



**WORKFORCE DEVELOPMENT BOARD**  
**Annual Partner’s Meeting – PY2025 Cost Allocation Plan**  
**February 11, 2025 @ 10:30am**  
**SC Works Clemson, Large Conference Room**  
**Conference Call Link:**

<https://us02web.zoom.us/j/6436419262?pwd=Vm9zNTB2ZDNYU3ZWZno1ZIM2QVBqdz09>

Meeting ID: 643 641 9262

Dial: 1-646-558-8656

Passcode: 29631

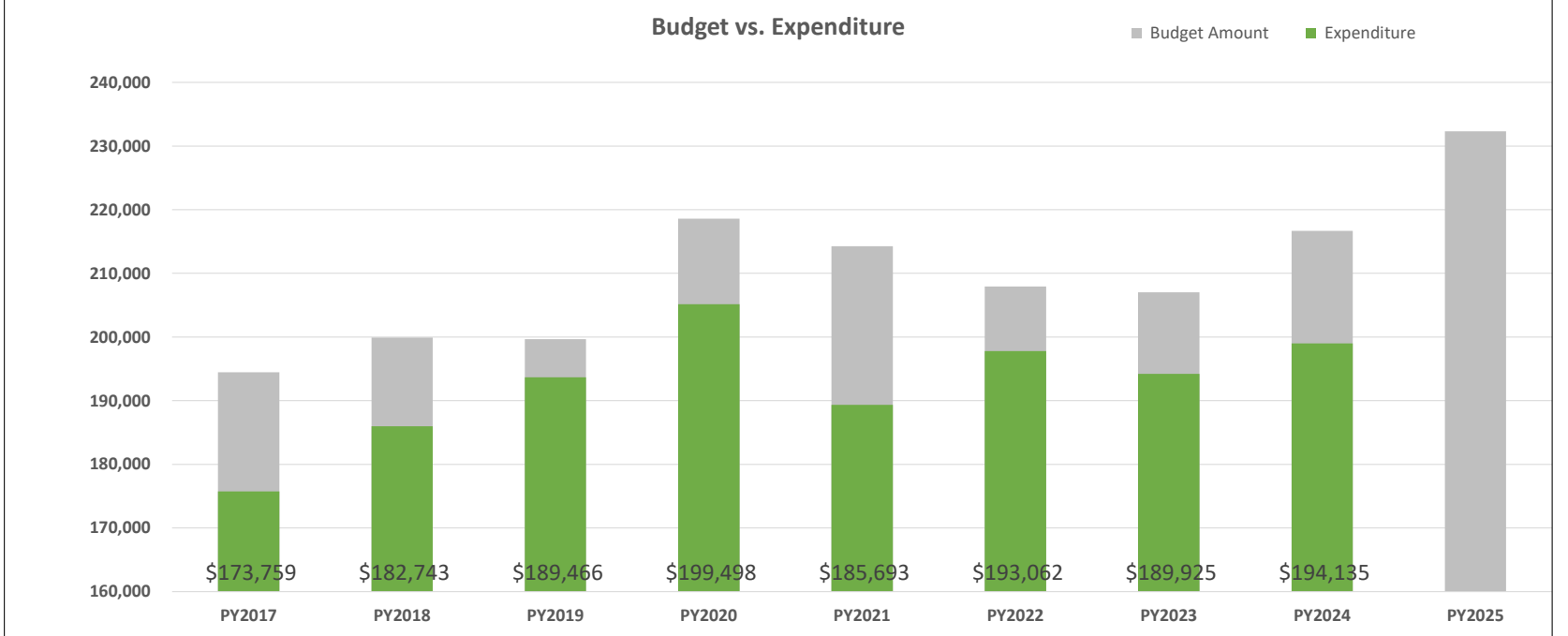
**AGENDA**

- I. **Call to Order/Introductions** Jennifer Kelly, Executive Director
- II. **Purpose**
- III. **Proposed PY2025 WorkLink SC Works Center Budget** Jennifer Kelly, WorkLink Staff  
& Billy Hunter, One Stop Operator
  - a. FTE Methodology
  - b. SQ FT Methodology
- IV. **Updates to PY2024 Memorandum of Understanding**
- V. **SC Works Updates** Billy Hunter, Operator
- VI. **Other Business** Jennifer Kelly
- VII. **Adjourn**

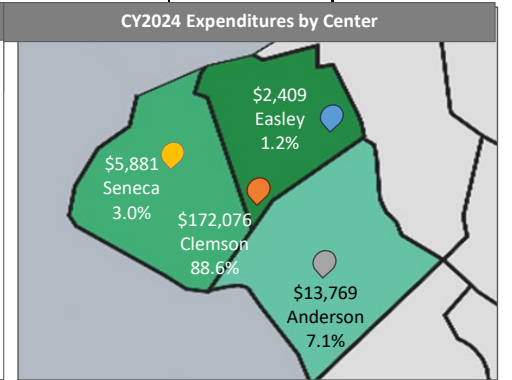
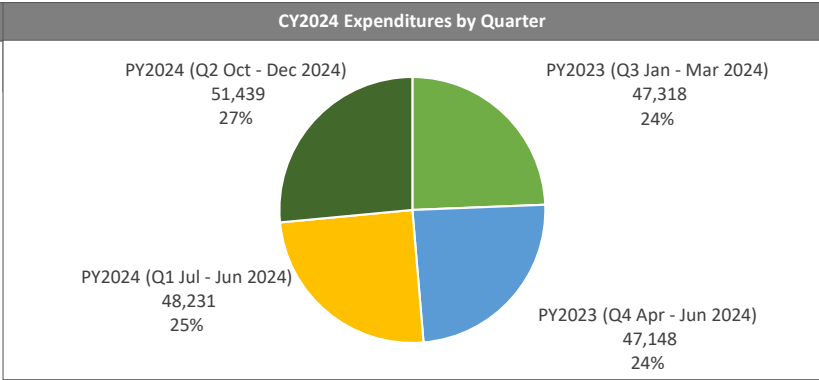
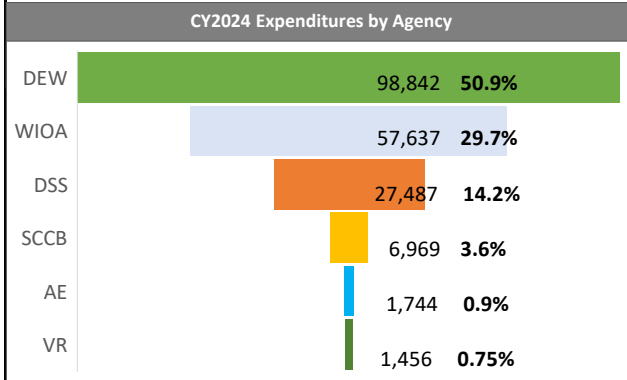
**Next Quarterly Partners Meeting**  
**May 3, 2024 at 9:00AM**  
**Clemson SC Works Center, Training Room/Teams Meeting**

# CY 2024 WorkLink SC Works Center MOU Analysis

Budget (+/- Previous Year)	PY2016	PY2017	PY2018	PY2019	PY2020	PY2021	PY2022	PY2023	PY2024	PY2025
Budget Amount	194,030	194,455	199,898	199,676	218,605	214,265	207,941	207,026	223,785	232,322
Difference		425	5,443	(222)	18,929	(4,340)	(6,324)	(915)	16,759	8,537



% Expended	89.4%	91.4%	94.9%	91.3%	86.7%	92.8%	91.7%	86.8%	0.0%
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#	Facilities Costs	Vendor	Mod 1	Proposed	Difference	PY25 Budget built against these Qtrs				Expenditures			
			PY2024	PY2025	PY2024 to PY2025	CY2024	PY24-25	PY2024	Balance	% Paid			
			Total		Total	Q3 Paid	Q4 Paid	Q1 Paid	Q2 Paid	Total Paid	Balance	% Paid	
1	Rent-Anderson	Anderson County	11,550.24	11,550.24	-	C	2,311.50	2,311.50	2,311.50	3,763.62	10,698.12	852.12	93%
2	Rent - Anderson \$210.85 per month (three cubicles)	Option 1 - 2 cubes		2,830.20	2,830.20	C		-	-		-	-	0%
3	Rent - Anderson (\$662.68 per month)	Option 2 - remainder of cubicle farm		5,421.96	5,421.96	C		-	-		-	-	0%
4	RR Supplies - Anderson	Coffee 2 Go, Staples, Walmart, Etc.	5,222.25	2,889.90	(2,332.34)	C	238.35	369.00	573.59	120.31	1,301.25	3,921.00	25%
5	One-Time Cost - JAWS		-	1,712.00	1,712.00	C					-	-	0%
6	Internet & VOIP	ATT	1,224.00	1,224.00	-	C	304.95	304.95	304.95	304.95	1,219.80	4.20	100%
7	RR Computers IT (Tech Sol)	Technology Solutions	864.00	859.70	(4.30)	C			550.00		550.00	314.00	64%
8	One-Time Cost - IT Upfit Costs for 3 DEW cubicles	Technology Solutions & A3 Communications		2,500.00	2,500.00	C					-	-	0%
<b>9</b>	<b>Anderson Total</b>		<b>18,860.49</b>	<b>28,988.01</b>	<b>10,127.52</b>	<b>-</b>	<b>2,854.80</b>	<b>2,985.45</b>	<b>3,740.04</b>	<b>4,188.88</b>	<b>13,769.17</b>	<b>5,091.32</b>	<b>73%</b>
10													
11	Rent-Easley	TCTC	2,400.00	2,400.00	-	D	600.00	600.00	600.00	600.00	2,400.00	-	100%
12	RR Supplies-Easley	Staples, Walmart, Etc.	443.34	448.04	4.70	D		-	9.14		9.14	434.20	2%
13	IT Costs-Easley	Technology Solutions	285.00	285.00	-	D		-	-		-	285.00	0%
<b>14</b>	<b>Easley Total</b>		<b>3,128.34</b>	<b>3,133.04</b>	<b>4.70</b>	<b>-</b>	<b>600.00</b>	<b>600.00</b>	<b>600.00</b>	<b>609.14</b>	<b>2,409.14</b>	<b>719.20</b>	<b>77%</b>
15													
16	Rent-Seneca	TCTC	6,864.00	6,864.00	-	E	1,143.00	1,143.00	1,716.00	1,716.00	5,718.00	1,146.00	83%
17	RR Supplies-Seneca	Staples, Walmart, Etc.	1,714.98	859.70	(855.28)	E		-	153.84	9.14	162.98	1,552.00	10%
18	IT Costs-Seneca	Technology Solutions	475.00	475.00	-	E		-	-		-	475.00	0%
<b>19</b>	<b>Seneca Total</b>		<b>9,053.98</b>	<b>8,198.70</b>	<b>(855.28)</b>	<b>-</b>	<b>1,143.00</b>	<b>1,143.00</b>	<b>1,869.84</b>	<b>1,725.14</b>	<b>5,880.98</b>	<b>3,173.00</b>	<b>65%</b>
20													
<b>21</b>	<b>Comprehensive SC Works Center (Clemson, SC)**</b>												
22	Rent (\$13.50*8,600 sq ft) + CAM (\$567.50/mo)	Covenant Ventures	128,140.00	128,140.00	-	A	32,034.00	32,034.00	32,034.00	32,034.00	128,136.00	4.00	100%
23	Utilities	Duke Energy	14,424.00	14,424.00	-	A	2,925.51	2,788.19	3,274.17	2,994.16	11,982.03	2,441.97	83%
24	Janitorial	Jan-Pro	10,397.40	10,884.00	486.60	A	3,802.88	3,843.45	2,932.90	2,599.35	13,178.58	(2,781.18)	127%
25	Pest Control	Orkin	575.00	575.00	-	A		-		570.12	570.12	4.88	99%
26	HVAC Maintenance	McGee Heating & Air	1,380.00	1,644.00	264.00	A	342.50	342.50	342.50	342.50	1,370.00	10.00	99%
27	General Repair	Various	6,000.00	6,000.00	-	A		-		342.00	342.00	5,658.00	6%
28	One-Time general repair (light fixtures in common spaces- replace ballasts \$300 x 10)		3,210.00	-	(3,210.00)	A		-	-		-	3,210.00	0%
29	Internet & VOIP	Vyve	12,000.00	12,000.00	-	A	2,959.25	2,921.83	2,892.96	2,907.14	11,681.18	318.82	97%
30	Telephone Support (A3)	A3 Communications	810.00	810.00	-	A	165.00	250.00		175.00	590.00	220.00	73%
31	RR Computers IT (Tech Sol)	Technology Solutions	1,665.50	1,710.00	44.50	B	296.17	-	62.50	734.97	1,093.64	571.86	66%
32	One-Time expense (Clemson Security Camera upgrade)		-	3,882.92	3,882.92	B					-	-	0%
33	One-Time expense (Computers)		-	7,115.93	7,115.93	B					-	-	0%
34	Common Area Supplies for RR*	Coffee 2 Go, Staples, Walmart, Etc.	5,937.49	3,716.73	(2,220.75)	B	74.57	-	301.66	1,976.42	2,352.65	3,584.84	40%
35	Security	Stericycle/Shred-it	1,100.00	1,100.00	-	A	120.00	240.00	180.00	240.00	780.00	320.00	71%
<b>36</b>	<b>Clemson Total</b>		<b>185,639.39</b>	<b>192,002.58</b>	<b>6,363.20</b>	<b>-</b>	<b>42,719.88</b>	<b>42,419.97</b>	<b>42,020.69</b>	<b>44,915.66</b>	<b>172,076.20</b>	<b>13,563.19</b>	<b>93%</b>
37													
<b>38</b>													
<b>39</b>	<b>Total Infrastructure Costs Balance</b>		<b>216,682.19</b>	<b>232,322.34</b>	<b>15,640.14</b>	<b>-</b>	<b>47,317.68</b>	<b>47,148.42</b>	<b>48,230.57</b>	<b>51,438.82</b>	<b>194,135.49</b>	<b>22,546.70</b>	<b>90%</b>

		PY2023	PY2023	PY2024	PY2024		
		2024	2024	2024	2024		
		Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec		
	<b>Total Expenses</b>	<b>47,317.68</b>	<b>47,148.42</b>	<b>48,230.57</b>	<b>51,438.82</b>	<b>194,135.49</b>	<b>100.00%</b>
	WIOA	15,519.27	14,112.49	13,680.45	14,325.17	57,637.38	29.69%
	DEW	21,755.74	24,013.74	25,474.53	27,598.28	98,842.29	50.91%
	DSS	7,135.58	6,645.37	6,732.84	6,973.63	27,487.42	14.16%
	VR	455.95	360.72	311.07	328.04	1,455.78	0.75%
	AE	700.33	336.02	338.61	368.95	1,743.91	0.90%
	Commission for the Blind	1,750.81	1,680.08	1,693.07	1,844.75	6,968.71	3.59%

		Labor		Total	IT Costs	Internet	Supplies, Ink, Paper	Services	One-Time
		Labor Rate	Hours						
<b>Easley</b>	RR IT Support Hours	\$95.00	3	\$ 285	\$ 285				
	Resource Room Supplies			\$ 448			\$ 448		
	One-Time Cost			\$ -					
<b>Seneca</b>	RR IT Support Hours	\$95.00	5	\$ 475	\$ 475				
	Resource Room Supplies			\$ 860			\$ 860		
	One-Time Cost			\$ -					
<b>Anderson</b>	RR IT Support Hours	\$95.00	9	\$ 855	\$ 855				
	Resource Room Supplies			\$ 2,890			\$ 1,923	\$ 967	
	Internet/VOIP	\$101.65	12			\$ 1,220			
	One-Time Cost			\$ 1,712					\$ 1,712
<b>Clemson</b>	Internet/VOIP	1,000.00	12	\$ 12,000		\$ 12,000			
	RR IT Support Hours	\$95.00	18	\$ 1,710	\$ 1,710				
	Resource Room Supplies			\$ 3,717			\$ 943	\$ 2,773	
	A3 Phone Support	\$ 135.00	6	\$ 810	\$ 810				
	One-time cost			\$ 10,999					\$ 10,999
Sub Total Hours			59	\$ 36,760	\$ 4,135	\$ 13,220	\$ 4,174	\$ 3,740	\$ 12,711

	Description	Units	Cost	Subtotal	Tax	Est Tax (7%)	Total
<b>Supplies:</b>	Boxes Kleenex (12 box/pack, 125 tissues/box)	1	\$34.99	\$ 34.99	7%	\$ 2.45	\$ 37.44
	Britta Standard Filters (2 - 3 packs)	2	9.94	\$ 19.88	7%	\$ 1.39	\$ 21.27
	De-Icing Salt (Walmart Great Value 40lb bag)	3	9.18	\$ 27.54	7%	\$ 1.93	\$ 29.47
	Clorox wipes (75 wipes/pack) 16 packs	16	\$7.99	\$ 127.84	7%	\$ 8.95	\$ 136.79
	Disinfectant spray (Clorox 12 cans/carton)	1	\$98.09	\$ 98.09	7%	\$ 6.87	\$ 104.96
	Glade air freshener aerosol	1	\$3.98	\$ 3.98	7%	\$ 0.28	\$ 4.26
	Purell Advanced Gel Hand Sanitizer 6 bottles	1	\$22.99	\$ 22.99	7%	\$ 1.61	\$ 24.60
							<b>\$ 358.78</b>
<b>Ink:</b>	Printer Foyer Seneca	2	376.74	\$ 753.48	7%	\$ 52.74	\$ 806.22
	Printer Foyer Easley	1	376.74	\$ 376.74	7%	\$ 26.37	\$ 403.11
	Printer Anderson	5	340.99	\$ 1,704.95	7%	\$ 119.35	\$ 1,824.30
	Printer RR Clemson	3	80.89	\$ 242.67	7%	\$ 16.99	\$ 259.66
							<b>\$ 3,293.29</b>
<b>Paper:</b>	Paper Clemson	6	81.29	\$ 487.74	7%	\$ 34.14	\$ 521.88
							<b>\$ 521.88</b>
<b>Services:</b>	Katom Supplies (Janitorial)	12	135.05	\$ 1,620.60	7%	\$ 113.44	\$ 1,734.04
	Translation Services (LEP)	2	125.00	\$ 250.00	7%	\$ 17.50	\$ 267.50
	Anderson Fire and Safety	1	72.00	\$ 72.00	0%	\$ -	\$ 72.00
	Coffee 2 Go (Water Service Anderson/Clemson)	24	64.91	\$ 1,557.84	7%	\$ 109.05	\$ 1,666.89
							<b>\$ 3,740.43</b>
<b>PROPOSED Total</b>							<b>\$ 7,914.38</b>
<b>One-time</b>							
<b>Cost</b>	Technology Solutions Clemson security cameras upgrade	1	3,628.90	\$ 3,628.90	7%	\$ 254.02	\$ 3,882.92
	Freedom Scientific JAWS Pro upgrade	1	1,600.00	\$ 1,600.00	7%	\$ 112.00	\$ 1,712.00
	Dell - OptiPlex 7420 23.8" All-In-One - Intel Core i3 - 8 GB Memory - 256 GB SSD - Dark Gray	5	1,330.08	\$ 6,650.40	7%	\$ 465.53	\$ 7,115.93
							<b>\$ 12,710.85</b>
							<b>\$ 20,625.23</b>

Additional Shared Services Costs	FTE Model	PY2025				Difference SF - FTE
		FTE	Dedicated	Sq Ft		
<b>BUDGETED AMOUNT</b>	<b>PY2024</b>	<b>232,322.34</b>	<b>Difference to F</b>	<b>Sq Ft</b>	<b>232,322.34</b>	-
WP	61,975.52	73,537.88	11,562.36	1,739.50	62,892.68	(10,645.20)
UI	14,910.79	23,866.69	8,955.90	460.00	16,520.99	(7,345.70)
LVER	17,831.41	6,510.32	(11,321.09)	172.50	5,773.29	(737.03)
DVOP		8,311.80	8,311.80	135.00	7,951.53	(360.27) DEW
DEW Other	19,940.26	22,200.02	2,259.76	655.00	25,860.12	3,660.09 (15,428.10)
TANF	22,904.66	25,514.18	2,609.52	595.00	24,234.03	(1,280.14) DSS
SNAP	7,455.40	8,311.80	856.40	103.00	6,066.72	(2,245.08) (3,525.22)
VR	1,453.72	1,557.71	103.99	55.70	3,609.01	2,051.30
Adult Ed	1,491.08	1,662.36	171.28	53.80	1,584.42	(77.94)
WIOA	61,263.88	52,537.77	(8,726.11)	1,524.00	69,347.92	16,810.14
SCCB	7,455.40	8,311.80	856.40	144.00	8,481.63	169.83
<b>TOTAL</b>		<b>\$ 232,322.34</b>	<b>\$ 15,640.22</b>	<b>5,637.50</b>	<b>\$ 232,322.34</b>	<b>\$ 0.00</b>

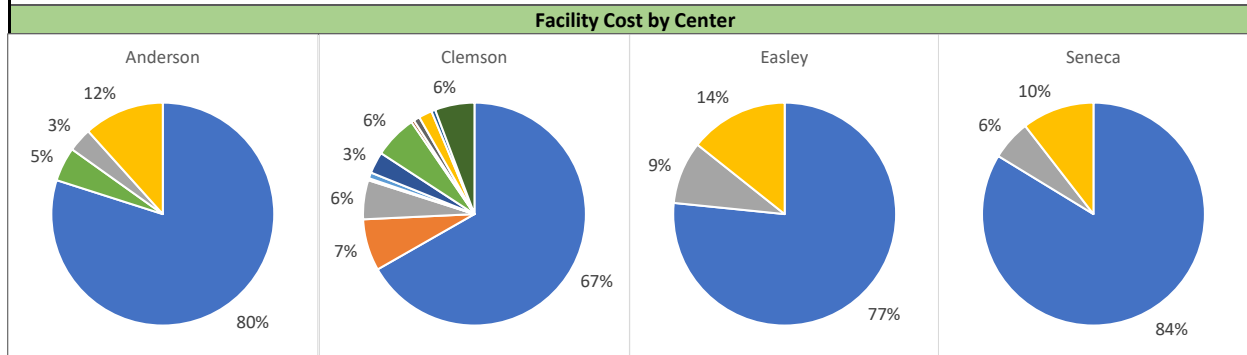
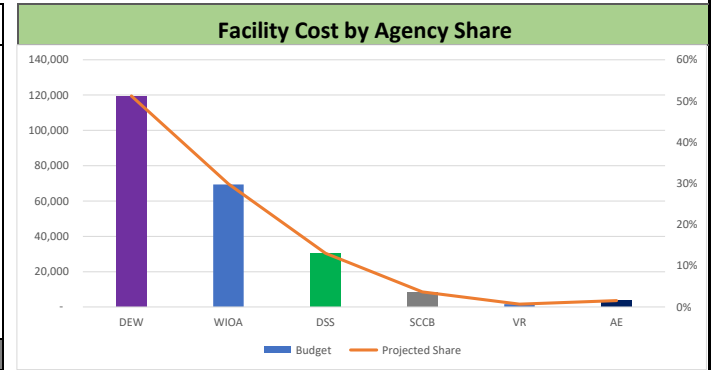
By Agency	PY2024		PY2025			
	PY2024 Mod 1	FTES	PY2025	FTES	FTE Difference	Budget Difference
DEW	\$ 114,657.98	21.0	\$ 134,426.72	23.00	2.00	\$ 19,768.74
WIOA	\$ 61,263.88	9.8	\$ 52,537.77	8.00	(1.80)	\$ (8,726.11)
DSS	\$ 30,360.06	5.0	\$ 33,825.98	5.00	-	\$ 3,465.92
SCCB	\$ 7,455.40	1.0	\$ 8,311.80	1.00	-	\$ 856.40
Adult Ed	\$ 1,491.08	0.2	\$ 1,662.36	0.20	-	\$ 171.28
VR	\$ 1,453.72	0.4	\$ 1,557.71	0.40	-	\$ 103.99
	\$ 216,682.12	37.40	\$ 232,322.34	37.60	0.20	\$ 15,640.22

By Agency	PY2025	Sq Ft	A	C	E	S
DEW	\$ 118,998.61	3,162.0	1,088.0	1,542.0	196.0	336.0
WIOA	\$ 69,347.92	1,524.0	144.0	1,100.0	140.0	140.0
DSS	\$ 30,300.75	698.0	272.0	426.0	-	-
SCCB	\$ 8,481.63	144.0	-	144.0	-	-
Adult Ed	\$ 1,584.42	53.8	-	53.8	-	-
VR	\$ 3,609.01	55.7	9.6	26.9	9.6	9.6
	\$ 232,322.34	5,637.5	1,513.6	3,292.7	345.6	485.6

By Agency	PY2025	FTE	A	C	E	S
DEW	\$ 134,426.72	23.0	7.0	12.6	1.4	2.0
WIOA	\$ 52,537.77	8.0	1.0	5.6	0.4	1.0
DSS	\$ 33,825.98	5.0	1.4	3.6	-	-
SCCB	\$ 8,311.80	1.0	-	1.0	-	-
Adult Ed	\$ 1,662.36	0.2	-	0.2	-	-
VR	\$ 1,557.71	0.4	0.1	0.1	0.1	0.1
	\$ 232,322.34	37.6	9.5	23.1	1.9	3.1

## WorkLink SC Works Center PY2025 Proposed Budget (Square Footage Methodology)

	PY2024	PY2025							
Facility Costs	Grand Total	Anderson	Clemson	Easley	Seneca	Grand Total	% of Budget	Difference	
Rent	148,954	19,802	128,140	2,400	6,864	157,206	67.7%	8,252	
Utilities	14,424	-	14,424	-	-	14,424	6.2%	-	
Janitorial	17,500	-	10,884	-	-	10,884	4.7%	(6,616)	
Pest Control	575	-	575	-	-	575	0.2%	-	
HVAC Maintenance	1,380	-	1,644	-	-	1,644	0.7%	264	
General Repair	6,000	-	6,000	-	-	6,000	2.6%	-	
Internet & VOIP	13,224	1,224	12,000	-	-	13,224	5.7%	-	
Telephone Support (A3)	810	-	810	-	-	810	0.3%	-	
RR Computers IT (Tech Sol)	3,290	860	1,710	285	475	3,330	1.4%	40	
Common Area Supplies (RR)	13,318	2,890	3,717	448	860	7,914	3.4%	(5,404)	
Security	1,100	-	1,100	-	-	1,100	0.5%	-	
One-Time Costs	3,210	4,212	10,999	-	-	15,211	6.5%	12,001	
<b>Total Budget</b>	<b>\$ 223,785</b>	<b>\$ 28,988</b>	<b>\$ 192,003</b>	<b>\$ 3,133</b>	<b>\$ 8,199</b>	<b>\$ 232,322</b>	<b>100%</b>	<b>\$ 8,538</b>	

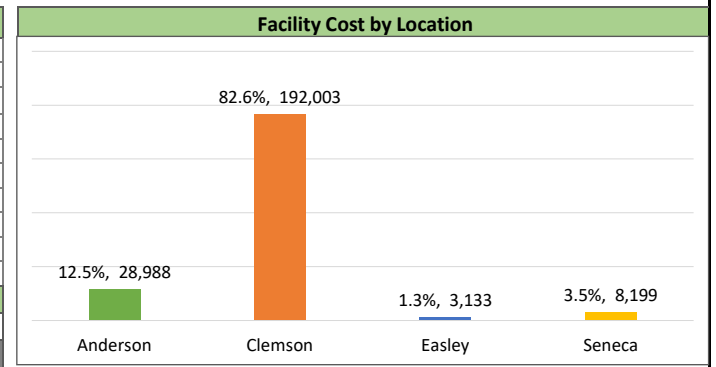


### Facility Cost by Partner Share (Sq Ft)

Partner	Sq Ft	Share
WIOA	69,348	30%
WP	62,893	27%
DEW Other	25,860	11%
TANF	24,234	10%
UI	16,521	7%
SCCB	8,482	4%
DVOP	7,952	3%
SNAP	6,067	3%
LVER	5,773	2%
VR	3,609	2%
AE	1,584	1%

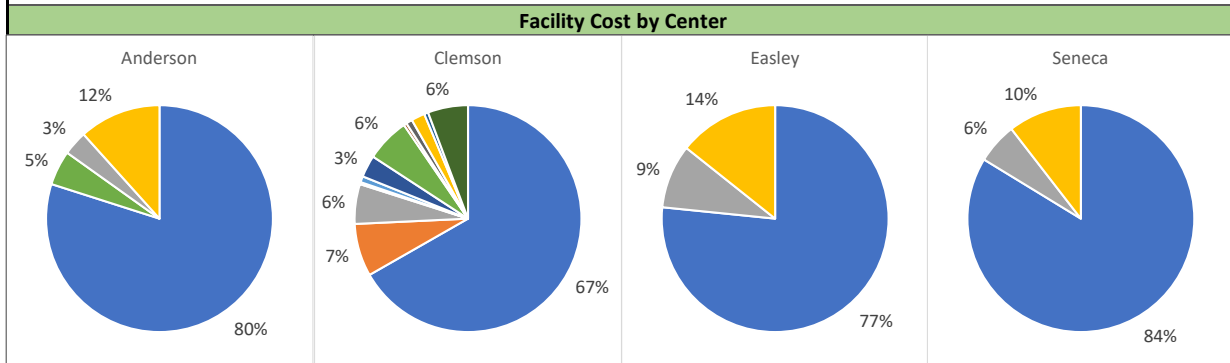
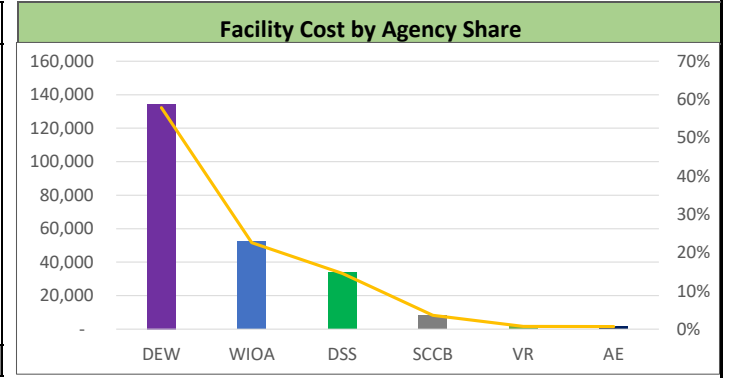
### Square Footage

	WIOA	DSS	VR	DEW	AE	SCCB	Total
Anderson	323	611	22	2,444	-	-	3,400
Clemson	2,946	1,175	74	4,255	148	397	8,995
Easley	341	-	23	476	-	-	840
Seneca	283	-	19	678	-	-	980
<b>Total</b>	<b>3,893</b>	<b>1,786</b>	<b>138</b>	<b>7,853</b>	<b>148</b>	<b>397</b>	<b>14,215</b>
<b>Cost Per Sq Foot</b>							<b>16.34</b>



## WorkLink SC Works Center PY2025 Proposed Budget (Full-Time Equivalents)

	PY2024	PY2025							
Facility Costs	Grand Total	Anderson	Clemson	Easley	Seneca	Grand Total	% of Budget	Difference	
Rent	148,954	19,802	128,140	2,400	6,864	157,206	67.7%	8,252	
Utilities	14,424	-	14,424	-	-	14,424	6.2%	-	
Janitorial	17,500	-	10,884	-	-	10,884	4.7%	(6,616)	
Pest Control	575	-	575	-	-	575	0.2%	-	
HVAC Maintenance	1,380	-	1,644	-	-	1,644	0.7%	264	
General Repair	6,000	-	6,000	-	-	6,000	2.6%	-	
Internet & VOIP	13,224	1,224	12,000	-	-	13,224	5.7%	-	
Telephone Support (A3)	810	-	810	-	-	810	0.3%	-	
RR Computers IT (Tech Sol)	3,290	860	1,710	285	475	3,330	1.4%	40	
Common Area Supplies (RR)	13,318	2,890	3,717	448	860	7,914	3.4%	(5,404)	
Security	1,100	-	1,100	-	-	1,100	0.5%	-	
One-Time Costs	3,210	4,212	10,999	-	-	15,211	6.5%	12,001	
<b>Total Budget</b>	<b>\$ 223,785</b>	<b>\$ 28,988</b>	<b>\$ 192,003</b>	<b>\$ 3,133</b>	<b>\$ 8,199</b>	<b>\$ 232,322</b>	<b>100%</b>	<b>\$ 8,538</b>	

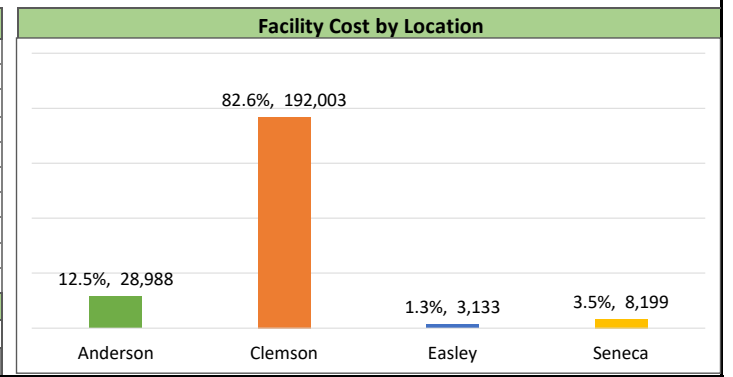


### Facility Cost by Partner Share (FTE)

Partner	Cost	% of Budget
WP	73,538	32%
WIOA	52,538	23%
TANF	25,514	11%
UI	23,867	10%
DEW Other	22,200	10%
DVOP	8,312	4%
SNAP	8,312	4%
SCCB	8,312	4%
LVER	6,510	3%
AE	1,662	1%
VR	1,558	1%

### FTE Count

	WIOA	DSS	VR	DEW	AE	SCCB	Total
Anderson	1.5	1.4	0.1	4	0	0	7
Clemson	7.4	3.6	0.1	12.6	0.2	1	24.9
Easley	0.4	0	0.1	0.8	0	0	1.3
Seneca	1	0	0.2	1	0	0	2.2
<b>Total</b>	<b>10.3</b>	<b>5</b>	<b>0.5</b>	<b>18.4</b>	<b>0.2</b>	<b>1</b>	<b>35.4</b>
<b>Cost Per Person</b>							<b>\$ 6,563</b>





**WorkLink All Centers**

Total Local Area Operating Budget for PY2025

Attachment E

July 1, 2025 - June 30, 2026

**FTE Cost Allocation Methodology**

<b>Infrastructure Costs</b>	<b>Anderson</b>	<b>Clemson</b>	<b>Easley</b>	<b>Seneca</b>	<b>Totals</b>
Rent	19,802.40	128,140.00	4,800.00	11,440.00	164,182.40
Security System	-	1,100.00	-	-	1,100.00
Utilities	-	14,424.00	-	-	14,424.00
Janitorial/Maintenance	-	10,884.00	-	-	10,884.00
Landscaping	-	-	-	-	-
General Repair	-	6,000.00	-	-	6,000.00
Pest Control	-	575.00	-	-	575.00
Depreciation (if applicable)*	-	-	-	-	-
Internet/VOIP	1,224.00	12,000.00	-	-	13,224.00
Public Access PC Costs	859.70	2,520.00	285.00	475.00	4,139.70
Equipment Maintenance/Rental	-	1,644.00	-	-	1,644.00
Common area supplies**	2,889.90	3,716.73	448.04	859.70	7,914.38
One-Time Cost - JAWS	1,712.00	-	-	-	1,712.00
One-Time expense (Clemson Security Camera upgrade)	-	3,882.92	-	-	3,882.92
One-Time expense (Computers)	-	7,115.93	-	-	7,115.93
One-Time Upfit cost for Cubicles (3)	2,500.00	-	-	-	2,500.00
<b>Infrastructure Costs</b>	<b>\$ 28,988.01</b>	<b>\$ 192,002.58</b>	<b>\$ 5,533.04</b>	<b>\$ 12,774.70</b>	<b>\$ 239,298.34</b>
Carl D. Perkins - Rent Reduction	-	-	1,500.00	5,476.00	6,976.00
<b>Less Cash Contributions</b>	-	-	1,500.00	5,476.00	6,976.00
<b>Less Non-personnel In-kind Contributions</b>	-	\$ -	-	-	-
<b>Total Infrastructure Costs Balance</b>	<b>\$ 28,988.01</b>	<b>\$ 192,002.58</b>	<b>\$ 4,033.04</b>	<b>\$ 7,298.70</b>	<b>\$ 232,322.34</b>
<b>Additional Shared Services Costs</b>					
Joint Staff Training	-	4,000.00	-	-	4,000.00
<b>Total Additional Costs</b>	<b>\$ -</b>	<b>\$ 4,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,000.00</b>
<b>Less Cash Contributions</b>	-	-	-	-	-
<b>Less Non-personnel In-kind Contributions</b>	-	-	-	-	-
<b>Total Additional Shared Services Costs Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Grand Total Budget</b>	<b>\$ 28,988.01</b>	<b>\$ 196,002.58</b>	<b>\$ 4,033.04</b>	<b>\$ 7,298.70</b>	<b>\$ 236,322.34</b>

\*Quarterly costs from previous program year were annualized to project a baseline budget.

**WorkLink - Anderson SC Works Center**

**Total Local Area Operating Budget for PY2025**

**July 1, 2025 - June 30, 2026**

**FTE Cost Allocation Methodology**

<b>Number of FT Employees</b>	<b>9.50</b>	<b>3.00</b>	<b>2.00</b>	<b>2.00</b>	<b>1.40</b>	<b>0.10</b>	<b>1.00</b>
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	<b>Anderson</b>						
<b>Infrastructure Costs</b>	<b>Total</b>	<b>WP</b>	<b>UI</b>	<b>DEW Other</b>	<b>TANF</b>	<b>VR</b>	<b>WIOA</b>
Rent	19,802.40	6,253.39	4,168.93	4,168.93	2,918.25	208.45	2,084.46
Security System	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-
Janitorial/Maintenance	-	-	-	-	-	-	-
Landscaping	-	-	-	-	-	-	-
General Repair	-	-	-	-	-	-	-
Pest Control	-	-	-	-	-	-	-
Depreciation (if applicable)*	-	-	-	-	-	-	-
Internet/VOIP	1,224.00	386.53	257.68	257.68	180.38	12.88	128.84
Public Access PC Costs	859.70	271.49	180.99	180.99	126.69	9.05	90.50
Equipment Maintenance/Rental	-	-	-	-	-	-	-
Common area supplies**	2,889.90	912.60	608.40	608.40	425.88	30.42	304.20
One-Time Cost - JAWS	1,712.00	540.63	360.42	360.42	252.29	18.02	180.21
One-Time expense (Clemson Security Camera upgrade)	-	-	-	-	-	-	-
One-Time expense (Computers)	-	-	-	-	-	-	-
One-Time Upfit cost for Cubicles (3)	2,500.00	833.33	1,666.67	-	-	-	-
<b>Total Infrastructure Costs</b>	<b>\$ 28,988.01</b>	<b>\$ 9,197.97</b>	<b>\$ 7,243.09</b>	<b>\$ 5,576.42</b>	<b>\$ 3,903.50</b>	<b>\$ 278.82</b>	<b>\$ 2,788.21</b>
Less Cash Contributions	-	-	-	-	-	-	-
Less In-kind Contributions	-	-	-	-	-	-	-
<b>Grand Total Budget</b>	<b>\$ 28,988.01</b>	<b>\$ 9,197.97</b>	<b>\$ 7,243.09</b>	<b>\$ 5,576.42</b>	<b>\$ 3,903.50</b>	<b>\$ 278.82</b>	<b>\$ 2,788.21</b>

\*DEW's share of depreciation cost for DEW-owned buildings is considered an in-kind contribution  
 \*\*All staff purchase their own supplies- only resource room and common area supplies are shared  
 \*\*\*Add additional columns as needed

**Clemson SC Works Center**

Total Local Area Operating Budget for PY2025

July 1, 2025 - June 30, 2026

FTE Cost Allocation Methodology

Number of FT Employees                      23.1                      7.1                      2.0                      0.5                      1.0                      2.0                      2.6                      1.0                      0.1                      0.2                      5.6                      1.0

Clemson SC Works												
Infrastructure Costs	Total	WP	UI	LVER	DVOP	DEW Other	TANF	SNAP	VR	Adult Ed	WIOA	SCCB
Rent	128,140.00	39,385.02	11,094.37	2,773.59	5,547.19	11,094.37	14,422.68	5,547.19	554.72	1,109.44	31,064.24	5,547.19
Security System	1,100.00	338.10	95.24	23.81	47.62	95.24	123.81	47.62	4.76	9.52	266.67	47.62
Utilities	14,424.00	4,433.35	1,248.83	312.21	624.42	1,248.83	1,623.48	624.42	62.44	124.88	3,496.73	624.42
Janitorial/Maintenance	10,884.00	3,345.30	942.34	235.58	471.17	942.34	1,225.04	471.17	47.12	94.23	2,638.55	471.17
Landscaping	-	-	-	-	-	-	-	-	-	-	-	-
General Repair	6,000.00	1,844.16	519.48	129.87	259.74	519.48	675.32	259.74	25.97	51.95	1,454.55	259.74
Pest Control	575.00	176.73	49.78	12.45	24.89	49.78	64.72	24.89	2.49	4.98	139.39	24.89
Depreciation (if applicable)*	-	-	-	-	-	-	-	-	-	-	-	-
Internet/VOIP	12,000.00	3,688.31	1,038.96	259.74	519.48	1,038.96	1,350.65	519.48	51.95	103.90	2,909.09	519.48
Public Access PC Costs	2,520.00	774.55	218.18	54.55	109.09	218.18	283.64	109.09	10.91	21.82	610.91	109.09
Equipment Maintenance/Rental	1,644.00	505.30	142.34	35.58	71.17	142.34	185.04	71.17	7.12	14.23	398.55	71.17
Common area supplies**	3,716.73	1,142.37	321.80	80.45	160.90	321.80	418.33	160.90	16.09	32.18	901.03	160.90
One-Time Cost - JAWS	-	-	-	-	-	-	-	-	-	-	-	-
One-Time expense (Clemson Security Camera upgrade)	3,882.92	1,193.45	336.18	84.05	168.09	336.18	437.04	168.09	16.81	33.62	941.31	168.09
One-Time expense (Computers)	7,115.93	2,187.15	616.10	154.02	308.05	616.10	800.93	308.05	30.80	61.61	1,725.07	308.05
One-Time Upfit cost for Cubicles (3)	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Infrastructure Costs</b>	<b>\$ 192,002.58</b>	<b>\$ 59,013.78</b>	<b>\$ 16,623.60</b>	<b>\$ 4,155.90</b>	<b>\$ 8,311.80</b>	<b>\$ 16,623.60</b>	<b>\$ 21,610.68</b>	<b>\$ 8,311.80</b>	<b>\$ 831.18</b>	<b>\$ 1,662.36</b>	<b>\$ 46,546.08</b>	<b>\$ 8,311.80</b>

Number of FTEs cost sharing Additional Costs                      0                      0                      0                      0                      0                      0                      0                      0                      0                      0                      0

Additional Shared Services Costs	Total	WP	UI	LVER	VET	DEW Other	TANF	SNAP	VR	Adult Ed	WIOA	Other***
Joint Staff Training	4,000.00	-	-	-	-	-	-	-	-	-	-	-
<b>Total Additional Costs</b>	<b>\$ 4,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Grand Total Budget                      \$ 196,002.58                      \$ 59,013.78                      \$ 16,623.60                      \$ 4,155.90                      \$ 8,311.80                      \$ 16,623.60                      \$ 21,610.68                      \$ 8,311.80                      \$ 831.18                      \$ 1,662.36                      \$ 46,546.08                      \$ 8,311.80**

\*DEW's share of depreciation cost for DEW-owned buildings is considered an in-kind contribution  
 \*\*All staff purchase their own supplies- only resource room and common area supplies are shared  
 \*\*\*Add additional columns as needed

**WorkLink - Easley SC Works Center**

**Total Local Area Operating Budget for PY2025**

**July 1, 2025 - June 30, 2026**

**FTE Cost Allocation Methodology**

<b>Number of FT Employees</b>	<b>1.90</b>	<b>1.40</b>	<b>0.10</b>	<b>0.40</b>
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	<b>Easley</b>			
<b>Infrastructure Costs</b>	<b>Total</b>	<b>WP</b>	<b>VR</b>	<b>WIOA</b>
Rent	4,800.00	3,536.84	252.63	1,010.53
Security System	-	-	-	-
Utilities	-	-	-	-
Janitorial/Maintenance	-	-	-	-
Landscaping	-	-	-	-
General Repair	-	-	-	-
Pest Control	-	-	-	-
Depreciation (if applicable)*	-	-	-	-
Internet/VOIP	-	-	-	-
Public Access PC Costs	285.00	210.00	15.00	60.00
Equipment Maintenance/Rental	-	-	-	-
Common area supplies**	448.04	330.14	23.58	94.32
One-Time Cost - JAWS	-	-	-	-
One-Time expense (Clemson Security Camera upgrade)	-	-	-	-
One-Time expense (Computers)	-	-	-	-
One-Time Upfit cost for Cubicles (3)	-	-	-	-
<b>Total Infrastructure Costs</b>	<b>\$ 5,533.04</b>	<b>\$ 4,076.98</b>	<b>\$ 291.21</b>	<b>\$ 1,164.85</b>
Carl D. Perkins - Rent Reduction	1,500.00	1,105.26	78.95	315.79
<b>Less Non-personnel In-kind Contributions</b>				
<b>Grand Total Budget</b>	<b>\$ 4,033.04</b>	<b>\$ 2,971.72</b>	<b>\$ 212.27</b>	<b>\$ 849.06</b>

\*DEW's share of depreciation cost for DEW-owned buildings is considered an in-kind contribution  
 \*\*All staff purchase their own supplies- only resource room and common area supplies are shared  
 \*\*\*Add additional columns as needed

**WorkLink - Seneca SC Works Center**

**Total Local Area Operating Budget for PY2025**

**July 1, 2025 - June 30, 2026**

**FTE Cost Allocation Methodology**

<b>Number of FT Employees</b>	<b>3.10</b>	<b>1.00</b>	<b>1.00</b>	<b>0.10</b>	<b>1.00</b>
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	<b>Seneca</b>				
<b>Infrastructure Costs</b>	<b>Total</b>	<b>WP</b>	<b>LVER</b>	<b>VR</b>	<b>WIOA</b>
Rent	11,440.00	3,690.32	3,690.32	369.03	3,690.32
Security System	-	-	-	-	-
Utilities	-	-	-	-	-
Janitorial/Maintenance	-	-	-	-	-
Landscaping	-	-	-	-	-
General Repair	-	-	-	-	-
Pest Control	-	-	-	-	-
Depreciation (if applicable)*	-	-	-	-	-
Internet/VOIP	-	-	-	-	-
Public Access PC Costs	475.00	153.23	153.23	15.32	153.23
Equipment Maintenance/Rental	-	-	-	-	-
Common area supplies**	859.70	277.32	277.32	27.73	277.32
One-Time Cost - JAWS	-	-	-	-	-
One-Time expense (Clemson Security Camera upgrade)	-	-	-	-	-
One-Time expense (Computers)	-	-	-	-	-
One-Time Upfit cost for Cubicles (3)	-	-	-	-	-
<b>Total Infrastructure Costs</b>	<b>\$ 12,774.70</b>	<b>\$ 4,120.87</b>	<b>\$ 4,120.87</b>	<b>\$ 412.09</b>	<b>\$ 4,120.87</b>
Carl D. Perkins - Rent Reduction	5,476.00	1,766.45	1,766.45	176.65	1,766.45
<b>Less Non-personnel In-kind Contributions</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Grand Total Budget</b>	<b>\$ 7,298.70</b>	<b>\$ 2,354.42</b>	<b>\$ 2,354.42</b>	<b>\$ 235.44</b>	<b>\$ 2,354.42</b>

\*DEW's share of depreciation cost for DEW-owned buildings is considered an in-kind contribution  
 \*\*All staff purchase their own supplies- only resource room and common area supplies are shared  
 \*\*\*Add additional columns as needed

**WorkLink LWDA**

Total Local Area Operating Budget for PY2025

July 1, 2025 - June 30, 2026

FTE Cost Allocation Methodology

Number of FT Employees	37.6	12.5	4.0	1.5	1.0	4.0	4.0	1.0	0.4	0.2	8.0	1.0
Total WorkLink SC Works Centers												
Infrastructure Costs	Total	WP	UI	LVER	DVOP	DEW Other	TANF	SNAP	VR	Adult Ed	WIOA	SCCB
Rent	164,182.40	52,865.58	15,263.30	6,463.92	5,547.19	15,263.30	17,340.93	5,547.19	1,384.83	1,109.44	37,849.55	5,547.19
Security System	1,100.00	338.10	95.24	23.81	47.62	95.24	123.81	47.62	4.76	9.52	266.67	47.62
Utilities	14,424.00	4,433.35	1,248.83	312.21	624.42	1,248.83	1,623.48	624.42	62.44	124.88	3,496.73	624.42
Janitorial/Maintenance	10,884.00	3,345.30	942.34	235.58	471.17	942.34	1,225.04	471.17	47.12	94.23	2,638.55	471.17
Landscaping	-	-	-	-	-	-	-	-	-	-	-	-
General Repair	6,000.00	1,844.16	519.48	129.87	259.74	519.48	675.32	259.74	25.97	51.95	1,454.55	259.74
Pest Control	575.00	176.73	49.78	12.45	24.89	49.78	64.72	24.89	2.49	4.98	139.39	24.89
Depreciation (if applicable)*	-	-	-	-	-	-	-	-	-	-	-	-
Internet/VOIP	13,224.00	4,074.84	1,296.65	259.74	519.48	1,296.65	1,531.03	519.48	64.83	103.90	3,037.93	519.48
Public Access PC Costs	4,139.70	1,409.26	399.17	207.77	109.09	399.17	410.33	109.09	50.28	21.82	914.63	109.09
Equipment Maintenance/Rental	1,644.00	505.30	142.34	35.58	71.17	142.34	185.04	71.17	7.12	14.23	398.55	71.17
Common area supplies**	7,914.38	2,662.43	930.20	357.77	160.90	930.20	844.21	160.90	97.82	32.18	1,576.88	160.90
One-Time Cost - JAWS	1,712.00	540.63	360.42	-	-	360.42	252.29	-	18.02	-	180.21	-
One-Time expense (Clemson Security Camera upgrade)	3,882.92	1,193.45	336.18	84.05	168.09	336.18	437.04	168.09	16.81	33.62	941.31	168.09
One-Time expense (Computers)	7,115.93	2,187.15	616.10	154.02	308.05	616.10	800.93	308.05	30.80	61.61	1,725.07	308.05
One-Time Upfit cost for Cubicles (3)	2,500.00	833.33	1,666.67	-	-	-	-	-	-	-	-	-
<b>Total Infrastructure Costs</b>	<b>\$ 239,298.34</b>	<b>\$ 76,409.60</b>	<b>\$ 23,866.69</b>	<b>\$ 8,276.77</b>	<b>\$ 8,311.80</b>	<b>\$ 22,200.02</b>	<b>\$ 25,514.18</b>	<b>\$ 8,311.80</b>	<b>\$ 1,813.30</b>	<b>\$ 1,662.36</b>	<b>\$ 54,620.02</b>	<b>\$ 8,311.80</b>
Less Cash Contributions (Carl D Perkins)	6,976.00	2,871.71	-	1,766.45	-	-	-	-	255.59	-	2,082.24	-
Less Non-personnel In-kind Contributions	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Infrastructure Costs Balance</b>	<b>\$ 232,322.34</b>	<b>\$ 73,537.88</b>	<b>\$ 23,866.69</b>	<b>\$ 6,510.32</b>	<b>\$ 8,311.80</b>	<b>\$ 22,200.02</b>	<b>\$ 25,514.18</b>	<b>\$ 8,311.80</b>	<b>\$ 1,557.71</b>	<b>\$ 1,662.36</b>	<b>\$ 52,537.77</b>	<b>\$ 8,311.80</b>
<b>Number of FTEs cost sharing Additional Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Additional Shared Services Costs	Total	WP	UI	LVER	DVOP	DEW Other	TANF	SNAP	VR	Adult Ed	WIOA	SCCB
Joint Staff Training	4,000.00	-	-	-	-	-	-	-	-	-	-	-
<b>Total Additional Costs</b>	<b>\$ 4,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Grand Total Budget</b>	<b>\$ 236,322.34</b>	<b>\$ 73,537.88</b>	<b>\$ 23,866.69</b>	<b>\$ 6,510.32</b>	<b>\$ 8,311.80</b>	<b>\$ 22,200.02</b>	<b>\$ 25,514.18</b>	<b>\$ 8,311.80</b>	<b>\$ 1,557.71</b>	<b>\$ 1,662.36</b>	<b>\$ 52,537.77</b>	<b>\$ 8,311.80</b>

Staff Addendum			Back Up Documentation - will be transferred to Staffing Addendum Form upon final corrections													WIOA	SCCB	TOTAL ALL
			WP	UI	LVER	DVOP	TAA	Other DEW Programs			TANF	SNAP	VR	Adult Ed				
Anderson			WP	UI	LVER	DVOP	TAA	VEC	RWA	ROC	TANF	SNAP	VR	Adult Ed	WIOA	SCCB	TOTAL ALL	
Janice Chastain	Anderson SC Works Center, Wagner Peyser	5 days per week	1															
Marilyn Nettles	Anderson SC Works Center, Wagner Peyser	5 days per week	1															
Jamey Mason	Anderson SC Works Center, Wagner Peyser	5 day per week	1															
Stanley Hill	Anderson SC Works Center, WIOA	5 day per week													1			
Jennifer Woody	Anderson SC Works, RWA	5 days per week							1									
Amber Moeckel- Coordinator	Anderson SC Works Center, VEC	5 day per week						1										
RESEA Staff	Anderson SC Works Center, UI	5 day per week		1														
RESEA Staff	Anderson SC Works Center, UI	5 day per week		1														
TANF - DSS Staff	Anderson SC Works, TANF	1 day per week									0.2							
TANF - Doug Lancaster	Anderson SC Works, TANF	1 day per week									0.2							
TANF - Tounga Williams	Anderson SC Works, TANF	5 days per week									1							
VR - Julie Teague	Anderson SC Works Center, VR	.1 (or half day) per week											0.1					
<b>TOTAL</b>			<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1.4</b>	<b>0</b>	<b>0.1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>9.5</b>	
<b>Fair Share (Anderson)</b>			<b>31.6%</b>	<b>21.1%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>10.5%</b>	<b>10.5%</b>	<b>0.0%</b>	<b>14.7%</b>	<b>0.0%</b>	<b>1.1%</b>	<b>0.0%</b>	<b>10.5%</b>	<b>0.0%</b>	<b>100.0%</b>	
Clemson			WP	UI	LVER	DVOP	TAA	VEC	RWA	ROC	TANF	SNAP	VR	Adult Ed	WIOA	SCCB	TOTAL ALL	
Diana Goldwire	Clemson SC Works Center, Wagner Peyser	1 FTE	1															
Pat Pruitt	Clemson SC Works Center, Wagner Peyser	5 days per week	1															
Kimberly Perez	Clemson SC Works Center, Wagner Peyser	5 days per week	1															
Tina Barnes	Clemson SC Works Center, Wagner Peyser	3 days per week	0.6															
Brittany Knoetgen	Clemson SC Works Center, Wagner Peyser	5 days per week	1															
Hannah Fower	Clemson SC Works Center, Wagner Peyser	5 days per week	1															
Andie Keef	Clemson SC Works Center, Wagner Peyser	5 days per week	1															
Mary Baker	Clemson SC Works Center, ROC	5 days per week								1								
Judy Griffin	Clemson SC Works Center, UI	5 days per week		1														
Teashekia Garrett	Clemson SC Works Center, UI	5 days per week		1														
Cyndi Sprinkle	Clemson SC Works Center, Veterans	5 days per week				1												
Jimmy Ahern	Clemson SC Works Center, Veterans	5 days per week	0.5		0.5													
Laura Cox	Clemson SC Works Center, RWA	5 days per week							1									
Jeff Snider	Clemson SC Works Center, WIOA	5 days per week													1			
William Hunter	Clemson SC Works Center, WIOA	5 days per week													1			
Vicky Sexton	Clemson SC Works Center, WIOA	3 days per week													0.6			
Jennifer Campbell	Clemson SC Works Center, WIOA	5 days per week													1			
Jennifer Kelly	Clemson SC Works Center, WIOA	5 days per week													1			
Windy Graham	Clemson SC Works Center, WIOA	5 days per week													1			
SNAP E&T Coord - Faith Cooper	Clemson SC Works Center, DSS SNAP	5 days per week										1						
TANF DSS WF Consult - Valerie	Clemson SC Works Center, DSS WF Consult	5 days per week									1							
TANF - DSS Staff	Clemson SC Works Center, DSS TANF	5 days per week									0.8							
TANF - Doug Lancaster	Clemson SC Works Center, DSS TANF	4 days per week									0.8							
VR - Meghann Stroup	Clemson SC Works Center, VR	.1 days per week											0.1					
SCCB - Cherri Boller	Clemson SC Works Center, SCCB	5 days per week														1		
AE - Lori Wood	Clemson SC Works Center, Adult Ed	.2 (or 1 day) per week												0.2				
<b>TOTAL</b>			<b>7.1</b>	<b>2.0</b>	<b>0.5</b>	<b>1.0</b>	<b>0.0</b>	<b>0.0</b>	<b>1.0</b>	<b>1.0</b>	<b>2.6</b>	<b>1.0</b>	<b>0.1</b>	<b>0.2</b>	<b>5.6</b>	<b>1.0</b>	<b>23.1</b>	
<b>Fair Share (Clemson)</b>			<b>30.7%</b>	<b>8.7%</b>	<b>2.2%</b>	<b>4.3%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>4.3%</b>	<b>4.3%</b>	<b>11.3%</b>	<b>4.3%</b>	<b>0.4%</b>	<b>0.9%</b>	<b>24.2%</b>	<b>4.3%</b>	<b>100.0%</b>	

<b>Easley</b>			WP	UI	LVER	DVOP	TAA	VEC	RWA	ROC	TANF	SNAP	VR	Adult Ed	WIOA	SCCB	TOTAL ALL
Tina Barnes	Easley SC Works Center, Wagner Peyser	.4 (or 2 days) per week	0.4														
Vicky Sexton	Easley SC Works Center, WIOA	.4 ( or 2 days) per week													0.4		
Kathy Stanton	Easley SC Works Center, Wagner Peyser	1 FTE	1														
VR - Meghann Stroup	Easley SC Works Center, VR	.1 (or ½ day ) per week											0.1				
<b>TOTAL</b>			<b>1.4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.1</b>	<b>0</b>	<b>0.4</b>	<b>0</b>	<b>1.9</b>
<b>Fair Share (Easley)</b>			<b>73.7%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>5.3%</b>	<b>0.0%</b>	<b>21.1%</b>	<b>0.0%</b>	<b>100.0%</b>
<b>Seneca</b>			WP	UI	LVER	DVOP	TAA	VEC	RWA	ROC	TANF	SNAP	VR	Adult Ed	WIOA	SCCB	TOTAL ALL
Stephanie Blake	Seneca SC Works Center, Wagner Peyser	5 days per week	1														
Ryan Tolley	Seneca SC Works Center, Wagner Peyser	5 days per week			1												
Desiree Goldsmith	Seneca SC Works Center, WIOA	5 days per week													1		
VR - Allison Cawley	Seneca SC Works Center, VR	.2 (or 1 day) per week											0.1				
<b>TOTAL</b>			<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3.1</b>
<b>Fair Share (Seneca)</b>			<b>32.3%</b>	<b>0.0%</b>	<b>32.3%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>3.2%</b>	<b>0.0%</b>	<b>32.3%</b>	<b>0.0%</b>	<b>100%</b>
<b>GRAND TOTAL</b>			<b>12.5</b>	<b>4.0</b>	<b>1.5</b>	<b>1.0</b>	<b>0.0</b>	<b>1.0</b>	<b>2.0</b>	<b>1.0</b>	<b>4.0</b>	<b>1.0</b>	<b>0.4</b>	<b>0.2</b>	<b>8.0</b>	<b>1.0</b>	<b>37.6</b>
<b>Fair Share</b>			<b>33%</b>	<b>11%</b>	<b>4%</b>	<b>3%</b>	<b>0%</b>	<b>3%</b>	<b>5%</b>	<b>3%</b>	<b>11%</b>	<b>3%</b>	<b>1%</b>	<b>1%</b>	<b>21%</b>	<b>3%</b>	<b>100%</b>



**WorkLink All Centers****Total Local Area Operating Budget for PY2025**

July 1, 2025 - June 30, 2026

**SF Cost Allocation Methodology**

<b>Infrastructure Costs</b>	<b>Anderson</b>	<b>Clemson</b>	<b>Easley</b>	<b>Seneca</b>	<b>Totals</b>
Rent	19,802.40	128,140.00	4,800.00	11,440.00	164,182.40
Security System	-	1,100.00	-	-	1,100.00
Utilities	-	14,424.00	-	-	14,424.00
Janitorial/Maintenance	-	10,884.00	-	-	10,884.00
Landscaping	-	-	-	-	-
General Repair	-	6,000.00	-	-	6,000.00
Pest Control	-	575.00	-	-	575.00
Depreciation (if applicable)*	-	-	-	-	-
Internet/VOIP	1,224.00	12,000.00	-	-	13,224.00
Public Access PC Costs	859.70	2,520.00	285.00	475.00	4,139.70
Equipment Maintenance/Rental	-	1,644.00	-	-	1,644.00
Common area supplies**	2,889.90	3,716.73	448.04	859.70	7,914.38
One-Time Cost - JAWS	1,712.00	-	-	-	1,712.00
One-Time expense (Clemson Security Camera upgrade)	-	3,882.92	-	-	3,882.92
One-Time expense (Computers)	-	7,115.93	-	-	7,115.93
One-Time Upfit cost for Cubicles (3)	2,500.00	-	-	-	2,500.00
<b>Total Infrastructure Costs</b>	<b>28,988.01</b>	<b>192,002.58</b>	<b>5,533.04</b>	<b>12,774.70</b>	<b>239,298.34</b>
Carl D. Perkins - Rent Reduction	-	-	1,500.00	5,476.00	6,976.00
<b>Less Cash Contributions</b>	<b>-</b>	<b>-</b>	<b>1,500.00</b>	<b>5,476.00</b>	<b>6,976.00</b>
<b>Less Non-personnel In-kind Contributions</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Balance</b>	<b>\$ 28,988.01</b>	<b>\$ 192,002.58</b>	<b>\$ 4,033.04</b>	<b>\$ 7,298.70</b>	<b>\$ 232,322.34</b>
Square Footage	3,400	8,995	840	980	14,215
<b>Cost per Square Foot</b>	<b>\$ 5.82</b>	<b>\$ 14.25</b>	<b>\$ 5.71</b>	<b>\$ 11.67</b>	<b>\$ 16.34</b>
<b>Additional Shared Services Costs</b>					
Joint Staff Training	-	4,000.00	-	-	4,000.00
<b>Total Additional Costs</b>	<b>\$ -</b>	<b>\$ 4,000.00</b>	<b>\$ -</b>	<b>-</b>	<b>4,000.00</b>
Less Cash Contributions	-	-	-	-	-
<b>Less Cash Contributions</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Less Non-personnel In-kind Contributions</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Balance</b>	<b>\$ -</b>	<b>\$ 4,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,900.00</b>
<b>Grand Total Budget</b>	<b>\$ 28,988.01</b>	<b>\$ 196,002.58</b>	<b>\$ 4,033.04</b>	<b>\$ 7,298.70</b>	<b>\$ 240,222.34</b>

\*Quarterly costs from previous program year were annualized to project a baseline budget.

**INFRASTRUCTURE based on SQ FT**

Projected WIOA Share	\$ 2,757.84	\$ 62,852.08	\$ 1,633.76	\$ 2,104.24	\$ 69,347.92
Projected DEW Share	\$ 20,837.04	\$ 90,824.14	\$ 2,287.26	\$ 5,050.17	\$ 118,998.61
Projected Adult Ed Share	\$ -	\$ 1,584.42	\$ -	\$ -	\$ 1,584.42
Projected VR Share	\$ -	\$ 3,168.83	\$ -	\$ -	\$ 3,168.83
Projected SCCB Share	\$ -	\$ 8,481.63	\$ -	\$ -	\$ 8,481.63
Projected DSS Share	\$ 5,209.26	\$ 25,091.49	\$ -	\$ -	\$ 30,300.75
	<b>\$ 28,804.15</b>	<b>\$ 192,002.58</b>	<b>\$ 3,921.01</b>	<b>\$ 7,154.41</b>	<b>\$ 231,882.16</b>

**WorkLink LWDA**

Total Local Area Operating Budget for PY2025

July 1, 2025 - June 30, 2026

SF Cost Allocation Methodology

**Anderson SC Works Center**

Infrastructure Costs	SOLE SPACE SQ. FT.	% of Sole Space Sq. Ft.	COMMON SPACE SQ. FT.	Total Shared SQ. FT.	Cost per Sq. Ft (plus CAM)	Annual Cost	% of TIME SPACE Assigned
WDB	0	0.00%	0	-	\$8.53	\$ -	100%
WIOA	144	9.51%	179	323	\$8.53	\$ 2,758	100%
WP	502	33.17%	626	1,128	\$8.53	\$ 9,614	100%
UI	266	17.57%	332	598	\$8.53	\$ 5,094	100%
LVER	0	0.00%	0	-	\$8.53	\$ -	100%
DVOP	0	0.00%	0	-	\$8.53	\$ -	100%
RO	0	0.00%	0	-	\$8.53	\$ -	100%
VEC	144	9.51%	179	323	\$8.53	\$ 2,758	100%
RWA	176	11.63%	219	395	\$8.53	\$ 3,371	100%
TANF	272	17.97%	339	611	\$8.53	\$ 5,209	100%
SNAP	0	0.00%	0	-	\$8.53	\$ -	100%
VR	0	0.00%	0	-	\$8.53	\$ -	100%
Adult Ed	0	0.00%	0	-	\$8.53	\$ -	100%
SCCB	0	0.00%	0	-	\$8.53	\$ -	100%
<b>Rotating PT Partners</b>							
VR	10	0.63%	12	22	\$8.53	\$ 184	100%
Adult Ed	0	0.00%	0	-	\$8.53	\$ -	100%
			0				
<b>Total</b>	<b>1514</b>	<b>100%</b>	<b>1886</b>	<b>3400</b>		<b>\$ 28,988</b>	

<b>Rotating PT Partners</b>
VR 96 10%

<b>Total</b> 10%
------------------

Additional Shared Services Costs	% of Total	Rent	Security System	Utilities	Janitorial/Mai ntenance	Landscaping	General Repair	Internet/VOIP	Public Access PC Costs	Common area supplies**	One-Time Cost JAWS	One-Time Upfit cost for Cubicles (3)	Total
<b>BUDGETED AMOUNT</b>		19,802.40	-	-	-	-	-	1,224.00	859.70	2,889.90	1,712.00	2,500.00	28,988.01
WDB	0.00%	-	-	-	-	-	-	-	-	-	-	-	-
WIOA	9.51%	1,883.95	-	-	-	-	-	116.45	81.79	274.94	162.88	237.84	2,757.84
WP	33.17%	6,567.66	-	-	-	-	-	405.95	285.13	958.46	567.80	829.15	9,614.15
UI	17.57%	3,480.07	-	-	-	-	-	215.11	151.08	507.87	300.87	439.35	5,094.35
LVER	0.00%	-	-	-	-	-	-	-	-	-	-	-	-
DVOP	0.00%	-	-	-	-	-	-	-	-	-	-	-	-
RO	0.00%	-	-	-	-	-	-	-	-	-	-	-	-
VEC	9.51%	1,883.95	-	-	-	-	-	116.45	81.79	274.94	162.88	237.84	2,757.84
RWA	11.63%	2,302.60	-	-	-	-	-	142.33	99.97	336.04	199.07	290.70	3,370.70
TANF	17.97%	3,558.57	-	-	-	-	-	219.96	154.49	519.33	307.65	449.26	5,209.26
SNAP	0.00%	-	-	-	-	-	-	-	-	-	-	-	-
VR	0.00%	-	-	-	-	-	-	-	-	-	-	-	-
Adult Ed	0.00%	-	-	-	-	-	-	-	-	-	-	-	-
SCCB	0.00%	-	-	-	-	-	-	-	-	-	-	-	-
<b>Rotating PT Partners</b>													
VR	0.63%	125.60	-	-	-	-	-	7.76	5.45	18.33	10.86	15.86	183.86
Adult Ed	0.00%	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Costs</b>	<b>100%</b>	<b>19,802.40</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,224.00</b>	<b>859.70</b>	<b>2,889.90</b>	<b>1,712.00</b>	<b>2,500.00</b>	<b>28,988.01</b>

**WorkLink LWDA**  
**Total Local Area Operating Budget for PY2025**  
**July 1, 2025 - June 30, 2026**  
**SF Cost Allocation Methodology**

**Clemson SC Works Center**

Infrastructure Costs	SOLE SPACE SQ. FT.	% of Sole Space Sq. Ft.	COMMON SPACE SQ. FT. W/O RR		COMMON SPACE SQ FT RR Only	Total Common Space Sq Ft	Total Shared SQ. FT.	% of Sole Space SQ FT.	Cost per Sq. Ft (plus CAM)	Annual Cost	% of TIME SPACE Assigned
WDB	558	16.95%	891			891	1,449	16.11%	\$22.46	\$ 30,928	100%
WIOA	542	16.46%	865	19.82%	88	954	1,496	16.63%	\$22.46	\$ 31,924	100%
WP	806	24.46%	1286	29.45%	131	1417	2,223	24.71%	\$22.46	\$ 47,444	100%
UI	194	5.89%	310	7.09%	32	341	535	5.95%	\$22.46	\$ 11,427	100%
LVER	73	2.20%	116	2.65%	12	128	200	2.22%	\$22.46	\$ 4,270	100%
DVOP	135	4.10%	216	4.94%	22	238	373	4.14%	\$22.46	\$ 7,952	100%
RO	120	3.64%	192	4.39%	20	211	331	3.68%	\$22.46	\$ 7,068	100%
VEC	0	0.00%	0	0.00%	0	0	-	0.00%	\$22.46	\$ -	100%
RWA	215	6.53%	343	7.86%	35	378	593	6.60%	\$22.46	\$ 12,664	100%
TANF	323	9.81%	516	11.81%	53	568	891	9.91%	\$22.46	\$ 19,025	100%
SNAP	103	3.13%	164	3.77%	17	181	284	3.16%	\$22.46	\$ 6,067	100%
VR		0.00%	0	0.00%	0	0	-	0.00%	\$22.46	\$ -	100%
Adult Ed		0.00%	0	0.00%	0	0	-	0.00%	\$22.46	\$ -	100%
SCCB	144	4.37%	230	5.27%	23	253	397	4.42%	\$22.46	\$ 8,482	100%
Rotating PT Partners				0.00%				0.00%			
Adult Ed	54	1.63%	86	1.97%	9	95	148	1.65%	\$22.46	\$ 3,169	100%
VR	27	0.82%	43	0.98%	4	47	74	0.83%	\$22.46	\$ 1,584	100%
			0		0	0	-	0.00%			
<b>Total</b>	<b>3293</b>	<b>100%</b>	<b>5257</b>		<b>445</b>	<b>5702</b>	<b>8995.00</b>			<b>192,002.58</b>	

Rotating PT Partners		
AE	269	20%
VR	269	10%
<b>Total</b>		<b>30%</b>

53.8  
26.9

Additional Shared Ser	% of Total	Rent	Security System	Utilities	Janitorial/Maintenance	Landscaping	General Repair	Pest Control	Depreciation (if applicable)*	Internet/VOIP	Public Access PC Costs	Equipment Maintenance/Rental	Common area supplies**	One-Time expense (Clemson Security Camera upgrade)	One-Time expense (Computers)	Total
<b>BUDGETED AMOUNT</b>		<b>128,140.00</b>	<b>1,100.00</b>	<b>14,424.00</b>	<b>10,884.00</b>	<b>-</b>	<b>6,000.00</b>	<b>575.00</b>	<b>-</b>	<b>12,000.00</b>	<b>2,520.00</b>	<b>1,644.00</b>	<b>3,716.73</b>	<b>3,882.92</b>	<b>7,115.93</b>	<b>192,002.58</b>
WDB	16.11%	20,641.05	177.19	2,323.45	1,753.22	-	966.49	92.62	-	1,932.98	405.93	264.82	598.70	625.47	1,146.25	30,928.16
WIOA	16.63%	21,305.60	182.89	2,398.25	1,809.66	-	997.61	95.60	-	1,995.22	419.00	273.34	617.97	645.61	1,183.15	31,923.92
WP	24.71%	31,663.59	271.81	3,564.19	2,689.45	-	1,482.61	142.08	-	2,965.22	622.70	406.23	918.41	959.48	1,758.36	47,444.13
UI	5.95%	7,625.99	65.46	858.41	647.74	-	357.08	34.22	-	714.16	149.97	97.84	221.19	231.08	423.49	11,426.64
LVER	2.22%	2,849.92	24.46	320.80	242.07	-	133.44	12.79	-	266.89	56.05	36.56	82.66	86.36	158.26	4,270.27
DVOP	4.14%	5,306.75	45.56	597.35	450.75	-	248.48	23.81	-	496.96	104.36	68.08	153.92	160.81	294.70	7,951.53
RO	3.68%	4,717.11	40.49	530.98	400.66	-	220.87	21.17	-	441.75	92.77	60.52	136.82	142.94	261.95	7,068.03
VEC	0.00%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
RWA	6.60%	8,451.48	72.55	951.34	717.86	-	395.73	37.92	-	791.46	166.21	108.43	245.14	256.10	469.33	12,663.55
TANF	9.91%	12,696.88	108.99	1,429.22	1,078.45	-	594.52	56.99	-	1,189.03	249.70	162.90	368.28	384.74	705.09	19,024.77
SNAP	3.16%	4,048.85	34.76	455.76	343.90	-	189.58	18.17	-	379.17	79.62	51.95	117.44	122.69	224.84	6,066.72
VR	0.00%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adult Ed	0.00%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SCCB	4.42%	5,660.53	48.59	637.17	480.80	-	265.05	25.40	-	530.09	111.32	72.62	164.19	171.53	314.34	8,481.63
Rotating PT Partners																
VR	1.65%	2,114.84	18.15	238.06	179.63	-	99.02	9.49	-	198.05	41.59	27.13	61.34	64.08	117.44	3,168.83
Adult Ed	0.83%	1,057.42	9.08	119.03	89.82	-	49.51	4.74	-	99.02	20.80	13.57	30.67	32.04	58.72	1,584.42
	0.00%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Costs</b>	<b>100%</b>	<b>\$128,140.00</b>	<b>\$ 1,100.00</b>	<b>\$14,424.00</b>	<b>\$10,884.00</b>	<b>\$ -</b>	<b>\$ 6,000.00</b>	<b>\$ 575.00</b>	<b>\$ -</b>	<b>\$12,000.00</b>	<b>\$ 2,520.00</b>	<b>\$ 1,644.00</b>	<b>\$ 3,716.73</b>	<b>\$ 3,882.92</b>	<b>\$ 7,115.93</b>	<b>\$192,002.58</b>

**WorkLink LWDA**

**Total Local Area Operating Budget for PY2025**

July 1, 2025 - June 30, 2026

**SF Cost Allocation Methodology**

**Anderson SC Works Center**

Infrastructure Costs	SOLE SPACE SQ. FT.	% of Sole Space Sq. Ft.	COMMON SPACE SQ. FT.	Total Shared SQ. FT.	Cost per Sq. Ft (plus CAM)	Annual Cost	% of TIME SPACE Assigned
WDB	0	0.00%	0	-	\$4.80	\$ -	100%
WIOA	140	40.51%	200	340	\$4.80	\$ 1,634	100%
WP	196	56.71%	280	476	\$4.80	\$ 2,287	100%
UI	0	0.00%	0	-	\$4.80	\$ -	100%
LVER	0	0.00%	0	-	\$4.80	\$ -	100%
DVOP	0	0.00%	0	-	\$4.80	\$ -	100%
RO	0	0.00%	0	-	\$4.80	\$ -	100%
VEC	0	0.00%	0	-	\$4.80	\$ -	100%
RWA	0	0.00%	0	-	\$4.80	\$ -	100%
TANF	0	0.00%	0	-	\$4.80	\$ -	100%
SNAP	0	0.00%	0	-	\$4.80	\$ -	100%
VR	0	0.00%	0	-	\$4.80	\$ -	100%
Adult Ed	0	0.00%	0	-	\$4.80	\$ -	100%
SCCB	0	0.00%	0	-	\$4.80	\$ -	100%
<b>Rotating PT Partners</b>							
VR	10	2.78%	14	23	\$4.80	\$ 112	100%
Adult Ed	0	0.00%	0	-	\$4.80	\$ -	100%
			0				
<b>Total</b>	<b>346</b>	<b>100%</b>	<b>494.4</b>	<b>840</b>		<b>\$ 4,033</b>	

<b>Rotating PT Partners</b>							
VR	96						10%

<b>Total</b>							10%
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Additional Shared Services Costs	% of Total	Rent	Security System	Utilities	Janitorial/Maintenance	Landscaping	General Repair	Public Access PC Costs	Common area supplies**	Total
<b>BUDGETED AMOUNT</b>		3,300.00	-	-	-	-	-	285.00	448.04	4,033.04
WDB	0.00%	-	-	-	-	-	-	-	-	-
WIOA	40.51%	1,336.81	-	-	-	-	-	115.45	181.50	1,633.76
WP	56.71%	1,871.53	-	-	-	-	-	161.63	254.10	2,287.26
UI	0.00%	-	-	-	-	-	-	-	-	-
LVER	0.00%	-	-	-	-	-	-	-	-	-
DVOP	0.00%	-	-	-	-	-	-	-	-	-
RO	0.00%	-	-	-	-	-	-	-	-	-
VEC	0.00%	-	-	-	-	-	-	-	-	-
RWA	0.00%	-	-	-	-	-	-	-	-	-
TANF	0.00%	-	-	-	-	-	-	-	-	-
SNAP	0.00%	-	-	-	-	-	-	-	-	-
VR	0.00%	-	-	-	-	-	-	-	-	-
Adult Ed	0.00%	-	-	-	-	-	-	-	-	-
SCCB	0.00%	-	-	-	-	-	-	-	-	-
<b>Rotating PT Partners</b>										
VR	2.78%	91.67	-	-	-	-	-	7.92	12.45	112.03
Adult Ed	0.00%	-	-	-	-	-	-	-	-	-
<b>Total Costs</b>	<b>100%</b>	<b>3,300.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>285.00</b>	<b>448.04</b>	<b>4,033.04</b>

<b>Rotating PT Partners</b>										
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<b>Total</b>										
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Partners' Proportionate share percentage

**WorkLink LWDA**

**Total Local Area Operating Budget for PY2025**

July 1, 2025 - June 30, 2026

**SF Cost Allocation Methodology**

**Anderson SC Works Center**

Infrastructure Costs	SOLE SPACE SQ. FT.	% of Sole Space Sq. Ft.	COMMON SPACE SQ. FT.	Total Shared SQ. FT.	Cost per Sq. Ft. (plus CAM)	Annual Cost	% of TIME SPACE Assigned
WDB	0	0.00%	0	-	\$7.45	\$ -	100%
WIOA	140	28.83%	143	283	\$7.45	\$ 2,104	100%
WP	236	48.60%	240	476	\$7.45	\$ 3,547	100%
UI	0	0.00%	0	-	\$7.45	\$ -	100%
LVER	100	20.59%	102	202	\$7.45	\$ 1,503	100%
DVOP	0	0.00%	0	-	\$7.45	\$ -	100%
RO	0	0.00%	0	-	\$7.45	\$ -	100%
VEC	0	0.00%	0	-	\$7.45	\$ -	100%
RWA	0	0.00%	0	-	\$7.45	\$ -	100%
TANF	0	0.00%	0	-	\$7.45	\$ -	100%
SNAP	0	0.00%	0	-	\$7.45	\$ -	100%
VR	0	0.00%	0	-	\$7.45	\$ -	100%
Adult Ed	0	0.00%	0	-	\$7.45	\$ -	100%
SCCB	0	0.00%	0	-	\$7.45	\$ -	100%
Rotating PT Partners		0.00%					
VR	10	1.98%	10	19	\$7.45	\$ 144	100%
Adult Ed	0	0.00%	0	-	\$7.45	\$ -	100%
0			0				
<b>Total</b>	<b>486</b>	<b>100%</b>	<b>494.4</b>	<b>980</b>		<b>\$ 7,299</b>	

**Rotating PT Partners**

VR	96	10%
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<b>Total</b>	<b>10%</b>
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Additional Shared Services Costs	% of Total	Rent	Security System	Utilities	Janitorial/Mai ntenance	Landscapi ng	General Repair	Public Access PC Costs	Common area supplies**	Total
<b>BUDGETED AMOUNT</b>		5,964.00	-	-	-	-	-	475.00	859.70	7,298.70
WDB	0.00%	-	-	-	-	-	-	-	-	-
WIOA	28.83%	1,719.44	-	-	-	-	-	136.94	247.86	2,104.24
WP	48.60%	2,898.48	-	-	-	-	-	230.85	417.81	3,547.15
UI	0.00%	-	-	-	-	-	-	-	-	-
LVER	20.59%	1,228.17	-	-	-	-	-	97.82	177.04	1,503.03
DVOP	0.00%	-	-	-	-	-	-	-	-	-
RO	0.00%	-	-	-	-	-	-	-	-	-
VEC	0.00%	-	-	-	-	-	-	-	-	-
RWA	0.00%	-	-	-	-	-	-	-	-	-
TANF	0.00%	-	-	-	-	-	-	-	-	-
SNAP	0.00%	-	-	-	-	-	-	-	-	-
VR	0.00%	-	-	-	-	-	-	-	-	-
Adult Ed	0.00%	-	-	-	-	-	-	-	-	-
SCCB	0.00%	-	-	-	-	-	-	-	-	-
Rotating PT Partners										
VR	1.98%	117.90	-	-	-	-	-	9.39	17.00	144.29
Adult Ed	0.00%	-	-	-	-	-	-	-	-	-
-										-
<b>Total Costs</b>	<b>100%</b>	<b>5,964.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>475.00</b>	<b>859.70</b>	<b>7,298.70</b>

**WorkLink LWDA**  
**Total Local Area Operating Budget for PY2025**  
**July 1, 2025 - June 30, 2026**  
**SF Cost Allocation Methodology**

**SC Works Total Locations**

Infrastructure Costs	SOLE SPACE SQ. FT.	% of Sole Space Sq. Ft.	COMMON SPACE SQ. FT.	Total Shared SQ. FT.	Cost per Sq. Ft (plus CAM)	Annual Cost	% of TIME SPACE Assigned
WDB	558	9.90%	891	1,449	\$16.34	\$ 30,928	100%
WIOA	966	17.14%	1476	2,442	\$16.34	\$ 38,420	100%
WP	1740	30.86%	2563	4,303	\$16.34	\$ 62,893	100%
UI	460	8.16%	673	1,133	\$16.34	\$ 16,521	100%
LVER	173	3.06%	229	402	\$16.34	\$ 5,773	100%
DVOP	135	2.39%	238	373	\$16.34	\$ 7,952	100%
RO	120	2.13%	211	331	\$16.34	\$ 7,068	100%
VEC	144	2.55%	179	323	\$16.34	\$ 2,758	100%
RWA	391	6.94%	598	989	\$16.34	\$ 16,034	100%
TANF	595	10.55%	907	1,502	\$16.34	\$ 24,234	100%
SNAP	103	1.83%	181	284	\$16.34	\$ 6,067	100%
VR	0	0.00%	0	-	\$16.34	\$ -	100%
Adult Ed	0	0.00%	0	-	\$16.34	\$ -	100%
SCCB	144	2.55%	253	397	\$16.34	\$ 8,482	100%
<b>Rotating PT Partners</b>							
VR	83	1.47%	130	213	\$16.34	\$ 3,609	100%
Adult Ed	27	0.48%	47	74	\$16.34	\$ 1,584	100%
			0				
<b>Total</b>	<b>5,638</b>	<b>100%</b>	<b>8,578</b>	<b>14,215</b>		<b>\$ 232,322</b>	
<b>Rotating PT Partners</b>							
<b>Total</b>							

**Total** 0%

Additional Shared Services Costs	% of Total SQ Ft	Rent	Security System	Utilities	Janitorial/Maintenance	Landscaping	General Repair	Pest Control	Internet/VOIP	PC Costs	Public Access	Equipment Maintenance/Rental	Common area supplies**	One-Time Cost - JAWS	One-Time expense (Clemson Security Camera upgrade)	One-Time expense (Computers)	One-Time Upfit cost for Cubicles (3)	Total
<b>BUDGETED AMOUNT</b>		157,206.40	1,100.00	14,424.00	10,884.00	-	6,000.00	575.00	13,224.00	4,139.70	1,644.00	7,914.38	1,712.00	3,882.92	7,115.93	2,500.00	232,322.34	
WDB	13.31%	\$ 20,928	\$ 146	\$ 1,920	\$ 1,449	\$ -	\$ 799	\$ 77	\$ 1,760	\$ 551	\$ 219	\$ 1,054	\$ 228	\$ 517	\$ 947	\$ 333	\$ 30,928	
WIOA	16.54%	\$ 25,998	\$ 182	\$ 2,385	\$ 1,800	\$ -	\$ 992	\$ 95	\$ 2,187	\$ 685	\$ 272	\$ 1,309	\$ 283	\$ 642	\$ 1,177	\$ 413	\$ 38,420	
WP	27.07%	\$ 42,558	\$ 298	\$ 3,905	\$ 2,946	\$ -	\$ 1,624	\$ 156	\$ 3,580	\$ 1,121	\$ 445	\$ 2,143	\$ 463	\$ 1,051	\$ 1,926	\$ 677	\$ 62,893	
UI	7.11%	\$ 11,179	\$ 78	\$ 1,026	\$ 774	\$ -	\$ 427	\$ 41	\$ 940	\$ 294	\$ 117	\$ 563	\$ 122	\$ 276	\$ 506	\$ 178	\$ 16,521	
LVER	2.49%	\$ 3,907	\$ 27	\$ 358	\$ 270	\$ -	\$ 149	\$ 14	\$ 329	\$ 103	\$ 41	\$ 197	\$ 43	\$ 96	\$ 177	\$ 62	\$ 5,773	
DVOP	3.42%	\$ 5,381	\$ 38	\$ 494	\$ 373	\$ -	\$ 205	\$ 20	\$ 453	\$ 142	\$ 56	\$ 271	\$ 59	\$ 133	\$ 244	\$ 86	\$ 7,952	
RO	3.04%	\$ 4,783	\$ 33	\$ 439	\$ 331	\$ -	\$ 183	\$ 17	\$ 402	\$ 126	\$ 50	\$ 241	\$ 52	\$ 118	\$ 216	\$ 76	\$ 7,068	
VEC	1.19%	\$ 1,866	\$ 13	\$ 171	\$ 129	\$ -	\$ 71	\$ 7	\$ 157	\$ 49	\$ 20	\$ 94	\$ 20	\$ 46	\$ 84	\$ 30	\$ 2,758	
RWA	6.90%	\$ 10,850	\$ 76	\$ 996	\$ 751	\$ -	\$ 414	\$ 40	\$ 913	\$ 286	\$ 113	\$ 546	\$ 118	\$ 268	\$ 491	\$ 173	\$ 16,034	
TANF	10.43%	\$ 16,399	\$ 115	\$ 1,505	\$ 1,135	\$ -	\$ 626	\$ 60	\$ 1,379	\$ 432	\$ 171	\$ 826	\$ 179	\$ 405	\$ 742	\$ 261	\$ 24,234	
SNAP	2.61%	\$ 4,105	\$ 29	\$ 377	\$ 284	\$ -	\$ 157	\$ 15	\$ 345	\$ 108	\$ 43	\$ 207	\$ 45	\$ 101	\$ 186	\$ 65	\$ 6,067	
VR	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adult Ed	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SCCB	3.65%	\$ 5,739	\$ 40	\$ 527	\$ 397	\$ -	\$ 219	\$ 21	\$ 483	\$ 151	\$ 60	\$ 289	\$ 63	\$ 142	\$ 260	\$ 91	\$ 8,482	
<b>Rotating PT Partners</b>																		
VR	1.55%	\$ 2,442	\$ 17	\$ 224	\$ 169	\$ -	\$ 93	\$ 9	\$ 205	\$ 64	\$ 26	\$ 123	\$ 27	\$ 60	\$ 111	\$ 39	\$ 3,609	
Adult Ed	0.68%	\$ 1,072	\$ 8	\$ 98	\$ 74	\$ -	\$ 41	\$ 4	\$ 90	\$ 28	\$ 11	\$ 54	\$ 12	\$ 26	\$ 49	\$ 17	\$ 1,584	
<b>Total Costs</b>	<b>100%</b>	<b>157,206.40</b>	<b>1,100.00</b>	<b>14,424.00</b>	<b>10,884.00</b>	<b>-</b>	<b>6,000.00</b>	<b>575.00</b>	<b>13,224.00</b>	<b>4,139.70</b>	<b>1,644.00</b>	<b>7,914.38</b>	<b>1,712.00</b>	<b>3,882.92</b>	<b>7,115.93</b>	<b>2,500.00</b>	<b>232,322.34</b>	

Anderson																			
Floor Plan Area	Sq Ft	SC Works Purpose	Shared SF	WDB	WIOA	WP	UI	LVER	DVOP	RO	VEC	RWA	TANF	SNAP	VR	Adult Ed	SCCB	TOTAL	
Resource Room	588	Shared Space	492			96												588	
Office 1	176	Shared Partner Office	176															176	
Office 2	176	DEW Office				176												176	
Office 3	176	DSS Office											176					176	
Office 4	176	DEW Office										176						176	
Office 5	144	DEW Office									144							144	
Office 6	144	Eckerd Office			144													144	
Cubicle 1	96	Shared Space	86.4												9.6			96	
Cubicle 2	96	DEW Cubicle				96												96	
Cubicle 3	96	DSS Cubicle											96					96	
Cubicle 4	133	DEW Cubicle (UI - New)					133											133	
Cubicle 5	133	DEW Cubicle (UI - New)					133											133	
Cubicle 6	134	DEW Cubicle				134												134	
Cubicle Farm (needs verifi	1132	Open	1132															1132	
Total	3400		1886.4	0	144	502	266	0	0	0	144	176	272	0	9.6	0	0	3400	
Total Sq Footage	3400		55%	0%	4%	15%	8%	0%	0%	0%	4%	5%	8%	0%	0%	0%	0%	100%	
Clemson																			
Floor Plan Area	Sq Ft	SC Works Purpose	Shared SF	WDB	WIOA	WP	UI	LVER	DVOP	RO	VEC	RWA	TANF	SNAP	VR	Adult Ed	SCCB	TOTAL	
Waiting	165	Foyer	165.0															165.0	
Plan Room	160	Small Conference Room	160.0															160.0	
Conference Room	541	Resource Room	445.0			96.0												541.0	
Office 1	180	DEW Staff				180.0												180.0	
Office 2	220	DEW Staff				110.0				110.0								220.0	
St Rm 1	60	DEW Storage				10.0	10.0	10.0	10.0	10.0		10.0						60.0	
Office 3	184	DEW Staff					184.0											184.0	
Office 4	220	DSS Staff											220.0					220.0	
Hall 1	502	Shared Hallway	502.0															502.0	
Office 5	151	WIOA Office			151.0													151.0	
Office 6	250	Veterans Office				62.5		62.5	125.0									250.0	
Mail Room	269	Shared Mail Room	269.0															269.0	
Office 7	206	DSS Staff											103.0	103.0				206.0	
HB1	52	Bathroom 1	52.0															52.0	
HB2	55	Bathroom 2	55.0															55.0	
St Rm 3	29	Storage Room 3	29.0															29.0	
Office 8	227	Eckerd Office			227.0													227.0	
St Rm 2	9	Eckerd Storage			9.0													9.0	
Records	45	DEW Office				45.0												45.0	
Office 9	154	DEW Office				154.0												154.0	
Stor	144	SCCB Office															144.0	144.0	
Training	884	Training Room	884.0															884.0	
2nd Floor Storage	381	Shared Storage	381.0															381.0	
File Rm 2	289	Vacant Office Space - Shared	289.0															289.0	
St Rm 5	17	WIOA Storage	17.0															17.0	
Bath	120	Bathroom 3	120.0															120.0	
Print Rm	269	Dining Area	269.0															269.0	
Hall 3	42	Shared Hallway	42.0															42.0	
File Rm 1	148	DEW Staff				148.0												148.0	
Spare	205	DEW Staff										205.0						205.0	
Kitchen	189	Shared Kitchen	189.0															189.0	
Server	52	Shared Server Room	52.0															52.0	
St Rm 4	14	Janitorial closet	14.0															14.0	
WL B1	66	Bathroom 4	66.0															66.0	
WL B2	43	Bathroom 5	43.0															43.0	
Office 10	155	Shared Storage	155.0															155.0	
Office 11	167	Open Office		167.0														167.0	
Office 12	175	WorkLink Office		175.0														175.0	
Office 13	167	WorkLink Office	167.0															167.0	
Hall 2	307	Shared Hallway	307.0															307.0	
Office 14	216	WorkLink Office		216.0														216.0	
Office 15	155	Shared Storage	155.0															155.0	
Office 16	269	Rotating Office Space (AE/VR/Other	188.3												26.9	53.8		269.0	
Conf Room	415	Large Conference Room	415.0															415.0	
Office 17	155	Center Manager		155.0														155.0	
Reception	272	Reception Area	272.0															272.0	
Actual	8995		5702	558	542	806	194	73	135	120	0	215	323	103	27	54	144	8995	
Floor Plan	8995		63%	6%	6%	9%	2%	1%	2%	1%	0%	2%	4%	1%	0%	1%	2%	100%	
Easley																			
Floor Plan Area	Sq Ft	SC Works Purpose	Shared SF	WDB	WIOA	WP	UI	LVER	DVOP	RO	VEC	RWA	TANF	SNAP	VR	Adult Ed	SCCB	TOTAL	
Office 1	140	Eckerd Office			140													140	
Office 2	100	DEW Office				100												100	
Reception	100	Reception	100															100	
Classroom 5	500	Resource Room	394.4			96									9.6			500	
Total	840		494.4	0	140	196	0	0	0	0	0	0	0	0	9.6	0	0	840	
			59%	0%	17%	23%	0%	0%	0%	0%	0%	0%	0%	0%	1%	0%	0%	100%	
Seneca																			
Floor Plan Area	Sq Ft	SC Works Purpose	Shared SF	WDB	WIOA	WP	UI	LVER	DVOP	RO	VEC	RWA	TANF	SNAP	VR	Adult Ed	SCCB	TOTAL	
Office 2	140	Eckerd Office			140													140	
Storage 3	100	DEW Office						100										100	
Office 4	140	DEW Office				140												140	
Reception	100	Reception	100															100	
Classroom 5	500	Resource Room	394.4			96									9.6			500	
Total	980		494.4	0	140	236	0	100	0	0	0	0	0	0	9.6	0	0	980	
			50%	0%	14%	24%	0%	10%	0%	0%	0%	0%	0%	0%	1%	0%	0%	100%	
<b>TOTAL</b>	<b>14215</b>		<b>0</b>	<b>8578</b>	<b>558</b>	<b>966</b>	<b>1740</b>	<b>460</b>	<b>172.5</b>	<b>135</b>	<b>120</b>	<b>144</b>	<b>391</b>	<b>595</b>	<b>103</b>	<b>55.7</b>	<b>53.8</b>	<b>144</b>	<b>14215</b>

**WorkLink LWDA****Total Local Area Operating Budget for PY2024**

July 1, 2024 - June 30, 2025

**FTE Cost Allocation Methodology**

By Program	Original	FTEs	Mod 1	FTEs	Difference Amt	Difference FTEs	Notes
Total	\$ 216,219.64	35.9	\$ 216,682.11	37.4	\$ 462.47	1.50	
WP	\$ 62,275.70	11.4	\$ 61,975.52	12.0	\$ (300.18)	0.60	DEW confirmed 1 FTE in Easley
UI	\$ 15,032.74	2.0	\$ 14,910.79	2.0	\$ (121.95)	-	
TAA	\$ -	-	\$ -	0.0	\$ -	-	
RWA	\$ 20,144.13	4.0	\$ 19,940.26	4.0	\$ (203.87)	-	
Vet	\$ 15,032.74	2.0	\$ 17,831.41	3.0	\$ 2,798.67	1.00	DEW Added 1 FTE to Seneca
TANF	\$ 23,120.53	4.0	\$ 22,904.66	4.0	\$ (215.87)	-	
SNAP	\$ 7,516.37	1.0	\$ 7,455.40	1.0	\$ (60.97)	-	
VR	\$ 1,862.94	0.5	\$ 1,453.72	0.4	\$ (409.22)	(0.10)	Miscalculated original FTE
Adult Ed	\$ 1,503.27	0.2	\$ 1,491.08	0.2	\$ (12.19)	-	
WIOA	\$ 62,214.84	9.8	\$ 61,263.88	9.8	\$ (950.96)	-	
SCCB	\$ 7,516.37	1.0	\$ 7,455.40	1.0	\$ (60.97)	-	
By Agency	Original	FTEs	Mod 1	FTEs	Difference Amt	Difference FTEs	Notes
DEW	\$ 112,485.31	19.4	\$ 114,657.98	21.0	\$ 2,172.67		
WIOA	\$ 62,214.84	9.8	\$ 61,263.88	9.8	\$ (950.96)		
DSS	\$ 30,636.90	5.0	\$ 30,360.06	5.0	\$ (276.84)		
SCCB	\$ 7,516.37	1.0	\$ 7,455.40	1.0	\$ (60.97)		
Adult Ed	\$ 1,503.27	0.2	\$ 1,491.08	0.2	\$ (12.19)		
VR	\$ 1,862.94	0.5	\$ 1,453.72	0.4	\$ (409.22)		



**Changes to Mod 1**

	Original	Mod 1	Difference	Notes
<b>ANDERSON</b>				
Rent Anderson	13,122.95	11,550.24	(1,572.71)	Trued up cost to final MOA with Anderson County
Internet	1,224.00	1,224.00	-	
Public Access Equipment	864.00	864.00	-	
Common area supplies	3,956.76	5,222.25	1,265.49	928.97 added Water Cooler service (\$928.97) 670.36 added Literature Racks for partners materials in resource room (\$670.36) (333.84) Slight reduction in overall supplies (-\$333.84)
<b>Overall</b>	<b>19,167.71</b>	<b>18,860.49</b>	<b>(307.22)</b>	<b>Overall reduction in budget</b>
<b>CLEMSON</b>				
Rent	128,140.00	128,140.00	-	
Security System (Shredding)	1,100.00	1,100.00	-	
Utilities	14,424.00	14,424.00	-	
Janitorial/Maintenance	15,397.40	10,397.40	(5,000.00)	Switched Janitorial Services from Green Solutions to Jan-Pro
General Repair	6,000.00	6,000.00	-	
Pest Control	575.00	575.00	-	
Telephone (if applicable)	12,000.00	12,000.00	-	
Public Access PC Costs	2,475.50	2,475.50	-	
Equipment Maintenance/Rental (HVAC Only)	1,380.00	1,380.00	-	
Common area supplies**	2,455.71	5,937.49	3,481.78	928.97 added Water Cooler service (\$928.97) 670.36 added Literature Racks for partners materials in resource room (\$670.36) 1,926.00 added janitorial supplies (43.55) slight reduction in requested supplies
One-Time general repair (light fixtures in common spaces)	3,210.00	3,210.00	-	
<b>OVERALL</b>	<b>187,157.61</b>	<b>185,639.39</b>	<b>(1,518.22)</b>	<b>Overall reduction in budget</b>
<b>EASLEY</b>				
Rent	2,400.00	2,400.00	-	
Public Access PC Costs	285.00	285.00	-	
Common area supplies**	443.34	443.34	-	
<b>OVERALL</b>	<b>3,128.34</b>	<b>3,128.34</b>	<b>-</b>	<b>No change to Easley</b>
<b>SENECA</b>				
Rent	4,576.00	6,863.91	2,287.91	Added an office in Seneca \$190.66 per month
Public Access PC Costs	475.00	475.00	-	
Common area supplies**	1,714.98	1,714.98	-	
<b>OVERALL</b>	<b>6,765.98</b>	<b>9,053.89</b>	<b>2,287.91</b>	
<b>Overall Difference</b>	<b>216,219.64</b>	<b>216,682.11</b>	<b>462.47</b>	

## PY2024 MOU Signature Status – Update as of 7/1/2024

### Pending Signatures

*\*Status is pending unless otherwise noted. \*\*Contact Method is email unless otherwise noted.*

Agency	Status*	Contact	Notes**	Date
Anderson County	Signed	Jennifer Kelly	Completed	5/3/2024
Pickens County	Signed	Jennifer Kelly	Completed	5/3/2024
Oconee County	Signed	Jennifer Kelly	Completed	8/15/2024
Board Chair	Signed	Jennifer Kelly	Completed	5/3/2024
Eckerd Workforce Development Services	Signed	Jennifer Kelly	Completed	5/15/2024
SCACOG	Signed	Jennifer Kelly	Completed	8/15/2024
DEW	Signed	Jennifer Kelly	Completed	6/20/2024
SCVRD	Signed	Jennifer Kelly	Completed	6/14/2024
SC Commission for the Blind	Signed	Jennifer Kelly	Completed	5/24/2024
DSS	Signed	Jennifer Kelly	Completed	6/6/2024
Adult Ed 1&2	Signed	Jennifer Kelly	Completed	11/2/2024
Adult Ed 3&4&5	Signed	Jennifer Kelly	Completed	5/20/2024
Adult Ed Oconee	Signed	Jennifer Kelly	Completed	5/16/2024
Adult Ed Pickens	Signed	Jennifer Kelly	Completed	11/2/2024
TCTC	Signed	Jennifer Kelly	Completed	5/3/2024
SHARE	Signed	Billy Hunter	Completed	11/12/2024
Goodwill	Signed	Jennifer Kelly	Completed	5/30/2024

**Notes:**

**Partners not included in PY 2024:**

- *Indian Development Council*
  - Not located in our area, minimal to no services provided
- *DESI – Job Corps*
  - Not located in our area, minimal to no services provided
- *Telamon – Migrant and Seasonal Farmworkers*
  - Not located in our area, minimal to no services provided
- *Housing and Urban Development*
  - Located in our area, no ETA funds under WIOA available in WL region
- *Second Chance Act*
  - No partner identified for WL region
- *Youth Build*
  - No partner identified for WL region

**THE WORKLINK WORKFORCE AREA SC WORKS SYSTEM**  
**MEMORANDUM OF UNDERSTANDING**  
*PURSUANT TO THE*  
***WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)***

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The parties included in this MOU are the WorkLink Workforce Development Board (LWDB), Chief Elected Officials (CEO), the Eckerd Connects SC Works Operator (OSO) and the required partners identified in the Act and other optional partners (hereinafter referred to as “Parties”). The partners’ respective programs are identified on the signature pages of this agreement.

The CEO is responsible for appointing LWDB members, designating the local grant recipient and, in partnership with the LWDB, providing oversight of the local workforce delivery system.

The LWDB is responsible for developing this MOU with the SC Works partners; competitively procuring SC Works operators; strategic planning; and local policy development and oversight.

The OSO’s function is to manage the SC Works system and coordinate the delivery of workforce services delivered through the system.

The SC Works system will bring together a series of partner programs and entities responsible for workforce development, education, and other human resources programs to collaborate in the creation of a seamless customer-focused service delivery network that enhances access to the programs’ services.

The Workforce Innovation and Opportunity Act (WIOA) identifies the following entities as required partners in the workforce system:

1. Adult, Dislocated Worker, and Youth Programs
2. Adult Education and Family Literacy Act Programs
3. Wagner-Peyser Employment Services Programs
4. Rehabilitation Programs for Individuals with Disabilities
5. Post-Secondary Education Programs (Perkins)
6. Community Services Block Grant Employment and Training Activities
7. Native American Programs
8. HUD Employment and Training Activities
9. Job Corps Programs
10. Veterans Employment and Training Programs
11. Migrant and Seasonal Farmworker Programs
12. Senior Community Service Employment Programs
13. Trade Adjustment Assistance Programs
14. Unemployment Compensation Programs
15. YouthBuild Programs
16. Temporary Assistance for Needy Families (TANF) Programs
17. Second Chance Programs

With approval of the Local Board and chief elected officials, WIOA also allows other partners to be a part of the workforce system, including local employers and community-based, faith-based, and/or non-profit

organizations, as well as employment, education, and training programs provided by public libraries or in the private sector. Optional partner outreach is strongly encouraged as these partnerships are necessary to provide job seekers with the high-quality career, education, and supportive services needed to place them with businesses seeking skilled workers. Optional partners must meet the same conditions as required Parties.

Each Partner agrees to:

- (a) Provide access to its programs or activities through the SC Works delivery system;
- (b) Use a portion of funds made available to the partner's program, to the extent consistent with the Federal law authorizing the partner's program and with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200 and as supplemented by specific Federal agency Parts and CFRs, to:
  - (1) Provide applicable career services; and
  - (2) Work collaboratively with the State and Local Board to establish and maintain the SC Works delivery system. This includes jointly funding the one-stop infrastructure costs through partner contributions that are based upon:
    - (i) A reasonable cost allocation methodology by which infrastructure costs are charged to each partner in proportion to use and relative benefits received; and
    - (ii) Federal cost principles;
- (c) Enter into an MOU with the Local Board relating to the operation of the SC Works system; and
- (d) Participate in the operation of the SC Works system consistent with the terms of the MOU, requirements of authorizing laws, the Federal cost principles, and all other applicable legal requirements.

The development and implementation of this System will require mutual trust and teamwork between the Parties all working together to accomplish shared goals and in keeping with the main purposes and priorities of WIOA.

Purposes:

- Increasing access to and opportunities for the employment, education, training, and support services that individuals need, particularly those with barriers to employment;
- Supporting the alignment of workforce, education, and economic development systems;
- Improving the quality and labor market relevance of a demand-driven workforce that meets the needs of businesses and job seekers;
- Promoting improvement in the structure and delivery of services; and
- Providing workforce development activities that increase opportunities of participants and that increase post-secondary credential attainment 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.

The Parties agree to:

- Actively participate in the strategic planning process for the local SC Works system;
- Serve on the Business Services team and participate in industry or sector partnerships, as applicable;
- Participate in SC Works Partner meetings, as appropriate;
- Coordinate and integrate activities so that individuals seeking assistance will have access to information and services that lead to positive employment outcomes; and
- At a minimum, provide electronic access to programs, activities and services:

- Services provided through electronic means will supplement and not supplant those provided through the physical SC Works delivery system. The term “electronic” includes Web sites, social media, internet chat features, and telephone.

### **Services**

SC Works centers provide services to customers based on individual needs, including the seamless delivery of multiple services to each customer. There is no required sequence of services. From the services listed in **Attachment A, WIOA Required Services**, an “X” indicates which services are directly provided by each partner program. **Attachment B, WorkLink SC Works Partner List**, includes all local area Parties participating in the agreement and their service location(s) and program(s) they represent.

### Career Services

Career services will be provided by all Parties in the SC Works Centers. Career Services include but are not limited to:

- **Initial Assessment:** Begins with intake and focuses on determining a customer’s job readiness level, including workforce skills and access to appropriate services.
- **Job Counseling:** Either individually or in group sessions that helps the jobseeker make the best use of the information and services available.
- **Job Referral:** Services that are tailored to the needs of specific employers and jobseekers. Both workers and employers may also choose to post job announcements and resumes on an electronic system that is open to all.
- **Employer Services:** Access to labor market information; recruitment, screening, and referral of qualified applicants; access to economic development information and resources; posting job vacancies; offering customized job training options; connecting firms to SC Works information; technical assistance on assessment, recruitment, and human resource strategies; advocating for targeted employers in key economic sectors; and assistance with major layoffs and plant closures.
- **Labor Market Information:** Current and projected occupational supply and demand information, current occupational wage information; occupational skill standards; nonproprietary information on employers; and information on education and training program outcomes, including completion rates, placement rates, and wage rates of graduates.
- **Information and Referral:** Access to information regarding services needed by jobseekers, such as income assistance, housing, food, or medical care. Referrals to off-site services within the system will be made electronically in accordance with this agreement.
- **Training Related Information:** Access to and information about vocational exploration, basic skills and literacy training, job search skills, self-employment/entrepreneurial training, training leading to the award of skills certificates, work-based learning, two-year or four-year degree programs and state-approved apprenticeship programs.
- **Unemployment Insurance Information:** Phone accessibility to file for unemployment insurance benefits. Internet Claims filing can be done via the internet. Partner staff will provide meaningful assistance to individuals filing an initial claim.
- **Eligibility Determination:** Access to information regarding employment and training services needed by job seekers and eligibility for federal and state funded programs.
- **Outreach/Orientation/Intake:** Promoting local workforce services and activities to provide individuals with the information necessary to register for programs.
- **Performance Information on Local SC Works Centers:** How the local area is performing on the local performance measures and any additional performance information with respect to the SC Works delivery system in the local area.
- **Follow-up Services:** Including retention services and counseling regarding the workplace.

Unemployment Insurance (UI) Services

WIOA requires that a collaborative process exist among workforce Parties and UI programs. DEW is a recipient of Reemployment Services and Eligibility Assessment (RESEA) grants that provide selected UI claimants reemployment services deemed necessary and beneficial in returning these individuals to gainful employment as quickly as possible. Claimants selected to participate in the RESEA program can receive up to three one-on-one reemployment assessments during their benefit year to help them return to work faster. RESEA staff advises claimants on the wide variety of reemployment services available to them and refers claimants to the services appropriate for their individual needs, including other SC Works partner programs. DEW staff agrees to provide claimants of UI programs information and assistance with filing claims and connecting with reemployment services. UI will share in the cost of the workforce system through the presence of RESEA staff in all comprehensive SC Works centers. DEW will make available UI-related training resources to assist all frontline SC Works staff in providing meaningful assistance with filing UI claims and correctly answering common claimant questions with ease and consistency.

The Workforce Information Portal (WIP) provides a secure method for partner staff to obtain the necessary UI data that is used to determine an individual’s potential eligibility for training and employment services programs under WIOA. The WIP also allows all staff to communicate potential UI fraud and availability issues to UI personnel in an efficient and streamlined manner. Sharing such information with UI staff helps to accelerate the claimants’ return to suitable employment and ensure their continued eligibility to receive UI benefits. The Parties agree to communicate potential eligibility issues to UI staff through the WIP as appropriate.

Staff members who are authorized to use the WIP have limited access to confidential information in DEW’s records that pertain to the administration of UI benefits, including wage reports and/or Personally Identifiable Information (PII). See 20 C.F.R. Part 603.2. These individuals maintain signed Confidentiality Agreements with DEW as required by federal and state law. The Parties agree to communicate changes in staff with access to the WIP and ensure that active users have a signed Confidentiality Agreement with DEW, **Attachment G** to this MOU.

**Accessibility**

The Parties agree SC Works centers must comply with applicable physical accessibility requirements, as set forth in 29 CFR part 38, and the Americans with Disabilities Act of 1990 (ADA), as amended, to provide services to meet the needs of workers, youth, and individuals with barriers to employment, including individuals with disabilities. Access to services includes: access to technology and materials that are available through the SC Works delivery system; providing reasonable accommodations for individuals with disabilities; making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities; administering programs in the most integrated setting appropriate; communicating with persons with disabilities as effectively as with others; and the use of appropriate auxiliary aids and services, including assistive technology devices and services, where necessary to afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, the program or activity. All SC Works centers must be physically and programmatically accessible to individuals with disabilities.

**Certification**

The Parties agree to cooperate and participate in the achievement of Certification of the local SC Works System. Local Boards will use the State issued certification standards to access and certify SC Works centers. The criteria will evaluate the SC Works centers and SC Works delivery system for effectiveness, including customer satisfaction, physical and programmatic accessibility, and continuous improvement. Evaluations of effectiveness will include how well the SC Works center integrates available services for participants and businesses, meets the workforce development needs of participants and local employers,

operates in a cost efficient manner, coordinates services among the SC Works partner programs, and provides maximum access to partner program services even outside regular business hours. These evaluations will include criteria evaluating how well the centers and delivery systems take actions to comply with the disability-related regulations implementing WIOA. All Parties must work together to establish processes and services to achieve and maintain the required certification.

### **Center Management**

The Center Manager is responsible for the day-to-day operation of the identified facilities. The Center Manager will coordinate with Parties to ensure staff is scheduled appropriately within the Center, respond to questions of an operational nature, manage the facilities, coordinate the Sharing of Resources, and will be the primary point of contact for SC Works Certification Standards and other related issues.

The Operator agrees that partner staff will have access to their assigned work areas during standard business hours during the work week and during extended work hours, including weekend hours if necessary, as special projects, information technology maintenance, extraordinary circumstances or workload may require.

### **Eligibility**

Each Partner shall be independently responsible for determining eligibility for their respective programs.

### **Staff Management**

- a. Each partner shall be responsible for providing the direct supervision and control of its staff in such matters as selection and hiring decisions, personnel planning and evaluation, salary and benefits and other matters directly pertaining to an employer-employee relationship. Each Partner will facilitate cross training opportunities and cooperative staffing arrangements within the Centers, as appropriate.
- b. Regardless of role or position, all staff within the SC Works system is expected to behave in a manner that maintains a civil workplace environment, free of harassment and intimidation. Management bears a responsibility to ensure that respectful behaviors are exhibited at all times and to address those which are not in accordance with ***Attachment D, SC Works Civility Policy***.

### **Dispute Resolution**

All SC Works system staff and management have a responsibility to act in good faith towards maintaining a culture of inclusion, dignity, and understanding for all stakeholders in the workforce system. Disputes should be addressed using approaches that facilitate clear communication and respectful interactions that lead to mutually acceptable solutions. For disputes that cannot be resolved informally, the following mediation/resolution process shall be followed.

1. Should informal efforts fail, the authorized signatory official of the WIOA local grant recipient, or designee, and the executive director(s) of the partner(s), or designee(s), shall meet to mediate and resolve the situation.
2. Should these efforts fail, the situation shall be referred to the chair of the Local Workforce Development Board who shall designate an ad hoc committee to mediate with the parties involved to resolve the situation.
3. Should local efforts fail, and/or situations reoccur, either party may send a written request to the State Workforce Development Board (SWDB) regarding mediation.
4. The Chair will designate the Executive Committee or an ad hoc committee of at least five SWDB members to mediate with the parties involved and attempt to resolve the dispute.
5. The SWDB will hear the dispute and provide a recommendation within 60 days.
6. The parties will be notified in writing of the SWDB recommendation within 20 days.

### **Modification and Assignment**

This MOU may be modified at any time by written mutual agreement of the parties involved. Oral modifications shall have no effect. Assignment of responsibilities under this MOU by any of the parties shall be effective upon written notice to the other parties. If any provision of this agreement is found to be unenforceable for any reason, all remaining provisions shall remain in full force and effect.

### **Termination**

Withdrawal from the agreement requires ninety (90) calendar days written notice to the local Board who is then responsible for notifying all other Parties in the agreement. In accordance with WIOA, required Parties are not permitted to withdraw from the agreement. Furthermore, upon the withdrawal of any non-required partner, the future costs associated with this agreement shall be reallocated among the remaining Parties, and this agreement shall be modified in writing, accordingly.

### **Oversight**

The WorkLink Workforce Development Board will set the vision and goals for the workforce system and will assist Parties in continuously improving the system. The Parties will be responsible for cooperating with the SC Works Operator in coordinating delivery of services in the SC Works system. Parties will share joint responsibility for providing leadership in the design and delivery of shared processes or services offered by the Parties. The Local Board and the State Administrative Entity will evaluate SC Works operations and system performance to recommend new policies and changes to current policy for the operation of the SC Works system.

### **SC Works Partner Meetings**

The Parties will meet no less than once quarterly to develop, implement and refine processes and documentation to achieve and maintain SC Works certification; to discuss operational and customer service issues; to address other matters necessary for the success of the SC Works system. Standing and ad hoc committees may be formed to address on-going and special issues and to maximize the participation in the operation and certification of the SC Works centers.

### **System Integration and Referral**

The Parties will promote system integration to the maximum extent feasible through the cross training of staff, use of common and/or linked information systems and participation in a continuous improvement process designed to improve processes and increase outcomes and customer satisfaction. A key responsibility of each partner is effective referral of customers to the appropriate partner for services. This shall be done in a manner that reduces duplication, promotes a “no wrong door” policy, and ensures tracking of referrals to build accountability. Please see **Attachment C** for referral process and forms.

### **Confidentiality**

- a. All Parties expressly agree to abide by all applicable Federal, State, and local laws and regulations regarding confidential information, including PII from educational records and unemployment insurance information, such as but not limited to 20 CFR Part 603, 45 CFR Section 205.50, 20 USC 1232g and 34 CFR 361.38, as well as any State and local laws. Each Party will ensure that the collection and use of any information, systems, or records that contain PII and other personal or confidential information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable laws.
- b. Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable laws, including ensuring that Confidentiality Agreements with DEW are executed



and maintained by active system users. Each Party expressly agrees to take measures to provide that no PII or other personal or confidential information is accessible by unauthorized individuals.

- c. Customer information, on employers and job seekers, will be shared in accordance with separate partner confidentiality agreements. Parties agree that confidentiality of customer information will be maintained at all times. Parties agree to safeguard and protect confidential and personally identifying information pursuant to applicable Federal and State law, and 2 CFR 200.79. Parties with access to unemployment insurance information from the S.C. Department of Employment and Workforce must maintain these records pursuant to S.C. Code Ann. §§ 41-29-150 through 170, 20 CFR Part 603, and IRS Publication 1075, which require that certain S.C. Department of Employment and Workforce data be kept confidential. These requirements survive the duration of this agreement.
- d. With respect to the use and disclosure of FERPA-protected customer education records and the PII contained therein, any such data sharing agreement must comply with all of the requirements set forth in 20 U.S.C. 1232g and 34 CFR Part 99.
- e. With respect to the use and disclosure of personal information contained in VR records, any such data sharing agreement must comply with all of the requirements set forth in 34 CFR 361.38.

### **Grants Management**

Each Partner will be responsible for managing funds and activities under their control. Grant administration, including grant management, fiscal activities, evaluation/reporting, and overall coordination activities will be the responsibility of individual Parties.

### **Compliance**

Each Partner shall be responsible for ensuring that its activities are in compliance with their respective authorizing legislation and all regulations, policies and procedures set forth by the Federal or state government.

### **Liability Insurance**

Each partner ensures that it will secure and maintain general tort liability insurance through an authorized carrier in at least the amount in South Carolina Code 15-78-120 of the South Carolina Tort Claims Act. Any liability of the Partner or any claims, damages, losses or cost arising out of or related acts performed by the Parties, or their agents, under this agreement shall be governed by the South Carolina Tort Claims Act 15-78-10, et seq. Each party hereto shall be liable for its own acts and omissions, and the acts and omissions of its employees, agents and officers, and nothing herein shall impute or transfer liability to the LWDB or any other party.

### **Severability**

If any provision of this document is held invalid, the remainder shall not be affected thereby and shall remain in force. Similarly, should any Party withdraw, modify, assign or terminate its participation in this MOU, it shall remain binding and in full force and effect with respect to other remaining parties.

### **Assurances and Certifications:**

- 1. The Parties will ensure that no person shall be discriminated against in consideration for or receipt of employment and training services or staff position on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or

political affiliation or belief. Each participant shall have recourse through the appropriate complaint procedure.

2. The Parties will strictly adhere to all Federal, State, and Local laws that pertain to Employment and Training, including Minor Labor and Civil Rights Laws.
3. It is expressly understood and agreed by the Parties that employees performing work within the SC Works system remain at all times employees of their respective agencies.
4. No funds utilized in conducting activities under this agreement shall be used to promote religious or anti-religious activities, or used for lobbying activities in violation of 18 U.S.C. 1913, or used for political activities in violation of 5 U.S.C. 1501 to 1508.
5. Each member of the Parties assures that it is an equal opportunity employer and is aware of and shall comply with Equal Opportunity (EO) provisions as mandated by state and Federal statutes and regulations.
6. The Parties will not expose employees or customers to surroundings or working conditions which are unsanitary, hazardous, or dangerous. SC Works centers will be operated in accordance with reasonable safety practices.
7. The Parties will each comply with provisions of 41 U.S.C. §702 in providing a drug-free workplace.

**INFRASTRUCTURE FUNDING AGREEMENT (IFA)**

The Infrastructure Funding Agreement (IFA) and budget establishes a plan to fund the services and operating costs of the WorkLink LWDA. The Parties to this MOU agree that joint funding is an essential foundation for an integrated service delivery system and necessary to maintain the WorkLink LWDA’s high-standard SC Works network. Cost allocation among Parties shall meet WIOA regulations, Federal Uniform Guidance, including the partner program’s authorizing law and implementing regulations, and state rules, policies and guidelines. The SC Works system is a work in progress and its costs and the Parties’ resource contributions are based on projections only and may need to be adjusted from time to time to most accurately reflect actual costs and contributions. The IFA is a component of the MOU and will be negotiated and modified annually.

The WorLink LWDA has the following SC Works Centers that are designed to provide a full range of assistance to job seekers and businesses:

<b>Clemson SC Works Center (Comprehensive)</b>	
Billy Hunter, OneStop Operator	864-643-0071
1376 Tiger Blvd, Ste 102, Clemson, SC 29631	<a href="mailto:whunter@eckerd.org">whunter@eckerd.org</a>
Mon – Fri, 8:30A – 5:00P	<a href="http://www.worklinkweb.com">www.worklinkweb.com</a>
<b>Anderson SC Works Center (Satellite)</b>	
Billy Hunter, OneStop Operator	864-642-0466
1428 Pearman Dairy Rd, Anderson, SC 29624	<a href="mailto:whunter@eckerd.org">whunter@eckerd.org</a>
Mon – Fri, 8:30A – 5:00P	<a href="http://www.worklinkweb.com">www.worklinkweb.com</a>

<b>Easley SC Works Center (Satellite)</b>	
Billy Hunter, OneStop Operator	864-220-8990
1776 Powdersville Hwy, Easley, SC 29642	<a href="mailto:whunter@eckerd.org">whunter@eckerd.org</a>
Mon – Tues, 8:30A-Noon, 1:00P – 5:00P	<a href="http://www.worklinkweb.com">www.worklinkweb.com</a>

<b>Seneca SC Works Center (Satellite)</b>	
Billy Hunter, OneStop Operator	864-646-1741
104 Vocational Dr, Seneca, SC 29672	<a href="mailto:whunter@eckerd.org">whunter@eckerd.org</a>
Mon – Fri, 8:30A-1:00, 2:00P – 5:00P	<a href="http://www.worklinkweb.com">www.worklinkweb.com</a>

Each partner agrees to provide the resources necessary to fund their proportionate share of the costs as contained in **Attachment E, Shared Operating Budget**. The IFA should include, but is not limited to the following infrastructure cost items:

- Lease/Rent
- Utilities
- Landscaping
- Janitorial and cleaning maintenance
- Building maintenance and repairs
- HVAC maintenance
- Equipment rental expenses
- Security System
- Pest Control
- Supplies (public access and common spaces only)

The Parties may also share other costs that support the operations of the centers, as well as the costs of shared services that are authorized for and may be commonly provided through the SC Works partner programs to any individual, such as initial intake, assessment of needs, identification of appropriate services to meet such needs, evaluation of basic skills, referrals to other partners, and business services. The Parties have agreed to cost share in the following additional shared services and estimated costs as listed below and in the attached Shared Operating Budget. Final costs for all agreed upon additional shared services will be presented and approved by the Parties prior to actual purchase or procurement of services. Failure to do so may result in disputed charges and a refusal to submit payment.

Agreed upon Additional Shared Services Est. Cost	Description
Joint Staff Training	Partners share in training that their staff participants in (based on FTE count)

Infrastructure costs and agreed upon additional shared operating and/or services costs will be shared in accordance with this agreement, including the Parties identified in **Attachment E: Shared Operating Budget**. Changes to the list of financially contributing partners included in the budget will result in changes to the allocations for the remaining partners. Therefore, any changes to the partners included in the budget must be submitted to all Parties of this agreement in the form of a written addendum and revised budget to ensure fiduciary responsibility. Failure to adhere to this standard may result in disputed proportionate share amounts and failure to remit payment amounts above that which are included in the original agreement.

Prior to committing to a contractual and/or financial obligation of any kind that would involve payment from a financially contributing partner, the Parties must consult with and obtain approval from the

contributing partner(s). Each entity has its own procurement process and is responsible for ensuring that quotes for services are solicited and evaluated according to the appropriate procurement process. Failure by any party to adhere to this standard may result in disputed charges and a refusal to remit payment. Additionally, the WorkLink LWDB/fiscal agent may not enter into a lease agreement to move offices that include partner staff without consulting with the Parties contributing to infrastructure funding prior to the execution of a lease agreement. Once the Parties have agreed in writing to their estimated/projected portion of the facility costs and that the space will work for their program services, an addendum to this agreement reflecting the move and any related changes must be executed **prior to the move**. Routine costs incurred during the month of the relocation will be prorated by all Parties.

**Facility Costs** - Facility costs are defined as those actual costs related to the facility use, maintenance and operation of the SC Works centers. These costs include payment of utilities, lease/rent, and security. Facility costs shall be borne by those Parties who deliver services through the SC Works Centers in the **WorkLink** region.

**Maintenance Costs** - Maintenance costs include the following unless otherwise noted: landscaping, janitorial/cleaning maintenance, routine building maintenance and repairs, including HVAC maintenance, and pest control.

- a. Contractors, particularly those involved in, but not limited to, building repairs or improvements, should be mutually agreed upon by all financially contributing Parties. Each entity has its own procurement process and is responsible for ensuring that quotes for service are solicited and evaluated according to the appropriate procurement process. Once a need has been determined, the Facility Host designee is responsible for advising the non-Host partner(s) of the need, securing contractor quotes and submitting this detail for review to pertinent parties. Contractor selection must be agreed upon by all parties prior to the execution of work.
- b. Facility hosts with capital improvement needs of any nature must address those needs independent of this agreement and budget. Such repairs could be unresolved ADA modifications, roof repairs, HVAC replacement, etc. Capital improvement shall be the sole financial responsibility of the facility host. However, maintenance and repairs occurring from daily operations will be shared proportionately utilizing the agreed upon cost sharing methodology.

**Supplies** - Supply costs are those related to individual staff in performing their respective job duties and those related to the supply of items needed for public access (i.e. resource room) and common/shared spaces (i.e. restrooms) in each Center. Parties will purchase all staff supplies needed, including business cards, for their staff through the appropriate partner manager. The only shared supply costs will be those specifically related to public access and common/shared spaces as purchased by the Operator. These costs should be reconciled and invoiced to Parties quarterly and will be shared proportionately across all programs located in the Center in accordance with this agreement.

**Equipment Costs** - Equipment costs are those related to the use of rented equipment, such as Xerox machines, etc. (including paper and ink for the machine). Partner staff will be responsible for providing the necessary equipment for their staff and will share in the cost of public access equipment only, as provided by the LWDB and/or Operator, and used only by Center customers. These costs should be reconciled and invoiced to Parties quarterly and will be shared proportionately across all programs located in the Center in accordance with this agreement.

Center/Location	Number and Type of Public Access Equipment ( <i>not including PCs</i> )
Clemson SC Works Center	2 printers for the resource room (ink and paper costs only) 1 scanner for the resource room (no cost)
Seneca SC Works Center	1 printer for the resource room (ink and paper costs only) 1 scanner for the resource room (no cost)
Easley SC Works Center	1 printer for the resource room (ink and paper costs only) 1 scanner for the resource room (no cost)
Anderson SC Works Center	2 printers for the resource room (ink and paper costs only) 1 scanner for the resource room (no cost)

**Access to equipment** - Partner staff shall be granted access to all partner equipment in all SC Works facilities, including network closets. The partners agree that all Parties will be granted access to any other properties to verify ownership through the state property system. If equipment is found on the state property inventory list, the Parties agree to return the equipment for off-boarding, transfer, and return to ensure proper handling as required by IRS regulations property ownership and resolution of any depreciated value of the equipment.

**Public Access Computers** – The Parties agree to share in the cost of public access PCs (i.e. necessary and reasonable in-scope costs of resource rooms and **shared** computer labs). The public access IT costs should be reconciled and invoiced to Parties quarterly and will be shared proportionately across all programs in accordance with this agreement. As part of reconciling IT costs, the Parties will be provided a copy of all current IT service provider contracts and/or work orders and any forthcoming modifications.

Clemson SC Works Center	Public Access PCs	Training Lab PCs	PCs used by Staff	*Total PCs
<b>Number of PCs</b>	11	6	4	21
<i>Public Access PCs: 10 RR computers, 1 veteran RR computer Training Lab PCs: 6 laptops PCs used by Staff: 1 greeter kiosk, 1 conference room smartboard PC, 1 training lab smartboard PC, 1 Front Desk computer. Non-shared PCs: 34 staff computers Shared VOIP Phone System (communicates with Anderson)</i>				
Easley SC Works Center	Public Access PCs	Training Lab PCs	PCs used by Staff	*Total PCs
<b>Number of PCs</b>	6	0	1	7
<i>Public Access: 6 resource room computers    PCs used by Staff: 1 greeter kiosk    Non-shared PCs: 3 staff computers</i>				
Seneca SC Works Center	Public Access PCs	Training Lab PCs	PCs used by Staff	*Total PCs
<b>Number of PCs</b>	7	0	1	8
<i>Public Access: 7 resource room computers    PCs used by Staff: 1 greeter kiosk    Non-shared PCs: 4 staff computers.</i>				
Anderson SC Works Center	Public Access PCs	Training Lab PCs	PCs used by Staff	*Total PCs
<b>Number of PCs</b>	14	0	1	15
<i>Public Access: 14 Resource room computers    PCs used by Staff: 1 greeter kiosk    Non-shared PCs: 8 staff computers Shared VOIP Phone System (communicates with Clemson)</i>				

**Shared Network Access** - In a facility where partner staff presence is minimal, the Parties may request the County/COG/Operator on behalf of the LWDB provide IT services for their staff or through a VPN tunnel. A VPN tunnel allows for a “shared” internet connection to be divided into separately managed connections. This method maintains administrative control of partner connections and equipment without interfering with the County/COG and/or the Operator’s own network management. Any requests for shared services or access of this type will be negotiated between the applicable entity’s IT service provider and the partner. Once agreement has been reached and/or a VPN connection is established and in use by partner staff, any changes in IT services affecting such connection are prohibited without prior notification to the affected partner.

**Telephone** – When partners provide and maintain telephones (either VoIP or analog) for their staff, phone costs are not shared. In offices where a partner’s presence is minimal, or where the County/COG and/or the Operator is providing phone service, the COG/County and/or the Operator may bill a partner for their proportionate share of monthly billing by the telephone service provider. In cases where a telephone cannot be provided or supported by either party, partners may choose to provide or request alternate communication methods as needed on a case-by-case basis.

**Cost Allocation and Proportionate Share** - WIOA and its related regulations and guidance establish, as a starting point, the expectation that Parties will share proportionately in the infrastructure and shared services cost of the SC Works system. Therefore, the Parties agree that costs will be shared based on the Full-time Equivalency (FTE) model. Shared costs will be allocated on the basis of a partner’s number of staff assigned to work in a facility (enjoying the benefits of being in the building) on a weekly basis and counted proportionately by day as defined below:

- **One Day - .20** (20% of a work week);
- **Two Days - .40** (40% of a work week);
- **Three Days - .60** (60% of a work week);
- **Four Days - .80** (80% of a work week); and
- **Five Days - 1** (100% of a work week).

Staff assigned to work only “half-days” in a facility on a weekly basis will be counted proportionately as defined below:

- **One Day - .10** (half of 20% of a work week);
- **Two Days - .20** (half of 40% of a work week);
- **Three Days - .30** (half of 60% of a work week);
- **Four Days - .40** (half of 80% of a work week); and
- **Five Days - .50** (half of 100% of a work week).

Affiliate locations where services are provided only on a monthly basis will not be included in the proportionate share.

- a. Staffing levels will determine the proportionate share percentage of infrastructure and additional shared services costs for which each Partner will be responsible for by location and program. Billing of each individual Center’s costs will be based on the staff count as indicated in the attached Staffing Addendum. The addendum must be completed and signed by all cost-sharing Parties with the execution of this MOU. Staff counts must be based on planned staffing levels for the duration of the PY at the time of signature. Permanent adjustments to staffing levels for the duration of the PY (outside those of routinely occurring vacancies) will require the addendum and effective date to be revised and signed by all Parties. Any Party may request a new staffing addendum be executed at any time based on permanent staffing changes. The staffing addendum will be submitted to the Parties with invoices and supporting documentation reflecting actual expenses for payment.

- b. Any deviations or adjustments made to the proportionate share formulas will be presented in writing and agreed to by all Parties in the form of an addendum to the original agreement.
- c. **Reconciliation of Shared Costs** - The COG/County, in coordination with the Operator, shall be responsible for reconciling and invoicing respective Partners for costs under this agreement as it relates to the Clemson, Anderson, Easley, and Seneca SC Works Center(s). The Appalachian Council of Governments (WorkLink WDB), host for the Clemson, Anderson, Easley, and Seneca SC Works center(s), is responsible for reconciling and invoicing facility costs to the Partners. All invoices should be submitted to the Partners, with invoices and supporting documentation, reflecting the actual quarterly expenses paid during the quarter, within 45 days after the quarter ends. Special reporting requirements may be instituted for the 4th quarter for the period ending June 30th, to ensure payment occurs within the correct fiscal year. Partners should remit payments to the COG within 45 days following the date the invoice is emailed to the Partner. Any failure to submit payments by the deadlines set forth in this agreement will be subject to the dispute resolution process outlined above. If any partner disputes any costs, they have 30 days from the receipt of the reconciliation to submit a dispute.

All invoices presented hereunder will be supported by a standard Excel worksheet summarization of the charges detailing, for each invoice containing shared costs, the vendor name, the month of service covered, the total invoice amount, the shared cost portion of the invoice, and each Partner's allocated portion of those shared costs. The Partners will mutually agree on the worksheet to be used for this purpose, and the final agreed-upon worksheet will be provided to DEW and the COGs/Counties. The worksheets will be submitted to the Partners in Excel file format and will be accompanied by PDF copies of all vendor invoices or other documentation supporting charges listed in the worksheet. No cost-sharing invoices will be processed for payment unless they are supported by the agreed worksheet transmitted in Excel file format, and no charges will be paid unless supported by a PDF of a vendor invoice or other documentation deemed sufficient by the Partner invoiced.



**Duration**

This MOU, including the IFA, shall be reviewed and renewed annually to ensure transparency and continuous improvements to the delivery of services and to reflect any changes in the signatory official of the Board, SC Works Parties, and chief elected officials. The fiscal year shall be duly recognized as July 1 through June 30.

**Loss of Funds**

Infrastructure costs and any additional shared operating and/or services costs are contingent upon receipt of those funds by the partners. Any Parties may withdraw from this agreement in the event funding for the mandatory program is eliminated or the Parties are no longer responsible for the program. Such withdrawal shall be effective upon written notification to the partners of the lack of funding.

**Agreement Management**

The Agreement Manager responsible for oversight and review of shared costs, as well as the monitoring of the allocation methodology and funding information for each partner is:

<b>Partner Entity:</b> SC Appalachian Council of Governments - WorkLink WDB	<b>Partner Entity:</b> SC Department of Employment and Workforce	<b>Partner Entity:</b> Adult Education (Pickens County)
<b>Name &amp; Title:</b> Windy Graham Performance & Reporting	<b>Name &amp; Title:</b> Scott Ferguson Policy and Compliance Manager	<b>Name &amp; Title:</b> Susan Gibson, Director
<b>Mailing Address:</b> 1376 Tiger Blvd, Ste 102 Clemson, SC 29631	<b>Mailing Address:</b> PO Box 995 1550 Gadsden Street Columbia, SC 29201	<b>Mailing Address:</b> 201 S. 5th St. Easley, SC 29640
<b>Phone:</b> 864-646-1826	<b>Phone:</b> 803-737-2671	<b>Phone:</b> 864-397-3825
<b>Email:</b> wgraham@worklinkweb.com	<b>Email:</b> rsferguson@dew.sc.gov	<b>Email:</b> SusanGibson@pickens.k12.sc.us
<b>Partner Entity:</b> SC Department of Social Services	<b>Partner Entity:</b> SC Dept of Vocational Rehabilitation	<b>Partner entity:</b> SC Commission for the Blind
<b>Name &amp; Title:</b> Tammy James, Director Div. of Employment Services	<b>Name &amp; Title:</b> Jacob Chorey Planning & Program Evaluation	<b>Name &amp; Title:</b> Karma Marshall Consumer Services Director
<b>Mailing Address:</b> PO Box 1520 1535 Confederate Avenue Room 412-1 Columbia, SC 29202-1520	<b>Mailing Address:</b> PO Box 15 1410 Boston Ave. West Columbia, SC 29170-0015	<b>Mailing Address:</b> 1430 Confederate Ave Columbia, SC 29201
<b>Phone:</b> 803-898-1097	<b>Phone:</b> 803-896-7047	<b>Phone:</b> 803-898-3552
<b>Email:</b> Tamara.james@dss.sc.gov	<b>Email:</b> jchorey@scvrd.net	<b>Email:</b> karma.marshall@sccb.sc.gov

**Authority and Signatures**

The individuals signing this agreement have the authority to commit their respective organizations to the terms of this MOU and do so by signature below. Electronic signatures are authorized and strongly encouraged to ensure timely execution of the MOU. The following individual signature pages reflect the entity who is the grant recipient, administrative entity, or organization responsible for administering the funds and carrying out the specified programs and activities in the local area.

**Effective Date**

Without regard to the date of signatures below, the Parties agree the effective date of this agreement is July 1, 2024.

**Attachments**

- A: WIOA Required Services by Partner
- B: SC Works Partners and Corresponding Status
- C: Referral Process
- D: SC Works Civility Policy
- E: Shared Operating Budget
- F: Staffing Addendum
- G: Confidentiality Agreement



**THE WORKLINK WORKFORCE AREA**  
**SC WORKS SYSTEM**  
**MEMORANDUM OF UNDERSTANDING**  
**PURSUANT TO THE**  
**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

**Chief Elected Officials:**

Anderson County Council  
Tommy Dunn, Chair

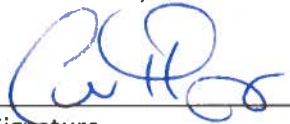
  
Signature

  
Date

**THE WORKLINK WORKFORCE AREA**  
**SC WORKS SYSTEM**  
**MEMORANDUM OF UNDERSTANDING**  
**PURSUANT TO THE**  
**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

**Chief Elected Officials:**

Pickens County Council  
Chris Bowers, Chair

  
\_\_\_\_\_  
Signature

5/3/24  
Date

**THE WORKLINK WORKFORCE AREA**

**SC WORKS SYSTEM**

**MEMORANDUM OF UNDERSTANDING  
PURSUANT TO THE  
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

**Chief Elected Officials:**

Oconee County Council  
Matthew Durham, Chair



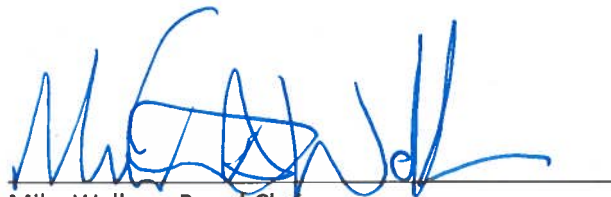
Signature

8/14/24

Date

**THE WORKLINK WORKFORCE AREA**  
**SC WORKS SYSTEM**  
**MEMORANDUM OF UNDERSTANDING**  
**PURSUANT TO THE**  
**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

The **WORKLINK Workforce Development Board** is the designated entity responsible for oversight of the local SC Works delivery system including developing this MOU with the SC Works Parties, designating or certifying SC Works operators, strategic planning, and policy development.

  
\_\_\_\_\_  
Mike Wallace, Board Chair

Date: 5/3/24

  
\_\_\_\_\_  
Renee Alexander, Operator

Date: 5/15/24

**THE WORKLINK WORKFORCE AREA**  
**SC WORKS SYSTEM**  
**MEMORANDUM OF UNDERSTANDING**  
**PURSUANT TO THE**  
**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

**SC Appalachian Council of Governments** is the designated local grant recipient responsible for administering the following title I WIOA programs:

- Adults;
- Dislocated Workers; and
- Youth

  
\_\_\_\_\_  
Steve Pelissier, SC Appalachian Council of Governments  
Local Grant Recipient Authorized Official

Date: 7/9/24

**THE WORKLINK WORKFORCE AREA**  
**SC WORKS SYSTEM**  
**MEMORANDUM OF UNDERSTANDING**  
**PURSUANT TO THE**  
**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

**The South Carolina Department of Employment and Workforce** is the sole entity and designated State agency responsible for administering the funds of the following:

- Employment services authorized under the Wagner-Peyser Act (29 U.S.C. 49 *et seq.*);
- Trade Adjustment Assistance activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 *et seq.*);
- Jobs for Veterans State Grants programs authorized under chapter 41 of title 38, U.S.C.;
- Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law)
- Migrant and Seasonal Farmworkers (MSFW) programs

*William H. Floyd, III*

\_\_\_\_\_  
William H. Floyd, III, Executive Director

Date: \_\_\_\_\_

**THE WORKLINK WORKFORCE AREA**

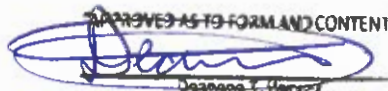
**SC WORKS SYSTEM**

**MEMORANDUM OF UNDERSTANDING  
PURSUANT TO THE  
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

The South Carolina Vocational Rehabilitation Department is a designated agency specified under sec. 101(a) (2) of the Rehabilitation Act that is primarily concerned with vocational rehabilitation, or vocational and other rehabilitation, of individuals with disabilities in the State and is responsible for administering or supervising policy for the Vocational Rehabilitation program, authorized under title I of the Rehabilitation Act, with the exception of Vocational Rehabilitation programs for individuals who are blind which are administered by the South Carolina Commission for the Blind.

  
\_\_\_\_\_  
Felicia W. Johnson, Commissioner

Date: 06/14/2024

APPROVES AS TO FORM AND CONTENT  
  
Deanna T. Harve  
SCVRD Legal Counsel 6.11.24

**THE WORKLINK WORKFORCE AREA**  
**SC WORKS SYSTEM**  
**MEMORANDUM OF UNDERSTANDING**  
**PURSUANT TO THE**  
**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

**The South Carolina Commission for the Blind** is a designated agency specified under the Rehabilitation Act of 1973 that is primarily concerned with providing quality individualized vocational rehabilitation services, independent living services and prevention-of-blindness services to blind and visually impaired consumers leading to competitive employment and social and economic independence.

  
\_\_\_\_\_  
Darline Graham, Commissioner

Date: 5/24/24



**THE WORKLINK WORKFORCE AREA**  
**SC WORKS SYSTEM**  
**MEMORANDUM OF UNDERSTANDING**  
**PURSUANT TO THE**  
**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

The South Carolina Department of Social Services is the sole entity and designated State agency responsible for administering:

- The Temporary Assistance to Needy Families (TANF) program authorized under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996;
- The Supplemental Nutrition Assistance Program (SNAP) under the provisions in the Food and Nutrition Act of 2008.

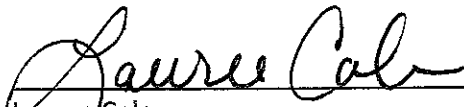
**Susan Roben** Digitally signed by Susan Roben  
Date: 2024.06.06 14:02:29 -04'00'

Date: \_\_\_\_\_

Susan Roben  
Chief Financial Officer

**THE WORKLINK WORKFORCE AREA**  
**SC WORKS SYSTEM**  
**MEMORANDUM OF UNDERSTANDING**  
**PURSUANT TO THE**  
**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

**Anderson 1 & 2 Adult Education Center** is a designated Adult Education and Family Literacy Act Program provider, authorized under Title II of WIOA.



Lauree Cole  
Adult Education Director

Date: 11/07/24

**THE WORKLINK WORKFORCE AREA**  
**SC WORKS SYSTEM**  
**MEMORANDUM OF UNDERSTANDING**  
**PURSUANT TO THE**  
**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

**Anderson 3, 4, & 5 Adult Learning Center** is a designated Adult Education and Family Literacy Act Program provider, authorized under Title II of WIOA.

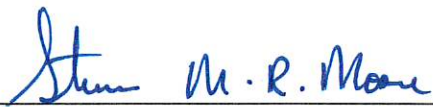


Date: 5/20/2024

Katie Brown  
Adult Education Director

**THE WORKLINK WORKFORCE AREA**  
**SC WORKS SYSTEM**  
**MEMORANDUM OF UNDERSTANDING**  
**PURSUANT TO THE**  
**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

**Oconee Adult Learning Center** is a designated Adult Education and Family Literacy Act Program provider, authorized under Title II of WIOA.

  
\_\_\_\_\_

Steve Moore  
Adult Education Director

Date: 5/16/24

**THE WORKLINK WORKFORCE AREA**  
**SC WORKS SYSTEM**  
**MEMORANDUM OF UNDERSTANDING**  
**PURSUANT TO THE**  
**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

**Easley Adult Learning Center** is a designated Adult Education and Family Literacy Act Program provider, authorized under Title II of WIOA.



Brad Blackston  
Adult Education Director

Date: 11/2/24

**SC WORKS SYSTEM**

**MEMORANDUM OF UNDERSTANDING  
PURSUANT TO THE  
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

**Tri-County Technical College** is a designated Postsecondary vocational education provider, authorized under the Carl D. Perkins Vocational and Applied Technological Education Act.

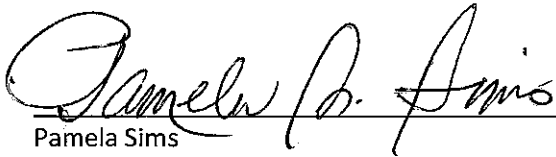
  
\_\_\_\_\_  
Dr. Galen DeHay, President

Date: 5.03.2024

**SC WORKS SYSTEM**

**MEMORANDUM OF UNDERSTANDING  
PURSUANT TO THE  
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

**Sunbelt Human Advancement Resources** is a designated provider of employment and training activities under the Community Services Block Grant.



Pamela Sims  
President/CEO

Date: 11/12/2024

**SC WORKS SYSTEM**

**MEMORANDUM OF UNDERSTANDING  
PURSUANT TO THE  
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

**The Indian Development Council** is a designated provider of Native American employment and training activities, authorized under Title I of WIOA.

\_\_\_\_\_  
Jerry Branham  
Board Chairman

Date: \_\_\_\_\_



**SC WORKS SYSTEM**

**MEMORANDUM OF UNDERSTANDING  
PURSUANT TO THE  
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

**Dynamic Education Systems, Inc.** is a designated provider of Job Corps employment and training activities, authorized under Title I of WIOA.

\_\_\_\_\_ Date: \_\_\_\_\_  
Kristin Dube, Manager

**SC WORKS SYSTEM**

**MEMORANDUM OF UNDERSTANDING  
PURSUANT TO THE  
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**


**The Telamon Corporation** is a designated provider of Migrant and Seasonal Farmworker employment and training activities, authorized under Title I of WIOA.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

**SC WORKS SYSTEM**  
**MEMORANDUM OF UNDERSTANDING**  
**PURSUANT TO THE**  
**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

**Goodwill Industries of the Upstate/Midlands, Inc.** is a designated provider of Senior Community Service Employment Programs employment and training activities, authorized under Title V of WIOA.

  
\_\_\_\_\_  
Tiffany Foster, Director of Community Development

Date: 5/30/24

**SC WORKS SYSTEM**

**MEMORANDUM OF UNDERSTANDING  
PURSUANT TO THE  
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

**The SC Regional Housing Authority** is a designated provider of **HUD** employment and training activities, authorized under the Department of Housing and Urban Development.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

**SC WORKS SYSTEM**

**MEMORANDUM OF UNDERSTANDING  
PURSUANT TO THE  
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

**Undesignated** is a designated provider of **Second Chance Programs** employment and training activities, authorized under .

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

**SC WORKS SYSTEM**

**MEMORANDUM OF UNDERSTANDING  
PURSUANT TO THE  
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

**Undesignated** is a designated provider of **YouthBuild** employment and training activities, authorized under YouthBuild.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

**MOU Attachment A: WIOA REQUIRED SERVICES**

	Eligibility Deters.	Outreach & Orientation	Skills Assess-ments	Labor Exchange	Partner Referrals	Provision of LMI	Provision of Performance Information	Supportive Services	UI Filing	Financial Aid Assistance	Individual Career Services	Access to Training Services	Business Services
<b>REQUIRED PARTNERS</b>													
Adult, DW, and Youth	x	x	x	x	x	x	x	x		x	x	x	x
Adult Education/Family Literacy			x	x	x			x			x	x	x
Wagner-Peyser	x	x	x	x	x	x	x	x	x		x	x	x
Rehab.Programs for Indiv. w/Disabilities			x		x	x		x			x	x	x
Post-Sec. Career & Tech. Ed. (Perkins)			x	x	x	x		x		x	x	x	x
CSBG Employment and Training		x		x	x			x		x	x	x	
Native American Programs													
HUD Employment and Training													
Job Corps													
Veterans Employment and Training	x	x	x	x	x	x	x	x			x	x	x
Migrant and Seasonal Farmworker													
Senior Community Svc. Employment		x	x	x	x	x	x	x		x	x	x	x
Trade Adjustment Assistance	x	x	x	x	x	x	x	x	x	x	x	x	x
Unemployment Compensation	x								x				
YouthBuild													
TANF		x	x	x	x	x		x		x	x	x	x
Second Chance Act													
SC Commission for the Blind		x		x	x	x	x	x		x	x	x	

**Eligibility Determinations:** Determination if an individual is eligible for WIOA Adult, DW, or Youth programs.

**Outreach & Orientation:** Information on and access to services in the SC Works system.

**Skills Assessments:** Initial assessment of skill levels including literacy, numeracy, English language proficiency, and aptitudes and abilities (including skills gaps).

**Labor Exchange:** Job search and placement assistance, career counseling, and non-traditional employment information.

**Partner Referrals:** Referrals to and coordination with programs and services within the SC Works system and other workforce programs.

**Provision of LMI:** Local, regional, and national labor market statistics including: job vacancy listings, skills needed to obtain those jobs, in-demand occupations and earnings, and advancement opportunities available.

**Provision of Performance Information:** Partner specific data on how local areas are performing on accountability measures relating to the area's overall SC Works system.

**Supportive Services:** Information relating to the availability of supportive services, such as child care and transportation, and referrals to supportive service programs, as needed.

**Unemployment Insurance Filing:** Information and assistance regarding filing claims for unemployment compensation.

**Financial Aid Assistance:** Assistance in establishing eligibility for financial aid programs not provided under WIOA.

**Individualized Career Services:** Individualized services provided to eligible customers, such as counseling and career planning, to help the customer obtain or retain employment.

**Access to Training Services:** Access to training services such as On-the-Job training, entrepreneurial, adult education and literacy, and customized training.

**Business Services:** Employer services, such as job fairs, recruitment assistance, and incumbent worker training, are made available to local employers.

## MOU Attachment B: WORKLINK SC WORKS PARTNER LIST

Anderson SCWorks Center	Clemson SC Works Center	Easley SC Works Center	Seneca SC Works Center
1428 Pearman Dairy Rd	1376 Tiger Blvd, Ste 102	1776 Powdersville Road	104 Vocational Dr
Anderson, SC 29625	Clemson, SC 29631	Easley, SC 29642	Seneca, SC 29672

SC Works Partner	Location	Required or Optional	Representing
WIOA Program	Anderson, Clemson, Easley, and Seneca SC Works Centers	Required	Adult, Dislocated Worker, and Youth Programs
Adult Education Centers	Clemson SC Works	Required	Adult Education and Family Literacy Act Programs
Department of Employment and Workforce	Anderson, Clemson, Easley, and Seneca SC Works Centers	Required	Wagner-Peyser Employment Services Programs
SC Vocational Rehabilitation	Clemson SC Works, Anderson SC Works, Seneca SC Works, Easley SC Works	Required	Rehabilitation Programs for Individuals with Disabilities
Tri-County Technical College	Easley, Seneca SC Works Center	Required	Post-Secondary Education Programs (Perkins)
Share	Off Site	Required	Community Services Block Grant Employment and Training Activities
Indian Development Council	Off Site	Required	Native American Programs
SC Regional Housing Authority	Off Site	Required	HUD Employment and Training Activities
DESI, Inc.	Off Site	Required	Job Corps Programs
Department of Employment and Workforce	Anderson, Clemson, Easley, and Seneca SC Works Centers	Required	Veterans Employment and Training Programs



## MOU Attachment B: WORKLINK SC WORKS PARTNER LIST

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Telamon	Off Site	Required	Migrant and Seasonal Farmworker Programs
Goodwill Industries	Off Site	Required	Senior Community Service Employment Programs
Department of Employment and Workforce	Anderson, Clemson, Easley, and Seneca SC Works Centers	Required	Trade Adjustment Assistance Programs
Department of Employment and Workforce	Anderson, Clemson, Easley, and Seneca SC Works Centers	Required	Unemployment Compensation Programs
	Off Site	Required	YouthBuild Programs
Department of Social Services	Anderson, Clemson SC Works	Required	Temporary Assistance for Needy Families (TANF) Programs
Department of Social Services	Anderson, Clemson SC Works	Optional	Supplemental Nutrition Assistance Program (SNAP)
	Off Site	Required	Second Chance Programs
SC Commission for the Blind	Clemson SC Works	Required	Training, job placement and business opportunities

**MOU ATTACHMENT C**

**CROSS REFERRAL AGREEMENT**

1. The parties agree that each partner shall receive referrals from and make referrals to the SC Works system in accordance with this Cross Referral Agreement.

- (a) Referral Definition

- A referral is defined as a good faith effort by each local SC Works Partner to direct customers to the right service at the right time.

Referrals are made in SC Works Online Services (SCWOS), or if the partner does not have a SCWOS staff account, the Partner Referral Form (Attachments C-1).

Referrals between Parties will be counted when a Referral Form is received by any one partner. It will be incumbent on each partner to follow-up with referrals received from other Parties, to facilitate each partner's individual intake process.

2. Each partner will use the attached referral form or SCWOS Referral in referring individuals for services they are not able to provide. This agreement will be updated to include any necessary performance standards, tracking requirements, etc. as WIOA implementation progresses.

3. The parties agree to make discussion of the referral process (for review and enhancement) a permanent agenda item at all regularly scheduled partner meetings, to include:

- ◇ Provide feedback on the success of cross-referral arrangements;
- ◇ Cross-train their respective staffs;
- ◇ Consider co-enrollment options and practices;
- ◇ Consider the effect of cross-referrals on mutual performance expectations; and
- ◇ Constantly improve the joint delivery of services to customers.

**MOU ATTACHMENT C-1**

**Referral \***

(Please fill out and send with customer upon referral OR EMAIL TO APPROPRIATE PARTNER)

Date Referred: \_\_\_\_\_ Last 4 Digits of SS#: \_\_\_\_\_ Phone # \_\_\_\_\_

Customer's Name:

Last	First	MI
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Email: \_\_\_\_\_ Alternate Contact Information: \_\_\_\_\_

**REFERRED FROM:**

AGENCY: \_\_\_\_\_

YOUR NAME & TITLE: \_\_\_\_\_

YOUR PHONE #: \_\_\_\_\_ YOUR EMAIL: \_\_\_\_\_

**REFERRED TO:**

AGENCY: \_\_\_\_\_ PROGRAM: \_\_\_\_\_

NAME & TITLE: \_\_\_\_\_

**DESCRIPTION OF SERVICES YOUR CUSTOMER NEEDS:**

If an Employment Assessment and/or Plan has been completed at your agency, please document and provide client with the Assessment and/or Plan to bring or take to his/her initial visit resulting from this referral. Please add any comments that will assist the "Referred To" agency in assisting this individual:

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**DESCRIPTION OF WHEN, HOW, OR IF YOU NEED FEEDBACK ON THIS REFERRAL:**

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**FOR OFFICE USE ONLY:**

DATE RECEIVED: \_\_\_\_\_ INITIALS: \_\_\_\_\_

PLEASE RETAIN COPY FOR CLIENT'S CASE FILE (SCAN)

**CASE NOTE REQUIRED FOR CONTACT ATTEMPTS, APPOINTMENTS, RESULTS, ETC.**

**\*ALL PARTIES WITH SCWOS ACCOUNTS WILL UTILIZE THE REFERRAL SYSTEM IN SCWOS.**

**MOU ATTACHMENT D**

SC Works Civility Policy

Regardless of role or position, all staff within the SC Works system is expected to behave in a manner that maintains a civil workplace environment, free of harassment and intimidation. Management bears a responsibility to ensure that respectful behaviors are exhibited at all times and to address those which are not. Indeed, management should exemplify the behavior expected of all staff in maintaining a positive and productive work culture.

Respectful workplace behaviors are those that promote positivity and professionalism including, but not limited to:

- Using respectful and courteous language in all interactions;
- Questioning an individual's position on an issue politely and seeking to understand his/her position;
- Giving an individual direct, non-personal feedback and where appropriate, in a private setting;
- Not displaying a negative attitude and understanding how one's attitude can affect the work environment;
- Approaching conflict with maturity and a true desire for resolution rather than an opportunity to disagree;
- Respecting the chain of command and raising concerns to management at the appropriate time/place and with the appropriate tone; and
- Using discretion when communicating about issues that may be considered to be personal.

Inappropriate or unacceptable workplace behaviors are statements or acts that may negatively impact the work environment including, but not limited to:

- Using profane, abusive, vulgar, or harassing language;
- Berating or unnecessarily criticizing people in public;
- Gossiping;
- Deliberately embarrassing people;
- Using e-mail or text messages as a shield for rudeness or to further any other inappropriate or unacceptable workplace behaviors; and
- Addressing people in an unprofessional manner or tone.

All SC Works system staff and management have a responsibility to act in good faith towards maintaining a culture of inclusion, dignity, and understanding for all stakeholders in the workforce system. Disputes should be addressed using approaches that facilitate clear communication and respectful interactions that lead to mutually acceptable solutions. For disputes that cannot be resolved informally, the following mediation/resolution process shall be followed.

1. Should informal efforts fail, the authorized signatory official of the WIOA local grant recipient, or designee, and the executive director(s) of the partner(s), or designee(s), shall meet to mediate and resolve the situation.
2. Should these efforts fail, the situation shall be referred to the chair of the Local Workforce Development Board who shall designate an ad hoc committee to mediate with the parties involved to resolve the situation.
3. Should local efforts fail, and/or situations reoccur, either party may send a written request to the State Workforce Development Board (SWDB) regarding mediation.

4. The Chair will designate the Executive Committee or an ad hoc committee of at least five SWDB members to mediate with the parties involved and attempt to resolve the dispute.
5. The SWDB will hear the dispute and provide a recommendation within 60 days.
6. The parties will be notified in writing of the SWDB recommendation within 20 days.

**WorkLink All Centers**

**Total Local Area Operating Budget for PY2024**

Attachment E

**July 1, 2024 - June 30, 2025**

**FTE Cost Allocation Methodology**

<b>Infrastructure Costs</b>	<b>Anderson</b>	<b>Clemson</b>	<b>Easley</b>	<b>Seneca</b>	<b>Totals</b>
Rent (Clemson)	11,550.24	128,140.00	4,800.00	11,439.92	155,930.16
Security System	-	1,100.00	-	-	1,100.00
Utilities	-	14,424.00	-	-	14,424.00
Janitorial/Maintenance	-	10,397.40	-	-	10,397.40
Landscaping	-	-	-	-	-
General Repair	-	6,000.00	-	-	6,000.00
Pest Control	-	575.00	-	-	575.00
Depreciation (if applicable)*	-	-	-	-	-
Internet/VOIP	1,224.00	12,000.00	-	-	13,224.00
Public Access PC Costs	864.00	2,475.50	285.00	475.00	4,099.50
Equipment Maintenance/Rental	-	1,380.00	-	-	1,380.00
Common area supplies**	5,222.25	5,937.49	443.34	1,714.98	13,318.05
One-Time general repair (light fixtures in common spaces- replace ballasts \$	-	3,210.00	-	-	3,210.00
<b>Infrastructure Costs</b>	<b>\$ 18,860.49</b>	<b>\$ 185,639.39</b>	<b>\$ 5,528.34</b>	<b>\$ 13,629.90</b>	<b>\$ 223,658.11</b>
Carl D. Perkins - Rent Reduction	-	-	2,400.00	4,576.00	6,976.00
<b>Less Cash Contributions</b>	-	-	2,400.00	4,576.00	6,976.00
<b>Less Non-personnel In-kind Contributions</b>	-	\$ -	-	-	-
<b>Total Infrastructure Costs Balance</b>	<b>\$ 18,860.49</b>	<b>\$ 185,639.39</b>	<b>\$ 3,128.34</b>	<b>\$ 9,053.90</b>	<b>\$ 216,682.11</b>
<b>Additional Shared Services Costs</b>					
Joint Staff Training	-	4,000.00	-	-	4,000.00
<b>Total Additional Costs</b>	<b>\$ -</b>	<b>\$ 4,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,000.00</b>
<b>Less Cash Contributions</b>	-	-	-	-	-
<b>Less Non-personnel In-kind Contributions</b>	-	-	-	-	-
<b>Total Additional Shared Services Costs Balance</b>	-	-	-	-	-
<b>Grand Total Budget</b>	<b>\$ 18,860.49</b>	<b>\$ 189,639.39</b>	<b>\$ 3,128.34</b>	<b>\$ 9,053.90</b>	<b>\$ 220,682.11</b>

\*Quarterly costs from previous program year were annualized to project a baseline budget.

**WorkLink - Anderson SC Works Center**

**Total Local Area Operating Budget for PY2024**

**July 1, 2024 - June 30, 2025**

**FTE Cost Allocation Methodology**

<b>Number of FT Employees</b>	<b>7.50</b>	<b>3.00</b>	<b>2.00</b>	<b>1.40</b>	<b>0.10</b>	<b>1.00</b>
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<b>Anderson</b>						
<b>Infrastructure Costs</b>	<b>Total</b>	<b>WP</b>	<b>RWA</b>	<b>TANF</b>	<b>VR</b>	<b>WIOA</b>
Rent	11,550.24	4,620.10	3,080.06	2,156.04	154.00	1,540.03
Security System	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Janitorial/Maintenance	-	-	-	-	-	-
Landscaping	-	-	-	-	-	-
General Repair	-	-	-	-	-	-
Pest Control	-	-	-	-	-	-
Depreciation (if applicable)*	-	-	-	-	-	-
Telephone (if applicable)	1,224.00	489.60	326.40	228.48	16.32	163.20
Public Access PC Costs	864.00	345.60	230.40	161.28	11.52	115.20
Equipment Maintenance/Rental	-	-	-	-	-	-
Common area supplies**	5,222.25	2,088.90	1,392.60	974.82	69.63	696.30
Other - please list	-	-	-	-	-	-
Other - please list	-	-	-	-	-	-
<b>Total Infrastructure Costs</b>	<b>\$ 18,860.49</b>	<b>\$ 7,544.19</b>	<b>\$ 5,029.46</b>	<b>\$ 3,520.62</b>	<b>\$ 251.47</b>	<b>\$ 2,514.73</b>
<b>Less Cash Contributions</b>	-	-	-	-	-	-
<b>Less In-kind Contributions</b>	-	-	-	-	-	-
<b>Grand Total Budget</b>	<b>\$ 18,860.49</b>	<b>\$ 7,544.19</b>	<b>\$ 5,029.46</b>	<b>\$ 3,520.62</b>	<b>\$ 251.47</b>	<b>\$ 2,514.73</b>

\*DEW's share of depreciation cost for DEW-owned buildings is considered an in-kind contribution  
 \*\*All staff purchase their own supplies- only resource room and common area supplies are shared  
 \*\*\*Add additional columns as needed

**Clemson SC Works Center**

Total Local Area Operating Budget for PY2024

July 1, 2024 - June 30, 2025

FTE Cost Allocation Methodology

<b>Number of FT Employees</b>	<b>24.9</b>	<b>6.6</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.6</b>	<b>1.0</b>	<b>0.1</b>	<b>0.2</b>	<b>7.4</b>	<b>1</b>
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<b>Clemson SC Works</b>											
<b>Infrastructure Costs</b>	<b>Total</b>	<b>WP</b>	<b>UI</b>	<b>RWA</b>	<b>Vet</b>	<b>TANF</b>	<b>SNAP</b>	<b>VR</b>	<b>Adult Ed</b>	<b>WIOA</b>	<b>SCCB</b>
Rent	128,140.00	33,964.82	10,292.37	10,292.37	10,292.37	13,380.08	5,146.18	514.62	1,029.24	38,081.77	5,146.18
Security System (Shredding)	1,100.00	291.57	88.35	88.35	88.35	114.86	44.18	4.42	8.84	326.91	44.18
Utilities	14,424.00	3,823.23	1,158.55	1,158.55	1,158.55	1,506.12	579.28	57.93	115.86	4,286.65	579.28
Janitorial/Maintenance	10,397.40	2,755.94	835.13	835.13	835.13	1,085.67	417.57	41.76	83.51	3,089.99	417.57
Landscaping	-	-	-	-	-	-	-	-	-	-	-
General Repair	6,000.00	1,590.36	481.93	481.93	481.93	626.51	240.96	24.10	48.19	1,783.13	240.96
Pest Control	575.00	152.41	46.18	46.18	46.18	60.04	23.09	2.31	4.62	170.88	23.09
Depreciation (if applicable)*	-	-	-	-	-	-	-	-	-	-	-
Telephone (if applicable)	12,000.00	3,180.72	963.86	963.86	963.86	1,253.01	481.93	48.19	96.39	3,566.27	481.93
Public Access PC Costs	2,475.50	656.16	198.84	198.84	198.84	258.49	99.42	9.94	19.88	735.69	99.42
Equipment Maintenance/Rental (HVAC Only)	1,380.00	365.78	110.84	110.84	110.84	144.10	55.42	5.54	11.08	410.12	55.42
Common area supplies**	5,937.49	1,573.79	476.91	476.91	476.91	619.98	238.45	23.85	47.69	1,764.55	238.45
One-Time general repair (light fixtures in common spaces- replace ballasts)	3,210.00	850.84	257.83	257.83	257.83	335.18	128.92	12.89	25.78	953.98	128.92
Other - please list	-	-	-	-	-	-	-	-	-	-	-
Other - please list	-	-	-	-	-	-	-	-	-	-	-
<b>Total Infrastructure Costs</b>	<b>\$ 185,639.39</b>	<b>\$ 49,205.62</b>	<b>\$ 14,910.79</b>	<b>\$ 14,910.79</b>	<b>\$ 14,910.79</b>	<b>\$ 19,384.03</b>	<b>\$ 7,455.40</b>	<b>\$ 745.54</b>	<b>\$ 1,491.08</b>	<b>\$ 55,169.94</b>	<b>\$ 7,455.40</b>

<b>Number of FTEs cost sharing Additional Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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<b>Additional Shared Services Costs</b>	<b>Total</b>	<b>WP</b>	<b>UI</b>	<b>MSFW</b>	<b>VET</b>	<b>TANF</b>	<b>SNAP</b>	<b>VR</b>	<b>Adult Ed</b>	<b>WIOA</b>	<b>Other***</b>
Joint Staff Training	4,000.00	-	-	-	-	-	-	-	-	-	-
<b>Total Additional Costs</b>	<b>\$ 4,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Grand Total Budget</b>	<b>\$ 189,639.39</b>	<b>\$ 49,205.62</b>	<b>\$ 14,910.79</b>	<b>\$ 14,910.79</b>	<b>\$ 14,910.79</b>	<b>\$ 19,384.03</b>	<b>\$ 7,455.40</b>	<b>\$ 745.54</b>	<b>\$ 1,491.08</b>	<b>\$ 55,169.94</b>	<b>\$ 7,455.40</b>
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\*DEW's share of depreciation cost for DEW-owned buildings is considered an in-kind contribution  
 \*\*All staff purchase their own supplies- only resource room and common area supplies are shared  
 \*\*\*Add additional columns as needed



**WorkLink - Easley SC Works Center**

**Total Local Area Operating Budget for PY2024**

**July 1, 2024 - June 30, 2025**

**FTE Cost Allocation Methodology**

**Number of FT Employees** 1.90 1.40 0.10 0.40

		Easley			
Infrastructure Costs	Total	WP	VR	WIOA	
Rent	4,800.00	3,536.84	252.63	1,010.53	
Security System	-	-	-	-	
Utilities	-	-	-	-	
Janitorial/Maintenance	-	-	-	-	
Landscaping	-	-	-	-	
General Repair	-	-	-	-	
Pest Control	-	-	-	-	
Depreciation (if applicable)*	-	-	-	-	
Telephone (if applicable)	-	-	-	-	
Public Access PC Costs	285.00	210.00	15.00	60.00	
Equipment Maintenance/Rental	-	-	-	-	
Common area supplies**	443.34	326.67	23.33	93.33	
Other - please list	-	-	-	-	
Other - please list	-	-	-	-	
Other - please list	-	-	-	-	
<b>Total Infrastructure Costs</b>	<b>\$ 5,528.34</b>	<b>\$ 4,073.51</b>	<b>\$ 290.97</b>	<b>\$ 1,163.86</b>	
Carl D. Perkins - Rent Reduction	2,400.00	1,768.42	126.32	505.26	
<b>Less Non-personnel In-kind Contributions</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Grand Total Budget</b>	<b>\$ 3,128.34</b>	<b>\$ 2,305.09</b>	<b>\$ 164.65</b>	<b>\$ 658.60</b>	

\*DEW's share of depreciation cost for DEW-owned buildings is considered an in-kind contribution

\*\*All staff purchase their own supplies- only resource room and common area supplies are shared

\*\*\*Add additional columns as needed

**WorkLink - Seneca SC Works Center**

**Total Local Area Operating Budget for PY2024**

**July 1, 2024 - June 30, 2025**

**FTE Cost Allocation Methodology**

<b>Number of FT Employees</b>	<b>3.10</b>	1.00	0.10	1.00
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		Seneca			
Infrastructure Costs	Total	WP	VR	WIOA	
Rent	11,439.92	3,690.30	369.03	3,690.30	
Security System		-	-	-	
Utilities		-	-	-	
Janitorial/Maintenance		-	-	-	
Landscaping		-	-	-	
General Repair		-	-	-	
Pest Control		-	-	-	
Depreciation (if applicable)*		-	-	-	
Telephone (if applicable)	-	-	-	-	
Public Access PC Costs	475.00	153.23	15.32	153.23	
Equipment Maintenance/Rental		-	-	-	
Common area supplies**	1,714.98	553.22	55.32	553.22	
Other - please list		-	-	-	
Other - please list		-	-	-	
Other - please list		-	-	-	
<b>Total Infrastructure Costs</b>	<b>\$ 13,629.90</b>	<b>\$ 4,396.74</b>	<b>\$ 439.67</b>	<b>\$ 4,396.74</b>	
Carl D. Perkins - Rent Reduction	4,576.00	1,476.13	147.61	1,476.13	
<b>Less Non-personnel In-kind Contributions</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Grand Total Budget</b>	<b>\$ 9,053.90</b>	<b>\$ 2,920.61</b>	<b>\$ 292.06</b>	<b>\$ 2,920.61</b>	

*\*DEW's share of depreciation cost for DEW-owned buildings is considered an in-kind contribution*  
*\*\*All staff purchase their own supplies- only resource room and common area supplies are shared*  
*\*\*\*Add additional columns as needed*

**WorkLink LWDA**

Total Local Area Operating Budget for PY2024

July 1, 2024 - June 30, 2025

FTE Cost Allocation Methodology

Number of FT Employees	37.4	12.0	2.0	4.0	3.0	4.0	1.0	0.4	0.2	9.8	1.0
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Total WorkLink SC Works Centers												
Infrastructure Costs	Total	WP	UI	RWA	Vet	TANF	SNAP	VR	Adult Ed	WIOA	SCCB	
Rent	155,930.16	45,812.05	10,292.37	13,372.43	13,982.67	15,536.13	5,146.18	1,290.28	1,029.24	44,322.62	5,146.18	
Security System (Shredding)	1,100.00	291.57	88.35	88.35	88.35	114.86	44.18	4.42	8.84	326.91	44.18	
Utilities	14,424.00	3,823.23	1,158.55	1,158.55	1,158.55	1,506.12	579.28	57.93	115.86	4,286.65	579.28	
Janitorial/Maintenance	10,397.40	2,755.94	835.13	835.13	835.13	1,085.67	417.57	41.76	83.51	3,089.99	417.57	
Landscaping	-	-	-	-	-	-	-	-	-	-	-	
General Repair	6,000.00	1,590.36	481.93	481.93	481.93	626.51	240.96	24.10	48.19	1,783.13	240.96	
Pest Control	575.00	152.41	46.18	46.18	46.18	60.04	23.09	2.31	4.62	170.88	23.09	
Depreciation (if applicable)*	-	-	-	-	-	-	-	-	-	-	-	
Telephone (if applicable)	13,224.00	3,670.32	963.86	1,290.26	963.86	1,481.49	481.93	64.51	96.39	3,729.47	481.93	
Public Access PC Costs	4,099.50	1,364.98	198.84	429.24	352.06	419.77	99.42	51.78	19.88	1,064.12	99.42	
Equipment Maintenance/Rental (HVAC Only)	1,380.00	365.78	110.84	110.84	110.84	144.10	55.42	5.54	11.08	410.12	55.42	
Common area supplies**	13,318.05	4,542.58	476.91	1,869.51	1,030.13	1,594.80	238.45	172.13	47.69	3,107.41	238.45	
One-Time general repair (light fixtures in common spaces- replace ball	3,210.00	850.84	257.83	257.83	257.83	335.18	128.92	12.89	25.78	953.98	128.92	
Other - please list	-	-	-	-	-	-	-	-	-	-	-	
Other - please list	-	-	-	-	-	-	-	-	-	-	-	
<b>Total Infrastructure Costs</b>	<b>\$ 223,658.11</b>	<b>\$ 65,220.07</b>	<b>\$ 14,910.79</b>	<b>\$ 19,940.26</b>	<b>\$ 19,307.54</b>	<b>\$ 22,904.66</b>	<b>\$ 7,455.40</b>	<b>\$ 1,727.65</b>	<b>\$ 1,491.08</b>	<b>\$ 63,245.27</b>	<b>\$ 7,455.40</b>	
Less Cash Contributions (Carl D Perkins)	6,976.00	3,244.55	-	-	1,476.13	-	-	273.93	-	1,981.39	-	
Less Non-personnel In-kind Contributions	-	-	-	-	-	-	-	-	-	-	-	
<b>Total Infrastructure Costs Balance</b>	<b>\$ 216,682.11</b>	<b>\$ 61,975.52</b>	<b>\$ 14,910.79</b>	<b>\$ 19,940.26</b>	<b>\$ 17,831.41</b>	<b>\$ 22,904.66</b>	<b>\$ 7,455.40</b>	<b>\$ 1,453.72</b>	<b>\$ 1,491.08</b>	<b>\$ 61,263.88</b>	<b>\$ 7,455.40</b>	
<b>Number of FTEs cost sharing Additional Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Additional Shared Services Costs	Total	WP	UI	RWA	VET	TANF	SNAP	VR	Adult Ed	WIOA	SCCB	
Joint Staff Training	4,000.00	-	-	-	-	-	-	-	-	-	-	
<b>Total Additional Costs</b>	<b>\$ 4,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Grand Total Budget</b>	<b>\$ 220,682.11</b>	<b>\$ 61,975.52</b>	<b>\$ 14,910.79</b>	<b>\$ 19,940.26</b>	<b>\$ 17,831.41</b>	<b>\$ 22,904.66</b>	<b>\$ 7,455.40</b>	<b>\$ 1,453.72</b>	<b>\$ 1,491.08</b>	<b>\$ 61,263.88</b>	<b>\$ 7,455.40</b>	

**SC Works WorkLink**

**STAFFING ADDENDUM SIGNATURE SHEET**

Date Prepared: 9/25/2024 (Updated)

**Local Area:** SC Works WorkLink, 1376 Tiger Blvd, Ste 102, Clemson, SC

This addendum has the following effect on SC Works partners' proportionate shares for the following locations/suites:

<b>Comprehensive Center</b>	<b>SC Works Anderson</b>	<b>SC Works Seneca</b>	<b>SC Works Easley</b>
Clemson SC Works 1376 Tiger Blvd, Ste 102 Clemson, SC 29631	Anderson SC Works 1428 Pearman Dairy Rd Anderson, SC 29626	Seneca SC Works Center 104 Vocational Dr Seneca, SC 29672	Easley SC Works 1774 Powdersville Hwy Easley, SC 29642

	WIOA Funded Staff	DSS Funded Staff	VR Funded Staff	DEW Funded Staff	Adult Ed Funded Staff	SCCB Funded Staff	Total Center Staff	Proportionate Share %					
								WIOA	DSS	VR	DEW	Ad Ed	SCCB
SC Works Anderson	1.0	1.4	0.1	5.0	0	0	7.5	13.3%	18.7%	1.3%	66.7%	0.0%	0.0%
SC Works Clemson	7.4	3.6	0.1	12.6	0.2	1	24.9	29.7%	14.5%	0.4%	50.6%	0.8%	4.0%
SC Works Easley	0.4	0	0.1	1.4	0	0	1.9	21.1%	0.0%	5.3%	73.7%	0.0%	0.0%
SC Works Seneca	1.0	0.0	0.1	2.0	0	0	3.1	32.3%	0.0%	3.2%	64.5%	0.0%	0.0%

Reason for Addendum: Staffing levels will determine the proportionate share percentage of facility costs for which each partner will be responsible for by location. Staffing counts should be based on planned staffing levels for the duration of the PY. During the PY, should permanent staffing changes occur, a partner may submit a written request to execute a revised addendum. Any modification to the addendum must have an agreed upon effective date and be signed by all partners.

Staff Name (includes ALL Center staff)	Center and Program Assigned to Work	# of Days and/or Half-days Assigned to Work per Week (e.g.: 1 day= .20; half-day=.10)
Janice Chastain	Anderson SC Works Center, Wagner Peyser	5 days per week
Marilyn Nettles	Anderson SC Works Center, Wagner Peyser	5 days per week
Jamey Mason	Anderson SC Works Center, Wagner Peyser	5 day per week
Stanley Hill	Anderson SC Works Center, WIOA	5 day per week
Jennifer Woody	Anderson SC Works, RWA	5 days per week
Amber Moeckel- Coordinator	Anderson SC Works Center, Wagner Peyser	5 day per week
TANF - Jacqueline Turner	Anderson SC Works, TANF	1 day per week
TANF - Doug Lancaster	Anderson SC Works, TANF	1 day per week
TANF - Tounga Williams	Anderson SC Works, TANF	5 days per week
Julie Teague	Anderson SC Works Center, VR	.1 (or half day) per week
Diana Goldwire	Clemson SC Works Center, Wagner Peyser	1 FTE
Pat Pruitt	Clemson SC Works Center, Wagner Peyser	5 days per week
Kimberly Perez	Clemson SC Works Center, Wagner Peyser	5 days per week
Tina Barnes	Clemson SC Works Center, Wagner Peyser	3 days per week
Brittany Knoetgen	Clemson SC Works Center, Wagner Peyser	5 days per week
Hannah Fower	Clemson SC Works Center, Wagner Peyser	5 days per week
Andie Keef	Clemson SC Works Center, Wagner Peyser	5 days per week
Mary Baker	Clemson SC Works Center, Wagner Peyser	5 days per week
Judy Griffin	Clemson SC Works Center, UI	5 days per week
Teashekia Garrett	Clemson SC Works Center, UI	5 days per week
Cyndi Sprinkle	Clemson SC Works Center, Veterans	5 days per week
Jimmy Ahern	Clemson SC Works Center, Veterans	5 days per week
Laura Cox	Clemson SC Works Center, RWA	5 days per week
Jeff Snider	Clemson SC Works Center, WIOA	5 days per week
Lillian Cleveland	Clemson SC Works Center, WIOA	5 days per week
William Hunter	Clemson SC Works Center, WIOA	5 days per week
Vicky Sexton	Clemson SC Works Center, WIOA	3 days per week
Jennifer Campbell	Clemson SC Works Center, WIOA	5 days per week
Jennifer Kelly	Clemson SC Works Center, WIOA	5 days per week
Windy Graham	Clemson SC Works Center, WIOA	5 days per week
Sharon Crite	Clemson SC Works Center, WIOA	5 days per week

SNAP - Shenice Caughman	Clemson SC Works Center, WIOA	5 days per week
TANF - Valerie Gaines	Clemson SC Works Center, DSS SNAP	5 days per week
TANF - Jacqueline Turner	Clemson SC Works Center, DSS TANF	5 days per week
TANF - Doug Lancaster	Clemson SC Works Center, DSS TANF	4 days per week
VR - Chris Taylor	Clemson SC Works Center, VR	4 days per week
SCCB - Cherri Boller	Clemson SC Works Center, VR	.5 days per week
AE - Lori Wood	Clemson SC Works Center, Adult Ed	.2 (or 1 day) per week
Tina Barnes	Easley SC Works Center, Wagner Peyser	.4 (or 2 days) per week
Vicky Sexton	Easley SC Works Center, Wagner Peyser	.4 ( or 2 days) per week
Kathy Stanton	Easley SC Works Center, Wagner Peyser	1 FTE
VR - Chris Taylor	Easley SC Works Center, VR	.1 (or ½ day ) per week
Stephanie Blake	Seneca SC Works Center, Wagner Peyser	5 days per week
Ryan Tolley	Seneca SC Works Center, Wagner Peyser	5 days per week
Desiree Goldsmith	Seneca SC Works Center, WIOA	5 days per week
Allison Cawley	Seneca SC Works Center, VR	.2 (or 1 day) per week

**Agreement Period as of this Addendum**

**Beginning Date: 7/1/2024**

**Ending Date: 6/30/2025**

*Except as hereby amended, all terms and conditions of said agreement remain unchanged and in full force and effect.*

**Approved for Local Area:**

Staff Name: Steve Pelissier  
 Title: SCACOG, Executive Director

\_\_\_\_\_

Signature Date

**Approved for Partner:**

Staff Name:  
 Title:

\_\_\_\_\_

Signature Date

**Approved for Partner:**

Staff Name:  
 Title:

\_\_\_\_\_

Signature Date

**Approved for Partner:**

Staff Name:  
 Title:

\_\_\_\_\_

Signature Date

SNAP - TBD	Clemson SC Works Center, DSS SNAP	5 days per week
TANF - Ashley Clayton	Clemson SC Works Center, DSS TANF	5 days per week
TANF - Melinda Searles	Clemson SC Works Center, DSS TANF	4 days per week
TANF - Doug Lancaster	Clemson SC Works Center, DSS TANF	4 days per week
VR - Chris Taylor	Clemson SC Works Center, VR	.5 days per week
AE - Lori Wood	Clemson SC Works Center, Adult Ed	.2 (or 1 day) per week
Tina Barnes	Easley SC Works Center, Wagner Peyser	.4 (or 2 days) per week
Vicky Sexton	Easley SC Works Center, Wagner Peyser	.4 ( or 2 days) per week
Cathy Stanton	Easley SC Works Center, Wagner Peyser	.4 (or 2 days) per week
VR - Chris Taylor	Easley SC Works Center, VR	.1 (or ½ day ) per week
Stephanie Blake	Seneca SC Works Center, Wagner Peyser	5 days per week
Desiree Goldsmith	Seneca SC Works Center, WIOA	5 days per week
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 Title: SCACOG, Executive Director

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Signature Date

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Staff Name:  
 Title:

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Signature Date

**Approved for Partner:**

Staff Name:  
 Title:

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Signature Date

**Approved for Partner:**

Staff Name:  
 Title:

\_\_\_\_\_

Signature Date

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TANF - Melinda Searles	Clemson SC Works Center, DSS TANF	4 days per week
TANF - Doug Lancaster	Clemson SC Works Center, DSS TANF	4 days per week
VR - Chris Taylor	Clemson SC Works Center, VR	.5 days per week
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Tina Barnes	Easley SC Works Center, Wagner Peyser	.4 (or 2 days) per week
Vicky Sexton	Easley SC Works Center, Wagner Peyser	.4 (or 2 days) per week
Cathy Stanton	Easley SC Works Center, Wagner Peyser	.4 (or 2 days) per week
VR - Chris Taylor	Easley SC Works Center, VR	.1 (or ½ day) per week
Stephanie Blake	Seneca SC Works Center, Wagner Peyser	5 days per week
Desiree Goldsmith	Seneca SC Works Center, WIOA	5 days per week
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**Beginning Date:** 7/1/2024

**Ending Date:** 6/30/2025

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**Approved for Local Area:**

Staff Name: Steve Pelissier  
 Title: SCACOG, Executive Director

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Approved for Partner:**

Staff Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Approved for Partner:**

Staff Name: Tiffany Foster  
 Title: Goodwill Industries, Director of Community Development

Signature *Tiffany Foster* Date 5/30/24

**Approved for Partner:**

Staff Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



SNAP - TBD	Clemson SC Works Center, DSS SNAP	5 days per week
TANF - Ashley Clayton	Clemson SC Works Center, DSS TANF	5 days per week
TANF - Melinda Searles	Clemson SC Works Center, DSS TANF	4 days per week
TANF - Doug Lancaster	Clemson SC Works Center, DSS TANF	4 days per week
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Tina Barnes	Easley SC Works Center, Wagner Peyser	.4 (or 2 days) per week
Vicky Sexton	Easley SC Works Center, Wagner Peyser	.4 (or 2 days) per week
Cathy Stanton	Easley SC Works Center, Wagner Peyser	.4 (or 2 days) per week
VR - Chris Taylor	Easley SC Works Center, VR	.1 (or ½ day ) per week
Stephanie Blake	Seneca SC Works Center, Wagner Peyser	5 days per week
Desiree Goldsmith	Seneca SC Works Center, WIOA	5 days per week
Allison Cawley	Seneca SC Works Center, VR	.2 (or 1 day) per week

**Agreement Period as of this Addendum**

**Beginning Date:** 7/1/2024

**Ending Date:** 6/30/2025

*Except as hereby amended, all terms and conditions of said agreement remain unchanged and in full force and effect.*

**Approved for Local Area:**

Staff Name: Steve Pelissier  
 Title: SCACOG, Executive Director

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Approved for Partner:**

Staff Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Approved for Partner:**

Staff Name: Kelly Sieling  
 Title: Fields Operation Manager

Signature  Date 6/11/24

**Approved for Partner:**

Staff Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

SNAP - TBD	Clemson SC Works Center, DSS SNAP	5 days per week
TANF - Ashley Clayton	Clemson SC Works Center, DSS TANF	5 days per week
TANF - Melinda Searles	Clemson SC Works Center, DSS TANF	4 days per week
TANF - Doug Lancaster	Clemson SC Works Center, DSS TANF	4 days per week
VR - Chris Taylor	Clemson SC Works Center, VR	.5 days per week
AE - Lori Wood	Clemson SC Works Center, Adult Ed	.2 (or 1 day) per week
Tina Barnes	Easley SC Works Center, Wagner Peyser	.4 (or 2 days) per week
Vicky Sexton	Easley SC Works Center, Wagner Peyser	.4 (or 2 days) per week
Cathy Stanton	Easley SC Works Center, Wagner Peyser	.4 (or 2 days) per week
VR - Chris Taylor	Easley SC Works Center, VR	.1 (or ½ day ) per week
Stephanie Blake	Seneca SC Works Center, Wagner Peyser	5 days per week
Desiree Goldsmith	Seneca SC Works Center, WIOA	5 days per week
Allison Cawley	Seneca SC Works Center, VR	.2 (or 1 day) per week

**Agreement Period as of this Addendum**

**Beginning Date:** 7/1/2024

**Ending Date:** 6/30/2025

*Except as hereby amended, all terms and conditions of said agreement remain unchanged and in full force and effect.*

**Approved for Local Area:**

Staff Name: Steve Pelissier  
 Title: SCACOG, Executive Director

Signature

Date

**Approved for Partner:**

Staff Name: Tammy James  
 Title: Division Director, SC Department of Social Services

Signature

Date

**Approved for Partner:**

Staff Name:  
 Title:

Signature

Date

**Approved for Partner:**

Staff Name:  
 Title:

Signature

Date

**Tammy James**  
Digitally signed by Tammy James  
 Date: 2024.05.20 08:45:51 -0400

Supplies:

Description	Units	Total	E	S	A	C	Total	Include
Water Cooler	1	\$ 333.84	-	-	333.84	-	333.84	NO
Clorox wipes (16 packs)	16	\$ 150.48	18.81	28.22	47.03	56.43	150.48	NO
Disinfectant spray (Clorox 12 cans/box)	1	\$ 104.85	17.47	17.47	34.95	34.95	104.85	NO
Hand Sanitizer (6 bottles)	6	\$ 35.89	5.98	5.98	11.96	11.96	35.89	NO
Boxes Kleenex (12 box/pack, 125 tissues/box)	1	\$ 33.16	5.53	5.53	11.05	11.05	33.16	NO
De-icing Salt (50lb bag)	1	\$ 10.67	-	-	-	10.67	10.67	NO
2 pack glade air freshner	3	\$ 27.57	-	-	-	27.57	27.57	NO
Brita filter (6 pack)	1	\$ 28.61	-	-	-	28.61	28.61	NO
35 count bottle water	2	\$ 14.94	-	-	-	14.94	14.94	NO
* Optiplex desktops (Resource Room)	5	\$ 4,333.45	-	866.69	1,733.38	1,733.38	4,333.45	NO

One-time

Description	Units	Total	E	S	A	C	Total	Include
Electrical Ballast - One Time Cost						3,210		
Resource Room/Staff Bathroom/Kitchen (5)						1,605.00		NO
DEW (3)						963.00		NO
DSS (1)						321.00		NO
SCCB (1)						321.00		NO

Cost

All Nos will be removed from cost sharing that item.

Mark Yes/No

Agency Name:

Goodwill Industries of Upstate Midlands SC

Partner Signature:



Date:

5/30/24

**MOU Attachment G**

**CONFIDENTIALITY AGREEMENT**

**BETWEEN**

**THE SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE**

**AND**

**WORKLINK WORKFORCE DEVELOPMENT AREA**

This Confidentiality Agreement is entered into as of July 1, 2020, by and between the South Carolina Department of Employment and Workforce (DEW) and the WorkLink Workforce Development Area (“LWDA”).

**PURPOSE:** The purpose of this Agreement is to address the confidentiality requirements for LWDA to use the DEW Workforce Information Portal in order to have limited access to unemployment insurance (UI) claimant data that will be used to determine an individual’s potential eligibility for training and employment services programs under the Workforce Investment Act (“WIA”) and the Workforce Innovation and Opportunity Act (“WIOA”), effective July 1, 2015, and for LWDA outreach for employment and training opportunities.

**ARTICLE I**

**DURATION OF AGREEMENT**

This Agreement shall take effect upon the signatures of both parties and shall terminate at the end of the third program year, June 30, 2023. This agreement may be renewed as permitted by federal and state law. The confidentiality requirements of this Agreement shall survive the term of this Agreement.

This Agreement may be amended in the event of changes in federal or state law, including but not limited to changes regarding the confidentiality of Unemployment Compensation (UC) information.

**ARTICLE II**

**APPLICABLE CONFIDENTIALITY LAWS AND REGULATIONS**

The parties agree to comply with all applicable federal and state laws, regulations, and guidance, including but not limited to:

1. The Privacy Act of 1974, 5 U.S.C. §552a;
2. The Family Privacy Protection Act, S.C. Code Ann. §§ 30-2-10, *et. seq.*;
3. The South Carolina Department of Employment and Workforce law, S.C. Code Ann. §41-27-10, *et seq.*, including §§ 41-29-150 through 170;
4. Federal-State Unemployment Compensation (UC) Program; Confidentiality and Disclosure of State UC Information, 20 C.F.R. Part 603;

5. Tax Information Security Guidelines for Federal, State and Local Agencies, IRS Publication 1075;
6. Office of Management and Budget M-07-16; and
7. SC Department of Employment and Workforce Personal Identification Information (PII) Handling and Confidentiality Policy.

### **ARTICLE III**

#### **DEFINITIONS**

##### **1. CONFIDENTIAL INFORMATION**

Confidential information includes information in DEW’s records that pertain to the administration of UI benefits, including wage reports. See 20 C.F.R. Part 603.2. The types of data include, but are not limited to, an individual’s and/or employing unit’s:

1. Name, Address, Email, and Phone Number;
2. Last four digits of Social Security Number;
3. Whether an individual is receiving Unemployment Insurance;
4. Most recent employer;
5. Any identifying particulars that in combination with publicly accessible information would identify the individual or employing unit.

##### **2. PERSONALLY IDENTIFIABLE INFORMATION**

**Personally identifiable information (PII) is the information that can be used to uniquely identify, contact, or locate specific individuals. Examples of PII elements include: name, address, date of birth, race, gender, telephone number, official government issued identification numbers, Social Security benefit data, tax data, and financial, medical and employment information.**

### **ARTICLE IV**

#### **INFORMATION DISCLOSED PURSUANT TO THIS AGREEMENT**

This Agreement is limited to the disclosure of information that is received by LWDA for the purposes outlined in this Agreement only.

Information disclosed pursuant to this agreement includes information contained in the following data systems:

DEW Workforce Information Portal (“Portal”).

## **ARTICLE V**

### **PURPOSES FOR REQUESTING INFORMATION**

Information that is requested or received by LWDA, pursuant to this Agreement, is limited to the information permitted by federal and state law and to the information needed by LWDA staff for determining an individual's potential eligibility in WIA or WIOA programs for training and employment services and for LWDA outreach for employment and applicable training opportunities.

## **ARTICLE VI**

### **REQUIRED SAFEGUARDS**

Both the recipient agency/entity and the individual recipient of confidential information and PII are subject to several required safeguards.

The individual recipient of any confidential information is required to:

1. Use the disclosed information only for purposes authorized by law and consistent with this Agreement;
2. Store the disclosed information in a place physically secure from access by unauthorized persons;
3. Undertake precautions to ensure that only authorized personnel have access to disclosed information in hardcopy form.
4. Store and process disclosed information maintained in electronic format in such a way that unauthorized persons cannot obtain the information by any means; and
5. Undertake precautions to ensure that only authorized personnel are given access to disclosed information stored in computer systems.
  - a. Precautions include not saving UC information and PII exported from the Portal into spreadsheets or other documents in shared folders with unauthorized personnel.

The agency/entity recipient of any confidential information and PII is required to:

1. Instruct all personnel having access to the disclosed information about confidentiality requirements, the requirements of this Agreement, and the sanctions specified by South Carolina law for unauthorized disclosure of confidential information.
2. Sign an acknowledgement that all personnel, including contractors and service providers, having access to the disclosed information have been instructed in accordance with this Agreement and will adhere to DEW's confidentiality requirements and procedures. (See Attachment A).

- a. It is the understanding pursuant to this Agreement that the LWDA will be working on this project exclusively. Prior to any additional personnel, contractors, or service providers of the LWDA joining this project, the LWDA will notify DEW so the acknowledgement can be executed prior to any disclosure to the additional personnel.
3. Dispose of information disclosed or obtained, and any copies thereof made by the recipient agency, entity, or contractor, after the purpose for which the information is disclosed is served, except for disclosed information possessed by any court. Disposal means the return of the information to DEW or destruction of the information, as instructed and approved by DEW. If destruction of the information is requested by DEW, LWDA will destroy the information within an approved timeframe. LWDA will provide a certificate of destruction.
4. Maintain a system sufficient to allow an audit of compliance with the requirements of this Agreement.

## ARTICLE VII

### REDISCLASURE OF CONFIDENTIAL UC INFORMATION

**LWDA is not authorized to redisclose any confidential information without prior authorization from DEW. Specifically, LWDA is not authorized to disclose the unemployment insurance status.**

Should the situation arise where LWDA seeks authorization to redisclose confidential information from the Portal, there are limited exceptions that DEW authorizes redisclosure of confidential UC information. The only exceptions are as follows:

1. To the individual or employer who is the subject of the information;
2. To an attorney or other duly authorized agent representing the individual or employer;
3. In any civil or criminal proceedings for or on behalf of a recipient agency or entity;
4. In response to a subpoena as provided in 20 C.F.R. § 603.7;
5. To an agent or contractor of a public official only if the person redisclosing is a public official, if the redisclosure is authorized by the State law, and if the public official retains responsibility for the uses of the confidential UC information by the agent or contractor;
6. From one public official to another if the redisclosure is authorized by the State law;
7. When so authorized by Section 303(e)(5), SSA, (redisclosure of wage information by a State or local child support enforcement agency to an agent under contract with such agency for purposes of carrying out child support enforcement) and by State law; or

8. When specifically authorized by a written release that meets the requirements of 20 C.F.R. § 603.5(d) (to a third party with informed consent).

Information redisclosed under subsections (5) & (6) above are also subject to the safeguards outlined in Article V. Required Safeguards of this Agreement.

The requirements of this Article do not apply to disclosures of UC information to a Federal agency which DEW has determined, by notice published in the Federal Register, to have in place safeguards adequate to satisfy the confidentiality requirement of Section 303(a)(1), SSA.

## ARTICLE VIII

### METHODS AND TIMING OF REQUESTS FOR INFORMATION

This Agreement must include “the methods and timing of requests for information and responses to those requests, including the format to be used.” (20 C.F.R. § 603.10(b)(1)(iii). DEW will provide a user name and password to the authorized employees that will access the Portal.

LWDA agrees to safeguard this information as described in federal and state law, including but not limited to 20 C.F.R. §603. LWDA will instruct the designated employees, designated contractors, and designated service providers that information is provided so that the disclosure of this information is limited to the purpose of this agreement and limited to only necessary employees, contractors, and service providers. LWDA will agree to limit the access of the data to designated employees, designated contractors, and designated service providers that will sign the Confidentiality Agreement (See Attachment A).

In the event the designated employee is discharged or leaves his or her position with LWDA, LWDA insures the former employee will not have access to the information contained therein, and **LWDA will notify DEW that the former employee’s user name and password should be revoked.**

Access to confidential information will only be granted through the Portal Information used from the Portal in any document and for any purpose is considered confidential and the provisions of this Agreement extend to all electronic, oral, and/or printed information. **Individuals with access to the Portal are prohibited from transferring DEW data to removable media and are prohibited from accessing the portal from personal devices.**

The confidentiality requirements of this Agreement survive the duration of this Agreement.

## ARTICLE IX

### COSTS FOR FURNISHING INFORMATION

Pursuant to 20 C.F.R. § 603.5, LWDA will not pay for the costs to DEW for furnishing information as LWDA is performing services that are part of providing workforce services to the local area.



## ARTICLE X

### ON-SITE INSPECTIONS

DEW reserves the right to conduct on-site inspections to assure that the requirements of State law and this Agreement are being met.

## ARTICLE XI

### BREACH, ENFORCEMENT, TERMINATION AND MODIFICATION

**Breach:** If any employee or agent thereof, fails to comply with any provision of this Agreement, the Agreement must be suspended, access to the Portal denied, and further disclosure of information (including any disclosure being processed) prohibited, until DEW is satisfied that corrective action has been taken and there will be no further breach. In the absence of prompt and satisfactory corrective action, the agreement must be canceled, LWDA's access to the Portal will be revoked, and LWDA must be required to surrender to DEW all confidential UC information or PII (and copies thereof) obtained under the Agreement which has not previously been returned to DEW, and any other information relevant to the Agreement, or provide a certificate of destruction at DEW's request.

Both parties agree that each party shall be liable for its own acts and omissions, and the acts and omissions of its employees, agents and officers, and nothing within this agreement shall impute or transfer liability to the other party. This provision shall survive the expiration or termination of this Agreement, regardless of the reason for termination.

**Enforcement:** Pursuant to federal and state law, DEW must hold confidential and must not publish information that reveals an individual's or employing unit's identity and/or any identifying particulars. In the event an employee or member of DEW violates a state provision, the person must be fined not less than \$20.00 or more than \$500.00 and/or imprisoned for not longer than 90 days. SC Code Ann. § 41-29-150. DEW is permitted to disclose information under limited circumstances, including an agency or entity to which disclosures are permitted by federal statute or regulation. SC Code Ann. § 41-29-170(B)(1)(c).

DEW is permitted to disclose this information with conditions as outlined by federal regulation to LWDA, as described in this agreement. The confidentiality requirements and penalties that apply to DEW staff extend to LWDA employees covered under this Agreement.

**Termination and Modification:** This Agreement may be terminated by either party upon written notice, or immediately due to a breach or change in federal or state law. Should either party terminate this Agreement, LWDA employees shall no longer have access to confidential information from the DEW Workforce Information Portal and will be required, at DEW's discretion, to return or destroy any printed information and/or electronic files to the Office of General Counsel for DEW or provide a certificate of destruction, at DEW's request.

In the event there is a change in federal and or state law that nullifies any portion of this Agreement, the Agreement is immediately terminated and a new Agreement under the current law may be executed.

In addition, this Agreement is immediately terminable by DEW if it determines that the safeguards in the agreement are not adhered to by LWDA.

DEW reserves the right to deny access to an area or to individual employees of an area in the event of an investigation of a potential breach of this Agreement.

No amendments, modifications, changes, additions or deletions of the Agreement shall be valid unless in writing, signed by both parties and attached to this Agreement.

**SUCCESSORS AND ASSIGNS:** DEW and LWDA each binds itself, its successors, executors, administrators, and assigns to the other party with respect to these requirements, and also agrees that no party shall assign, sublet, or transfer its interest in the Agreement without the written consent of the other parties.

**ENTIRE AGREEMENT:** This Agreement constitutes the entire Agreement between the parties. The contract is to be interpreted under the laws of the State of South Carolina.

The signatories hereunder warrant and declare that they are duly authorized to execute this Agreement by virtue of their position and title.

South Carolina Department of  
Employment and Workforce

WorkLink LWDA

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
(Signatory Official)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**ATTACHMENT A – TO BE SIGNED BY AUTHORIZED EMPLOYEE(S)  
CONFIDENTIALITY AGREEMENT**

**REGARDING**

**CONFIDENTIAL INFORMATION FROM DEW**

ORGANIZATION NAME \_\_\_\_\_

EXECUTIVE SIGNATURE \_\_\_\_\_  
(Signatory Official)

EMPLOYEE NAME \_\_\_\_\_

EMPLOYEE POSITION \_\_\_\_\_

DATE \_\_\_\_\_

I understand that LWDA (“LWDA”) has received and will continue to receive confidential information from the South Carolina Department of Employment and Workforce (“DEW”) pursuant to the attached Agreement between the LWDA and DEW that became effective upon signature of the Agreement.

I have reviewed the terms of the Agreement and agree to:

- use confidential information only as authorized by DEW;
- safeguard all confidential information in accordance with this agreement and DEW’s confidentiality rules, including DEW’s PII policy and applicable federal and state laws and regulations; and
- not disclose this information without prior written authorization of DEW.

I understand the confidentiality terms of the Agreement survive the duration of the Agreement.

I further understand that unauthorized disclosure of confidential information could subject me to the penalties provided under S.C. Code Ann. § 41-29-150, in addition to other penalties and/or fines under state and/or federal law and regulations.

By my signature below, I certify I have read this Confidentiality Agreement and the attached Agreement and will abide by their terms

User

Signature \_\_\_\_\_

Date \_\_\_\_\_