MEMORANDUM OF UNDERSTANDING
BETWEEN
THE MIAMI-DADE COUNTY HOMELESS TRUST;
SOUTH FLORIDA WORKFORCE INVESTMENT BOARD;
AND
THE BEACON COUNCIL ECONOMIC DEVELOPMENT FOUNDATION, INC.

This Memorandum of Understanding (hereinafter “MOU” or “Agreement”) is made and entered into by and between the South Florida Workforce Investment Board d/b/a CareerSource South Florida (“SFWIB” or “CareerSource”), the Miami-Dade County Homeless Trust (“Trust”), and The Beacon Council Economic Development Foundation Inc. (“Foundation”) (SFWIB, County and the Foundation are collectively referred to as the “Parties”).

WITNESSETH:

WHEREAS, the Workforce Innovation and Opportunity Act of 2014 (“WIOA” or the “Act”) establishes a One-Stop Service Delivery System (“One-Stop System”) assuring coordination between the activities authorized in and linked to the Act; and

WHEREAS, the SFWIB provides workforce development services in Workforce Area 23 of the state of Florida (“Area”), which is comprised of Miami-Dade and Monroe Counties; and

WHEREAS, the SFWIB’s services and resources are available through a network of CareerSource centers and access points which comprise the Area’s One-Stop System to provide a seamless and comprehensive array of education, job training, economic development efforts, and other workforce development services to persons within the Area; and

WHEREAS, the SFWIB’s delivery of services is enhanced by integration of available resources and collaboration through partnerships that establish guidelines to facilitate joint planning and evaluation of services, to develop more efficient management of limited financial and human resources and to reduce administrative costs; and

WHEREAS, the County has created an agency and instrumentality of the County known as the Homeless Trust (“Trust”), and the Trust is the lead agency for Miami-Dade County’s homeless Continuum of Care (CoC) and is responsible for directing and implementing County’s Community Homeless Plan (Priority Home, the local Continuum of Care’s approach to ending homelessness); providing administrative, contractual and policy formulation assistance related to homeless housing and services; and promoting partnerships with public and private organizations that promote employment; and

WHEREAS, the Beacon Council Economic Development Foundation, Inc. is a Florida not-for profit corporation whose purpose, among others is to lessen the burdens of government and combat community deterioration; The Beacon Council is a public-private partnership and the official economic development organization of Miami-Dade County that facilitates business growth and expansion locally, nationally and internationally; and

WHEREAS, the Parties desire to build a workforce development system, which will dramatically upgrade all Floridians’ workplace skills and economically benefit the workforce, employers, and state; and

WHEREAS, the Parties recognize that information sharing and referrals may lead to greater opportunities for successful employment and self-sufficiency for clients and enhance participation and performance of customers served through the system; and
WHEREAS, the Parties desire to ensure compliance and that coordinated efforts are consistent with all federal, state and local requirements to establish and maintain an effective and successful “One-Stop Delivery System” (20 CFR Section 678.300); and

WHEREAS, the Parties desire to ensure that the following principles of the Title I of the WIOA are implemented: (a) increasing access and opportunities for employment, education, training and support services of individuals, particularly those with barriers to employment; (b) improving the quality and labor market relevance of workforce innovation, education, and economic development; (c) promoting improvement in the structure and delivery of services; (d) increasing the prosperity of workers and employers; and (e) providing workforce development activities that increase employment, retention and earnings of participants and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet skill requirements of employers, and enhance productivity and competitiveness of the nation;

NOW THEREFORE, in consideration of the mutual terms, conditions, promises, and covenants herein set forth, the Parties agree as follows:

I. SCOPE OF WORK

The Parties agree to provide services in accordance with Exhibit A, Scope of Work, attached hereto and incorporated by reference as if fully set forth herein. Methods for referring individuals to the CareerSource Center Operators, Youth Programs and/or CareerSource center Partner for the appropriate services and roles, responsibilities and protocols between the parties shall be set forth in the Scope of Work. Any modifications to the Scope of Work shall only be valid when they have been reduced to writing, duly approved and signed by both parties.

II. PERIOD OF PERFORMANCE

This MOU shall commence upon October 1, 2019, irrespective of the date of execution, and terminate at the close of business on June 30, 2022, unless earlier terminated as provided below.

III. NON-DISCRIMINATION AND EQUAL OPPORTUNITY

As a condition of the award of financial assistance from the Department of Labor under Title I of the WIOA, and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, the Parties assure that they will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

A. Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex gender identity, gender expression or sex stereotyping (except as otherwise permitted under title IV of the Education Amendments of 1972), national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I - financially assisted program or activity;

B. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), as amended, which prohibits discrimination against qualified individuals on the basis of race, color and national origin;

C. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, which prohibits discrimination against qualified individuals with disabilities;

D. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), as amended, which prohibits discrimination on the basis of sex in educational programs;

E. The Age Discrimination Act of 1975 (42 U.S.C. 6101), as amended, which prohibits discrimination
on the basis of age;

F. Section 654 of the Omnibus Budget Reconciliation Act of 1981 (42 U.S.C. 9849), as amended, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs;

G. The Americans with Disabilities Act of 1990, (42 U.S.C. 12101 et seq.), as amended, which prohibits discrimination by public and private entities on the basis of disability in employment, public accommodations, transportation, state and local government services and telecommunications;


I. Equal Employment Opportunity in Apprenticeship and Training (29 CFR Part 30); and

J. Chapter 11A of the Code of Miami-Dade County, Florida, which, among other things, prohibits discrimination in employment and places of public accommodations on the basis of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, actual or perceived status as a victim of domestic violence, dating violence and stalking, gender identity, gender expression, or sexual orientation.

The Parties also assure that they shall comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the Parties' operation of the WIOA Title I and TANF – financially assisted program or activity and to all agreements the Parties make to carry out the WIOA Title I and TANF – financially assisted program or activity. The Parties understand the United States has the right to seek judicial enforcement of this assurance.

IV. IMMIGRATION REFORM AND CONTROL ACT

The Parties shall comply with the requirements of the Immigration Reform and Control Act of 1986, which requires employment verification and retention of verification forms for any individuals hired who will perform any services under this Agreement.

V. CONFIDENTIALITY

A. The Parties shall maintain the confidentiality of any information regarding program participants that identifies or may be used to identify program participants and which may be obtained through proposal forms, interviews, tests, reports from public agencies or counselors, or any other source. The Parties shall not divulge such information without the written permission of the participant, or participant's custodial parent or guardian when authorized by law, if applicable, except that such information which is necessary, as determined by the SFWIB, for purposes related to the performance or evaluation of this MOU may be divulged to the SFWIB or such other persons as the SFWIB may designate, who are responsible for monitoring or evaluating the services and performances under the MOU, or to governmental authorities to the extent necessary for the proper administration of the law and the provision of services.

All releases of information shall be in accordance with applicable federal and state laws as well as the policies and procedures of the SFWIB. The County and Foundation shall provide a completed
Confidentiality Agreement, Attachment 1, prior to the execution of the MOU.

B. Confidentiality Forms. The Trust and Foundation, in the course of receiving and utilizing confidential workforce program information for the purpose of performing its duties under this MOU, shall ensure that all staff, security officers, contractors, and subcontractors, and their employees complete the following certification and acknowledgement forms prior to permitting those individuals to perform any work under or relating to this MOU:

a. Individual Non-Disclosure and Confidentiality Certification Form, Attachment 2, attached hereto and incorporated herein. The Trust and Foundation shall maintain the completed confidentiality forms in each employee’s personnel file.

b. A universal Authorization to Obtain Confidential Information Form, Attachment 3, attached hereto and incorporated herein, for use within the CareerSource center system, shall be filled out and maintained for every job seeker who is referred to employment and/or training opportunities.

c. A universal Authorization to Obtain Confidential Employment Information Form, Attachment 4, attached hereto and incorporated by reference herein, for use within the CareerSource center system, shall be filled out and maintained for every job seeker who is referred to employment and/or training opportunities.

d. A universal Authorization to Release Confidential Information Form, Attachment 5, attached hereto and incorporated herein, for use within the CareerSource center system, shall be filled out and maintained for every job seeker who is referred to employment and/or training opportunities.

VI. INDEMNIFICATION

For Government entities: The Trust and the SFWIB shall be fully responsible for their own acts of negligence, or their respective agent’s acts of negligence when acting within the scope of their employment, and shall be liable for all attorneys’ fees and damages proximately caused thereby; provided, however, that the Trust and the SFWIB’s liability is subject to the limitations of section 768.28, Florida Statutes. Nothing herein is intended to serve as a waiver of sovereign immunity by the Trust and the SFWIB, nor shall anything herein be construed as consent by the parties to be sued by any third party for any cause or matter arising out of or related to this Agreement.

For Non-Government entities: The Foundation shall indemnify and hold harmless the other Parties, and its officers, employees, agents, servants, agencies and instrumentalities from any and all liability, losses or damages, including attorneys’ fees, costs of defense and other litigation expenses, which the other Parties and its officers, employees, servants, agents, agencies or instrumentalities may incur as a result of any and all claims, demands, suits, causes of action or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Foundation or the Foundation’s officers, employees, agents, servants, partners, principals, subcontractors or any other individual performing work on the Foundation’s behalf under this Agreement, including but not limited to volunteers. The Foundation shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the other Parties, where applicable, including appellate proceedings, and shall pay all costs, judgments, attorneys’ fees and other litigation expenses which may issue thereon. The Foundation expressly understands and agrees that any insurance policies required by this MOU or otherwise provided by the Foundation shall in no way limit the responsibility to indemnify, keep and save harmless and defend the other Parties and its officers, employees, agents, servants, agencies and instrumentalities as herein provided.

Term of Indemnification. The provisions of this indemnification shall survive the expiration or
termination of this MOU.

VII. TERMINATION

This MOU may be terminated without cause by any party hereto upon providing thirty (30) days’ prior written notice to the other Parties.

VIII. NOTICE

It is understood and agreed between the Parties that written notice shall be mailed or delivered to the addresses set forth below and shall constitute sufficient written notice. The Parties designate the following:

For South Florida Workforce Investment Board:
Rick Beasley, Executive Director  
South Florida Workforce Investment Board  
The Landing at MIA  
7300 Corporate Center Drive, Suite 500  
Miami, Florida 33126-1234

For Miami-Dade County Homeless Trust:
Victoria L. Mallette, Executive Director  
Miami-Dade County  
Stephen P. Clark Government Center  
111 N.W. 1st Street, 27th Floor  
Miami, Florida 33128

For The Beacon Council Economic Development Foundation, Inc.
Michael Finney  
President & CEO  
The Beacon Council Economic Development Foundation, Inc.  
80 SW 8th Street, Suite 2400  
Miami, FL 33130

IX. AMENDMENTS

Any alteration, amendment, variation, modification, extension or waiver of provisions of this MOU shall only be valid when it has been reduced to writing, duly approved and signed by the authorized agent of each of the Parties.

X. PRIOR AGREEMENTS

This Agreement and the attachments and exhibits specified below incorporate and include all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained herein and the Parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this Agreement or in its attachments and exhibits. Accordingly, the Parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

The following is a List of Attachments and Exhibits that are incorporated into this Agreement:
XI. AUTONOMY

The Parties agree that this MOU does not create or recognize any partnership, joint venture, or any other kind of organizational relationship other than herein set forth. The Parties acknowledge the independence and autonomy of each of the other Parties. The Parties remain, at all times, independent contractors, and not partners, under state law. It is expressly understood, agreed and intended that the Parties is not a partner, joint venture participant, agency or instrumentality of any kind of the other Parties. Furthermore, the Parties’ officers, agents, servants, employees, contractors and sub-contractors are not officers, agents, servants or employees, agencies or instrumentalities of the other Parties.

XII. GRIEVANCE PROCEDURES

The Parties shall comply with all of the SFWIB’s applicable Grievance and Complaint Procedures and as required by state and federal law.

XIII. ASSOCIATION OF COMMUNITY ORGANIZATIONS FOR REFORM NOW (ACORN) FUNDING RESTRICTIONS ASSURANCE

As a condition of this Agreement, the Parties assures that it will comply fully with the federal funding restrictions pertaining to ACORN and its subsidiaries per the Consolidated Appropriations Act of 2010, Division E, Section 511 (Pub. L. 111-117). The Continuing Appropriation Act, 2011, Section 101 and 103 (Pub. L. 111-242), provides that appropriations made under Pub. L. 111-117 are available under the conditions provided by Pub. L. 111-117.

XIV. COMPLIANCE WITH SECTION 6002 OF THE SOLID WASTE DISPOSAL ACT, AS AMENDED BY THE RESOURCE CONSERVATION AND RECOVERY ACT (“RCRA”) FOR THE PROCUREMENT OF RECOVERED MATERIALS

The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (“EPA”) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. The Parties shall comply with Section 6002 of the Solid Waste Disposal Act, as amended by the RCRA.

XV. EQUAL TREATMENT FOR FAITH-BASED ORGANIZATIONS

Equal Treatment For Faith Based Organizations, 45 CFR 87 prohibits any state or local government receiving funds under any United States Department of Health and Human Services program, or any intermediate organization with the same duties as a governmental entity, from discriminating for or against an organization on the basis of the organization’s religious character or affiliation.
Equal Treatment For Faith Based Organizations, 45 CFR 87 prohibits religious organizations from engaging in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded with direct financial assistance.

Equal Treatment For Faith Based Organizations, 45 CFR 87 prohibits an organization that participates in programs funded by direct financial assistance from the Department, in providing services, from discriminating against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

XVI. ENVIRONMENTAL TOBACCO SMOKE

In accordance with Part C of P.L. 103-227, the “Pro-Children Act of 1994”, smoking is prohibited in any portion of any indoor facility owned or leased or contracted by an entity and used regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by federal programs whether directly or through state or local governments. Federal programs include grants, cooperative agreements, loans, and loan guarantees, and contracts. The law does not apply to children’s services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug and alcohol treatment. The Trust and the Foundation shall provide a completed Certification Regarding Environmental Tobacco Smoke, Attachment 6.

XVII. PUBLIC ANNOUNCEMENTS AND ADVERTISING

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with federal funds, the Trust and the Foundation shall clearly state (1) the percentage of the total costs of the program or project which will be financed with federal funds, (2) the dollar amount of federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.

The Trust and the Foundation shall incorporate “a proud partner of the American Job Center network” on all primary electronic resources, including websites, used by the one-stop delivery system (20 CFR section 662.100), and on any newly-printed, purchased, or created materials pursuant to 20 CFR 678.900. Each one-stop delivery system must include “a proud partner of the American Job Center network” identifier on all:

- Primary electronic resources used by the one-stop delivery system, and on any newly printed, purchased, or created materials.

- Products, programs, activities, services, facilities, and related property and new materials used in the one-stop delivery system.

XVIII. UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

XIX. CODES OF CONDUCT

The Trust and the Foundation shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her domestic partner, or an organization which employs or is about to employ any of the Parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements.

XX. GOVERNMENT-WIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE

The Trust and the Foundation shall comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 29 CFR part 94.

XXI. VETERAN’S PRIORITY PROVISIONS

Federal grants for qualified job training programs funded, in whole or in part, by the U.S. Department of Labor are subject to the provisions of the “Jobs for Veterans Act” (“JVA”), P.L. 107-288. The JVA provides priority services to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. To obtain priority of service, a person must meet the program’s eligibility requirements. 20 CFR Part 1010 provides general guidance on the scope of the veterans’ priority statute.

XXII. INTERGOVERNMENTAL PERSONNEL ACT

The Trust and the Foundation shall comply with the requirements of the Intergovernmental Personnel Act (42 U.S.C. Chapter 62 Sec. §4701).

XXIII. ADMINISTRATIVE PROVISIONS UNDER TITLE I OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT ADMINISTRATIVE RULES, COSTS AND LIMITATIONS

The Trust and the Foundation shall comply with the requirements of the administrative provisions under Title I of the WIOA Administrative Rules, Costs and Limitations (20 CFR Part 683, Subpart B).

XXIV. CERTIFICATION

By signing this Agreement, the Trust and the Foundation agree that the provisions contained herein are subject to all applicable, federal, state and local laws, regulations and guidelines relating to nondiscrimination, equal opportunity, displacement, privacy rights of participants, and maintenance of records and other confidential information relating to access point customers.

XXV. GOVERNING LAW AND VENUE

This MOU shall be governed by, and construed in accordance with the laws of the state of Florida. In the event of litigation, venue for any claim shall lie exclusively in a court of competent jurisdiction in Miami-Dade County. The Parties shall be responsible for their own attorneys’ fees.
XXVI. FLORIDA PUBLIC RECORDS LAW

Notwithstanding any other provision contained herein, the Parties understand the broad nature of Florida's public records laws and shall comply with same and other laws relating to records retention. The Parties shall keep and maintain public records as required by law for performance of services encompassed in this Agreement. The Parties shall keep records to show their compliance with program requirements in accordance with this Agreement. The Parties and their subcontractors must make available, upon request of a Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives, any books, documents, papers, and records in their possession that are directly pertinent to this Agreement for the purpose audits, examinations, excerpts, and transcriptions. Upon request from any of the Parties' custodian of public records, the Parties must provide a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in in Chapter 119, Florida Statutes, or as otherwise provided by law. The Parties shall ensure that public records that are exempt and/or confidential from public records disclosure requirements are not disclosed except as authorized by law. The Parties shall retain all records for five (5) years after final payment is made or received and all pending matters are completed pursuant to Title 34, Sections 80.36(b)(1). Exempt or confidential information should not be disclosed unless authorized by law. Upon completion of the Agreement, the Parties shall transfer, at no cost, all public records in their possession that belong to another party or keep and maintain public records required by the Parties. If the Parties transfer public records to another party during the term of this Agreement or upon completion of the term, the Parties shall destroy any duplicate public records that are exempt and/or confidential from public records disclosure requirements. All records stored electronically must be provided to the any of the Parties, upon request from the Parties' custodian of public records, in a format that is compatible with the information technology systems of the requesting party.

IF THE TRUST AND THE FOUNDATION HAVE QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE TRUST AND THE FOUNDATIONS' DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

Via e-mail: recordsrequest@careersourcesfl.com
Telephone: 305-929-1500
South Florida Workforce Investment Board
The Landing at MIA
7300 Corporate Center Drive, Suite 500
Miami, Florida 33126-1234

XXVII. SEVERABILITY

If any portion of this MOU is determined by a court of competent jurisdiction to be invalid, the remaining provisions shall continue to be effective.

XXVIII. AUTHORITY TO EXECUTE AGREEMENT

Each person executing this Agreement represents and warrants that he or she is duly authorized and has full legal authority to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party’s obligations
hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on the other party and enforceable in accordance with its terms.

INTENTIONALLY LEFT BLANK
THE PARTIES ARE DULY AUTHORIZED TO EXECUTE THIS AGREEMENT ON BEHALF OF THE RESPECTIVE PARTIES:

AGREEMENT NUMBER: MOU-PT-PY’19-18-00
AUTHORIZED SIGNATURES FOR:

MIAMI-DADE COUNTY HOMELESS TRUST

BY: [Signature]  
Victoria L. Mallette  
Executive Director, Miami-Dade County Homeless Trust  
9-25-19  
Date

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

BY: [Signature]  
Rick Beasley  
Executive Director, SFWIB  
9/24/19  
Date

THE BEACON COUNCIL ECONOMIC DEVELOPMENT FOUNDATION, INC.

BY: [Signature]  
Michael Finney  
President and CEO, Foundation  
Sept 25, 2019  
Date
PY’19-20
SCOPE OF WORK

This Memorandum of Understanding (hereinafter “MOU” or “Agreement”) is made and entered into by and between the South Florida Workforce Investment Board d/b/a CareerSource South Florida (“SFWIB” or “CareerSource”), the Miami-Dade County Homeless Trust (“Trust”), and The Beacon Council Economic Development Foundation, Inc. (“Foundation”) (SFWIB, Trust and the Foundation are collectively referred to as the “Parties”). Through this collaboration, the SFWIB and the Parties shall (1) establish and operate a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs for current and former homeless households within the Continuum of Care (CoC) Program; (2) maintain an employment assistance and training referral process, delivery system, and feedback procedure; and (3) provide to eligible participants in the community access to employment opportunities and training related services to optimize self-sufficiency among individuals and families experiencing homelessness following the process set forth herein.

I. Targeted Population:

The services will be operated for the benefit of jobseekers who are affiliated with the Trust and the Foundation through participation in any of its residential, educational or other program activities. Through this partnership, the targeted population to be served will be unaccompanied and at-risk youth (ages 18-24), families, veterans, and single adults.

II. Roles and Responsibilities:

A. The SFWIB shall:

- Meet quarterly to: 1) share resources and training materials, identify obstacles that impede collaboration and discuss possible solutions; 2) discuss shared goals and collaborate on methods to reach those goals effectively and efficiently; and 3) understand existing overlaps in clients/residents.

- Identify, gather, collect and store relevant data to maintain accurate records and analyze trends. Track activities and program outcomes and coordinate with the Parties to evaluate, improve programming and/or revise MOU terms to better serve the needs of targeted populations.

- Ensure that the SFWIB’s staff provides on-site employment assistance, training referrals and technical assistance to the Parties’ staff on how to-use the CareerSource center system services. Employment assistance and training includes, but is not limited to, the following topics:
  - Complete Initial Assessment Application (IAA).
  - Complete Training Referrals using the Universal Referral Form (Attachment 1-A) and adhering to Referral Procedures (Attachment 1).
  - Completed Employ Miami-Dade (EMD)/Employ Monroe (EM) Self-Registration.
  - Provide job search matching and staff assisted job referrals.
  - Provide current Labor Market Information, aptitude testing/assessment, and career planning to all participants.
  - Maintain accurate Background (i.e., Education Profile + Employment History), and active (viewable to employers) Resume, valid telephone number and e-mail address.
  - Referral to the CareerSource centers for additional services (case management or training).
  - Business Services recruitment training.
• Career counseling and assistance with job search and placement.

• Provide on-site Soft Skills workshop instruction that include, but may not be limited to:
  - Job search skills
  - Resume writing
  - Basic computer class
  - Professional Placement Network (PPN)
  - Cover Letter writing
  - Job interviewing skills

• Completing the Common Intake form (Attachment 2) to document personal information to 1) establish identity, 2) unemployment status, 3) proof of valid social security number, 4) maintain contact information, 5) ensure Equal Employment Opportunity (EEO), and 6) determine eligibility priority for Workforce Innovation and Opportunity Act (WIOA) services. This information shall be made available to the Foundation by the SFWIB where applicable.

• Market the newly created partnership and promote job creation efforts that result from the partnership as defined by the Parties:
  - Provide outreach to jobseekers utilizing various recruitment methods.
  - Market new job opportunities for target population.
  - Utilize existing database of jobseekers.
  - Determine candidate eligibility.
  - Assess jobseekers to determine level of skills and training.
  - Determine whether candidates meet the requirements of the Trust and the Foundation prior to referral.
  - Refer candidates that have requisite skills required by the Trust and the Foundation.

• Ensure eligibility determination and registration include: (1) completed WIOA Application; (2) verification of the information provided in the application; (3) determination that the applicant meets the eligibility criteria established by WIOA and the SFWIB; and (4) entry into the EMD/EM Management Information System.

All adults shall satisfy the following WIOA Adult eligibility criteria:

✓ 18 years of age or older; and
✓ A resident of Miami-Dade County or Monroe County; and
✓ A citizen of the United States; or
✓ An eligible non-citizen who is authorized by the U.S. Citizenship and Immigration Services; and
✓ Provide the highest grade completed; and
✓ Provide proof of veteran status, if applicable.

All youth must be certified as eligible prior to being allowed to commence any activities under WIOA funded program(s) and shall:

✓ Be between the ages of 16 through 24; and
✓ Be a citizen of the United States or an eligible non-citizen who is authorized by the Immigration and Naturalization Service; and
✓ Be a resident of Miami-Dade or Monroe Counties; and
✓ Identify as low-income; and/or
✓ Live in a high poverty area; and
✓ Meet one or more barriers to employment, which include, but are not limited to, the following:
  (a) Not attending any school (as defined under state law);
  (b) Not younger than 16 or older than age 24 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program; and
  (c) One or more of the following:
    (1) A school dropout;
    (2) 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. School year calendar quarter is based on how a local school district defines its school year quarters;
    (3) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;
    (4) An individual who is subject to the juvenile or adult justice system;
    (5) A homeless individual (as defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), a homeless child or youth (as defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
    (6) An individual who is pregnant or parenting;
    (7) An individual with a disability; and
    (8) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment (WIOA secs. 3(46) and 129(a)(1)(B)).

• Document and follow-up with all the Parties’ participants receiving employment assistance and training referrals.

B. The Trust shall:

• Meet quarterly to: 1) share resources and training materials, identify obstacles that impede collaboration and discuss possible solutions; 2) discuss shared goals and collaborate on methods to reach those goals effectively and efficiently; and 3) understand existing overlaps in clients/residents.

• Identify, gather, collect and store relevant data to maintain accurate records and analyze trends. Track activities and program outcomes and coordinate with the Parties to evaluate, improve programming and/or revise MOU terms to better serve the needs of targeted populations.

• Systemize referrals for all Rapid Rehousing (RRH) clients to the Foundation’s Miami Community Ventures (MCV) program, the SFWIB or other public and/or private employment partners in tandem with the RRH referral.
• Ensure CoC partners and providers serving formerly homeless clients in CoC-funded supportive housing refer clients, both unemployed and underemployed, to the Foundation’s MCV programs, the SFWIB or other public and/or private employment partners to increase employment for disabled populations.

• Actively engage all heads of homeless families regardless of whether they appear “ready” to become employed. Ensure conversations about income, employment and related resources are part of continuum-wide housing stability assessments and planning, and provide shelter, permanent housing, case management and connections to mainstream resources as available and appropriate to support self-sufficiency and a higher quality of life for homeless households.

• Educate the SFWIB and/or Foundation staff on the Trust policies and procedures for access, assessment and referral of homeless households; the CoC’s emphasis on a “Housing First” orientation for its programs; and the importance of continuum-wide system performance improvement with regard to increasing income and employment for homeless and formerly homeless individuals.

• Include representation from the SFWIB, the Foundation and/or other subject matter experts on employment for underserved populations on the Homeless Trust Board and/or committees as the CoC further develops and evaluates employment-related policies and initiatives.

• Designate staff members to provide intensive case management to targeted program participants interested in finding employment through the CareerSource centers, and meet with CareerSource center staff regularly.

• Ensure designated staff member(s) participate in employment assistance and training conducted by the SFWIB staff.

• Ensure staff members collect signed Release of Information/Authorization forms from participants to allow for the exchange of pertinent information between the Foundation, the Trust and CareerSource centers staff.

• Conduct standardized initial assessments, identify individual/family needs, and provide support and referral to individuals/families, as appropriate.

• Provide staff to document and follow-up with all participants receiving employment assistance and training referrals through this collaboration and assist with the completion of pre-requisites for training, as needed.

• Participate in cross-training programs to ensure that the Parties’ staffs are familiar with services available through the CareerSource centers and eligibility requirements and procedures for accessing these services.

• Provide meeting space for employment related workshops and/or services provided by the SFWIB for those participating in the program and/or as necessary to assist the CareerSource center staff to engage in outreach to low-income families participating in any of the programs administered by the Trust.

• Provide a Resource Workshop to educate and inform the SFWIB staff of the full array of the Trust’s services, including those provided by the Trust’s partners and housing programs.

• Provide staff to complete referrals for workforce (including training) services following agreed upon procedures outlined in Attachment 1, Referral Procedures, including utilizing an original Universal Referral Form (URF) (Attachment 1-A). The original URF shall be given to CareerSource center staff and a copy shall be kept in the participant’s file.

• Provide staff to offer informational assistance to participants seeking training services through the listings of training offerings on the SFWIB’s (CareerSource South Florida) website and/or through referrals to nearby CareerSource centers for additional assistance and determination of eligibility.
• Provide staff to offer assistance to participants seeking employment services using the following:
  o IAA;
  o **Completed** EMD/EM Self-Registration;
  o EMD/EM Self-Job Matching and Self-Job Referrals;
  o EMD/EM Resume; and
  o EMD/EM Labor Market Information.

C. The **Foundation** shall:

• Meet quarterly to: 1) share resources and training materials, identify obstacles that impede collaboration and discuss possible solutions; 2) discuss shared goals and collaborate on methods to reach those goals effectively and efficiently; and 3) understand existing overlaps in clients/residents.

• Identify, gather, collect and store relevant data to maintain accurate records and analyze trends. Track activities and program outcomes and coordinate with the Parties to evaluate, improve programming and/or revise MOU terms to better serve the needs of targeted populations.

• Ensure designated staff member(s) participate in employment assistance and training conducted by the SFWIB staff.

• Ensure staff members collect signed Release of Information/Authorization forms from participants to allow for the exchange of pertinent information between the Foundation, the Trust and CareerSource centers staff.

• Conduct standardized initial assessments, identify individual/family needs, and provide support and referral to individuals/families, as appropriate.

• Provide staff to document and follow-up with all participants receiving employment assistance and training referrals through this collaboration and assist with the completion of pre-requisites for training, as needed.

• Participate in cross-training programs to ensure that the Parties’ staffs are familiar with services available through the CareerSource centers and eligibility requirements and procedures for accessing these services.

• Provide staff to complete referrals for workforce (including training) services following agreed upon procedures outlined in **Attachment 1, Referral Procedures**, including utilizing an original **Universal Referral Form (URF)** (Attachment 1-A). The original URF shall be given to CareerSource center staff and a copy shall be kept in the participant’s file.

• Provide staff to offer informational assistance to participants seeking training services through the listings of training offerings on the SFWIB’s (CareerSource South Florida) website and/or through referrals to nearby CareerSource centers for additional assistance and determination of eligibility.

• Convene partners, including sponsors, service providers and supporters, to facilitate the sustainable, living wage employment opportunities and necessary supports for “structurally” unemployed individuals, which can include homeless and/or formerly homeless individuals.

• Receive eligible referrals in the target areas of Liberty City, Overtown and Goulds from the Trust and its CoC-funded providers and partners for sustainable, living wage employment opportunities. MCV will prioritize referrals for clients on public assistance programs, returning citizens and disabled individuals with an emphasis on female heads-of-household, at-risk youth (19-29 years) and veteran sub-groups.
- Strategically utilize easily accessible flex funds generated as part of the MCV program to help homeless and other referred households address the urgent barrier to employment.

- Provide staff to offer assistance to participants seeking employment services using the following:
  - IAA;
  - Completed EMD/EM Self-Registration;
  - EMD/EM Self-Job Matching and Self-Job Referrals;
  - EMD/EM Resume; and
  - EMD/EM Labor Market Information.

III. Direct Service Partnerships

Collaboration with the SFWIB, the Trust and the Foundation includes system level and direct service level partnerships. Below are listings of some of the direct service level partnerships:

**Camillus House, Inc.**
A non-profit charitable organization that works hard to improve the quality of life of all individuals it serves and eliminate the causes of homelessness to benefit the South Florida Community. A designated access point that provides employment assistance and training services to homeless sheltered/unsheltered participants.
1603 N.W. 7th Avenue
Miami, Florida 33136

**Adams and Associates of Nevada, Inc. operator of Miami Job Corps Center**
In partnership with the U.S. Department of Labor, Miami Job Corps Center provides free education and training that helps young people earn their high school diploma or GED, learn a career, attend college and provide assistance in finding, and keeping, successful employment. Miami Job Corps Center is in partnership with Miami-Dade County Homeless Trust to assist unaccompanied youth with career academic and technical training.
3050 NW 183rd Street
Miami Gardens, Florida 33056

**The Sundari Foundation, Inc. d/b/a Lotus House a/k/a Lotus House Women’s Shelter**
The Lotus House is an organization dedicated to improving the lives of homeless women, youth and children. They also provide sanctuary, support, education, tools and resources that empower participants to heal, learn, grow and blossom into who they are truly meant to be. The SFWIB provides employment assistance, training, mentoring and support services to eligible women and children experiencing homelessness at the Agency’s facility. The SFWIB also conducts in-reach and referrals twice a week. The House is among the early partners in the MCV program as they are located in Overtown, a target community.
Lotus Village
217 NW 15th Street
Miami, Florida 33136

**Chapman Partnership**
Chapman Partnership is the private sector partner of the Miami-Dade County Homeless Trust, operating two Homeless Assistance Centers in downtown Miami and Homestead. Chapman Partnership provides comprehensive programs and services in collaboration with others that empower our residents with dignity and respect to overcome homelessness, and achieve and maintain long-term self-sufficiency. The SFWIB’s mobile services are stationed weekly at the Homeless Assistance Center in Homestead providing on-site job fairs, employment assistance and training referrals.
28205 SW 124th Ct
Homestead, Florida 33033

City of Miami Beach Homeless Assistance (Emergency Shelter)
The City of Miami Beach Homeless Assistance (Emergency Shelter) provides homeless and housing services as well as referral services for rental assistance, utility assistance, food assistance, and client advocacy for the residents of the City of Miami Beach. The SFWIB and the City of Miami Beach Homeless Assistance (Emergency Shelter) has partnered to co-sponsor job fairs to refer clients to the Miami Beach CareerSource center.
555 17th St.
Miami Beach, FL 33139

Volunteers of America of Florida
Volunteers of America of Florida is a faith-based, human service organization that has been serving and providing individuals and families with safe, affordable housing and the vital support services they need to thrive. This agency has become a major nonprofit provider of quality, affordable housing for economically challenged and homeless individuals, families, veterans, seniors and people with disabilities. The SFWIB has partnered with the Volunteers of America of Florida to provide training and employment services to disabled veteran’s to include employment assistance, training referrals, intensive case management and support services.
1492 W Flagler St
Miami, Florida 33135

The Salvation Army (Red Shield Lodge Emergency Shelter)
The Salvation Army’s Red Shield Lodge is the only emergency shelter in Hillsborough County open 365 days a year. The SFWIB has partnered with the Red Shield Lodge Emergency Shelter to provide support and referral services to homeless men and women to promote self-sufficiency and personal development. The Salvation Army also works with clients to help them transition into a more permanent housing situation.
1514 N Florida Ave # 300
Tampa, Florida 33602
REFERRAL PROCEDURES
FOR PARTNERS OUTSIDE THE CAREER CENTER

The "Universal Referral Form" as set forth in Attachment 1-A has been designed to be used by the South Florida Workforce Investment Board's (SFWIB's) Partners for referrals. This referral form is designed to be utilized by the SFWIB’s Partners outside the CareerSource centers and by the SFWIB CareerSource center staff for referral to partners/organizations that will assist SFWIB’s participants.

- This form is for referral purposes only and not for eligibility or registration purposes.
- This referral form can be submitted electronically.
- This referral form should be utilized only when a relationship has been established through an MOU between the SFWIB and the Agency/Partner.
- The form is to be electronically when contact (telephone, e-mail, etc.) has been established between the two agencies.
- This form is not a blind referral. A blind referral is when a person is given a copy of the form and no contact is established with the Agency/CareerSource center participant is being referred to. Contact must be established with the prospective Agency/CareerSource center prior to issuing a referral.
- Always use an individual’s name (whether a Partner's staff name or an SFWIB’s CareerSource center's staff name) on the form when transmitting the "Universal Referral Form."

INTENTIONALLY LEFT BLANK
### SECTION A: GENERAL PARTICIPANT INFORMATION

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Race:</td>
<td>Sex:</td>
</tr>
<tr>
<td>Highest Education Level Completed:</td>
<td>Currently Enrolled in School:</td>
</tr>
<tr>
<td>E-Mail Address:</td>
<td>Name of School:</td>
</tr>
</tbody>
</table>

### SECTION B: REFERRED FROM

| Case Mgr. Name:               | Date: |
| Agency:                       | Tel.:# |
| Address:                      |       |
| City:                         | State:| Zip Code: |
| E-Mail Address:               |       |

### SECTION C: PARTICIPANT EMPLOYMENT INFORMATION

<table>
<thead>
<tr>
<th>Currently Working:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current or Last Employer:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
<td>Zip Code:</td>
</tr>
<tr>
<td>Telephone #:</td>
<td>Start Date:</td>
<td>End Date:</td>
</tr>
<tr>
<td>Job Title:</td>
<td>Hours Per Week:</td>
<td>Salary:</td>
</tr>
<tr>
<td>Job Description:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for Leaving:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SECTION D: REFERRED TO

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>E-Mail Address:</td>
<td></td>
</tr>
<tr>
<td>Purpose of Referral:</td>
<td></td>
</tr>
<tr>
<td>Appointment Date:</td>
<td>Appointment Time:</td>
</tr>
</tbody>
</table>

### SECTION E: RESULTS - Complete and Return to Originator in Section B

- Registered
- Reported - Did not register
- Did not keep appointment
- Referred to Job (List name of employer & address in Comments)

Comments:  

Referring Agency:

1. E-Mail this form to agency shown in Section D prior to the appointment.
2. Give the participant a copy of this form.
CONFIDENTIALITY AGREEMENT

Department of Economic Opportunity (DEO) policy concerning safeguarding confidential information obtained from applicants, participants, employers and other sources is based on legislative direction and federal and state statutes and rules. These confidential records may include, but not limited to, personal identifying information of program applicants, recipients, or participants such as names, social security numbers, payroll information, employer information and resource and referral information, which are private and confidential under federal and state laws and rules, including 20 Code of Federal Regulations (CRF) 603.9, 45 CRF 205.50, 7 CFR 272.1c, sections 414.295 and 443.1715(1) Florida Statutes (F.S.), and rule 73B-1, Florida Administrative Code (FAC).

Disclosure of this information, including information received electronically, by phone calls or other communication is protected by law. The Agency shall not disclose or allow access to this information unless such action is required and necessary for the performance of official duties pursuant to any contract or agreement awarded to the Agency by South Florida Workforce Investment Board (SFWIB).

In compliance with the requirements of 20 CFR 603.9(b)(v)(A), the Agency agrees to instruct all personnel having access to any disclosed information about the confidentiality requirements of the information, the requirements of 20 CFR 603.9(b), 45 CFR 205.50, 7 CFR 272.1c, sections 414.295 and 443.1715(1), F.S., the potential criminal charges individuals could face if convicted for the willful unauthorized use or disclosure of the information specified in sections 775.082 or 775.083, F.S.; agrees to store and process this information in such a way that unauthorized persons cannot view or obtain the information by any means; and agrees to dispose any confidential information obtained, and any copies thereof made by the Agency or its employees or agents after the purpose for which the information is disclosed is served in accordance with the provisions of 20 CFR 603.9(b)(vi).

By signing this agreement, the Agency agrees to abide by DEO, state and federal statutes, policies and rules described above, and SFWIB policies and procedures, and that the Agency and any of its employees or agents will not release or disclose any confidential information while providing services for SFWIB.

Confidential Information Certificate

I have reviewed the foregoing and my signature below indicates I understand the requirements described above and accept responsibility for complying with it.

[Signature]
Company Name (type or print)

Authorized Representative signature 9-25-19
Date
Individual Non-Disclosure and Confidentiality Certification Form

I understand that I will or may be exposed to certain confidential information, including but not limited to, personal identifying information of individuals who receive public assistance, employment and unemployment insurance records maintained by the Department of Economic Opportunity (Department or DEO) made available to my employer, for the limited purpose of performing its official public duties pursuant to a Contract for Services and Non-Disclosure and Confidentiality Certification agreement.

These confidential records may include the name (or other personally identifiable information), social security numbers, wage, unemployment and employment data and public assistance information which are protected under federal and state law. Such information is confidential and may not be disclosed to others. In order to perform my public duties associated with the program requirements set forth under contract or agreement, I understand that I may be granted access to confidential data managed and controlled by entities that are not party to this agreement. Prior to receiving access to such systems, I acknowledge and agree to abide by the following standards:

1. I will comply with all security requirements imposed as a condition of use for any system(s) to which I may be granted access.

2. I will use access to the systems only for purposes authorized by law to secure information to conduct official program business consistent with my official public duties.

3. I will not disclose my user identification, password, or other information needed to access the systems to any party nor shall I give any other individual access to information secured.

4. If I become aware that any unauthorized individual has or may have obtained access to my user identification, password, or other information needed to access systems to which I have been granted access, I will immediately notify the South Florida Workforce Investment Board’s (SFWIB) Security Officer.

5. I will store any disclosed confidential information in a place physically secure from access by unauthorized persons.

6. I will store and process disclosed information maintained in electronic format, such as magnetic tapes or discs, in such a way that unauthorized persons cannot obtain the information by any means.

7. I will undertake precautions to ensure that only authorized personnel are given access to disclosed information stored in computer systems.

8. I will not share with anyone any other information regarding access to the systems unless I am specifically authorized by the SFWIB.

9. I will not access or request access to any social security numbers, personal information, wage, employer, unemployment or employment data unless such access is necessary for the performance of my official duties.
10. I will not disclose any individual data to any parties who are not authorized to receive such data except in the form of reports containing only aggregate statistical information compiled in such a manner that it cannot be used to identify the individual(s) or employers involved.

11. I will retain the confidential data only for that period of time necessary to perform my public duties. Thereafter, I will either arrange for the retention of such information consistent with federal or state record retention requirements or destroy such data, and any copies made, after the purpose for which the information is disclosed is served in such a way to prevent the information from being reconstructed, copied, or used by any means.

12. I certify or affirm I have received training on the confidential nature of the data to which I am being granted access to, the safeguards required for access privileges, and the penalties involved for any violations or have received written standards and instructions in the handling of confidential data from my employer, the Department or SFWIB. I will comply with all confidentiality safeguards contained in such training, written standards, or instructions, including but not limited to, the following: a) protecting the confidentiality of my user identification and password; b) securing computer equipment, disks, and offices in which confidential data may be kept; and c) following procedures for the timely destruction or deletion of confidential data.

13. I understand that if I violate any of the confidentiality provisions set forth in the written standards, training, and/or instructions I have received, my user privileges may be immediately suspended or terminated. I also understand that applicable state and/or federal law may provide that any individual who discloses confidential information in violation of any provision of that section may be subject to criminal prosecution and if found guilty could be fined, be subject to imprisonment and dismissal from employment. I have been instructed that if I should violate the provisions of the law, I may receive one or more of these penalties.

Should I have any questions concerning the handling or disclosure of confidential information, I shall immediately ask my supervisor or SFWIB security officer for guidance and comply with their instructions.

Employee Signature: __________________________ Date: ____________________

Print Employee Name: ________________________________________________

Address: ____________________________________________________________

____________________________________________________________________

Work Telephone: ______________________________________________________

E-Mail: _______________________________________________________________
AUTHORIZATION TO OBTAIN CONFIDENTIAL INFORMATION

SECTION I - GENERAL CONSENT

Participant's Name: ____________________________

Last four digits of SSN: _________________________ or Date of Birth: _________________________

I acknowledge that by signing this form, I am authorizing the CareerSource South Florida (CSSF) center staff to obtain confidential information, which may include information related to a minor child (if applicable).

I authorize CSSF center staff to obtain confidential information from the following person or agency: ____________________________.

This authorization will remain in effect until the expiration date indicated below.

I herewith release any person, agency or institution from any and all liability to me for supplying such information.

SECTION II - INFORMATION TO BE RELEASED

Check one of the following boxes:

☐ Release all of my record

☐ Release only the following information:

Participant must initial each item to be released

- Protected health information
- Public assistance records
- Vocational rehabilitation assessment or evaluation tools
- Social security numbers
- Date of birth
- Telephone numbers
- Other (please specify):

SECTION III - EXPIRATION

This authorization expires on: __/__/____

Note: A two (2) year expiration date is required in order to receive employment information

SECTION IV - SIGNATURE

Participant Signature ____________________________ Date ____________________________

Participant Signature* ____________________________ Date ____________________________

Parent/Guardian Signature (If participant is a minor) ____________________________ Date ____________________________

*Please note that if this is a two-parent family case both participants must give authorization for the release of information when the record pertains to both.

SECTION V CSSF CENTER INFORMATION

CSSF center Name: ____________________________

Address: ______________________________________

Telephone number: ____________________________
AUTHORIZATION TO OBTAIN CONFIDENTIAL EMPLOYMENT INFORMATION

SECTION I – GENERAL CONSENT

Participant's Name: ___________________________ Last four digits of SSN: ___________________________

I acknowledge that by signing this form, I am authorizing the CareerSource South Florida (CSSF) center staff and/or CSSF staff (including, but not limited to, the Independent Monitoring Office), to obtain employment and wage record information from any current or future employer while I am a participant in a CSSF funded program and up to 24 months after the end date of my participation in the program.

I authorize CSSF center staff to obtain confidential information from the following person or agency ___________________________.

This authorization will remain in effect until the expiration date indicated below.

I herewith release any person, agency or institution from any and all liability to me for supplying such information.

SECTION II – INFORMATION TO BE RELEASED

Participant’s job title
Job start date
Hours worked per week
Beginning wage
Current employment status
Current wage
Job end date
Benefits available to participant in current job

SECTION III – EXPIRATION

This authorization expires on: ___/___/____

Note: A two (2) year expiration date is required in order to receive employment information for follow-up purposes.

SECTION IV – SIGNATURE

Participant Signature ___________________________ Date ___________________________

Center staff ___________________________ Date ___________________________

SECTION V CSSF CENTER INFORMATION

CSSF center Name: ___________________________________________

Address: ___________________________________________________

Telephone number: ___________________________________________
AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION

SECTION I – GENERAL CONSENT

Participant’s Name: ____________________________________________

Last four digits of SSN: ________________________ or Date of Birth: ________________________

I acknowledge that by signing this form, I am authorizing the CareerSource South Florida (CSSF) center staff to release confidential information, which may include information related to a minor child (if applicable).

I authorize CSSF center staff to release confidential information to the following person or agency: ____________________________________________

This authorization will remain in effect until the expiration date indicated below.

I herewith release any person, agency or institution from any and all liability to me for supplying such information.

SECTION II – INFORMATION TO BE RELEASED

Check one of the following boxes:

☐ Release all of my record
☐ Release only the following information:

Participant must initial each item to be released

☐ Protected health information
☐ Public assistance records
☐ Vocational rehabilitation assessment or evaluation tools
☐ Social security numbers
☐ Date of birth
☐ Telephone numbers
☐ Other (please specify): __________________________________________________________________________

SECTION III – EXPIRATION

This authorization expires on: ___/___/___

SECTION IV – SIGNATURE

Participant Signature ____________________________ Date ____________________________

Participant Signature* ____________________________ Date ____________________________

Parent/Guardian Signature (if participant is a minor) ____________________________ Date ____________________________

*Please note that if this is a two-parent family case both participants must give authorization for the release of information when the record pertains to both.

SECTION V CENTER INFORMATION

CSSF center Name: ____________________________________________

Address: ____________________________________________

Telephone number: ____________________________________________
CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE
FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

Public Law 103-227, Part C-Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1,000.00 per day and/or the imposition of an administrative compliance order on the responsible entity.

By signing this certification, the Contractor agrees to make reasonable efforts to comply with all applicable provisions of Public Law 103-227, Part C, known as the Pro-Children Act of 1994.

Signature  
Victoria Medellin, Executive Director
Name and Title of Authorized Representative

Date  
9-25-19

Name of Organization

Miami-Dade County Homeless Trust
CONFIDENTIALITY AGREEMENT

Department of Economic Opportunity (DEO) policy concerning safeguarding confidential information obtained from applicants, participants, employers and other sources is based on legislative direction and federal and state statutes and rules. These confidential records may include, but not limited to, personal identifying information of program applicants, recipients, or participants such as names, social security numbers, payroll information, employer information and resource and referral information, which are private and confidential under federal and state laws and rules, including 20 Code of Federal Regulations (CFR) 603.9, 45 CFR 205.50, 7 CFR 272.1c, sections 414.295 and 443.1715(1) Florida Statutes (F.S.), and rule 73B-1, Florida Administrative Code (FAC).

Disclosure of this information, including information received electronically, by phone calls or other communication is protected by law. The Agency shall not disclose or allow access to this information unless such action is required and necessary for the performance of official duties pursuant to any contract or agreement awarded to the Agency by South Florida Workforce Investment Board (SFWIB).

In compliance with the requirements of 20 CFR 603.9(b)(v)(A), the Agency agrees to instruct all personnel having access to any disclosed information about the confidentiality requirements of the information, the requirements of 20 CFR 603.9(b), 45 CFR 205.50, 7 CFR 272.1c, sections 414.295 and 443.1715(1), F.S., the potential criminal charges individuals could face if convicted for the willful unauthorized use or disclosure of the information specified in sections 775.082 or 775.083, F.S.; agrees to store and process this information in such a way that unauthorized persons cannot view or obtain the information by any means; and agrees to dispose any confidential information obtained, and any copies thereof made by the Agency or its employees or agents after the purpose for which the information is disclosed is served in accordance with the provisions of 20 CFR 603.9(b)(vi).

By signing this agreement, the Agency agrees to abide by DEO, state and federal statutes, policies and rules described above, and SFWIB policies and procedures, and that the Agency and any of its employees or agents will not release or disclose any confidential information while providing services for SFWIB.

Confidential Information Certificate

I have reviewed the foregoing and my signature below indicates I understand the requirements described above and accept responsibility for complying with it.

The Beacon Council Economic Development Foundation, Inc.
Company Name (type or print)

[Signature]
Authorized Representative signature

[Date]
Date
CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE
FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

Public Law 103-227, Part C-Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children’s services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1,000.00 per day and/or the imposition of an administrative compliance order on the responsible entity.

By signing this certification, the Contractor agrees to make reasonable efforts to comply with all applicable provisions of Public Law 103-227, Part C, known as the Pro-Children Act of 1994.

[Signature]
Signature

[Date]
Sept. 25, 2019

President & CEO
Name and Title of Authorized Representative

The Beacon Council Economic Development Foundation, Inc.
Name of Organization