

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN THE**

**RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING**

**AND THE**

**RHODE ISLAND DEPARTMENT OF HUMAN SERVICES  
OFFICE OF REHABILITATION SERVICES**

**AGREEMENT**

This agreement is entered into this first day of July, in the year 2012, by and between the Rhode Island Department of Labor and Training (DLT) and the Rhode Island Department of Human Services (DHS), the DHS/Office of Rehabilitation Services (ORS). The purpose of this agreement is to maximize the resources of each party to increase the employment opportunities for Rhode Islanders with disabilities. Both Departments have delineated activities toward mutually defined objectives (See paragraph 1) which will create an effective interagency system and increase the access of mutual customers to information, services and jobs via the One –Stop Career Centers or netWORKri Centers.

This agreement is for a one-year period commencing with the first annual period July 1, 2012 and ending on June 30, 2013. This agreement is not a financial contract and will be reviewed on an annual basis (see paragraph 3).

**PARAGRAPH 1: PERFORMANCE:**

The mutually determined vision of the agreement is to achieve full employment for all Rhode Islanders. Both Departments agree to maximize use of their resources to link employers and Rhode Islanders with disabilities by the development of both parties DLT and ORS. The parties have mutually agreed on the following objectives and activities:

OBJECTIVE 1: To create an effective interagency system with shared resources (personnel, space, workshops, staff training, customer testing and services):

- DLT and ORS will:
  1. Continuously identify areas within each agency's needs related to employment of individuals with disabilities and identify areas within its operation where sharing staff and resources would achieve this purpose.
  2. Establish a protocol for communication and resolution.
  3. Delegate appropriate management level staff to meet quarterly to determine what and how available resources can be shared to meet areas of need.

4. Take appropriate and timely action to delegate available resources within its direction to achieve the objectives of this agreement.
  5. Identify direct service staff to streamline the communication process.
  6. Share training opportunities and resources on topics common to both agencies through the respective staff development units.
  7. Develop and/or utilize existing marketing tools and methods which support the vision of this agreement.
  8. Both agencies will refer customers to the other as appropriate, jointly assist individuals with a disability in obtaining employment and share the cost of any training expenses, as appropriate.
- ORS will:
    1. Provide comprehensive vocational rehabilitation services to individuals with disabilities to become employed: determination of eligibility, vocational assessment and guidance, development of an Individualized Plan for Employment, coordination of services, specialized job development and placement and post employment services.
    2. Meet with local DLT Office Managers to build information networks and partnerships.
    3. Provide technical assistance to DLT staff on disability and accessibility issues.
  - DLT will:
    1. Provide universal access to core services such as determination of eligibility of services, orientation to the One-Stop system, initial assessment, job search, placement assistance and career counseling.
    2. Provide information on eligible training programs, performance outcomes, and supportive services.
    3. Provide access to Labor Market Information through an on-line web-site.

**OBJECTIVE II: To expand customer access to information, services and jobs**

- DLT and ORS will:
  1. Exchange informational materials describing each agency and services for display in public areas of each agency.
  2. Share job leads and jointly provide employer support services on disability issues.
  3. Share available office space to serve customers and accomplish the purpose of this agreement.
  4. Jointly sponsor educational and outreach projects targeting mutual customers.
- ORS staff will:

1. Conduct trainings with DLT netWORKri staff on disability and employment as needed.
  2. Assist DLT staff to provide or obtain accessible testing services for individuals with disabilities.
  3. Attend netWORKri staff meetings as frequently as possible.
- DLT staff will:
    1. Provide ORS counselors with information related to new and expanding businesses in RI and to other employment opportunities.
    2. Provide access to the scope of services offered to all netWORKri customers.

PARAGRAPH 2: FINANCIAL

There is no financial commitment from either Department through this agreement.

PARAGRAPH 3: CHANGES

The agreement will be reviewed on an annual basis and revised accordingly to better achieve the vision and purpose. Changes, which are mutually agreed upon by both Departments, will be written, signed and made a part of this agreement.

PARAGRAPH 4: TERMINATION

Either Department may terminate this agreement at any time by giving written notice to the other of such termination and Specifying the effective date thereof, at least thirty (30) days before the effective date of such termination.

PARAGRAPH 5: CONFIDENTIALITY

Both parties agree to comply with the requirements of the respective agencies regarding the safeguarding of customer information. Failure to comply with these requirements may be the basis for cancellation of this agreement.

  
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Sandra M. Powell  
Director, Department of Human Services  
8-3-12  
Date

  
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Charles J. Fogarty  
Director, Department of Labor and Training  
7/24/12  
Date

Sandra M. Powell  
Director, Department of Human Services

Charles J. Fogarty  
Director, Department of Labor and Training