$ 934 | \$ 12,171 | \$ 1,014.28 |
| Flint Hills Job Corps | \$ 10,314.33 | \$ 1,575.62 | \$ 2,652.94 | \$ 273.39 | \$ - | \$ 1,143 | \$ 15,959 | \$ 1,329.93 |
| Kansas Department of Commerce | \$ 214,320.47 | \$ 32,739.61 | \$ 55,125.11 | \$ 10,280.73 | \$ - | \$ 22,637 | \$ 335,103 | \$ 27,925.27 |
| Orion | \$ 16,877 | \$ 2,578 | \$ 4,341 | \$ - | \$ - | \$ 1,978 | \$ 25,775 | \$ 2,147.90 |
| Workforce Alliance | \$ 181,581.43 | \$ 27,738.39 | \$ 46,704.34 | \$ 2,667.89 | \$ - | \$ 20,637 | \$ 279,329 | \$ 23,277.45 |
| US Dept of Commerce | \$ 5,719.60 | \$ 873.73 | \$ 1,471.13 | \$ - | \$ - | \$ 670.33 | \$ 8,735 | \$ 727.90 |
| SER- Local | \$ 37.78 | \$ 5.77 | \$ 9.72 | \$ 18.35 | \$ - | \$ 0 | \$ 72 | \$ 5.97 |
| SER- National | \$ 102.00 | \$ 15.58 | \$ 26.24 | \$ 49.54 | \$ - | \$ - | \$ 193 | \$ 16.11 |
| Kansas Dept of Labor | \$ 3,876.01 | \$ 592.10 | \$ 996.94 | \$ 1,882.57 | \$ - | \$ - | \$ 7,348 | \$ 612.30 |
| Butler Community College | \$ 5,413.56 | \$ 826.98 | \$ 1,392.42 | \$ 2,629.36 | \$ - | \$ - | \$ 10,262 | \$ 855.19 |
| Cowley Community College | \$ 1,703.78 | \$ 260.27 | \$ 438.23 | \$ 827.52 | \$ - | \$ 0 | \$ 3,230 | \$ 269.15 |
| WATC/Goodwill | \$ 17,185.14 | \$ 2,625.20 | \$ 4,420.17 | \$ 8,346.79 | \$ - | \$ 0 | \$ 32,577 | \$ 2,714.77 |
| Kansas Dept of Child/Fam | \$ 6,225.79 | \$ 951.05 | \$ 1,601.33 | \$ 3,023.85 | \$ - | \$ 0 | \$ 11,802 | \$ 983.50 |
| City of Wichita | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 0 | \$ - | \$ - |
| Mid-KS Community Action Program | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 0 | \$ - | \$ - |
| Total | \$ 471,327 | \$ 72,000 | \$ 121,230 | \$ 30,000 | \$ - | \$ 48,000 | \$ 742,557 | \$ 61,880 |