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200 New River Town Center
Beckley, WV 25801

Subject: **Region 1 Workforce Development Board MOU Update Procedure**

Effective Date: **July 1, 2017**

Purpose: To establish guidelines for Updating Partner Memorandum of Understanding

References: **Section 121 (b) (1)(B) of WIOA** of the Workforce Innovation Opportunity Act.

Background: The Region 1 Workforce Development Board has established the following guidelines regarding the review and update process of the Partner Memorandum of Understanding.

Policy: The Region 1 Workforce Development Board along with the Local Elected Officials will review and revise the R1 WDB Partner MOU every three years.

Region 1 Workforce Development Board will abide by WIOA law regulations and guidance, all applicable Office of Management and Budget (OMB) Circulars, state regulations in laws and rules, Office of Financial Management (OFM) policies, applicable C.F.Rs. and West Virginia State Policies.

Action: All Workforce West Virginia centers located within Region 1, and R1WDB staff will be made aware of this policy

Expiration Date: This procedure shall be in effect until revised or canceled by the Region 1 Workforce Development Board